

GDRSD Google Chromebook Agreement

As part of its commitment to facilitate remote learning and enhance our student's education, the Groton-Dunstable Regional School District is making available a Chromebook and charger for the upcoming 2020-2021 school year. In acceptance of the Chromebook, we ask both the student and parent/guardian to sign the agreement to comply with the following conditions:



- I acknowledge receipt of Chromebook # _____ (Tech Team)
- I have received a copy of the following Documents:
 - GDRSD Google Chromebook Care and Use Guide
- I understand that I am responsible for the proper care and use of the Chromebook while it is in my possession.
- I understand that I am responsible for repayment if any damages or loss occurs while the Chromebook is in my possession.

STUDENT

I understand and agree to the preceding terms and conditions regarding the Chromebook provided to me by the Groton-Dunstable Regional School District.

Student Name: _____

Signature: _____

Date: _____

PARENT/GUARDIAN

As the parent or guardian of this student, I understand and agree to the preceding terms and conditions regarding the mobile device provided to this student. I also understand that this device is provided for educational purposes. Further, I accept full responsibility for the actions of my child in the use of this device. I hereby give my permission to issue a device to my child and certify that the information contained on this form is correct.

Parent/Guardian Name: _____

Signature: _____

Date: _____



GDRSD Google Chromebook Care and Use Guide

The procedures, guidelines, and information within this document apply to all Chromebooks at Groton-Dunstable Regional School District (GDRSD). Teachers may set additional requirements for use within their classrooms. Chromebooks are intended for academic use.

Students are responsible for the general care of their issued Chromebook. When a Chromebook fails to work properly, the student should alert their homeroom teacher, who will create a Help Desk ticket for the Department of Technology & Digital Learning. Chromebooks should never be taken to an outside computer service for any type of repairs or maintenance.

If a student does not bring his/her Chromebook to school, there may be a limited number of Chromebooks available in select locations throughout their school building available on an as-needed basis.

1. GENERAL PRECAUTIONS

- No food or beverages should be near your Chromebook.
- Cords, cables, and removable devices should be inserted carefully into the Chromebook.
- Chromebooks should not be exposed to extreme temperatures.
- Students should never carry their Chromebooks while the screen is open.
- Chromebooks should never be left in an unlocked vehicle or an unsupervised area.

2. CHROMEBOOK SCREEN CARE

The Chromebook screens can be damaged if subjected to rough treatment and are sensitive to excessive pressure.

- Do not lean on the top of the Chromebook when it is closed.
- Do not place anything on the keyboard before closing the lid (e.g. pencils, etc.)
- Clean the screen with a soft, microfiber cloth. Do not use commercial glass cleaners.

3. CHROMEBOOKS UNDERGOING REPAIR

- Loaner Chromebooks may be issued.
- Students are responsible for the care of the loaner while it is in their possession and are subject to the same policy and procedure agreement signed for the original unit.

4. FULLY CHARGED BATTERIES

- Chromebooks should be brought to school each day with a full charge, which should hold a 6-8 hour charge.
- There will be charging stations located at each homeroom.

5. MANAGING YOUR FILES & SAVING YOUR WORK

- Student files should be stored in their Google Drive.
- Students will log into their Chromebooks using their school-issued G-Suite account (@gdrsd.us). Students should never share their account passwords with others, including faculty and staff.
- GDRSD is not responsible for the loss of student work.
- Students will be encouraged to digitally publish and share their work with their teachers and peers when appropriate. Printing is not available from the Chromebook.

6. OPERATING SYSTEM AND SECURITY

- Students may not use or install any operating system on their Chromebooks other than the current version of Chrome OS that is supported and managed by the district.
- Always be on the alert for suspicious emails that contain links and websites that ask for personal information such as name, date of birth, or passwords.

7. INTERNET FILTERING

GDRSD utilizes an Internet content filter from LightSpeed systems that is in compliance with the federally mandated Children's Internet Protection Act (CIPA). All Chromebooks, regardless of physical location (in or out of school), will have all Internet activity protected and monitored by the district. If an educationally valuable site is blocked, students should contact their teachers to request that the site be unblocked. School-issued Chromebooks have been configured to optimize the educational experience for students and staff as well as protect students from harmful content per federally mandated guidelines.

8. CHROMEBOOK IDENTIFICATION

Students will not remove the Chromebook serial number, asset tag number, and name, and ID number label. If stickers have or appeared to be falling off, the student should alert their teacher who can create a Help Desk ticket.

9. INTENTIONAL OR NEGLIGENT DAMAGE

Students could be held partially or fully responsible for damages/loss to their Chromebooks.

Examples include:

- Liquid/beverage spills.
- Deliberate damage, neglect, or abuse caused by you or others you allow to use your Chromebook.
- Leaving the Chromebook unattended or failing to secure it per school recommendations.

Failure to return the Chromebook will result in the student being charged the full replacement cost. The following are approximate costs of Chromebook parts and replacements:

- Replacement - \$200.00
- Screen - \$50.00
- Keyboard/touchpad - \$40.00
- Power cord - \$15.00

10. CHROMEBOOK TECHNICAL SUPPORT

All repair requests must be made to the GDRSD Department of Technology & Digital Learning Help Desk system. All staff has access to this portal to assist students with tickets.

- If a student experiences an issue with their Chromebook while in class, they will notify the teacher of the issue.
- If a student has an issue with his/her Chromebook while at home, during remote learning, the student should email a member of the Department of Technology & Digital Learning (see contact information below).
- Students will be notified when their issue has been resolved. Service and repairs will be documented and reviewed to ensure the proper use and/or maintenance of the Chromebook. Excessive requests for service/repair are subject to review by the school administration.

On behalf of the Department of Technology & Digital Learning, we look forward to supporting our students and staff during this period of hybrid and remote learning. Please don't hesitate to reach out to us with questions and/or concerns!

Sincerely,

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