



WILLIAM J. JOHNSTON MIDDLE SCHOOL

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August 2018

Dear Students, Parents and Guardians:

Colchester Public Schools is committed to **Innovation Nation**. The mission of Colchester Public Schools is to engage each learner to prepare for the challenges of his or her tomorrow. We believe that when learning is personalized, students develop innovator dispositions that prepare them for a lifetime of learning. Our goal is to inspire and prepare students with the knowledge, ethics, critical thinking, and technological skills necessary for a rapidly changing, global community.

We are truly excited to provide every Colchester student in grades 6-8 with a Chromebook and access to Google Classroom, a learning management system. The use of Chromebooks within the classroom and at home will support and enhance the development of students' academic, technical, social, and creative skills to innovate and solve personally meaningful real-world problems in a global context.

Chromebook Check-out will take place on August 27th and August 28th from 3 to 6 pm.

Enclosed you will find the School-Issued Chromebook Agreement and insurance option/waiver that are to be completed and signed by parent/guardian and child. To expedite the process please try to complete the paperwork provided before attending this event.

To provide you opportunities to ask questions we have created three stations for the Chromebook check out times.

Station 1 - Paperwork station - A station for those who still need to fill out paperwork. Copies of the paperwork and a staff member will be present to answer questions regarding Chromebook policy and expectations.

Station 2 - Chromebook Check-Out Line - Bring completed paperwork to this station. You and your child will turn in the paperwork, insurance payment or waiver, and a Chromebook, charger, and case will be issued to the student. Parent/Guardian and student will sign off for each item received.

Station 3 - Chromebook Lesson/Playground Area for Students and Parents - Bring your Chromebook to this station to sign in and become acquainted with it. A staff member will be present to provide mini lessons or tips as needed. Password resets will take place as needed.

If you are not able to attend either day, please complete the Chromebook guidelines and Chromebook protection plan option and payment (if opting for protection) and send in with your child. Chromebooks will only be issued once all paperwork is complete. It is important to complete this process in as timely a manner as possible as our goal is to use this technology to enhance and accelerate learning.

Thank you in advance for your cooperation in signing and returning the required attached form.

Sincerely,

Chris Bennett

Colchester Public Schools

Chromebook Agreement

Grades 6 - 8

This document provides students and their parents/guardians with information about the responsibilities of care and use of a Chromebook.

As the property of the Colchester Public Schools, student Chromebooks must be carefully handled and their integrity preserved for the benefit of all. Use of student Chromebooks is a privilege. Students will be required to adhere to a set of policies and procedures, as set forth in the Board of Education's Policy Regarding Student Use of the District's Computer Systems and Internet Safety . Violations may lead to students no longer being able to use the Chromebooks and/or disciplinary measures in accordance with the Board of Education's Student Discipline Policy. Copies of the relevant Board of Education policies are available on the District's web site.

Ownership of the Chromebook:

The Colchester Public Schools maintains ownership of all student Chromebooks. Students are permitted to use the district's loaned Chromebook only for educational purposes. Personal use (examples include but are not limited to: non-educational games, anything outside of teacher direction, shopping, or unsanctioned use of social media) of Chromebooks is prohibited. Therefore, all users must be aware that they should not have any expectation of personal privacy in the use of these Chromebooks and that the device, and its history, may be accessed by District officials, in person or remotely, at any time. The privilege of using a Chromebook may be revoked at any time for inappropriate conduct.

Responsibility for the Chromebook:

Students are expected to abide by the following rules and behavioral expectations, while using a Chromebook, both at home and within the school:

Chromebook Guidelines 2018-2019

GUIDELINES:	STUDENT INITIALS	PARENT INITIALS
I will comply with the Colchester Board of Education policies (Administrative Regulations Student Use of the District's Computer Systems and Internet Safety when using the school issued Chromebook.		
<p>I will charge the Chromebook at home and bring it to school fully charged every day.</p> <p>Re-teaching will occur for repetitive failure to bring a fully charged Chromebook to school.</p> <p>Arrangements can be made to keep and charge Chromebook at school with homeroom teachers.</p>		
I will carry the Chromebook in only the school-issued case at all times.		
I will never leave the Chromebook in an unsecured location.		
I will never leave the Chromebook unattended. I will know where it is at all times.		
I will not loan the Chromebook out to others.		
I will keep food and beverages away from Chromebook.		
I must promptly report any problems with the Chromebook to the building's Media Center. I will immediately report a lost or stolen Chromebook to the school Administration.		
I will not remove or interfere with the serial number and other identification tags on the Chromebook.		
I will care for the Chromebook and not attempt to remove or change the physical structure of the device, including the keys, screen or casing.		
I will not attempt to install or run any operating system on the Chromebook other than the Chrome OS operating system supported by Colchester Public Schools.		

I will only sign into my school issued Google Apps for Education account and will only use the Chromebook for educational purposes including appropriate apps and websites.		
I will not share the login information of the school issued Google Apps for Education Account with other students. Use of another student's account may result in disciplinary action.		
I will not decorate the Chromebook or case with writing, drawing, stickers, paint, tape, or labels that are not the property of William J. Johnston Middle School and Colchester Public Schools.		
I will immediately comply with teachers' instructions when using a Chromebook (e.g., shut down devices, close the screen, put in silent mode, and/or put away when asked).		
In accordance with Board policy, I will not use the Chromebook to take any unauthorized recording (photographic or audio) of another individual without permission of the individual and school staff member.		
I understand that my Chromebook is subject to inspection (in person or remotely) at any time without notice.		
I will not post, send, or store online information that could endanger or infringe the right of others.		
I will not cyberbully, harass, or discriminate.		
I will comply with all copyright laws and/or give credit for images, words, music, video, and all other media using proper citation.		
I will only print when I have permission from a staff member.		
I understand that I will be responsible for the replacement cost if a device that is intentionally damaged, lost or stolen.		
I understand that any violation of this agreement may result in revocation of privileges and/or discipline, in accordance with Board policy.		

It is expected that all students will comply at all times in accordance with Colchester Public Schools policies and regulations, as well as with state and federal laws. Any misuse of the Chromebook may result in loss of access to a Chromebook as well as other disciplinary action. By signing below, the student agrees to follow and accept the above Chromebook guidelines. As a parent/guardian, I have read and discussed the agreement with him/her and he/she understands the responsibility he/she has in the use of their Chromebook.

William J. Johnston

Chromebook Agreement & Guidelines

2018-2019

By signing below, I acknowledge and understand that I am expected to care for my Chromebook appropriately and keep it safe. I understand the rules and expectations apply outside of the school building, and if I violate any condition of this agreement, I may have my computer privileges suspended and/or revoked. I also acknowledge that under Connecticut General Statute 10-221(d) Boards of Education are authorized to assess charges against students who lose or damage educational materials and they may withhold grades, transcripts, or report cards until such payments are made. The replacement of a lost or stolen school-issued Chromebook is the responsibility of the student/parent, as well as damage not covered by purchased insurance.

Print Student Name

Grade

Student Signature

Date

By signing below, I have reviewed this agreement with my child and agree to support these expectations of my child's Colchester Public Schools managed device.

Print Parent/Guardian Name

Date:

Parent/Guardian Signature

Date:
