

CHROMEBOOK/iPad USE AGREEMENT

Purpose: Berlin Central School District (BCSD) issues students in all grades Chrome books or iPads as a means to promote student achievement and provide equitable access to learning technology. This agreement outlines BCSD expectations for students and families issued a device. In addition to this agreement, the use of District provided technology requires students to abide by the District Acceptable Use Policy.

BCSD expects students to use the District issued equipment responsibly. This agreement will help you to understand the responsible use of your device and District network resources. BCSD also expects students to keep their devices safe, secure and in good working order. This agreement includes the following responsibilities and restrictions involved.

Student Expectations:

1. All electronic communication must be conducted in a respectful and academic manner, using appropriate language and avoiding profanity and offensive or inflammatory speech. All student emails sent and received over District devices are archived and retained per state Public Records Laws.
2. Use technology for school-related purposes ONLY. Use for commercial or political purposes is prohibited.
3. Do not download/save music, videos, or other content unless related to a specific school assignment. Do not use your device to store personal content.

Prohibited Activities:

1. Do not mark or deface your BCSD ChromeBook. Do not place stickers on your device.
2. Do not loan your device, charger, or other accessories to anyone for any reason.
3. Do not eat or drink while using your device.
4. Do not attempt to change or bypass the internet filtering, security, network/wifi settings, or any other device settings, including the installation of games or other unauthorized software.
5. Do not attempt to access systems beyond your authorized access. **This includes sharing your account password for any system with others, or using another person's account and/or password.**
6. Do not attempt to locate, view, share or store materials that are unacceptable in an academic setting. **This includes, but is not limited to, pornographic, obscene, graphically violent, vulgar images, sounds, music, language, videos or other materials.**

Hacking: Please note that "hacking" of any type, including the intentional introduction of malicious software (viruses), attempts to gain unauthorized network or system access, or attempts to disrupt normal network traffic will result in District discipline and may lead to criminal charges.

Student Safety:

1. Students should not reveal or post identifying personal information, files or communications to unknown persons through email or other means.
2. Cyberbullying, including personal attacks or threats toward anyone using online resources is strictly prohibited and may lead to criminal charges. **If you are aware of cyberbullying, please report it to responsible school personnel IMMEDIATELY.**

3. All electronic communications, activities, and files created and/or accessed on District technology are not private and are subject to being viewed, monitored, or archived by the District at any time.
4. All District issued ChromeBooks are filtered and monitored through GoGuardian. No personal laptops, ChromeBooks, Kindles, iPads, or Hotspots are permitted to be used during the school day.

Parents/Guardian Monitoring Responsibility: Parents/guardians assume all responsibility for monitoring their student’s activity on District-issued devices and accounts during non-school hours and on any non-student attendance days. Users are responsible for the appropriate use of the device and all accounts, applications and services.

BCSD Student “Take Home Device” Issuance Agreement

The Berlin Central School District has purchased these devices and there is no initial Tech Plan fee or damage deposit required. However, parents/guardians must be aware that they will be responsible for providing a damage deposit if a second device is needed due to accidental damage, theft or the device is lost.

Repair/Replacement Costs	First Replacement	Second Replacement	All Other
DAMAGE or THEFT (with a Police Report for theft) ChromeBook/iPad	\$50 Deposit	Full Cost to Replace Age of Device: 1 year - \$325 2 years - \$200 3 years + - \$100	Meeting with Administrators to discuss alternative technology access
LOST	\$100 Deposit	Full Cost to Replace Age of Device: 1 year - \$325 2 years - \$200 3 years + - \$100	
Replacement Charger ChromeBook	\$30	\$30	
Replacement Charger - iPad	\$25	\$25	
Broken Screen – ChromeBook	\$60	\$60	
Broken Screen – iPad	\$50	\$50	
Broken keyboard – ChromeBook	\$60	\$60	

- If the lost or stolen device is later recovered in working condition, the replacement cost will be refunded.
- If a student leaves the District, but does not return the device, they are responsible for the full replacement cost. Law enforcement may be involved for the purposes of recovering District property and/or standard rules for the restriction of records and transcripts would apply.
- Items to be replaced , if needed, at user’s expense: Cords/chargers (purchased by school personnel only)
- A loaner device will be issued during the school day for students waiting to have repairs made to their device, and until payment is received for their device.

Please return just this part of the form, and keep the above information for your records. Thank you.

Name of Student:	
Grade:	
ChromeBook/iPad ID # (BCSD will complete):	
Parent Name:	
Parent Signature:	
Student Signature:	