

Orangeburg Preparatory School

Chromebook Agreement

9th through 12th grade students at Orangeburg Preparatory School will be issued Chromebooks for use in school and/or at home. This document provides students and their parents/guardians with information about taking care of the equipment, using it to complete assignments, and being a good digital citizen.

Students and their parents/guardians are reminded that the use of TECHNOLOGY is a privilege and not a right and that everything done on any device, network, or electronic communication device may be monitored by the school authorities. Inappropriate use of the TECHNOLOGY can result in limited or banned computer use, disciplinary consequences, removal from the course, loss of credit, receiving a failing grade, and/or legal action. Students and their parents/guardians are responsible for reviewing the Chromebook Agreement. No student will be issued a Chromebook without a signed agreement between the school and the parents/guardians, as delineated in this booklet.

Ownership of the Chromebook

Orangeburg Preparatory School retains sole right of possession of the Chromebook. The Chromebooks are LOANED to the students for educational purposes for the academic year. Moreover, administrative staff and faculty retain the right to collect and/or inspect Chromebooks at any time, including via electronic remote access and to alter, add, or delete installed software or hardware.

Responsibility for the Chromebook

Students are solely responsible for the Chromebooks issued to them and must adhere to the following:

A student

- must comply with the Chromebook Agreement, Acceptable Use Policy, and all policies of the school when using the Chromebook issued by the school;
- must bring the Chromebook to school daily and ensure it is fully charged. Failure to do so may result in disciplinary action. NOTE: A fully charged Chromebook should last a full school day;
- must treat the device with care and never leave it in an unsecured location;
- must keep the device in a protective case when traveling;
- must promptly report any problems with the Chromebook to the IT department (Mr. Scott Chandler);

- may NOT remove or interfere with the serial number and other identification associated with the Chromebook;
- may NOT attempt to remove or change the physical structure of the Chromebook, including the keys, screen cover, or plastic casing;
- may not attempt to install or run any operating system on the Chromebook other than the ChromeOS operating system supported by the school.

Taking Care of Your Chromebook

Students are responsible for the general care of the Chromebook that they have been issued by the school. Chromebooks that are broken or fail to work properly must be reported to the IT department as soon as possible. If a loaner Chromebook is warranted and available, one will be issued to the student until his/her Chromebook can be repaired or replaced.

Carrying the Chromebook

The protective shell of the Chromebook will only provide basic protection from everyday use. It is not designed to prevent damage from drops or abusive handling. The Chromebook should be transported in the individual protective case provided by the school. Do not toss the bag or drop the bag if your Chromebook is inside. Do NOT leave the Chromebook in the breezeways or on the school grounds. **Do not stuff the Chromebook into your regular backpack. This results in screen damage. Use the provided case.**

Screen Care

Clean the screen with a soft, dry anti-static, or micro-fiber cloth. Do not use window cleaner or any type of liquid or water on the Chromebook. You can purchase individually packaged pre-moistened eyeglass lens cleaning tissues to clean the screen. These are very convenient and relatively inexpensive.

Using Your Chromebook

At School:

The Chromebook is intended for use at school every day. In addition to teacher expectations for Chromebook use, school email, announcements, calendars, academic information, student handbooks, and schedules may be accessed using the Chromebook. Each student must be responsible for bringing the Chromebook to all classes unless specifically advised not to do so by his/her teacher.

At Home:

Students are required to take the Chromebook home each night throughout the school year for charging. Chromebooks must be brought to school each day in a fully charged condition. The student needs to charge his/her Chromebook each evening.

Students and parents should be aware that a school account is still being used when connecting from home. **While** website monitoring is always being done, **Chromebook use at home will not be strictly monitored. Parents/guardians will need to monitor home activity on Chromebooks.** No matter the location, students are always using their account assigned by Orangeburg Preparatory School.

Working offline:

Students without Internet access at home, or students in special situations have several options for working “offline,” including:

- Google Drive (Docs and Sheets) allows students to switch to offline editing functionality, where preloaded documents can still be viewed and edited;
- Students may read and answer emails offline, with changes being synchronized back to their online account when the Chromebook is re-connected to an Internet connection.

Personalizing the Chromebook

Chromebooks must remain free of any decorative writing, drawing, stickers, paint, tape, or labels that are not the property of Orangeburg Preparatory School. Spot checks for compliance will be done by the administration or IT at any time.

Software on Chromebooks

All Chromebooks are supplied with the latest build of Google Chrome Operating System (OS), and many other applications useful in an educational environment. The Chrome OS will automatically install updates when the computer is shut down and restarted. From time to time, the school may add software applications for use in a particular course. This process will be automatic with virtually no impact on students. Applications that are no longer needed will automatically be removed by the school as well.

Virus Protection

Virus protection is unnecessary on the Chromebook due to the unique nature of its design.

Additional Software

Students are unable to install additional software on their Chromebooks other than what has been approved by Orangeburg Preparatory School.

Inspection

Students may be asked to provide their Chromebook for inspection. The purpose for inspection will be to check for proper care and maintenance as well as monitoring material being carried into the school. The administration has the right to inspect all property on school premises.

Monitoring of Use

Orangeburg Preparatory School uses third-party solutions to monitor content for threats, violence, illegal activity, hate speech, racial slurs, vulgarity, pornography, etc. G-Suite notifications alert IT and administration regarding suspicious activity. When concerns are identified, disciplinary action and/or parent contact will occur. Students should be aware that there should be no expectation of privacy when using Orangeburg Preparatory School's network or equipment.

Chromebook Identification

Chromebooks will be labeled in the manner specified by the school.

Chromebooks can be identified in the following ways:

- Record of serial number
- Individual's Google Account username
- ID tags

Under no circumstances are students to modify, remove, or destroy ID labels.

Chromebooks Left in Unsupervised/Unsecured Areas

Under no circumstances should a Chromebook be stored in an unsupervised area. Unsupervised areas include the school grounds, the cafeteria, unlocked classrooms, library, locker rooms, dressing rooms, hallways, the breezeway, gymnasium, or any other entity that is not securely locked or in which there is no supervision. Unsupervised Chromebooks will be turned into the office. Disciplinary action may be taken for leaving a Chromebook in an unsupervised location.

Students and parents will be charged for Chromebook damage that is a result of misuse or abusive handling. Parents will be billed for parts and labor. Charges can range from \$100-\$300, depending on the repair.

Copyrights and File Sharing

Students are required to follow all copyright laws around media including text, images, programs, music, and video. Downloading, sharing, and posting online illegally obtained media is against the Acceptable Use Policy.

Damage and Repair

The school will repair or replace damaged equipment resulting from normal use. All other damage will be the responsibility of the student or parent to pay for. The school will make its best attempt to purchase replacement parts at the best possible price. Loss or theft of the device is also the student's responsibility and will result in the student being charged the full

replacement cost to purchase a new device. Any damage that is incurred while assigned to a student is the student's responsibility.

REPLACEMENT

Chromebook	\$300
Charger	\$30
Case	\$20

REPAIR

1st Repair: \$100 or up to cost of repair

2nd Repair: \$100 or up to cost of repair

3rd Repair: \$300

FREQUENTLY ASKED QUESTIONS, HINTS, AND TIPS FOR PARENTS

1. **What are my responsibilities as a parent/guardian in terms of the replacement of the Chromebook if it is damaged, lost, or stolen?**

Orangeburg Preparatory School will be responsible for the repair of the Chromebook for normal wear of the unit. If the Chromebook is damaged, stolen, or lost, the student/parent/guardian is responsible for the repair or replacement. OPS regards the Chromebook as all other materials that are checked out to a student (i.e. textbooks, library materials, sports equipment, etc.).

2. **What are the replacement and repair costs of the Chromebook and accessories?**

REPLACEMENT

Chromebook	\$300
Charger	\$30
Case	\$20

REPAIR

1st Repair: \$100 or up to cost of repair

2nd Repair: \$100 or up to cost of repair

3rd Repair: \$300

3. **As a parent/guardian, how do I monitor my student's use of the Internet?**

Please see the attached document entitled "Parents' Guide to Safe and Responsible Student Internet Use" for suggestions on monitoring your student's use of the Internet.

4. **What if we don't have Wi-Fi at Home?**

A Chromebook's use is maximized with Wi-Fi, but it can be used offline if Wi-Fi is unavailable. It will automatically connect to Wi-Fi and upload work upon entering OPS.

5. **What if a student forgets to charge the Chromebook?**

Our classrooms have a very limited number of power outlets, so students must charge their Chromebooks at home. Students who consistently (three or more times) come to class unprepared without a charge may be issued a detention.

6. **Will students keep the Chromebook for the summer?**

Chromebooks and all OPS accessories will be returned during the final week of school to be checked for any service needs and prepared for use the following year. Returning students will be reissued the same Chromebook the following year.

7. **What is my child's school email address?**

All students are assigned an @orangeburgprep.com address which will remain active while they are enrolled in Orangeburg Preparatory School. When a student graduates, or when his/her time at OPS ends, the email will be deactivated. Students graduating from Orangeburg Preparatory School will need to contact IT if they need information from their account before it is deactivated. Please contact the IT Department with any questions regarding student use of Chromebooks.

Parents' Guide to Safe and Responsible Student Internet Use

Orangeburg Preparatory School recognizes that with new technologies come new challenges to both teachers and parents. Below is a series of suggestions drawn from a wide variety of professional sources that may aid you, the parent, in effectively guiding your student's use of the Chromebook.

- Take extra steps to protect your child. Encourage your child to use and store the Chromebook in an open area of your home, such as the kitchen or family room, so you can monitor what your child is doing online. Use the Internet with your son/daughter to help develop safe surfing habits. Children often model adult behavior.
- Go where your child goes online. Monitor the places that your child visits. Let your child know that you're there and help teach him/her how to act as he works and socializes online.
- Review your child's friends list. You may want to limit your child's online "friends" to people your child knows and works with in real life.
- Understand sites' privacy policies. Internet sites should spell out your rights to review and delete your child's information.
- Limit the time your student is on the Chromebook. While the Chromebook is a very engaging device, it is a schoolwork device. Care and constant monitoring will reduce your child's exposure to excessive use.
- Report unwelcome or malicious online threats. Report immediately to the school any online interactions that can be considered threatening.
- Help your child develop a routine. Many parents have found success by helping create a routine for their child's computer use. Define a routine as to how the Chromebook is cared for and when and where its use is appropriate.
- Take a look at the apps or programs. It is to the advantage of the students, parents, and school that the parents have a working understanding of the programs and student work found on the Chromebook.
- Read and share with your child the Chromebook Student User Agreement and Parent Permission Form. By reading and discussing the care and use policies, you can create a clear set of expectations and limitations for your child.

General Tips for Parents for Internet Safety

- Talk with your child about online behavior, safety, and security early on and continually. Set rules for the internet just as you do on the use of all media sources such as television, phones, movies, and music.
- Monitor your child's computer use. Know his/her passwords, profiles, and blogs. When the Chromebook is taken home by the student, it is strongly recommended that it will always be used in a common family location.
- Let children show you what they can do online and visit their favorite sites.
- Set limits and clear expectations for computer use.
- Look into safeguarding programs or options your online service provider may offer; these may include filtering capabilities.

Orangeburg Preparatory School Chromebook Policy Handbook

Student Pledge

- I will take good care of my Chromebook and know I will be issued the same one each year.
- I will never leave my Chromebook unattended in an unsecured or unsupervised location.
- I will never loan out my Chromebook to other individuals.
- I will know where my Chromebook is at all times.
- I will charge my Chromebook's battery to full capacity each night.
- I will keep food and beverages away from my Chromebook since they may cause damage to the device.
- I will not disassemble any part of my Chromebook or attempt any repairs.
- I will protect my Chromebook by always carrying it in a secure manner to avoid damage.
- I will use my Chromebook in ways that are appropriate for education.
- I will not place decorations (stickers, markers, writing, etc.) on the Chromebook.
- I understand that the Chromebook I am issued is subject to inspection at any time without notice and remains the property of Orangeburg Preparatory School.
- I will follow the policies outlined in The Chromebook Policy Handbook while at school as well as outside the school day.
- I will file a police report in case of theft or damage caused by fire.
- I will be responsible for all damage or loss caused by neglect or abuse.
- I agree to pay the full replacement cost of my Chromebook, case, and power cord/charger, if any of these items are lost or intentionally damaged.
- I agree to return the Chromebook, case, and power cord/charger in good working condition at the end of each school year.
- I will make sure to turn in my Chromebook cleaned and ready for the next school year.

**Orangeburg Preparatory School
Student/Parent Chromebook Use Agreement**

In this agreement, "Chromebook" means Chromebook and all its components, software, battery, case, and charger.
Parents and students **please initial each section:**

Parent Student

____ **TERMS:** You will always comply with the Orangeburg Preparatory School Chromebook Policy Handbook and its guidelines and Technology Acceptable Use Policy. Any failure to comply may terminate your rights of possession effective immediately and the school may repossess the property. Chromebooks are assigned to a single individual and are not to be shared.

____ **TITLE:** Legal title to the Chromebook is Orangeburg Preparatory School and it shall remain the possession of OPS. The student's right of possession and use is limited to and conditioned upon full and complete compliance with this Agreement and the Chromebook Policy Handbook.

____ **LOSS OR DAMAGE:** If the property is accidentally damaged or incurs loss due to an act of nature, Orangeburg Preparatory School will assess the Chromebook damage and repair or replace the device under the accidental loss or damage policy. If the property is stolen, a police report must be filed by the student or student's parents/guardian involved in the loss of property. Loss or theft of the property must be reported to Orangeburg Preparatory School by the next school day after the occurrence. Fraudulent reporting of theft will be turned over to the police for prosecution.

____ **REPOSSESSION:** Students not complying with all terms of this Agreement and the Chromebook Policy Handbook, including the timely return of the property, will be declared to be in default.

____ **TERM OF AGREEMENT:** Your right to use and possession of the property terminates no later than the last day of classes during the school year unless earlier terminated by Orangeburg Preparatory School or upon student withdrawal from Orangeburg Prep.

____ **APPROPRIATION:** Your failure to timely return the property and the continued use of it for non-school purposes without the school's consent will be considered unlawful appropriation of school property.

____ **Student Agreement**

Rules and regulations are necessary to offer technology opportunities to students. In order to use technology resources, I agree to abide by the Orangeburg Preparatory School Acceptable Use Policy Guidelines as stated in this document. **Under no circumstances are students to modify, remove, or destroy ID labels.**

____ **Parent/Guardian Agreement**

In consideration of the privileges and opportunities afforded by the use of the Orangeburg Preparatory School technology and computer resources, I hereby release Orangeburg Preparatory School and its agents from any and all claims of any nature arising from my student's use or inability to use Orangeburg Preparatory School's technology and computer resources. I have read all pages of the Orangeburg Preparatory School Chromebook Agreement and understand all rules, fees, and charges associated with use of my child's Chromebook from Orangeburg Preparatory School.

Student Name (printed) _____

Student Signature _____ Date _____

Parent Name (printed) _____

Parent Signature _____ Date _____