
Rockford Lutheran School

Chromebook Lease Agreement

Incoming 8th and 9th grade students 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 controlled computer, network, or electronic communication device may be monitored by school authorities. Responsibility for use is detailed in the *Technology Acceptable Use Policy – Rockford Lutheran School* document.

OWNERSHIP OF THE CHROMEBOOK

Rockford Lutheran retains sole right of possession of any Chromebook that follows the 3 year lease to own option. The Chromebooks are leased to the students for educational purposes only for the academic year. All leased Chromebooks will be collected at the end of the academic year, stored over the summer, and redistributed after school begins in the fall and lease payment is received. *Rockford 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.

*Units that are purchased outright and not through the lease purchase will also be subject to the items above. Rockford Lutheran School requires all Chromebooks used for education to be added to the RLS Google Device Management System, regardless of ownership.

RESPONSIBILITY OF THE CHROMEBOOK

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

- Students must comply with the *Technology Acceptable Use Policy – Rockford Lutheran School* document.
- Students must bring their Chromebook to school every day and make sure it is **fully charged**. Failure to do so may result in disciplinary action.
- Students must treat their device with care and never leave it in an unsecured location.
- Students must keep their device in a protective case when traveling.
- Students must promptly report any problems with their Chromebook to the 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 Chrome OS operating system supported by the school.
- 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 Rockford Lutheran staff. Students are responsible for backing up their data to protect from loss. Users of Rockford 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. 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.

WARRANTY AND INSURANCE

The school will repair or replace damaged equipment due to normal usage or unavoidable accidents. If the unit is under manufacturer's warranty it may be sent in for repair depending on the defect or issue. Repair costs associated with breakage and damages deemed as willful abuse or neglect will be the responsibility of the student. 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 replacement cost to purchase a new device. Purchasing a replacement device does not relieve responsibility for paying for any remaining lease payments.

SIGNATURE FORM- LEASE

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

- The Technology Acceptable Use Policy – Rockford Lutheran School document.
- Rockford Lutheran’s Chromebook Lease Agreement
- Rockford Lutheran owns the Chromebook, software and issued apps through the end of the 3 year lease period.
- Students who cease to enroll in Rockford Lutheran, the student/parents, will return the leased Chromebook in good working order [along with the charger and case] or pay the outstanding remaining balance due on the lease to retain possession of the unit.
- Lease-to-Own Program Annual Payments:
 - o Year 1 = \$80.00 Year 2 = \$80.00, Year 3= \$80.00
- At the conclusion of the third school year the leased unit will become property of the student/parent.

Print Student Name _____

Student Signature _____ Date _____

Print Parent/Guardian Name _____

Parent/Guardian Signature _____ Date _____

Office use only: Serial / ID # of unit issued _____

SIGNATURE FORM- STUDENT SUPPLIED CHROMEBOOK

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

- The Technology Acceptable Use Policy – Rockford Lutheran School document.
- I understand my Chromebook will be added to the RLS Google Device Management System.

Print Student Name _____

Student Signature _____ Date _____

Print Parent/Guardian Name _____

Parent/Guardian Signature _____ Date _____

Office use only: Serial / ID # of student supplied unit _____