
ILLINOIS LUTHERAN'S CHROMEBOOK AGREEMENT

Students across the junior high/high school will be issued Google Chromebooks for use in school and at home. This document provides students and their parents/guardians with information about taking care of the equipment, using it to complete assignments, and being a good digital citizen.

Students and their parents/guardians are reminded that use of any technology at school is a privilege and not a right and that everything done on any school owned computer, network, or electronic communication device may be monitored by school authorities. Inappropriate use of Illinois Lutheran Technology can result in limited or banned computer use, disciplinary consequences, removal from courses, loss of credit, receiving a failing grade, and/or legal action.

OWNERSHIP OF THE CHROMEBOOK

Illinois Lutheran retains sole right of possession of any Chromebook that follows the 4 year rent(lease) to own option. The Chromebooks are lent to the students for educational purposes only for the academic year. Any students that decide to purchase their own Chromebook will need to purchase a \$39.00 management console license through the school. This gives the school the ability to monitor, and assist the students in the use and care of their computer. Moreover, Illinois Lutheran administrative staff and faculty retain the right to collect and/or inspect Chromebooks at any time, including via electronic remote access and to alter, add or delete installed software or hardware.

Responsibility for the Chromebook

Students are solely responsible for the Chromebooks issued to them and must adhere to the following:

- Students must comply with Illinois Lutheran's Computer and Internet Usage Policy found in the handbook.
- Students must bring their Chromebooks to school every day and make sure it is fully charged. Failure to do so may result in disciplinary action. If a student's Chromebook is not charged properly they will not be given a loaner to use for the day unless there are unusual circumstances. (Note: These circumstances will have to be approved by Mr. Dorn. A fully charged Chromebook should last at least 8 hours.)
- Students must treat their device with care and never leave it in an unsecured location.
- Students must keep their device in a protective case or backpack when traveling.
- Students must promptly report any problems with their Chromebook to the Mr. Dorn or any teacher.
- Students may not remove or interfere with the serial number and other identification tags.
- Students may not attempt to remove or change the physical structure of the Chromebook, including the keys, screen cover or plastic casing.
- Students may not attempt to install or run any operating system on the Chromebook other than the ChromeOS operating system supported by the district.

- Students must keep their device clean and must not touch the screen with anything (e.g., your finger, pen, pencil, etc.) other than approved computer screen cleaners.

RESPONSIBILITY FOR ELECTRONIC DATA

The students are solely responsible for any apps or extensions on their Chromebooks that are not installed by a member of the Illinois Lutheran staff. Students are responsible for backing up their data to protect from loss. Users of Illinois Lutheran Technology have no rights, ownership, or expectations of privacy to any data that is, or was, stored on the Chromebook, school network, or any school issued applications and are given no guarantees that data will be retained or destroyed.

DIGITAL CITIZENSHIP

Students must follow the six conditions of being a good digital citizen:

1. Respect Yourself. I will show respect for myself through my actions. I will select online names that are appropriate, I will consider the information and images that I post online. I will consider what personal information about my life, experiences, experimentation or relationships I post. I will not be obscene.
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. 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 other people. I will show respect for other people in my choice of websites, I will not visit sites that are degrading, pornographic, racist or inappropriate. I will not abuse my rights of access and I will not enter other people's private spaces or areas.
4. Protect Others. I will protect others by reporting abuse, not forwarding inappropriate materials or communications; I will moderate unacceptable materials and conversations, and will not visit sites that are degrading, pornographic, racist or inappropriate.
5. Respect Intellectual Property. I will request permission to use resources. I will suitably cite any and 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 use free and open source alternatives rather than pirating software. I will purchase, license and register all software. I will purchase my music and media, and refrain from distributing these in a manner that violates their licenses. I will act with integrity.

COPYRIGHT AND FILE SHARING

Students are required to follow all copyright laws around all media including text, images, programs, music, and video. Downloading, sharing, and posting online illegally obtained media is against the Use of Technology policy.

SPARE EQUIPMENT AND LENDING

If a student's Chromebook is inoperable, the school has a limited number of spare devices for use while the student's Chromebook is repaired or replaced. This agreement remains in effect for loaner computers. The student may not opt to keep an inoperable Chromebook to avoid doing class work due to loss or damage. If a student does not bring his/her Chromebook to school, the student may be required to borrow a device from the school based on the direction from his/her teacher. Disciplinary action may result for failure to bring a fully charged Chromebook to school.

WARRANTY AND INSURANCE

The school will repair or replace damaged equipment, at the student's expense, resulting from normal use if the student has chosen to not purchase insurance. All other breakages will be the responsibility of the student to pay for. The school will make its best attempt to purchase replacement parts at the best possible price. Loss or theft of the device is also the student's responsibility and will result in the student being charged the full \$289.00 replacement cost to purchase a new device.

Insurance can be purchased and is highly recommended for a price of only \$31.00 a year. This is a zero detectable policy that covers almost anything policy. (Please see attached form from Worth Ave. Group) Checks should be made out to Illinois Lutheran.

SIGNATURE FORM

By signing the below, the student and their parent/guardian agree to follow and accept:

1. Illinois Lutheran's Computer Use and Internet Usage Policy
2. Illinois Lutheran's Chromebook Agreement
3. The Website and Social Media Guidelines listed below
4. Illinois Lutheran owns the Chromebook, software and issued peripherals if you are leasing through us.
5. Students who cease to enroll in Illinois Lutheran, the student/parents, will return the leased Chromebook in good working order or pay the full \$289.00 replacement cost of the computer. In addition, the student must also return the Chromebook charger. The student/parent must pay \$45.00 for the Chromebook charger if it is not returned.
6. Illinois Lutheran can not be held liable to any claim of damage, negligence, or breach of duty.

Print Student Name _____

Student Signature _____ Date _____

Print Parent/Guardian Name _____

Parent/Guardian Signature _____ Date _____

**WEBSITE & SOCIAL MEDIA GUIDELINES: THINK BEFORE YOU ACT BECAUSE YOUR VIRTUAL
ACTIONS ARE REAL AND PERMANENT!**

Guideline	Student Initials	Parent Initials
Be aware of what you post online. Website and social media venues are very public. What you contribute leaves a digital footprint for all to see. Do not post anything you wouldn't want friends, enemies, parents, teachers, future colleges, or employers to see.		
Follow the school's code of conduct when writing online. It is acceptable to disagree with other's opinions; however, do it in a respectful way. Make sure that criticism is constructive and not hurtful. What is inappropriate in the classroom is inappropriate online.		
Be safe online. Never give out personal information, including, but not limited to, last names, phone numbers, addresses, exact birth dates, and pictures. Do not share your password with anyone besides your teachers and parents.		
Linking to other websites to support your thoughts and ideas is recommended. However, be sure to read and review the entire website prior to linking to ensure that all information is appropriate for a school setting.		
Do your own work! Do not use other people's intellectual property without their permission. Be aware that it is a violation of copyright law to copy and paste other's thoughts. It is good practice to hyperlink to your sources.		
Be aware that pictures may also be protected under copyright laws. Verify that you have permission to use the image		
How you represent yourself online is an extension of yourself. Do not misrepresent yourself by using someone else's identity.		
Online work should be well written. Follow writing conventions including proper grammar, capitalization, and punctuation. If you edit someone else's work, be sure it is in the spirit of improving the writing.		
If you run across inappropriate material that makes you feel uncomfortable or is not respectful, tell your teacher right away.		