



Chromebook Agreement, Procedures, and Information

2023-2024

The Tuckahoe Union Free School District is committed to preparing every student for excellence. Chromebook devices are tools that support our students. The policies, procedures, and information within this document apply to all devices used at TUFSD considered by the Administration to come under this policy. Teachers may set additional requirements for use in their classroom.

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1. GENERAL INFORMATION

1.1 Receiving Your Chromebook

- Chromebooks will be distributed each fall to those who do not already have one assigned after the parents & students sign and return the Chromebook Agreement, Procedures, and Information; the Responsible Use Policy; and the Student Pledge for Chromebook Use. These must be returned before the device can be issued.

1.2 Chromebook Check-in

- When requested, Chromebooks may be collected at the end of a school year for serviceability and summer storage. If a student transfers out of TUFSD during the school year, the Chromebook, Chromebook charger, and any other peripheral devices/tools provided must be returned at that time.
- Students who graduate early, withdraw, are expelled, or terminate enrollment at TUFSD for any other reason must return their individual school Chromebook, Chromebook charger, and any other peripheral devices/tools provided on the date of termination.
- If a student fails to return the Chromebook, Chromebook charger, Chromebook case, and any other peripheral devices/tools provided at the end of the school year or upon termination of enrollment at TUFSD, that student will be subject to criminal prosecution or civil liability and district records may be withheld. The student will also pay the replacement cost of the Chromebook, Chromebook charger, and any other peripheral devices/tools provided. Failure to return the Chromebook, Chromebook charger, and any other peripheral devices/tools provided will result in a theft report being filed with the Eastchester Police Department.
- Furthermore, the student will be responsible for any damage to the Chromebook, consistent with the District's Chromebook Protection plan and must return the computer and accessories to TUFSD in good working condition. The student will be charged a fee for any needed repairs, not to exceed the replacement cost of the Chromebook.

1.3 Check-in Fines

- If at any point during the school year there is damage, loss, or theft of a Chromebook the student must contact administration immediately.
- Any technical issue with the device must be brought to the attention of administration or technology support staff immediately. This includes but is not limited to: Chrome OS (operating system), battery issues, loss of Internet connectivity, failure of apps to launch, etc.
- Any hardware/software repairs that are not due to misuse or damage will be covered without cost, however any accidental or intentional damage to the device will incur a cost.
- Fines will be imposed in accordance with the below chart or as the circumstances may warrant in the discretion of TUFSD and its administrators.
- After two incidents of accidental damage, the student may lose some privilege of being in the Chromebook program and may not be permitted to take the device home. This may also result in disciplinary action.
- All reports will be investigated and addressed on a case-by-case basis.

Issue	Action(s) Necessary	Cost
Accidental Damage (1 st Instance)	A report must be made immediately to administration. The device and case must be returned to the school so that a new or spare device may be issued.	\$40 or no cost dependent on investigation of cause.
Accidental Damage (2 nd Instance)	A report must be made immediately to administration. The device and case must be returned to the school so that a new or spare device may be issued. However, a spare device may not be issued for a 2 nd break. The student may need to wait until the original device is returned from service.	\$50

Accidental Damage (3rd and additional instances)	A report must be made immediately to administration. The device and case must be returned to the school. However, a spare device will not be issued. The student must wait until the original device is returned from service. Some loss of privileges of using the Chromebook may occur.	\$50
Intentional Damage	A report must be made immediately to administration. The device and case must be returned to the school so that a new device may be issued. Deliberate damage will be referred to the Assistant Principal. Any and all appropriate discipline for damage to school property or as otherwise may be appropriate and as set forth in applicable existing or future Board policies or school building policies.	High Level Fine - All costs of whatever kind that are associated with replacing or repairing the device.
Loss	A report must be made immediately to administration.	\$249 (or a higher amount depending on cost at time of loss)
Theft	A report must be made immediately to administration and a police report MUST be filed with the Eastchester Police Department.	no cost
Power cord, extension cable, SIM Card, etc.	A report must be made immediately to administration, the Chromebook, power cord, SIM Card, etc. must be returned to the Media Center.	\$25 each

2. TAKING CARE OF YOUR CHROMEBOOK

Students are responsible for the general care of the Chromebook that they have been issued by the school. Chromebooks that are broken or fail to work properly must be taken to the network coordinator for an evaluation of the equipment.

2.1 General Precautions

- The Chromebook is school property and all users will follow this policy and the TUFSD Responsible Use Policy governing technology use and access to the District network.
- Only use a clean, soft cloth to clean the screen, no cleansers of any type.
- Cords and cables must be inserted carefully into the Chromebook to prevent damage.
- Chromebooks must remain free of any writing, drawing, stickers, or labels that are not the property of the TUFSD (Chromebook cases may be personalized.)
- Chromebooks must never be left in an unlocked locker, unlocked car, or any unsupervised area.
- Students are responsible for keeping their Chromebook's battery charged for school each day.
- Chromebooks are very sensitive to extreme heat and extreme cold therefore leaving devices in cars, direct sunlight, etc. that may expose them to these conditions is potentially harmful to the device and should be avoided.
- Do not stack any books, heavy materials, etc. on top of the Chromebook as it could cause the device to break.

2.2 Screen Care

The Chromebook screens can be damaged if subjected to rough treatment. The screens are particularly sensitive to damage from excessive pressure on the screen.

- Do not lean on the top of the Chromebook when it is closed.
- Do not place anything near the Chromebook that could put pressure on the screen.
- Do not place anything in the carrying case that will press against the cover.
- Clean the screen with a soft, dry cloth or anti-static cloth.
- Do not “bump” the Chromebook against lockers, walls, car doors, floors, etc. as it will eventually break the screen.

3. USING YOUR CHROMEBOOK AT SCHOOL

Chromebooks are intended for use at school each day. In addition to teacher expectations for Chromebook use, school messages, announcements, calendars, and schedules may be accessed using the Chromebook. Initially, students may be required to keep the Chromebook in the classroom. During the school year, students will be permitted to bring their Chromebooks home. When this occurs, students must be responsible to bring their Chromebook to all classes, unless specifically instructed not to do so by their teacher.

3.1 Chromebooks Left at Home

- If students leave their Chromebook at home, they are responsible for getting the course work completed as if they had their Chromebook present.
- If a student repeatedly (three or more times as determined by any staff member) leaves their Chromebook at home, they may be required to “check out” their Chromebook. “Checking out” identifies that the student will only be able to utilize the Chromebook during school hours. The Chromebook will be checked out in the morning from a central location and returned at the end of the school day to the same central location.
- After the first “check out” period, the Chromebook will be returned for student use at home. If this incident occurs again, the student may be referred to the assistant principal.
- If a student leaves their Chromebook at home for two consecutive days, they will be required to bring in the device and have a mandatory inspection of said device.

3.2 Chromebook Undergoing Repair

- Replacement Chromebooks may be issued to students when they leave their Chromebooks for repair with network coordinator. Please note that there may be a delay in getting a Chromebook should the school not have enough to distribute.
- Replacement Chromebooks may only be issued for use in school until all fines have been paid.

3.3 Charging Your Chromebook’s Battery

- Chromebooks must be brought to school each day in a fully charged condition. Students need to charge their Chromebooks each evening.
- Repeat violations (minimum of three days-not consecutively) of this policy will result in lunch detention(s). Additional offenses will result in phone calls home and referrals to the Principal.
- In cases where use of the Chromebook has caused batteries to become discharged, students may be able to connect their Chromebooks to a power outlet in class.

3.4 Photo Library/Screensavers/Background photos

- Inappropriate media should not be on the device and may not be used as a screensaver or background photo.

- Presence of guns, weapons, pornographic materials, inappropriate language, alcohol, drug, and/or gang related symbols or pictures will result in disciplinary actions and may also result in a loss of Chromebook privileges.
- Photos/videos require a large amount of storage space on the device. Only photos with an educational purpose shall be saved to the device. All other photos/videos should not be taken or stored.

3.5 Sound, Music, Games, or Programs

- Sound must be muted at all times unless permission is obtained from the teacher for instructional purposes.
- Personal music is not allowed on the Chromebook. Any music on the device should only be added at the request and discretion of a teacher.
- Internet Games are not allowed on the Chromebooks. If game apps are installed, it will be by the direction of TUFSD staff only.
- All software/apps must be district provided or requested in writing for school approval. Data Storage on the Chromebook is limited and should be managed by the students so that the full educational potential of the Chromebook is available. Any instance of downloading apps that have not been approved by the district are carefully monitored and will result in deletion of the program from the Chromebook device and disciplinary action.

3.6 Home Internet Access

- Students are allowed to set up access to home wireless networks on their Chromebooks. This will assist students with the ability to complete, retrieve, access, etc. educational content used in classes with the Chromebook successfully.
- Students may also set up home printing capabilities for their Chromebook. This will require a wireless printer and proper settings on the Chromebook using Google Cloud Print.

4. MANAGING YOUR FILES & SAVING YOUR WORK

4.1 Saving to the Chromebook

- Students may save work to their Google Docs (Drive) accounts (or other cloud-based storage medium) via the Chromebook.
- Storage space will be available on the Chromebook, but since the device has storage limitations it is vital that the storage space be privileged for educational use only. It is also important to note that Chromebooks will NOT be backed up by the district in cases of resetting or re-imaging.
- It is the student's responsibility to ensure that their work is backed up and therefore not lost due to mechanical failure or accidental deletion.
- Chromebook malfunctions are not an acceptable excuse for not submitting work.

4.2 Network Connectivity

- TUFSD makes no guarantee that their network will be up and running 100% of the time. In the rare case that the network is down, the District will not be responsible for lost or missing data.
- Students will not be penalized if the network is down and a completed assignment cannot be accessed for class projects, presentations, etc. as this type of network outage will affect all students and staff in the school building.

5. APPS AND EXTENSIONS ON CHROMEBOOKS

5.1 Originally Installed Software

- The Extensions/Apps originally installed by TUFSD must remain on the Chromebook in usable condition and be easily accessible at all times.
- From time to time, the school may add software applications for use in a particular course. Periodic checks of Chromebooks will be made to ensure that students have not removed required apps/extensions or have not added apps/extensions not otherwise authorized

5.2 Additional Software

- Students are allowed to load extra extensions/Apps on their Chromebooks. However, any apps that are not provided by the school will need approval in writing as mentioned in section 3.5 above.
- TUFSD will provide any required extensions/apps on the Chromebook. These apps/extensions will be available upon logging into the device using the official school approved email address.
- Any attempt to “jailbreak” the Chromebook or change the configuration will result in an immediate disciplinary action and may result in revocation of Chromebook privileges.
- Any software that breaks the Responsible Use Policy or that is deemed inappropriate for use in school is not to be downloaded or installed on the Chromebooks. This includes, but is not limited to, music, games, videos, images, e-Books, and apps as noted in section 3.5 above. Immediate removal of material (or full reset of the device), contact with parents, and disciplinary action will take place.

5.3 Inspection

- Students may be selected at random to provide their Chromebook for inspection.
- Reasons for Chromebook inspection may include but are not limited to the following: functionality, maintenance, serviceability, and various violations of student acceptable responsibilities when using the Chromebook.

5.4 Procedure for Re-loading Software

- If technical difficulties occur or illegal software is discovered, the Chromebook may be restored from backup. The school does not accept responsibility for the loss of any software or documents deleted due to a need to reformat and/or re-image any device.
- Students are highly encouraged to create a backup of all Chromebook documents and work as identified in section 4 above.
- Students are highly encouraged to manage their backup data to ensure that enough space is available for school created content.

5.5 Software Upgrades

- Upgrade versions of licensed software/apps may become available from time to time. Students may be required to check in their Chromebooks for periodic updates.
- Students are encouraged to periodically upgrade the apps on the Chromebook if prompted. Chromebooks run Chrome OS (Operating Software) Web browser. OS updates are conducted automatically on the OS.

6. ADDITIONAL RESPONSIBILITIES AND EXPECTATIONS

6.1 Family/Guardian Responsibilities

- Talk to your children about values and the standards that your children should follow on the use of the Internet just as you do on the use of all media information sources such as television, telephones, movies, and radio. Families shall be expected to review Chromebook policies and the Responsible Use Policy with their child(ren) to ensure appropriate use of Chromebooks.
- Become increasingly active participants by asking your child/children to show you what sites they are navigating to and/or what apps are being used and how they work. The following resources will assist in promoting positive conversation(s) between you and your children regarding digital citizenship as it relates to Internet safety, conduct, and etiquette.
 - NetSmartz: <https://www.missingkids.org/netsmartz/home>
 - CommonSense Media: <http://www.commonsensemedia.org/blog/digital-citizenship>
- Ensure that siblings and other family members are not using the device for personal use.

6.2 School Responsibilities are to:

- Provide Internet and Online Course Materials access to its students.
- Provide Internet filtering and blocking of inappropriate materials as necessary.
- Chromebooks will be treated similar to the policy surrounding school lockers. TUFSD reserves the right to review, monitor, and restrict information stored on or transmitted via TUFSD owned equipment and to investigate inappropriate use of resources.
- Provide staff guidance to aid students in doing research and help ensure student compliance of the responsible use policy.

6.3 Students are responsible for:

- Using computers/devices in a responsible and ethical manner.
- Meeting general school expectations concerning behavior and communication that apply to technology use.
- Using all technology resources in an appropriate manner so as not to damage school equipment.
- Taking a proactive role to aid TUFSD in the protection of our computer system/device by contacting an administrator about any security problems they may encounter.
- Complying with trademark and copyright laws and all license agreements. Ignorance of the law is not immunity. If you are unsure, ask a teacher or parent.
- Plagiarism is a violation of the TUFSD Student Code of Conduct. Give credit to all sources used, whether quoted or summarized. This includes all forms of media on the Internet, such as graphics, movies, music, and text.
- Use or possession of hacking software is strictly prohibited and violators will be subject to the discipline. Violation of applicable state or federal law may result in criminal prosecution or disciplinary action by the District.
- If a student should receive emails containing inappropriate or abusive language or if the subject matter is questionable, he/she is to make a teacher or administrator aware immediately.
- Returning their Chromebook to the network coordinator when requested. Students who graduate early, withdraw, are suspended or expelled, or terminate enrollment at TUFSD for any other reason must return their individual school Chromebook and other peripherals on the date of termination.
- Monitoring all activity on their account(s).

6.4 Student Activities Strictly Prohibited:

Students are strictly prohibited from the following actions while using their Chromebook (TUFSD reserves the right to modify this list at any time.):

- Illegal installation or transmission of copyrighted materials
- Any action that violates an applicable existing or future Board policy and any applicable laws in addition to the

Code of Conduct.

- Sending, accessing, uploading, downloading, or distributing offensive, profane, threatening, pornographic, obscene, or sexually explicit materials
- Use of chat rooms, sites selling term papers, book reports and other forms of student work
- Messaging services-EX: MSN Messenger, ICQ, etc.
- Use of outside data disks or external attachments without prior approval from the administration
- Changing of Chromebook settings (exceptions include personal settings such as font size, brightness, etc)
- Spamming-Sending mass or inappropriate emails
- Using the internet to access personal (non-school related) accounts - i.e. non-school provided e-mail accounts (yahoo, hotmail), facebook, other social media sites, etc.
- Gaining access to other student's accounts, files, and/or data or using another student's password for entry into their Chromebook account
- Use of the school's Internet/E-mail accounts for financial or commercial gain or for any illegal activity
- Sending anonymous or misleading communications for any inappropriate purpose via any means
- Students are not allowed to give out personal information, without the permission and supervision of their parents or a school staff member, over the Internet. This includes, but is not limited to, setting up internet accounts including those necessary for chat rooms, Ebay, email, etc.
- Participation in credit card fraud, electronic forgery or other forms of illegal behavior.
- Vandalism (any malicious attempt to harm or destroy hardware, software or data, including, but not limited to, the uploading or creation of computer viruses or computer programs that can infiltrate computer systems and/or damage software components) of school equipment will not be allowed
- Transmission or accessing materials that are obscene, offensive, threatening or otherwise intended to harass or demean recipients.
- Bypassing the TUFSD web filter through any means.

6.5 Chromebook Care

Students will be held responsible for maintaining their individual Chromebooks and keeping them in good working order.

- Chromebook batteries must be charged and ready for school each day.
- Chromebooks that malfunction or are damaged must be reported to the administration. The school district will be responsible for repairing Chromebooks that malfunction. Chromebooks that have been damaged from student misuse, neglect or are intentionally damaged will be repaired with cost being borne by the student. Students will be responsible for the entire cost of repairs to Chromebooks that are intentionally damaged or lost.
- Chromebook damage: Students may be responsible for all damage as circumstances warrant.
- Chromebooks that are stolen must be reported immediately to the Eastchester Police Department (the police report must be submitted) and to school administration.

6.6 Legal Propriety

- Comply with all applicable laws, including but not limited to trademark and copyright laws and license agreements.
- Plagiarism is a violation of the Student Code of Conduct. Give credit to all sources used, whether quoted or summarized. This includes all forms of media on the Internet, such as graphics, movies, music, and text.
- Use or possession of hacking software is strictly prohibited and violators will be subject to TUFSD Code of Conduct, in addition to further penalties if necessary. Violation of applicable state or federal law will result in criminal prosecution or disciplinary action by the District.

6.7 Student Discipline

- If a student violates any part of the policies, procedures, expectations outlined in this document, the student handbook or District policies, they will be disciplined in accordance with the TUFSD Code of Conduct. See Section 9 below for more details.

7. PROTECTING & STORING YOUR CHROMEBOOK

7.1 Chromebook Identification

Student Chromebooks will be labeled in the manner specified by the school. Chromebooks can be identified in the following ways:

- Record of serial number
- TUFSD label
- Student Identification number

7.2 Storing Your Chromebook

- To prevent damage, nothing should be placed on top of the Chromebook.
- Once authorized, students are encouraged to take their Chromebooks home every day after school, regardless of whether they are needed.

7.3 Chromebooks Left in Unsupervised Areas

- Under no circumstances should Chromebooks be left in unsupervised areas. Unsupervised areas include the school grounds and campus, the lunchroom, computer lab, locker rooms, library, unlocked classrooms, dressing rooms and hallways.
- Any Chromebook left in these areas is in danger of being stolen. If a Chromebook is found in an unsupervised area, it will be taken to the main office and may result in disciplinary action.

8. REPAIRING OR REPLACING YOUR CHROMEBOOK

8.1 Personal Home or Homeowners coverage

- Students or parents may wish to carry their own personal insurance to protect the Chromebook in cases of theft, loss, or damage. Please consult with your insurance agent for details about your personal coverage of the Chromebook.
- Most insurance policies will require a rider for electronics and only provide so much coverage and a higher deductible.

8.2 Claims

- All insurance claims must be reported to the school office. Students or parents must provide a report in instances of theft, vandalism, or fire related damage. A copy of this report must be submitted to school administration before a Chromebook can be repaired or replaced with School District Protection.

9. ACTIONS REQUIRING DISCIPLINARY ACTIONS

As mentioned throughout this document, misuse of Chromebooks has the potential to earn disciplinary consequences such as, but not limited to, lunch detentions, after-school detentions, In-School Suspensions, Out-of-School Suspensions, and, in rare circumstances, expulsion.

Examples of conduct warranting disciplinary action include violations of the District's Responsible Use Policy, in addition to the following:

- Downloading unapproved apps that are not in Self-Service without receiving permission.
- Leaving Chromebook unattended.

- Deleting school installed settings from a Chromebook.
- Lack of adequate care for Chromebook, case, charger, etc.
- Resetting Chromebook to factory defaults.
- Placing the Chromebook in developer mode.
- Adjusting settings on someone else's Chromebook.
- Adding a credit card to a Google Account (Google Wallet) to purchase music/unapproved apps.
- Logging in under personal Google account to download purchased apps for yourself or another student(s).
- Leaving Chromebook at home. Lack of preparation for classes.
- Loaning of student device to other students inside and outside of school.
- Failure to utilize protective cases when the Chromebook is not in use or when the device is being carried in the hallway.
- Multiple damage instances caused by lack of care for the Chromebook and other peripheral devices.

TUCKAHOE UNION FREE SCHOOL DISTRICT: FOR YOUR RECORDS

Student Pledge for Chromebook Use

1. I will take care of my Chromebook.
2. I will never leave the Chromebook unattended.
3. I will never loan out my Chromebook to other individuals.
4. I will know where my Chromebook is at all times.
5. I will charge my Chromebook's battery daily.
6. I will keep food and beverages away from my Chromebook since they may cause damage to the device.
7. I will not disassemble any part of my Chromebook or attempt any repairs.
8. I will protect my Chromebook by only carrying it while in the case provided.
9. I will use my Chromebook in ways that are appropriate, meet TUFSD expectations and are educational.
10. I will not place decorations (such as stickers, markers, etc.) on the Chromebook.
11. I will not deface the serial number Chromebook sticker on any Chromebook.
12. I understand that I have no expectation of privacy in my Chromebook and it is subject to inspection at any time without notice and remains the property of TUFSD.
13. I will follow the policies outlined in the *Google Chromebook Policy, Procedures, and Information* and the *Responsible Use Policy* while at school, as well as outside the school day.
14. I will file a police report in case of theft, vandalism, and other acts covered by insurance.
15. I will be responsible for all damage or loss caused by neglect or abuse.
16. I agree to return the District Chromebook, case and power cords in good working condition.
17. I be a proactive digital citizen when using my Chromebook.
18. I understand that my use of the Chromebook is subject to all applicable District policies and regulations, including but not limited to the Responsible Use Policy, as well as any applicable provisions of the Student Handbook and any individual building policies and procedures.

Student/Family Pledge for Chromebook Use

19. I /we understand that Chromebooks are intended solely for student educational use and that students are not permitted to download any applications not authorized by their teachers or approved by TUFSD administration.
20. I/we understand my/our responsibilities with respect to the care and maintenance of the Chromebook.
21. I/we understand the terms and conditions of the insurance coverage for the Chromebook that was purchased by TUFSD.
22. I/we understand that, once authorized, students may take Chromebooks home in the evenings for school related use, however I/we understand that students must have Chromebooks in school everyday.
23. I/we understand that students must return Chromebooks at the end of the school year in the condition it was received.
24. I/we understand that I must report any problems or damage to the Chromebook to my homeroom teacher.
25. I/we understand that TUFSD reserves the right to conduct unannounced inspections of student Chromebooks.
26. I/we understand that the use of Chromebooks will be governed by all terms and conditions of the TUFSD policies and regulations, including but not limited to the Responsible Use Policy, Policy No. 4526-R.

Individual school Chromebook computers and accessories must be returned to network coordinator at the end of each school year. Students who graduate early, withdraw, are suspended or expelled, or terminate enrollment at TUFSD for any other reason must return their individual school Chromebook computer on the date of termination. In the event Chromebooks are not returned under any of these circumstances, the District reserves the right to pursue appropriate legal action for the return of the Chromebook.

Tuckahoe Union Free School District

**THIS FORM MUST BE RETURNED PRIOR TO RECEIVING
CHROMEBOOK DEVICE**

I/We agree to the stipulations set forth in the above documents including the Chromebook Policy, Procedures, and Information; the Responsible Use Policy; and the Student Pledge for Chromebook Use.

Please Print Clearly:

Student Last, First Name: _____

School Building: _____

Grade: _____

Student Signature: _____ Date: _____

Parent/Guardian Name (Please Print): _____

Parent/Guardian Signature _____ Date: _____

For Office Use Only:

Serial #: