

Chromebook Device Usage Agreement

The Villages Charter School (VCS) has committed to a multi-year timeline of issuing a technology device to every student, a project referred to as the VCS 1:1 Initiative. VCS believes that technology integrated into effective instructional practices will support students and staff to grow as creators, contributors, and empowered, connected learners so that each person is prepared to achieve a lifetime of personal success.

Providing and issuing Chromebooks for instructional use by VCS students is an important part of our school's instructional program. The student will use the device every day to support and guide his or her learning. Certain guidelines are necessary to protect the Chromebook and the school network. These guidelines are also in place to ensure that this technology serves as an effective instructional tool.

The student will be provided with one VCS issued Chromebook and one VCS issued charger.

Before being issued a device, students and their families must participate in an orientation process and agree to the following terms and conditions.

Computer Loan Agreement (Google Chromebook)

- The student and parent will understand and sign the Acceptable Use of Technology Resources policy when given.
- The student agrees to follow all VCS regulations and policies governing the use of the Chromebook as well as all applicable State and Federal laws including copyright and intellectual property law pertaining to software and information.
- The student is responsible at all times for the care and appropriate use of the VCS issued Chromebook and charger.
- The student must adhere to these terms each time the device is used, including when it is not on school grounds.
- ***The student agrees to use the school-issued device and account for SCHOOL-RELATED PURPOSES ONLY.***
- The student shall not remove or alter any VCS identification labels attached to or displayed on the Chromebook.
- The student will not deface the device or adhere stickers or other markings to the Chromebook or protective case.
- The student agrees to ensure the device is kept secure and safe.
- The student agrees to handle the device carefully and protect it from potential sources of damage.
- The student must report theft (or suspected theft), loss, damage, or malfunctioning of the Chromebook to school personnel immediately.
- Upon request, the student agrees to deliver the issued Chromebook to VCS staff for technical inspection or to verify inventory or other information. The student will provide their Chromebook for inspection by any school administrator or teacher any messages, communication, or files sent or received on any VCS-issued device and account including, but not limited to, the issued Chromebook.
- ***The student will bring the issued Chromebook fully charged to school every day.***
- The Chromebook and all data on the Chromebook are the property of VCS. All such issued Chromebooks chargers shall be returned to VCS prior to the student's withdrawal from the school. Failure to return all VCS issued Items will result in the replacement cost charged to the student's account.
- VCS may install apps or extensions on the Chromebook at any time to ensure the safety and security of VCS equipment and to maintain a productive learning environment for all students. The student may

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not attempt to delete or modify these apps or extensions in any way.

- The student may install only VCS approved apps or extensions.
- The VCS network is provided for the academic use of all students and staff. The student agrees to take no action that would interfere with the efficient, academic use of the network.
- The Chromebook utilizes a proxy service that directs any online activity through our school's web filter. The filtering process collects web URLs and search activity for all traffic generated by the Chromebook regardless of the physical location of the device.
- The student acknowledges that his/her use of VCS equipment is a privilege.
- The student has been assigned a Google Suite for Education (G Suite) account with specific privileges and capabilities. The account is intended for the exclusive use of the student to which it has been assigned. The student may not attempt to change or allow others to change the privileges or capabilities of this account. The student may not attempt to add, delete, access, or modify other user accounts.
- By agreeing to these terms the student acknowledges his/her responsibility to protect and safeguard their G Suite account, Chromebook, and charger at all times and to return the equipment in good condition and repair.
- Failure to abide by any of the terms may result in loss of privileges and/or disciplinary action as determined by the administration.

Google Suite for Education (G Suite) Accounts

VCS offers all students a G Suite account to use on a variety of school-related projects. G Suite provides a variety of online collaboration tools including productivity software, shared calendars, website authoring tools, and internal email. Student accounts may include Drive, Docs, Sheets, Slides, Drawings, Classroom, Contacts, Gmail, Sites, Calendar, YouTube, Maps, Takeout, and Earth. Email, if available to your student, can only be sent to or received from others with school accounts. The charter school believes that learning to use these types of tools in safe and productive ways is essential in preparing students for a lifetime of personal success.

Student technology use, including the use of G Suite accounts, is subject to school board policy and any local, state, and federal laws. Two specific federal statutes are worth noting in regards to G Suite:

- **Children's Online Privacy Protection Act (COPPA):** COPPA applies to commercial companies and limits their ability to collect personal information from children under 13. By default, advertising is turned off for all VCS G Suite accounts, and no personal student information is collected for commercial purposes. This permission form allows the school to act as an agent for parents in the collection of information within the school context. The school's use of student information is solely for educational purposes. For more information about COPPA, please visit <http://www.ftc.gov/privacy/coppafaqs.shtml>
- **Family Educational Rights and Privacy Act (FERPA):** FERPA protects the privacy of student education records and gives parents the rights to review student records. Any information relating to the student's G Suite account is subject to FERPA rules and regulations. For more information about FERPA, please visit <http://www.ed.gov/policy/gen/guid/fpco/ferpa>

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In addition, the following guidelines apply to all student G Suite accounts.

- **Official Email Address:** Students will be assigned an email account through G Suite that ends in @TVCS.org. This account will be considered the student's official VCS email address. Students can only send and receive emails with other students and teachers within the @TVCS.org domain for school-related purposes only. They cannot send or receive any email outside of our domain.
- **Conduct:** VCS Core Values apply to all students when using technology. Staff may establish additional expectations for the use of technology depending on their instructional objectives, and students are required to follow the terms and protocols outlined by the teacher. Technology should never be used in a manner that disrupts the educational environment.
- **Access Restriction:** Access to and use of G Suite accounts is considered a privilege accorded at the discretion of VCS. VCS maintains the right to immediately withdraw access to the account if there is reason to believe that violations of law or policies have occurred. In such cases, the alleged violation will be referred to the building administration for investigation and/or disciplinary action.
- **Security:** VCS cannot, and does not, guarantee the security of electronic files located on Google systems. Although Google does have a powerful content filter in place, and VCS maintains a comprehensive web filter for all student internet traffic, The Villages Charter School cannot assure that users will not be exposed to non-educational materials. Families are encouraged to report any suspicious online activity to VCS for review.
- **Privacy:** VCS reserves the right to access and review content in a student's G Suite account at any time. VCS complies with all student privacy laws.

As with any educational endeavor, a strong partnership with families is essential to a successful learning experience, and VCS welcomes any comments, questions, or concerns about G Suite.

Technology Fines

The family and student will assume the risk of loss by theft, destruction, or damage. Devices reported as stolen outside of school require parents to notify the police and provide a copy of an official police report to the school administration. Under no circumstances should a student, parent, guardian, etc... attempt to repair a damaged device or pay for the device to be repaired by an agency other than VCS. If you have any questions or concerns regarding technology fines, please contact the building administrator. All actual costs for repair or replacement will be charged as follows:

- Full price of repair or replacement for a damaged device and charger.
- Full replacement cost for lost/stolen device, including the charger.

