

**SHATTUCK MIDDLE SCHOOL
PARENT/GUARDIAN AND STUDENT NETBOOK
RESPONSIBILITY AGREEMENT**

Neenah Joint School District (NJSD) is pleased to provide sixth - twelfth grade students a Lenovo Chromebook computer to facilitate learning and communication. All Chromebooks, related equipment and accessories are Neenah Joint School District property. The use of a District Chromebook is extended to students for use inside and outside the school facility. The Chromebooks are for use as an educational tool for education-related purposes. To participate in this program, students and their Parent/Guardian are required to sign this 'Responsibility Agreement' in the spaces provided below and to comply with all of the following terms as a condition of using NJSD Chromebooks:

**PLEASE INDICATE AGREEMENT BY SIGNING BELOW
(BOTH STUDENT AND PARENT/GUARDIAN NEED TO SIGN WHERE INDICATED)**

Student & Staff Network and Internet Acceptable Use and Safety Policy

- The Parent/Guardian and Student agree to comply with the NJSD *Student & Staff Network and Internet Acceptable Use and Safety* policy as a condition of using District Chromebooks and District provided Internet access. The terms of the *Acceptable Use and Safety Policy* are incorporated by reference in this Agreement.
- Student use of “proxy” Websites, to access sites blocked by the District content filters, is not allowed as a part of the *Acceptable Use and Safety Policy*. Student use of “proxy” Websites is a deliberate effort to circumvent content filtering software. Students using “proxy” websites for any reason, or otherwise purposely bypassing District content filters will be disciplined accordingly. This can include but is not limited to revocation of network access privileges, confiscation of student Chromebook and other school discipline procedures.
- These rules include, but are not limited to the following:
 - taking full responsibility for the general care of the Chromebook.
 - never leaving the Chromebook unattended.
 - never loaning out the Chromebook to other individuals.
 - knowing where the Chromebook is at all times.
 - arriving daily at school with a charged Chromebook.
 - keeping food and beverages away from the Chromebook.
 - not disassembling any part of the Chromebook or attempting any repairs myself.
 - protecting the Chromebook by storing it and transporting it securely and safely.
 - using the Chromebook in ways that are appropriate, meet NJSD expectations, and are educational.
 - refraining from downloading or installing apps other than those approved by the district.
 - not placing inappropriate or impermissible decorations (stickers, markings, etc.) on the Chromebook.
 - not disabling, tampering with, altering or otherwise rendering nonfunctional any district or manufacturer software or apps installed on the Chromebook, including but not limited to any firewalls or other protective services.
 - accessing the internet at school only through the District’s wifi network and not using other services or internet access capabilities.
 - being personally responsible for all damage or loss caused by accident, neglect, or abuse.

Ownership & Responsibilities

- Parent/Guardian and Student understand that the Chromebook is NJSD property and that access to and use of a NJSD Chromebook inside and outside of the school facility is a privilege. Parent/Guardian and Student agree to surrender the Chromebook to NJSD immediately upon the request of District personnel.
- Parent/Guardian understand and agree that the District does not warrant the fitness or performance of District Chromebooks and that the District shall not be responsible for the loss of a document, file or other information created on the Chromebook.
- Parent/Guardian and Student understand that because Chromebooks are public property of the District, appropriate District staff may read or look at any item on District Chromebooks; or students’ NJSD Google Drive profile; or review computer activity logs and Internet history to ensure compliance with the *Acceptable Use and Safety Policy*. Parent/Guardian and student will not alter or delete computer activity logs or Internet history file. The student, members of the student’s family or any other users have no privacy interest in the Chromebook and any media saved in the student’s Google Chrome profile.

Parent & Student Responsibilities

- Parent/Guardian and student understand and agree that the District has taken reasonable and prudent attempts to ensure students that use school Chromebooks, have access to and use the Internet in a safe and appropriate way while the Chromebooks are being used on school premises. Parent/Guardian and student understand and agree that parent/guardian is solely responsible for monitoring student's use of District Chromebooks and access to the Internet outside of the school environment and to ensure that students access the Internet and use the Chromebooks in a safe and appropriate manner.
- Parent/Guardian and student understand that Internet filtering software is applicable for Chromebooks when accessing the Internet on school grounds. Chromebooks will also be filtered for content at home; however, NJSD is not responsible for student's use of proxy websites through home, personal or other public providers available in the community that may allow access to sites blocked at school. The Parent/Guardian and student are solely responsible for following the *Acceptable Use Policy* even when accessing Internet providers through home or community resources
- Parent/Guardian and student agree to assume full responsibility to the District for the theft or loss of District Chromebooks or damage to Chromebooks and computer equipment provided by NJSD, which is *beyond normal wear and tear*. For damage sustained to NJSD Chromebooks through abuse or neglect, students/parents will be assessed a repair fee of \$50.00 for the first offense. Students/Parents will be assessed a repair fee of \$100.00 for the second offense and \$150.00 for the third. If District Chromebooks or computer equipment are lost or stolen or sustain damage beyond repair, the Parent/Guardian and student shall be responsible for full replacement cost. Parent/Guardian and Student understand that all lost or stolen computer equipment can be reported to police for investigation and possible prosecution and agree to cooperate with any investigation.
- Parent/Guardian and Student agree to indemnify, defend and hold the District, its employees, agents and representatives harmless from any and all claims relating to or arising out of the Parent/Guardian and/or Student's use of the Chromebook regardless of whether such claims are caused, in whole or in part, by any act or omission of the District, its employees, agents or representatives.

Please sign below for your student to receive their Neenah Joint School District provided Chromebook.

We have read the ten bullet points above and the *Neenah Joint School District Student & Staff Network and Internet Acceptable Use and Safety Policy* and agree to the terms of this contract. Please contact the District immediately if you have any question or concerns with this document.

PARENT/GUARDIAN:

Print Name Clearly & Sign

Date

STUDENT:

Print Name Clearly & Sign

Date