



San Ysidro School District Student User Agreement & Parent Permission Form [Chromebook]

Rules and Appropriate Usage

San Ysidro School District encourages the use of devices and the network, including the Internet, as a tool for research and education. Chromebooks and other school provided devices and services, like any other school property, must be used for the educational purposes for which they are intended. The Chromebooks issued to students are the property of San Ysidro School District. The distribution of a Chromebook to students is a privilege, not a right, and may be revoked at any time for inappropriate conduct. **Before a Chromebook is issued for use at home, students and parents or guardians will sign an Acceptable Use Policy and Student User Agreement and Parent Permission Form.**

Students are expected to abide by the following rules and behavioral expectations both at home and within the school:

USE OF EQUIPMENT (Hardware and Software)

- Students must have an Acceptable Use Policy and Chromebook permission slip signed by a parent/guardian on file with the District in order to use the Chromebook at home and to use the Internet.
- School Chromebooks are to be used for research, educational and school related business only.
- The use of the Chromebook must not violate the existing Acceptable Use of Technology and Board Policy Student Use of Technology BP 6163.4
- Student may not destroy, deface, or alter Chromebook equipment or files not belonging to the student.
- Students may not hide files or activity on the Chromebook.

THE NETWORK

- Chat lines, bulletin boards, forums, etc. may not be accessed by students without prior consent from a teacher or person monitoring the Internet use.
- Engaging in online activities that are inappropriate will result in automatic termination of the student's network/Internet privileges in accordance with Acceptable Use of Technology agreement.
- Sending messages via school technology with the intent to intimidate, frighten, threaten, or bully another person is considered harassment and will have significant consequences per the Student Handbook.
- Students may not change, alter, bypass, or attempt to bypass any Chromebook security measures including filtered Internet sites.
- The San Ysidro School District Data Network has filtering in place to block inappropriate websites and content. All devices are filtered, including the Chromebooks, when connected to it on campus.
- Chromebooks connected to the internet outside of the San Ysidro School District Data Network (off campus), such as at home or in public places, are not filtered by San Ysidro School District. While Google Safe Search is turned on for District accounts, in these instances, it is the parent/guardian's

responsibility to ensure their student is using the device appropriately. Please review the “Parents’ Guide to Safe and Responsible Internet Use” in this document for tips and suggestions.

PRIVACY

- It is a violation to share your Chromebook or your password with anyone else, or to access any account belonging to other students, faculty, or staff.

MANAGEMENT

- Since the Chromebooks belong to the San Ysidro School District, the school may monitor all devices and their usage. San Ysidro School District so reserves the right to search Internet accounts accessed with school equipment without permission if it is felt that illegal or otherwise inappropriate use of technology is occurring. Improper use of San Ysidro School District technology devices will result in loss of network/Internet privileges and other consequences as per Acceptable Use of Technology agreement.

RESPONSIBILITIES

By signing the Acceptable Use Policy and this User Agreement and Parent Permission Form, students and parents or guardians agree to:

- **Submit their Chromebook to school authorities upon request.** Such a request may be made in order to check browser histories and caches, as well as to ensure Chromebooks do not contain any unapproved software or files.
- **Accept monitoring of student usage of the Chromebooks at any time, when requested by school Personnel (teachers or administration).** Students and parents need to be aware that files created using the Chromebook or stored by Google or on school servers are not private.
- **Charge their Chromebook overnight each night to ensure that they are fully charged for classes the next day.** Just as students are expected to be prepared for class by having all required materials, students will have a charged Chromebook available to them at the start of each day.
- **Protect the Chromebook from damage and theft.** Required precautions include the use of the protective case when transporting the Chromebook to and from classes and to and from school. If the Chromebook is lost or stolen when outside of school grounds, it should be reported to the school immediately.
- **If the damage is intentional, willful or purposeful, the parents or guardians will pay the full replacement cost of the Chromebook, protective case and/or AC power adaptor.** Estimated Replacement cost for a Chromebook and its accessories are listed below.
- **Leave their Chromebooks at school over the summer for regular maintenance.**

Outside of school, parents/guardians are responsible for the supervision of their student’s technology use especially when using a San Ysidro School District provided device. For this reason, parents/guardians are encouraged to obtain their son's username and password in order to monitor the student's computer usage at home. When the Chromebooks are taken home by the student, it is highly recommended that it will always be used in a common family location so that adult supervision can be maintained at all times.

STUDENT EXPECTATIONS

As a learner I will:

1. Never leave my Chromebook unattended.
2. Make sure the Chromebook is not subject to careless or intentional damage (e.g., horseplay)
3. Ensure that, when the Chromebook is being transported it is as secure as possible. Chromebook **MUST** be carried in its protective case.
4. Ensure that my Chromebook is charged every evening and ready for use the next day (i.e., plugging it in for charging overnight).
5. Store my Chromebook in a safe place when not in use (e.g., lunch, PE, etc.). The Chromebook should be in its case and no items will be stacked on top of it.
6. Use my Chromebook for the task assigned by my teacher at all times. Chromebooks will **ONLY** be used for educational purposes as directed by San Ysidro School District staff and faculty.
7. Not decorate the Chromebook and not allow it to be subject to graffiti/defacing.
8. **Not install or download software not approved by administration or teachers.**

CONSEQUENCES FOR VIOLATION OF CHROMEBOOK RULES:

By signing the User Agreement, you commit to the student expectations and understand the consequences for violation.

CONSEQUENCES FOR BREACHES OF THE ACCEPTABLE USE AGREEMENTS:

In the event a student breaches any part of the Acceptable Use Policy and/or Chromebook Student User Agreement, consequences will be imposed by the school, consistent with the policies in the Student Handbook. Each situation will be considered independently, and consequences will range from a discussion about the rules and expectations regarding Chromebook usage and/or a complete withdrawal of access to all computer technology in accordance with the Student Handbook.

FREQUENTLY ASKED QUESTIONS/HINTS & TIPS FOR PARENTS

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

If the Chromebook is lost or purposely damaged, the student/parent/guardian will be responsible for the full replacement cost as estimated below. The School regards the Chromebook as all other materials that are checked out to a student (e.g. library materials, sports equipment, etc.). If the Chromebook is stolen a formal police report is required and a copy presented to the school to **determine if the costs will be covered by insurance.**

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

Chromebook:	\$300
AC Charger:	\$45
Case:	\$22

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 in an offline mode should Wi-Fi not be available. It will automatically connect to Wi-Fi and upload work upon entering the SAN YSIDRO SCHOOL DISTRICT campus.

Parents' Guide to Safe and Responsible Student Internet Use

San Ysidro School District 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 student.** Although Google Safe Search is turned on, Internet access on the Chromebook is not filtered when they are used outside of the San Ysidro School District campus (San Ysidro School District Data Network). For this reason, encourage your student 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 student is doing online. Use the Internet with your student to help develop safe surfing habits. Children often model adult behavior.
- **Go where your student goes online.** Monitor the places that your student visits. Let your student know that you're there and help teach him how to act as he works online.
- **Review your student's friends list.** You may want to limit your student's online "friends" to people your student actually knows and is working with in real life.
- **Understand sites' privacy policies.** Internet sites should spell out your rights to review and delete your student's information.
- **Report unwelcome or malicious online threats.** Report immediately to the school any online interactions that can be considered threatening.
- **Help your student develop a routine.** Many parents have found success by helping create a routine for their student'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 student 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 student.

General Tips for Parents for Internet Safety:

- Talk with your student about online behavior, safety, and security early on and continually. Set rules for the internet just as you do on use of all media sources such as television, phones, movies, and music.
- Monitor your student's computer use. Know his 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.
- For additional technology and internet safety suggestion, documents and videos please reference the On Guard Online website: <https://www.onguardonline.gov/>

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**STUDENT USER AGREEMENT AND PARENT
PERMISSION FORM [Chromebook]**

This form must be completed and returned to the office before a Chromebook will be issued.

Student Name: _____ Student ID#: _____
Parent / Guardian Name: _____ Parent Phone Number: _____
Parent Email: _____

Parent /Guardian, please initial below:

_____ I understand that my student will be charged for missing / damaged parts
[Chromebook, carrying case, charger].

_____ If the Chromebook is lost or damaged, student will be charged the **replacement cost of \$300.00.**

_____ I accept full responsibility for supervision of my student’s technology use outside of the school setting. I have read San Ysidro School District’s “Acceptable Use Policy” and I understand that **District-owned devices are intended for educational use only.** I will not hold the District liable for materials or information distributed through or acquired from use of the District’s Chromebooks. I agree to report any device misuse to my student’s Principal.

In signing below, I give my student permission to be issued a Chromebook from the San Ysidro School District for use on and off campus. I assume full responsibility for loss or damage to the Chromebook, and I understand that failure to return the equipment when request will result in forfeiture of future privileges. I also understand that **responsible use of the loaned device, including appropriate Internet use, is the sole responsibility of the student and family.**

Parent / Guardian Signature: _____ Date: _____

Student, please read and sign below:

I understand and will abide by the provisions and conditions of the San Ysidro School District’s “Acceptable Use Policy” for school computers. I understand that any violation of the “Acceptable Use Policy” may result in disciplinary actions, the revoking of computer / network privileges, and any appropriate legal action.

Student Signature: _____ Date: _____

----- **BELOW IS FOR OFFICE USE ONLY** -----

Device Make:	Device Model:
Device S/N	Device SYSD Barcode:

