

**Captain Isaac Paine Elementary School**

# **Digital Citizenship Agreement**

## **Blended and Personalized Learning Supported by Technology**

Staff at CIP believe that the best way to prepare our students for their digital future is to have them using computers and online tools appropriately. We will educate our students on how to be responsible, safe digital citizens and appreciate your support and reinforcement with this endeavor.

### **Respect and Protect Yourself**

- I will keep my passwords private and will not share them with my classmates.
- I will be aware of my digital footprint and will be careful about posting personal information.
- I will post only text and images that are appropriate for school.
- I will be aware of with whom I am sharing my files.
- I will always log off before leaving a computer.
- I will immediately report any inappropriate behavior directed at me to my Parent/Guardian and to my teacher.

### **Respect and Protect Others**

- I will not use computers to bully or harass other people in or out of school.
- I will not log in with another student's username and password.
- I will not trespass into another student's documents, files or profile.
- I will not disrupt other people's ability to use school computers.
- I will not pretend to be someone else and will be honest in my representation of myself.
- I will not forward inappropriate materials or hurtful comments or spread rumors in or out of school.
- I will immediately report any inappropriate behavior directed at my fellow students to my teacher.

### **Respect and Protect Learning Opportunities and Environments**

- I will limit my web browsing at school to school research.
- I will visit only appropriate websites. If an inappropriate page, image or search result comes up, I will immediately close the window or tab.
- I will not play games on school computers without specific teacher instructions to do so.
- I will read only instant messages or participate in online forums or chats while at school that directly relate to the educational projects I am completing.
- I will send and receive only school-related email while at school.

### **Honor Intellectual Property**

- I will not plagiarize.
- I will cite any and all use of websites, images, books and other media.

## **K-5 ACCEPTABLE USE OF TECHNOLOGY**

*As a part of my education (during the school year and summer), my school provides me with the use of computers and storage space on the server for my work. My behavior and language are to follow the same rules I follow in my class and in my school. To help myself and others, I agree to the following promises:*

- I will use the computers *only* to do school work, and not for *any other* reason. I will not store material that is not related to my schoolwork.
- I will use the Internet *only* with my teacher's permission.
- I will not give my password to anyone else, and I will not ask for or use anyone else's password.
- I will *not* put on the computer my address or telephone number, or any other personal information about myself or anyone else.
- I will not take, upload, link, or embed an image of myself or others without my teacher's permission.
- I will not play games that a teacher has not approved.
- I will be polite and considerate when I use the computer; I will not use it to annoy, be mean to, frighten, threaten, tease, bully, or poke fun at anyone; I will not use swear words or any other rude language; I will not engage in inappropriate activities while using my computer.
- I will not try to see, send, or upload anything that says and/or shows bad or mean things about anyone's race, religion or gender.
- I will not damage the computer or anyone else's work. If I damage it, there will be consequences per the school's Student Handbook.
- I will not take credit for other people's work.
- If I have or see a problem with the computer, I will tell the teacher immediately.
- I will not block or interfere with school or school system communications.
- My computer use is not private. My teacher may look at my work at any time to be sure that I am following these rules. If I am not, there will be consequences which may include, but is not limited to, not being able to use the computer.
- I know that the conduct that is forbidden in school is also forbidden when I use computers outside of school if it interferes with other students' education. If I break the rules, there may be consequences in school.

# **Expectations for Care of Chromebooks**

## **Blended and Personalized Learning Supported by Technology**

Captain Isaac Paine (CIP) students are expected to follow all of the specific guidelines listed in this document and take any additional common sense precautions to protect their assigned device. Loss or damage resulting from failure to follow these expectations will result in full financial liability.

### **Taking Care of the Chromebook**

1. Charge the device at night, making sure your device is plugged into the appropriate spot on the cart.
2. Keep the device clean and free of debris.
3. Cords and cables must be inserted carefully into Chromebooks.
4. Use the device on a solid, sturdy surface.
5. Never lift Chromebook by the screen or carry the device with the screen open
6. Food or drink should not be consumed or placed in the vicinity of the device.
7. Heavy objects should never be placed on top of the device whether open or closed.
8. Students are responsible for the general care of the Chromebook they have been issued.
9. Devices should not be used with the power cord plugged in when the cord may be a tripping hazard.
10. Devices should never be repaired or disassembled without approval from Mrs. Clark or Dr. Du.
11. Changing the physical structure of the device such as engraving, marking, etc. is prohibited.
12. Parents are encouraged to purchase a case for their student's Chromebook (Acer C740 or HP G6 EE) to protect it further.

### **Screen Care**

The Chromebook screen can be damaged if subjected to heavy objects, rough treatment, some cleaning solvents, and other liquids. The screens are particularly sensitive to damage from excessive pressure.

1. Do not put heavy objects of pressure on the top of a Chromebook when it is closed.
2. Do not store a Chromebook with the screen open.
3. Make sure there is nothing on the keyboard before closing the lid (e.g. pens, pencils, or disks).
4. Clean the screen only with a soft, dry microfiber cloth or anti-static cloth.

### **Preventing Device and Data Loss/Theft**

1. Only the student to whom the device is assigned should use the device.
2. Do not exchange passwords with others.

**Damage:** Report damage immediately to your teacher. Damaged devices will be treated like other damaged school property, in accordance to the guidelines outlined in our Student Handbook.

### **General Conditions:**

1. Understand that there is no expectation of privacy when using the school network and devices.
2. Be knowledgeable about and follow the Responsible Use of Computers, the Internet, and Technology Policy.
3. The police will be notified of theft, vandalism and/or intentional damage.
4. Read all care and safety warnings included with your device.
5. Failure to abide by these guidelines will result in full financial responsibility.

# **Chromebook Agreement Form**

## **Receiving Chromebooks**

The CIP Device Agreement must be signed before a Chromebook will be personally issued to the student.

## **Student Distribution**

Students will begin using their Chromebooks once school begins and the devices are configured.

They will receive their Chromebook after the CIP Device Agreement is signed.

Students will receive training on the operation of the device before, during, and after their distribution.

## **Asset Tags**

- All Chromebooks will be labeled with a CIP asset code. Teachers will keep a record of the asset codes for their classroom.
- Students may be charged up to the full replacement cost of the Chromebook in the event of tampering with the CIP asset code.

## **Internet Access at Home**

- Students will be able to access assignments in school, work at home offline, and submit work to teachers when back at school. At this point, the Chromebooks will stay at school and it is expected that students use their home computer/device for assignments. If parents do not have a device at home that their child can use, they can contact Principal Clark ([marcella.clark@paineschool.org](mailto:marcella.clark@paineschool.org)) to discuss options.

- If a child does not have Internet access available at home, it is expected that the student and/or parent/guardian will indicate that information on the Chromebook Agreement form.

## **Chromebooks Being Repaired**

- Loaner Chromebook may be issued to students when their school-issued device is being repaired as they are available.
- A student borrowing a Chromebook will be responsible for any damage to or loss of the loaned device.

## **Backgrounds and Themes**

- Inappropriate media may not be used as Chromebook backgrounds or themes. The presence of such media will result in disciplinary action.

## **Sound**

- Sound must be muted at all times unless permission is obtained from a teacher.
- Headphones will be used at the discretion of the teachers. Parents are asked to purchase headphones for their student(s). Please send them to school in a bag marked clearly with their child's name.

### **Logging in to a Chromebook**

- Students will log in to their Chromebook using their school-issued login education account.
- Only CIP students and staff can log in to school owned Chromebooks.
- Students should never share their account passwords with others, unless requested by an administrator.

### **Operating Systems and Applications Software**

Chromebooks integrate with the Google Apps for Education suite of productivity and collaboration tools. This suite includes GMail, Google Docs (word processing), Spreadsheets, Slides, Sites, and Forms. All work is stored in the cloud.

Chrome Web Apps and Extensions:

- Students are allowed to install appropriate Chrome web apps and extensions from the Chrome Web Store when directed to do so by their teacher.
- Students are responsible for the web apps and extensions they install on their Chromebooks. Inappropriate material will result in disciplinary action.
- Some web apps will be available to use when the Chromebook is not connected to the Internet. Software will be updated periodically by the school when it re-images computers or pushes new software and applications out to devices.

### **Warranty**

- At this point in time, the school has assumed cost for hardware and accidental damage. This may need to change based on amount(s) of repair and replacement.
- All hardware or software issues must be reported to the classroom teacher.

### **Estimated Costs** (subject to change)

The following are estimated costs of Chromebook parts and replacements:

- Full Replacement costs for Chromebooks: \$310.00
- Screen: \$100.00
- Keyboard/touchpad: \$52.00
- Power cord: \$32.00

# CIP Device Agreement Signature Form

1. This agreement is valid for the entire time a student is in possession of a school issued Chromebook.
2. I agree to take full financial responsibility for all fees to repair or replace the District Chromebook(s) issued to my child.
3. I understand that all repairs must be completed by the Foster Public Schools and that all fees for repairs and/or replacement parts will be my responsibility.
4. By signing below, the student and their parent/guardian agree to follow and accept:
  - The tenets explained in the District's Digital Citizenship Agreement
  - The tenets explained in the K-5 Acceptable Use technology Agreement
  - The tenets explained in the Expectations for the Care of Chromebooks
  - The tenets explained in the ( Chromebook ) Agreement Form

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Print Student Name \_\_\_\_\_ Grade \_\_\_\_\_

Teacher \_\_\_\_\_ Internet Access at Home? Y / N

Student Signature \_\_\_\_\_ Date \_\_\_\_\_

Print Parent/Guardian Name \_\_\_\_\_

Print Parent/Guardian Name \_\_\_\_\_ Date \_\_\_\_\_