Norwood Public Schools

Grades 6-12 | 1:1 Parent and Student Agreement Form

Norwood Public School students actively attending grades 6-12 will be assigned a Chromebook laptop, case and charger beginning in the 2018-2019 school year. Students will be able to bring their Chromebooks home with them throughout the school year until they have withdrawn from the district, graduated or the Norwood Public Schools has asked for them to be returned. The student is responsible for their device at all times.

Participation in this program is subject to the following terms of this agreement:

1. The chromebook assigned to the student is the sole property of the Norwood Public Schools and is on loan to the student until withdrawal, graduation, or at which time the Norwood Public Schools requests the Chromebook to be returned.
2. In order to receive a Chromebook, the student must be actively enrolled in the Coakley Middle School or Norwood High School.
3. The student and parent/guardian agree to abide by the conditions in the Norwood Public Schools Chromebook Use Guidelines and Procedures document.
4. While using the Chromebook, the student will agree to abide by the Norwood Public Schools Responsible Use Agreement of technology usage.
5. The student will not alter the operating system (OS) of the Chromebook in any way, including, but not limited to, installation of an additional OS or the deletion or factory reset of the current OS.
6. The student will not alter the physical components of the Chromebook, including the installation of new hardware components or the removal of existing hardware components.
7. The student will not alter the physical appearance of the Chromebook including the removal of asset tags or the addition of stickers or writing on the device.
8. The student is the exclusive user of the device and no other user shall be granted use of the Chromebook.
9. The Chromebook, case and charger will be returned in good condition to the Norwood Public Schools upon withdrawal or transfer.
10. The care and maintenance of the Chromebook, case and charger are the responsibility of the student. A fee will be assessed for lost, damaged or stolen Chromebooks in situations that are not covered by insurance. Fees will be determined on a case by case basis but can reach up to the full replacement cost of the device of $230.
11. Optional accidental insurance coverage is available for $30 per year through the Norwood Public Schools. If insurance coverage is declined, any cost associated with the damage, loss or theft of the Chromebook will be the responsibility of the student and parent/guardian.
Norwood Public Schools Chromebook Loan Agreement

ALL students must bring this signed page to homeroom, and if purchasing
Accidental Insurance, a check/money order for $30

Parent/Guardian Agreement/Waiver: Check appropriate boxes and initial
☐ I agree to these terms and authorize distribution of a Chromebook to my child _____
☐ I will purchase the $30 per year Accidental Coverage. A check or money order, made payable
to Norwood Public Schools is enclosed with this document _____
    ☐ Check or Money Order #___________
☐ I decline purchasing the accidental insurance, and understand my obligation to pay for repair or
replacement of the Chromebook _______

If you qualify for free/reduced lunch and would like to apply for reduced insurance, please email
npschromebooksupport@norwood.k12.ma.us (do not check off this on this document, just email us)

Student Name (Print clearly): __________________________________________
Parent/Guardian Name (Print clearly): __________________________________
Parent/Guardian Signature: _____________________________________________
Date: ______________________

Student Agreement: I have read and understand this loan agreement and the NPS Chromebook Use
Procedures and Guidelines and agree to abide by the terms and conditions contained within both
documents.

I also agree to the following specific expectations (please initial each line):

☐ I will use and transport my Chromebook in its case. ______
☐ I will bring my Chromebook to school each day, fully charged. ______
☐ I will keep my Chromebook in good working condition, making every effort to avoid
unnecessary damage. ______
☐ I will use my Chromebook responsibly and productively while in school. ______
☐ I agree to abide by the terms and conditions contained within the Norwood Public Schools
Responsible Use Agreement. ______

Student Signature:_________________________________________ Date:__________________

Student will place their Chromebook asset tag sticker below when receiving their Chromebook.

Chromebook Asset Tag # ______________________________


NPS 1:1 Optional Annual Chromebook Insurance

The Norwood Public Schools is offering optional Chromebook insurance for families as part of the 1:1 deployment. The insurance covers Chromebooks loaned to the student against accidental damage, theft, vandalism, or loss for one school year. This program does NOT cover the loss of the power cord, which we ask students to keep at home. This program does NOT cover intentional misuse, abuse or neglect by the student or any member of the household. If the student did not exercise proper care and/or take the appropriate precautions as described in the NPS Chromebook care and use guidelines, and this behavior resulted in damage to or loss of the equipment, the cost of the repair or replacement will be the responsibility of the student/parent.

If you qualify for the free/reduced lunch program, you may qualify for a reduced insurance rate. Please email npschromebooksupport@norwood.k12.ma.us to apply for reduced payment for insurance.

The following table describes the annual coverage and liability of this insurance:

<table>
<thead>
<tr>
<th>Repair/Replacement Fees</th>
<th>First Claim</th>
<th>Second Claim</th>
<th>All Other</th>
</tr>
</thead>
<tbody>
<tr>
<td>Accidental Damage</td>
<td>None</td>
<td>$30 copay</td>
<td>Full cost of repair</td>
</tr>
<tr>
<td>Theft</td>
<td>None</td>
<td>$100</td>
<td>Full cost to replace</td>
</tr>
<tr>
<td>Loss</td>
<td>$100.00</td>
<td>Full cost to replace</td>
<td>Full cost to replace</td>
</tr>
</tbody>
</table>

Theft: If the Chromebook is stolen, the Norwood Public Schools will require that a police report be submitted. Fraudulent reporting of theft will be turned over to the police for investigation. A student making a false report will also be subject to disciplinary action.

Loss: If the Chromebook is lost, the district will reduce the replacement cost to $100 for the first loss. Upon payment, the student will be issued a replacement Chromebook. In the event that the lost Chromebook is recovered in working condition, the replacement cost previously paid by student/parent will be refunded. Any subsequent loss will be charged to the parent/student at full replacement cost.

If you choose not to purchase NPS Chromebook Insurance, you will be responsible for the full cost for repair due to damage or replacement of the Chromebook.
Typical Repair Costs for Chromebooks Without Insurance
(subject to change depending on situation)

<table>
<thead>
<tr>
<th>Repair</th>
<th>Cost to Student</th>
</tr>
</thead>
<tbody>
<tr>
<td>Screen Replacement</td>
<td>$35.00</td>
</tr>
<tr>
<td>Touchpad Replacement</td>
<td>$30.00</td>
</tr>
<tr>
<td>Keyboard Replacement</td>
<td>$60.00</td>
</tr>
<tr>
<td>Power Adapter Replacement</td>
<td>$35.00</td>
</tr>
<tr>
<td>Carrying Case Replacement</td>
<td>$15.00</td>
</tr>
<tr>
<td>Chromebook Replacement</td>
<td>$215.00</td>
</tr>
</tbody>
</table>
Norwood Public Schools Chromebook Use Procedures and Guidelines

1:1 Chromebook Initiative Grades 6 - 12

The policies, procedures and guidelines of the Norwood Public Schools 1:1 Chromebook initiative are an extension of the Norwood Public Schools Responsible Use Agreement that is signed by students and parents each school year. These policies do not supercede that agreement.

All Norwood Public School students in grades 6-12 will receive a Chromebook, case and charger for educational purposes. The Chromebooks are the sole property of the Norwood Public Schools and will be loaned to students for use both in school and at home throughout the school year. In order to receive a Chromebook the following conditions must be met:

1. The student must be actively enrolled in the Coakley Middle School or Norwood High School.
2. The student and a parent/guardian must watch a video introduction to the Norwood Public Schools 1:1 Chromebook program.
3. The student must submit a Chromebook loan agreement that has been signed by both them and a parent/guardian.
4. The student and parent/guardian must either pay an optional Chromebook insurance fee of $30.00 or sign a waiver to forgo insurance. By signing the waiver, the student agrees to pay for repair or replacement of the Chromebook if damaged, lost or stolen.

Chromebook Distribution

1. Incoming sixth grade students, incoming ninth grade students and newly enrolled students will receive their Chromebooks in the fall of the 2019-2020 school year. Current seventh and eighth grade students will receive back their Chromebooks from the previous school year. Students in grades ten through twelve kept their Chromebooks over the summer. All students must have submitted paperwork and fees before receiving their Chromebooks.

2. New students who enroll in the Norwood Public Schools during the school year must schedule a time with guidance to receive their Chromebook. All new students will need to submit their Chromebook paperwork and fees before receiving their chromebook.
**Chromebook Return**

1. Students will return their Chromebook, case and charger upon graduation. If the Chromebook is damaged or the charger or case is not returned, a fee will be assessed to the student. Otherwise, students are encouraged to keep their Chromebooks during the summer until such a time as it is required to return them.

2. Students who withdraw from the Norwood Public Schools must return their Chromebook, case and charger to the guidance department. If the Chromebook is damaged or the charger or case is not returned, a fee will be assessed to the student. If the Chromebook is not returned, the Chromebook will be reported as lost or stolen and the student will be responsible for the full cost of a replacement Chromebook.

**Chromebook Care and Maintenance**

- Students are responsible for the care and maintenance of their Chromebooks.
- Students will not alter the Chromebook appearance in any way with the use of stickers, tape, glue, markers, etc. Students will be provided a stay-in case with a means of identifying their Chromebook.
- Students will keep Chromebooks away from food and liquid as spills will damage the Chromebook.
- Students will not place heavy objects on top of the Chromebook as pressure can damage the screen.
- Students will make sure nothing is on the keyboard before closing the Chromebook in order to prevent damage to the screen.
- While the Chromebook is off, you may clean the keyboard, trackpad and screen with a damp cloth.
- Do not spray the Chromebook directly with cleaners. Only use cleaners that are designed to clean LCD computer screens.
- Always transport your Chromebook in the protective case provided to you by the school.
- All NPS Chromebooks are outfitted with an asset tag for inventory purposes. If the asset tag on your chromebook is removed or altered a fee equal to the cost of the Chromebook may be assessed.
Chromebook Usage Expectations in School

- While using the Chromebook all students will follow the Norwood Public Schools Responsible Use Agreement. Violation of the Responsible Use Agreement may result in disciplinary action.
- Chromebooks are to be used solely by the student it is assigned to for educational purposes only.
- Chromebooks are expected to come to school fully charged each day. Student Chromebook chargers should be left at home.
- Each Chromebook is provided with a “stay-in” case to be used for transporting and using the Chromebook. Chromebooks should remain in their case and cases should be zipped shut completely when Chromebooks are being transported or not in use.
- Students are expected to bring their Chromebook to each class unless otherwise instructed by their teacher. Students that do not bring in their Chromebook on multiple occasions may face disciplinary action and/or their grades may be negatively affected.
- If a student does not bring in their Chromebook or it is not charged, they may be able to obtain a loaner from a designated location before the start of classes. Students are required to return the loaner before dismissal that school day.
- The usage of Chromebooks in class is strictly at the teacher’s discretion.
- Students should have the Chromebook sound muted during class unless they are using headphones with the teacher’s permission. The student must provide their own headphones.
- Printing from Chromebooks will not be available at school. Students are encouraged to share their work electronically with teachers or print from home.

Chromebook Usage Expectations Outside of School

- Students may use their Chromebooks outside of school for educational purposes.
- Students are required to use only their Norwood Public Schools account to log into the Chromebook.
- Students may print from their Chromebooks at home or other location (i.e. Norwood Public Library) using compatible printers.
- Chromebooks need to be kept in a safe, secure place when not in use.
- Chromebooks should not be left unattended when traveling outside of the home.
• Chromebooks should not be exposed to extreme temperatures such as extreme cold or heat as that can cause damage to the device.

**Student Usage Safety and Expectations**

• All Chromebooks are content filtered both inside and outside of school for student safety and CIPA compliance reasons. Please click on this link for more about the Children’s Internet Protection Act.
• Internet browsing and history is logged in the system and accessible by school administration.
• Students will not try to circumvent content filtering or try to alter the Chromebook operating system in any way. Doing so will result in disciplinary consequences for the student.
• All students agree to abide by the Norwood Public Schools Responsible Use Agreement and as such will refrain from harmful or illegal activities using their Chromebooks, their NPS school accounts or any Norwood Public Schools technology resources. Failure to do this may result in disciplinary or legal consequences.
• Students will protect their data and will not share any NPS school account credentials (i.e. usernames and passwords) with others for any reason.
• Students have unlimited storage available in Google Drive, therefore, all content saved to the Chromebook should be saved to Google Drive and not to the Chromebook local drive. The Norwood Public Schools is not responsible for lost data.
• Students will use caution when connecting to an unsecured wireless network as unsecured networks can leave data unprotected.
• Only approved Chromebook apps and extensions may be installed on the Chromebooks. Students and teachers may request specific apps and extensions be made available for installation.
• The Chromebooks will install all browser and security updates automatically. It is recommended that students properly shut down their Chromebook daily so updates are installed.

**Loss, Theft or Damage**

• Students experiencing a technical issue with their Chromebook must bring their Chromebook to the designated location in the school for troubleshooting and possible repair.
- A loaner Chromebook will be provided to the student while their Chromebook is being diagnosed and repaired. Students are responsible for the same expectation of care of the loaner Chromebook as is outlined in these guidelines and the Chromebook loan agreement.
- If the damage to the Chromebook is deemed to be accidental, a fee may be assessed to the student for repair.
- If the Chromebook has been lost, the full amount of money for a replacement Chromebook will be assessed to the student.
- If the chromebook has been stolen, the student must immediately contact the police department to report the theft. A police report must be filled out and a copy presented to the Norwood Public Schools before a replacement Chromebook is issued.