

For School Use Only		<i>Questions: Please contact Rebecca Bailey at rbailey@mcn.org</i>	
Name:		Student ID:	
Asset ID:		Label:	

CHROMEBOOK USER AGREEMENT / SIGNATURE FORM

Mendocino Unified School District is committed to providing students with the best educational resources and technology. Toward this end, Mendocino High School is offering to provide all High School students will a Chromebook for the 2019-20 school year as part of a 1:1 initiative.

	We would NOT like to receive a school provided Chromebook and understand that students will need to provide their own laptop/chromebook device for classes each day (a cell phone is not suitable)
	We would like to receive a School provided Chromebook (please read and complete the form below)

STUDENT RESPONSIBILITIES

✓	Bring your fully charged Chromebook to class each day	✓	Keep your Chromebook secure at all times
✓	Follow the Acceptable Use Policy and Chromebook User Agreement at all times	✓	Keep your Chromebook in its protective cover when not in use
✓	Chromebooks must remain free of any writing, drawing, stickers, and labels.	✓	All Chromebooks will be labeled with a District asset tag. Asset tags may not be modified or tampered with in any way.

STUDENT AND PARENT EXPECTATIONS

- ✓ Read and agree to the **Chromebook User Agreement**
- ✓ The Chromebook, software, and issued peripherals are owned by the school and must be returned if a student is disenrolled. If one or both of these items is not returned, the student/parent agrees to pay replacement cost (see estimated costs in section 9 of the policy document).
- ✓ The student/parent is responsible for any accidental damage or loss (see estimated costs in section 9 of the policy document).
- ✓ There is no expectation of confidentiality or privacy with respect to any usage of a Chromebook, regardless of whether that use is for District-related or personal purposes, other than as specifically provided by law.
- ✓ In no event shall MUSD be held liable to any claim of damage, negligence, or breach of duty.

	Parent	Student
Name (please print):		
Signature:		
Date:		

Additional documentation is available at www.mendocinoused.org/MHS/2690-1-1-Chromebook-Information.html

Please keep this page for your records

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STUDENT RESPONSIBILITIES

Students are responsible for the general care of the Chromebook, case and charger that they have been issued by the school.

✓	Bring your fully charged Chromebook to class each day	✓	Keep your Chromebook secure at all times
✓	Follow the Acceptable Use Policy and Chromebook User Agreement at all times	✓	Keep your Chromebook in its protective cover when not in use
✓	Chromebooks must remain free of any writing, drawing, stickers, and labels.	✓	All Chromebooks will be labeled with a District asset tag. Asset tags may not be modified or tampered with in any way.

STUDENT AND PARENT EXPECTATIONS

- ✓ Read and agree to the **Chromebook User Agreement**
- ✓ The Chromebook, software, and issued peripherals are owned by the school and must be returned if a student is disenrolled. If one or both of these items is not returned, the student/parent agrees to pay replacement cost.
- ✓ The student/parent is responsible for any accidental damage or loss (see estimated costs below).
- ✓ There is no expectation of confidentiality or privacy with respect to any usage of a Chromebook, regardless of whether that use is for District-related or personal purposes, other than as specifically provided by law.
- ✓ In no event shall MUSD be held liable to any claim of damage, negligence, or breach of duty.
- ✓ All Chromebooks in need of repair must be brought to the Library as soon as possible. They will be logged and delivered to the technology department.

The student parent is responsible for covering the cost of loss or damage to the chromebook (beyond general wear and tear). See estimated costs below. This is similar to the expectations associated with the usage of other school equipment such as a textbook, music instrument, etc.. The student is financially responsible for any damage to the device on or off the campus.

ESTIMATED COSTS (subject to change)

- Chromebook Replacement - \$250.00
- Screen - \$90.00
- Keyboard/touchpad - \$52.00
- Power cord - \$20.00
- Hinges - \$50.00
- Camera - \$75.00
- Case - \$25.00

Some items may be covered by your homeowners/renters policy. Please check with your insurance agent.

Appropriate Uses and Digital Citizenship

School-issued Chromebooks should be used for educational purposes and students are to adhere to the *Acceptable Use Policy* and all of its corresponding administrative procedures at all times.

While working in a digital and collaborative environment, students should always conduct themselves as good digital citizens by adhering to the following:

1. **Respect Yourself.** I will show respect for myself through my actions. I will select online names that are appropriate. I will use caution with the information, images, and other media that I post online. I will carefully consider what personal information about my life, experiences, or relationships I post. I will not be obscene. I will act with integrity.
2. **Protect Yourself.** I will ensure that the information, images, and materials I post online will not put me at risk. I will not publish my personal details, contact details, or a schedule of my activities. I will report any attacks or inappropriate behavior directed at me while online. I will protect passwords, accounts, and resources.
3. **Respect Others.** I will show respect to others. I will not use electronic mediums to antagonize, bully, harass, or stalk people. I will show respect for other people in my choice of websites: I will not visit sites that are degrading to others, pornographic, racist, or inappropriate. I will not enter other people's private spaces or areas.
4. **Protect Others.** I will protect others by reporting abuse and not forwarding inappropriate materials or communications. I will avoid unacceptable materials and conversations.
5. **Respect Intellectual property.** I will request permission to use copyrighted or otherwise protected materials. I will suitably cite all use of websites, books, media, etc. I will acknowledge all primary sources. I will validate information. I will use and abide by the fair use rules.
6. **Protect Intellectual Property.** I will request to use the software and media others produce. I will purchase, license, and register all software or use available free and open source alternatives rather than pirating software. I will purchase my music and media and refrain from distributing these in a manner that violates their licenses.

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