



YCS District Use of Technology

Chromebook/Hotspot Agreement

Students across the district have access to Chromebooks and Hotspots for use in school and at home during Distant Learning. 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 District Technology is a privilege, not a right, and that everything done on any District owned computer, network, or electronic communication device may be monitored by school authorities. Inappropriate use of District Technology can result in limited or banned computer use, disciplinary consequences, and/or legal action. To understand the expectations of YC, students and their parents/guardians are responsible for reviewing the District's Use of Technology Policies IIBGA, IIBGA-AR located in the Policy Book on the District website, ycsd.k12.or.us.

Ownership of the Chromebook/Hotspot

YCS District retains sole right of possession of the Chromebook and Hotspot device. The Chromebooks and Hotspot devices are for students to use in class and at home for distance learning for educational purposes. Moreover, YC administrative staff and faculty retain the right to collect and/or inspect Chromebooks/Hotspots at any time. All Chromebooks/Hotspots are to remain at school at all times except during distance learning.

Responsibility for the Chromebook/Hotspot

Student utilizing Chromebooks/Hotspots must adhere to the following:

- Students must comply with the District Technology Policies when using Chromebooks/Hotspots.
- Students must treat their device with care and never leave it in an unsecured location.
- Students must keep their device on their desk or in the cart while in class at school.
- Students must promptly report any problems with their device to their teacher/school immediately.
- 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/Hotspot, including the keys, screen cover or plastic casing.
- Students may not attempt to install or run any operating system on the device other than the operating system supported by the district.
- *Chromebooks Only:* Students must keep their device clean and must not touch the screen with anything (e.g., your finger, pen, pencil, etc.).

Responsibility for Electronic Data

The students are not to install any unapproved apps or extensions on their Chromebooks. Users of District 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 only use the log-in information given to me by my teacher. I will only use websites and apps approved by my teacher.
2. Protect Yourself. I will not publish my personal details, contact details or a schedule of my activities. I will report any 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 not visit sites that are not approved and directed by my teacher. 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 or creating inappropriate materials or communications; I will moderate unacceptable materials and conversations, and not visit sites that are not approved by my teacher.
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 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.

Replacement

The District will repair or replace damaged equipment resulting from normal use. All other breakages will be the responsibility of the student to pay for. The District 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 replacement. Replacement/Repair costs for technology devices below.

Replacement/Repair costs for district technology devices:

Replace Keys on chromebook keyboard	\$10.00
Headphones broke off in headphone jack	\$20.00
Broken LCD Screen.	\$40.00
Body/Hinge replacement.	\$50.00
Keyboard replacement.	\$30.00
Lost, stolen or willfully damaged to chromebook	\$200.00
Hotspot-Verizon model MHS900L	\$30.00
Hotspot-Verizon model MIFI8800L	\$100.00

Signature Form

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

- District Technology Policies IIBGA, IIBGA-AR
- The Chromebook/Hotspot Agreement
- That the YCSD owns the Chromebook/Hotspot, software and issued peripherals
- If the student damages or fully destroys the iPad/Chromebook they are using, they will be charged the replacement costs.

Print Student Name _____

Student Signature _____ Date _____

Print Parent/Guardian Name _____

Parent/Guardian Signature _____ Date _____