

STUDENT NAME(First & Last)_____

GRADE:_____

TEACHER:_____

2018-2019

Irwin Academic Center

2-5 Grade Chromebook Parent & Student Contract

This form must be filled out completely & correctly before student will be given their classroom Chromebook

Purpose:

Irwin Academic Center and CMS is committed to providing our students with enriching learning experiences across all subject areas. We embrace instructional technology and the unique opportunities it provides us to enhance our classroom instruction. Infusing technology into our instruction allows our students to communicate and collaborate, think critically, and create a variety of different products to showcase their learning. We are excited about 2nd- 5th grade Chromebook 1:1 program.

Plan:

RETURNING 4TH AND 5TH GRADERS:

Beginning on September 17, 2018 returning 4th and 5th grade students who hand in this agreement filled out correctly and completely, and who complete the **mandatory online** Chromebook training and get 100% on the online quiz, with their parent/guardian, will have a Chromebook assigned to them through the CMS Inventory system. These Chromebooks are to remain at Irwin Academic Center and are **NOT** to be brought home at any time. Chromebooks are automatically connected to our Irwin Academic/CMS Server and are **NOT** to be altered by changing servers to “CMSGuest” or any other “hotspot” or server.

2ND - 3RD GRADE STUDENTS AND STUDENTS NEW TO IRWIN ACADEMIC (Grades 2-5):

Beginning on September 17, 2018 ALL 2nd - 3rd grade students and students new to Irwin Academic (grades 3-5) who hand in this agreement filled out correctly and completely and attend a **mandatory** Chromebook **face to face** training with their parents/guardians will will have a Chromebook assigned to them through the CMS Inventory system. These Chromebooks are to remain at Irwin Academic Center and are **NOT** to be brought home at any time. Chromebooks are automatically connected to our Irwin Academic/CMS Server and are **NOT** to be altered by changing servers to “CMSGuest” or any other “hotspot” or server.

Student and Parent/Guardian Agreement:

Students participating in the 1:1 Chromebook program **MUST** adhere to the Student Code of Conduct, all CMS Board Policies, CMS & Irwin Academic's Acceptable Use Policy, Internet Safety Policy, and Irwin Academic Technology Agreement. Violation of any of these policies will result in immediate consequences as deemed appropriate for the violation by the Principal (Dr. Ashford) and the Technology Administrator (Mrs. Spraggins).

Students take full responsibility for their Chromebooks **at all times**. It is a student's responsibility to log out of their Chromebooks when not in use and not to allow others to use their Chromebooks at any time. Anything found on the Chromebook and/or the Chromebook's history will be the full and complete responsibility of the student that is assigned through our inventory system to that Chromebook. Students will be monitored while on Chromebooks by their teacher and Mrs. Spraggins through our monitoring system- "DYKnow."

Teachers are required to lock their doors when leaving the room (for lunch, CONNECT classes, recess, etc).

PLEASE READ CAREFULLY. BOTH STUDENT & PARENT MUST INITIAL EVERY STATEMENT:

_____ My device **MUST** be in "silent mode" or I am to wear personal headphones/earbuds so as not to disturb others while in the classroom. The use of headphones/earbuds is at the teacher's discretion.

_____ My Chromebook may **NOT** be used for **non-instructional purposes** (*it is not to be used to play games, for "chat" or "social" purposes, or to listen to music*) Acceptable games will be determined by teacher and/or technology administrator.

_____ My Chromebook may **NOT** be used to record, transmit, or post photographic images or video of people on campus unless assigned by the teacher. Personal images/videos may **NOT** be saved on my school Google Account (please make sure school account is not connected to personal photos/videos).

_____ I may **NOT** use personal or online photos as avatars on my Chromebook. I may only choose the avatars provided by Google.

_____ My Chromebook should **ONLY** be used to access files or internet sites which are relevant to my classroom curriculum or my school Google account.

_____ I must comply with my teacher's request to turn off my Chromebook when asked.

_____ I must comply with my teacher's request to **NOT** use my Chromebook when it's not needed for classroom instruction.

_____ My Chromebook is for **CLASSROOM ACADEMIC USE ONLY**.

_____ I will **NOT** have my Chromebook out at **LUNCH, RECESS**, or during **ANY Other** part of the day when it is not requested that I have my device with me.

_____ I may **ONLY** use the **preset CMHH network** when using my device (3G, 4G, Hotspots, or any other personal network connection is **NOT PERMITTED**).*[**CMS Tech Dept]*

_____ I will not delete or manipulate any of the “history” on my Chromebook.*[**CMS Tech Dept]*

_____ I will not delete or manipulate any of the “settings” on my Chromebook. *[**CMS Tech Dept]*

_____ I will not download any “apps” to my Chromebook.

_____ I understand that I will be monitored by the program “DYKnow” while on any school technology device.

_____ I acknowledge that my teacher or administrator may examine my Chromebook **AT ANY TIME** for the purpose of enforcing the terms of this agreement, investigating discipline issues, or any other school related purpose.

_____ I will **NOT** use any Google doc, Google slide, etc. as a chat room or a way to communicate with students or others unless it is for academic purposes only. *[**CMS Tech Dept]*

_____ I will not access **personal or private** accounts without teacher’s permission.

_____ I will **NOT** physically share my Chromebook with other students.

_____ I am responsible for the care of my Chromebook. Should any of the damages be caused by abuse or neglect, there may be a repair fee due in order for Chromebook to be returned (fee will be determined by the CMS Technology Department).

_____ I acknowledge that I remain subject to all other school rules and expectations while using my Chromebook at school.

Again, it is very important to remember that the use of Chromebooks to support educational experience is **NOT A NECESSITY BUT A PRIVILEGE**. With respect to the rules, this privilege will benefit the learning environment as a whole. When rules are abused, privileges will be taken away by the classroom teacher or school administration.

Security & Damages

Students are responsible for the care of their Chromebooks (their assigned Chromebook) and/or any other school technology device. Any damages must be reported to the classroom teacher or Mrs. Spraggins **immediately**. Most repairs will be taken care of through the CMS Technology Depot and done in a timely manner. Damage that is deemed chronic (more than once) and/or is due to student neglect will be subject to a repair fee that is determined by the CMS Technology Department. Those damages include (but are not limited to) screen damage, case damage, and headphone jack damage.

Consequences:

Violation of the aforementioned guidelines and policies will result in any of the following consequences. Infractions that violate the CMS and Irwin Academic Agreements/Policies will be handled at the discretion of the teacher, principal, technology administrator, and/or CMS technology department.

Consequences include but **are not limited to:**

>Verbal warning

>Parent meeting

>Student will be banned from using his/her Chromebook and/or technology for a time to be determined by the severity of the infraction--(1 day-remainder of the year). This will be decided by the teacher, Mrs. Spraggins, and/or Dr. Ashford.

>Student school account will be suspended (amount of time to be determined by severity of infraction)

I understand and will abide by all of the acceptable use guidelines in this agreement. I understand that violation of these guidelines will result in losing my privilege to have use of a Chromebook and could lead to other disciplinary action.

Printed **Student** Name: _____

Student Signature: _____

Date: _____

Parent/Guardian Name: _____

Contact Phone #: _____

Parent/Guardian Signature: _____

Date: _____

