



North Johnston Middle School – Student & Parent/Guardian Chromebook Agreement

The 1:1 Student Chromebook Program (1:1 = 1 device for each student) was designed to provide students and teachers with the latest technology to transform classroom instruction. Our goal is to establish an environment conducive to purposeful learning for everyone involved.

In order to participate in the 1:1 Student Chromebook Program at NJMS, students and parents/guardians are expected to adhere to the following policies and procedures.

Policies & Procedures

Assignment of Chromebooks

- A Chromebook will be checked out to each student to use at school each day.
- Chromebooks will be assigned by the student's Homeroom teacher.
 - Students will pick up their devices in the mornings as they arrive to school before the tardy bell rings.
 - Students will be responsible for dropping off and plugging in their Chromebook in their Homeroom teacher's charging cart each afternoon.

Taking Care of Your Chromebook

- Students are responsible for the care and upkeep of their Chromebook. The following precautions should be followed to ensure the device works properly at all times:
 - Do not eat or drink around your Chromebook.
 - Only use a clean, soft cloth to clean the screen. NO cleansers of any type should be used.
 - Cords and cables must be inserted carefully into the Chromebook to prevent damage.
 - Do not write on, draw on, or apply stickers to Chromebooks.

Using Your Chromebook

- Students are responsible for bringing their Chromebook to all classes, unless specifically instructed not to do so by their teacher.
- Students are responsible for their personal device; therefore, they may not loan their Chromebook to anyone else or request to borrow one from a peer or classmate.
- Students are expected to put away Chromebooks during assemblies and events when they may cause a disruption, or as directed by any NJMS faculty and/or staff member.
- Johnston County Schools has a content filtering system in place that will protect students from inappropriate content.
 - If students accidentally access inappropriate content not caught by the filtering system, they must inform a teacher immediately.
 - Intentional inappropriate searches and conversations caught by the filter will result in account suspension and/or disciplinary action.



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- Any harmful or concerning search or conversation caught by the filter that is flagged will be forwarded to the guidance counselor.

Photos, Music, Games, Software and Other Applications/Programs

- Inappropriate media may not be used as a screensaver or background photo.
 - This includes, but is not limited to: guns/weapons, pornographic material, inappropriate language, alcohol and/or drug use and gang related symbols or pictures.
 - Use of the above mentioned images will result in disciplinary actions.
- Sound on the Chromebook must be muted at all times while in school unless permission is obtained from the teacher for instructional purposes.
 - Headphones and earbuds may be used when permitted by the supervising teacher/staff member.
 - Due to the nature of our 1:1 program, headphones and earbuds are a required school supply that is needed for everyday classroom instruction. Failure to bring headphones/earbuds to school is considered not being prepared for class (just like not bringing a pencil) and will be documented. Disciplinary action may be taken if this is a constant issue.
- Students may NOT use the digital camera on the Chromebook to:
 - Reproduce images of tests or other assessments
 - Take or distribute illicit photographs
 - Record or distribute photos or video without prior authorization from a person, teacher or administrator (Includes taking photos of other students, faculty, staff, etc. without permission)
- All games, software, apps and other programs used on the Chromebook must be district approved.
- From time to time, JCS may add software applications for use in a particular course or for testing purposes.
- If technical difficulties occur or inappropriate activity or usage is discovered on a student's Chromebook, the device will be restored to its original condition. The school does not accept responsibility for the loss of any files deleted due to a reimage.

Inspections & Searches

- Chromebook inspections will be conducted without notice to ensure students are caring for and using their devices properly.
- Students are required to surrender devices for inspection when asked to do so by the teacher/staff member, technology facilitator or an administrator.
- Inspections that show a student has not taken adequate care of their device and/or has inappropriate content on the device will result in disciplinary actions.



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Damage

- In the event that the student damages their Chromebook or notices that the device fails to work properly, he/she must immediately notify his/her teacher. The device will be evaluated by the NJMS technology facilitator.
- Loaner Chromebooks may be issued to students when they leave their device to be repaired with the technology facilitator.
 - There may be a delay in issuing a Chromebook to a student should the school not have enough to loan out.
 - If a student owes a repair/replacement fee, his/her originally issued Chromebook will be held until payment is received in full.
- The discipline procedures in the Johnston County Schools Student Handbook address serious and major offenses such as stealing and destruction of school or personal property. These policies also apply to Chromebook devices. Depending on the seriousness of the offense, students may lose their Chromebook and/or network privileges, as well as receive disciplinary actions according to the district policies in the handbook.

Student & Parent Responsibilities

Acceptable Use Guidelines

- I have received and agree to abide by the Johnston County Schools Technology and Digital Citizenship Agreement.
- I agree that my use of my NJMS issued Chromebook is for educational purposes.
- I agree that my use of NJMS technology is a privilege, and I am responsible for the proper care of my issued Chromebook, as well as any other technology I use.
- I agree to keep all accounts and/or passwords issued to me secure. I will not share this information with any other student. This includes passwords for email and/or network access.
- I agree not to use any other student or teacher's password to access the network.
- I agree that I will never share personal information over the Internet. In addition, if I am asked for personal information or harassed in any way, I agree to report it immediately to my parents, teacher and/or NJMS administration.
- I agree that email (or any other computer communication) should be used only for appropriate, legitimate, and responsible communication.
- I agree that I will not attempt to harm, modify, or destroy hardware, or interfere with system security.
- I understand that all emails and files stored on my NJMS issued Chromebook will not be private. NJMS personnel can review Chromebooks at any time. I also understand that if asked, I am to surrender my device upon request.
- I agree I will not attempt to repair my NJMS issued Chromebook nor will I attempt to clean it with anything other than a soft cloth.



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- I agree to report any problems with my NJMS issued Chromebook to my teacher, NJMS administration or the technology facilitator at my school.
- I agree to treat my NJMS issued Chromebook with care by not dropping it and/or using it with food or drink nearby.
- I agree not to submit, publish, display or retrieve any defamatory, abusive, obscene, profane, sexually oriented, threatening, racially offensive or illegal material. (Student will abide by the *Technology Acceptable Use Policy – JCS BP 3340*)
- I agree to accept the personal responsibility of reporting any misuse of the Chromebooks (including the device itself and the JCS network) to the NJMS administration.
- I agree to abide by all copyright regulations.

In addition to the aforementioned guidelines, students and parents/guardians also must understand and agree to the following:

- That the student has permission to utilize Google Apps for Education.
- That if, in the opinion of NJMS administration, it is felt that the student neglected to exercise proper care and/or take appropriate precautions, and this behavior resulted in damage or loss/theft of the device, the cost/replacement of the repair will be the responsibility of the student/parent. This also applies to repeated “accidents” of a similar nature.
- That in the event my device is damaged, I will notify a teacher, administrator or the technology facilitator immediately.
- That in the event my device is stolen, I must contact NJMS administration immediately, file a police report, and then supply the administration with a copy of the police report.

Common Repairs & Costs Involved

Cracked/damaged screen	\$48.00
Cracked/damaged outer casing	\$32.00
Keyboard/touchpad replacement	\$85.00
Total Chromebook replacement	approx. \$200-300 (depending on model)

Disclaimer

North Johnston Middle School reserves the right to revoke or modify the 1:1 Student Chromebook Program or its terms at any time. Any modifications will be posted on the school website. We appreciate your patience and understanding as we make decisions that are best for our students.