

## Colfax-Mingo Community School District District Chromebook Use Policy Summary

Student Responsibilities	Parent/Family Responsibilities
<p>Your Google Chromebook is an important learning tool and is for educational purposes only. In order to take your Google Chromebook home each day, you must be willing to accept the following responsibilities.</p> <ul style="list-style-type: none"> <li>● When using the Google Chromebook at home, at school, and anywhere else I may take it, I will follow the policies of the Colfax-Mingo Community Schools - especially the Student Code of Conduct - and abide by all local, state, and federal laws.</li> <li>● I will treat the Google Chromebook with care by not dropping it, getting it wet, leaving it outdoors, or using it with food or drink nearby.</li> <li>● My Google Chromebook is my responsibility and will stay in my possession at all times.</li> <li>● I will not modify any software on the Google Chromebook.</li> <li>● I will not release personal information to strangers when using the Google Chromebook.</li> <li>● I will bring the Google Chromebook to school every day.</li> <li>● I will keep all accounts and passwords assigned to me secure and will not share these with any other students.</li> <li>● <b>I will clean my Google Chromebook using only a damp cloth.</b></li> <li>● I will recharge the Google Chromebook battery each night.</li> <li>● I will return the Google Chromebook when requested and upon my withdrawal from Colfax-Mingo Community Schools.</li> <li>● I will always place the Google Chromebook in its protective case/bag provided by the district when not in use and when it is being transported, and will only use the district-provided case/bag.</li> </ul>	<p><b>Parents and families play a critical role in the success of the Colfax-Mingo 1:1 initiative. Before the student is issued a device, a parent or guardian must agree to the following:</b></p> <ul style="list-style-type: none"> <li>● I will supervise my son's/daughter's use of the Google Chromebook at home.</li> <li>● I will discuss our family's values and expectations regarding the use of the Internet at home and will supervise my son's/daughter's use of the Internet.</li> <li>● I will not attempt to repair the Google Chromebook or charger, and will not replace the charger myself.</li> <li>● I will report to the school any problems with the Chromebook.</li> <li>● I will make sure that my son/daughter recharges the Google Chromebook battery nightly.</li> <li>● I will make sure my son/daughter brings the Google Chromebook in the school-issued case during times of transport and while the Chromebook is not in use.</li> <li>● I understand that if my son/daughter comes to school without his/her computer, I may be called to bring it to school.</li> <li>● I agree to make sure that the Google Chromebook is returned to the school when requested and upon my son's/daughter's withdrawal from the Colfax-Mingo Community School District.</li> </ul>

### Examples of Unacceptable Use:

- A. Use school technologies in a way that could be personally or physically harmful.
- B. Attempt to find inappropriate images or content.
- C. Engage in cyberbullying, harassment, or disrespectful conduct toward others.
- D. Try to find ways to circumvent the school's safety measures and filtering tools.
- E. Use school technologies to send spam or chain mail.
- F. Plagiarize content I find online.
- G. Post-personally identifying information about myself or others.
- H. Agree to meet someone I meet online in real life.
- I. Use language online that would be unacceptable in the classroom.
- J. Use school technologies for illegal activities or to pursue information on such activities.
- K. Attempt to hack or access sites, servers, or content that isn't intended for my use.

*\*This is not intended to be an exhaustive list. Users should use their own good judgment when using school technologies.\**

### Student Violations; Consequences and Notifications:

Students who access restricted items on the Internet shall be subject to the appropriate action described in the school's discipline policy handbook OR to the following consequences:

- I. First Offense - Any Student who inappropriately uses the district network, computers, or accesses restricted sites on the Internet shall lose network and/or Internet access for up to 18 weeks at the discretion of a building administrator. Parents will be notified of this offense.
- II. Second Offense - One the second violation of inappropriate use of the district network, computers, or access of restricted sites on the Internet during a school year, the student shall forfeit all network and/or internet privileges for the balance of the school year or at least a period of 18 weeks.
- III. In certain situations, because of the serious nature of the violation of this policy, all Internet privileges may be denied.
- IV. Violation of other District disciplinary policies through the misuse of the Internet will result in sanctions called for in those policies.

## COLFAX-MINGO COMMUNITY SCHOOL DISTRICT

### Computer Loan Agreement

One Google Chromebook, Charger, and Case are being loaned to the Student/Borrower and are in good working order. It is the Student/Borrower's responsibility to care for the equipment and ensure that it is retained in a safe environment.

The equipment is, and at all times remains, the property of Colfax-Mingo Community Schools of Colfax, Iowa, and is herewith lent to the Student/Borrower for educational purposes only for the academic school year.

Student/Borrower may not deface or destroy this property in any way. Inappropriate use of the machine may result in the Student/Borrower losing his/her right to use the computer. The equipment will be returned to the school when requested by Colfax-Mingo Community Schools, or sooner if the Student/Borrower withdraws from Colfax-Mingo Community School prior to the end of the school year.

The District Property may be used by the Student/Borrower only for non-commercial purposes, in accordance with the District's policies and rules. The District's Code of Conduct, as well as, local, state, and federal statutes.

Student/Borrower may not install or use any software other than software owned or approved by the District and made available to Student/Borrower in accordance with this Receipt and Agreement.

One user account with specific privileges and capabilities has been set up on the Google Chromebook for the exclusive use of the Student/Borrower to which it has been assigned. The Student/Borrower agrees to make no attempts to change or allow others to change the privileges and capabilities of this user account.

The Student/Borrower agrees to make no attempts to add, delete, access, or modify other user accounts on the Google Chromebook and on any school-owned computer.

The Colfax-Mingo Community Schools network is provided for the academic use of all students and sta. The Student/Borrower agrees to take no action that would interfere with the efficient, academic use of the network.

Identification and inventory labels/tags have been placed on the Google Chromebook. The labels/tags are not to be removed or modified. If they become damaged or missing, contact tech support for replacements. Additional stickers, labels, tags, or markings are not to be added to the Google Chromebook. Identification tags added to the case/bag are NOT to be removed or discarded.

A Google Apps for Education account is available for each Student/Borrower to use for Appropriate academic communication with other students and staff members.

Iowa statute allows the District to obtain reimbursement from, or on behalf of, students for any damage to, loss of, or failure to return school property. The replacement cost of the Google Chromebook will be charged. The amount charged is based on the fair market value of the Chromebook including accidental damage insurance. Student/Borrower acknowledges and agrees that his/her use of the District Property is a privilege and that by Student/Borrower's agreement to the term hereof. Student/Borrower acknowledges his/her responsibility to protect and safeguard the District Property and to return the same in good condition and repair upon request by Colfax-Mingo Community Schools.

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[Colfax-Mingo CSD Chromebook Loan Agreement Form](#)