

**Warrick County School Corporation  
Chromebook Agreement  
Castle North Middle School 2020-2021**

In this agreement, "Chromebook" means the Lenovo Chromebook and its charger assigned to the individual student as parent of rental materials.

Please initial each item on the first page and fill out the second page completely. All of the pages must be returned to the school. **Parents (P) and Students (S), please initial after each section:**

**GENERAL TERMS:** You will comply with the Warrick County School Corporation Acceptable Use for Technology policy (WCSC School Board policy 5300) at all times. 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 with anyone. **P:**\_\_\_\_\_ **S:**\_\_\_\_\_

**TITLE:** Legal title to the Chromebook is in the School Corporation and it shall remain in the School Corporation. The student's right of possession and use is limited to and conditioned upon full and complete compliance with this Agreement and the WCSC Acceptable Use for Technology policy. **P:**\_\_\_\_\_ **S:**\_\_\_\_\_

**LOSS OR DAMAGE:** Parents can purchase insurance policies through any insurance company of their choice, for a cost, that should cover accidental damage, liquid submersion, theft, fire/flood damage, vandalism, natural disasters, and power surges due to lightning. Information will be given on one policy that is available through the Worth Ave. Group. If insurance is not purchased, then all repair costs and replacement costs will be charged to the parents and/or student. Loss or theft of the Chromebook or accessories must be reported to the School Corporation by the next school day after the occurrence. Fraudulent reporting of theft will be a discipline code violation and turned over to the police for prosecution. **P:**\_\_\_\_\_ **S:**\_\_\_\_\_

**REPOSSESSION:** Students not complying with all terms of this Agreement and the Acceptable Use Policy, including the timely return of the property, will be declared to be in default and authorities may be sent to your place of residence or other location of the Chromebook to take possession. **P:**\_\_\_\_\_ **S:**\_\_\_\_\_

**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 the School Corporation or upon student withdrawal from the WCSC. **P:**\_\_\_\_\_ **S:**\_\_\_\_\_

**APPROPRIATION:** Your failure to return the property or the continued use of it for non-school purposes without the school's consent will be considered unlawful appropriation of school property, is a discipline code violation, and will be turned over to the police for prosecution. **P:**\_\_\_\_\_ **S:**\_\_\_\_\_

## Student Pledge and Parent Acknowledgement

Please read the following information carefully and Complete **Section B** of the attached **Signature Form**.

- I will take good care of my Chromebook and know that I will be issued the same Chromebook 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 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.
- I will use my Chromebook in ways that are appropriate for education.
- I will not place decorations (stickers, markings, writing, etc.) on the Chromebook and I will not remove any tags or stickers placed on the Chromebook by the School Corporation.
- I understand that the Chromebook I am issued is subject to inspection at any time without notice and remains the property of the Warrick County School Corporation.
- I will follow the policies that have been outlined when it comes to using technology provided by the school corporation. These policies are in effect as long as I have the Chromebook in my possession.
- I will file a police report in case of theft or fire damage.
- I will be responsible for all damage or loss caused by neglect and abuse.
- I agree to pay the full replacement cost of my Chromebook and power cord in the event that any of these items are lost or intentionally damaged.
- I agree to return the Chromebook and power cord in good working condition at the end of each school year or when I withdraw from the Warrick County School Corporation.

## G Suite (formerly Google Apps for Education) Permission Form

Please read the following information carefully and Complete Section C of the attached Signature Form.

Dear Parents/Guardians,

The Warrick County School Corporation utilizes G Suite (formerly Google Apps for Education) for students, teachers, and staff. This permission form describes the tools and student responsibilities for using these services. As with any educational endeavor, a strong partnership with families is essential to a successful experience.

The following services are available to each student and hosted by Google as part of the Warrick County School Corporation's online presence in G Suite:

- Mail: an individual email account for school use managed and owned by the Warrick County School Corporation
- Calendar: an individual calendar providing the ability to organize schedules, daily activities, and assignments
- Docs/Sheets: a word processing, spreadsheet, drawing, and presentation toolset that is very similar to Microsoft Office
- Sites: an individual and collaborative website creation tool

Using these tools, students collaboratively create, edit and share files and websites for school related projects and communicate via email with other students and teachers. These services are entirely online and available 24/7 from any Internet-connected computer. Examples of student use include showcasing class projects, building an electronic portfolio of school learning experiences, sharing of files and presentations designed by the teacher to enhance learning, and working in small groups on presentations to share with others.

### **Technology use in the Warrick County School Corporation is governed by federal laws including:**

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 the Warrick County School Corporation's presence in Google Apps for Education. 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 education purposes.

--COPPA – <http://www.ftc.gov/privacy/coppafaqs.shtm>

Family Educational Rights and Privacy Act (FERPA) FERPA protects the privacy of student education records and gives parents the rights to review student records. Under FERPA, schools may disclose directory information (See Board Policy JOA) but parents may request the school not disclose this information. Parents are provided the opportunity annually to opt out of disclosing their student's directory information on the Corporation's Enrollment Form.

--FERPA – <http://www.ed.gov/policy/gen/guid/fpco/ferpa>

## **Guidelines for the responsible use of G Suite by students:**

1. **Official Email Address.** All students will be assigned a ##username@warrick.k12.in.us email account. This account will be considered the student's official WCSC email address until such time as the student is no longer enrolled with the Warrick County School Corporation. The password will be assigned and managed by the school corporation. Students will not have the authority to change a password without assistance from the school corporation.
2. **Prohibited Conduct.** Please refer to the Board Policy entitled Acceptable Use Policy.
3. **Access Restriction.** Access to and use of student email is considered a privilege accorded at the discretion of the Warrick County School Corporation. The Corporation maintains the right to immediately withdraw the access and use of these services including email when there is reason to believe that violations of law or Corporation policies have occurred. In such cases, the alleged violation will be referred to a building Administrator and/or prosecutor for further investigation and adjudication.
4. **Security.** Warrick County School Corporation cannot and does not guarantee the security of electronic files located on Google systems. Although Google does have a powerful content filter in place for email, the Corporation cannot assure that users will not be exposed to unsolicited information. Students in grades K to 8 will only be allowed to email other students and teachers within the warrick.k12.in.us domain. Incoming email to those accounts from outside the domain will not reach the student in grades K to 8. Students in grades 9-12 will have limited access for their emails to go outside of the warrick.k12.in.us domain.
5. **Privacy.** The general right of privacy will be extended to the extent possible in the electronic environment. The Warrick County School Corporation and all electronic users should treat electronically stored information in individuals' files as confidential and private. However, users of student email are strictly prohibited from accessing files and information other than their own. The Corporation reserves the right to access the ##username@warrick.k12.in.us Google systems, including current and archival files of user accounts when there is reasonable suspicion that unacceptable use has occurred.

## Google Account Information

**First Time Account User**--Your Google account is now active and can be accessed using the following information:

<b>Username:</b>	<p><b>Last two digits of your graduation year + first initial + middle initial + last name + @warrick.k12.in.us</b></p> <p><i>Example: 27jcwatjen@warrick.k12.in.us</i></p> <p><i>**Note-if the student does not have a middle name, the username is simply the last two digits of graduation year + first initial + last name. If the student has two middle names, for the middle initial, input the first middle name's initial.**</i></p>
<b>Temporary Password:</b>	<p><b>Your temporary password is your eight digit birthday in numerical form.</b></p> <p><i>Example: Student's birthday is 05/29/2008. The temporary password is 05292008.</i></p>
<b>Important:</b>	<p>Upon logging into your account for the first time, you will be asked to change your password. Be sure your new password is secure (<i>combination of upper and lower case letters, numbers, symbols</i>) and ensure that it is something you can remember. You will have to contact the school if you forget your new password.</p>
<b>Returning Google Account User</b>	<p>Your Google account username and password has not changed. You will have to contact the school if you have forgotten your account information.</p>

**Keep this page for your records!**



**Technology Use Signature Form**  
**Castle North Middle School**  
**2020-2021**

**Section A: Chromebook Agreement**

By providing my signature in **Section A** of this form, I acknowledge that I have read and understand the terms and conditions of the **Warrick County School Corporation Chromebook Agreement** (Page 1). Furthermore, my signature indicates that I agree to abide by those terms and conditions.

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Student Name: (Print) \_\_\_\_\_

Grade: \_\_\_\_\_

Parent/Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Parent/Guardian Name: (Print) \_\_\_\_\_

**Section B: Student Pledge and Parent Acknowledgement**

By providing my signature in **Section B** of this form, I acknowledge that I have read and understand the terms and conditions of the **Student Pledge and Parent Acknowledgement** form (Page 2). Furthermore, my signature indicates that I agree to abide by those terms and conditions.

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Student Name: (Print) \_\_\_\_\_

Grade: \_\_\_\_\_

Parent/Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Parent/Guardian Name: (Print) \_\_\_\_\_

**See Reverse Side of This Sheet for Section C Signature Page**

**Section C: G-Suite Permission Form**

**The Warrick County School Corporation Google Apps for Education Permission Form for Student Email, Online Documents, Calendar, and Sites**

By signing below, I confirm that I have read and understand the following:

Under FERPA and corresponding Indiana law, a student's educational work is protected from disclosure to third parties. I understand that my student's educational work stored in G Suite may be accessible to someone other than my student and the Warrick County School Corporation by virtue of this online environment. My signature below confirms my consent to allow my student's education record to be stored by Google.

I understand that by participating in G Suite, information about my child will be collected and stored electronically. I have read the privacy policies associated with use of G Suite (<http://www.google.com/a/help/intl/en/edu/privacy.html> and <https://support.google.com/googlecloud/answer/6056650?hl=en>). I understand that I may ask for my child's account to be removed at any time.

**YES, I give permission for my child to be assigned a full Warrick County School Corporation G suite account. This means my child will receive an email account, access to Google Docs, Calendar, and Sites.**

**NO, I do not give permission for my child to be assigned a full Warrick County School Corporation G Suite account. This means my child will NOT receive an email account or access to Docs, Calendar, and Sites.**

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Student Name: (Print) \_\_\_\_\_

Student ID # (if known): \_\_\_\_\_

Grade: \_\_\_\_\_

Parent/Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Parent/Guardian Name: (Print) \_\_\_\_\_

**Please complete pages 7 & 8 and return to CNMS**