

STUDENT NAME(First & Last) \_\_\_\_\_  
GRADE: \_\_\_\_\_ TEACHER: \_\_\_\_\_

2023-2024

Irwin Academic Center

**3-5 Grade Chromebook Parent & Student Contract**

***\*\*\*This form needs to be read carefully by both parents and students. When completed, go to the Irwin Website , choose “Technology Information” watch the video\*\*\****

**PLEASE INITIAL ON EACH LINE, SIGN, AND RETURN TO SCHOOL AS SOON AS POSSIBLE**

**Purpose:**

Irwin Academic Center and CMS is committed to providing our students with enriching learning experiences across all subject areas. We embrace instructional technology and the unique opportunities it provides us to enhance our classroom instruction. Infusing technology into our instruction allows our students to communicate and collaborate, think critically, and create a variety of different products to showcase their learning.

**Plan:**

**STUDENTS GRADES 3-5:**

Students will have a Chromebook assigned to them through the CMS Inventory system. Chromebooks are automatically connected to the CMS Server and CMS has full control of the devices .

**\*\*\*All** parents must acknowledge the “Web Tool Use” permission forms. Forms will be sent home and are available on the Irwin Website under “Technology Information.” These forms **MUST** be signed and returned as soon as possible. Any student without a signed form will not be allowed to use their Chromebook while in school. **This is required through the COPPA law.**

**Student and Parent/Guardian Agreement:**

Students participating in the 1:1 Chromebook program **MUST** adhere to the Student Code of Conduct, all CMS Board Policies, CMS & Irwin Academic’s Acceptable Use Policy, Internet Safety Policy, and Irwin Academic Technology Agreement. Violation of any of these policies will result in immediate consequences as deemed appropriate for the violation by the Principal (Mr. Brynildsen) and the Technology Coordinator (Mrs. Spraggins).

Students take full responsibility for their Chromebooks **at all times**. It is a student’s responsibility to log out of their Chromebooks when not in use and not to allow others to use their Chromebooks at any time.

Anything found on the Chromebook and/or the Chromebook's history will be the full and complete responsibility of the student that is assigned through our inventory system to that Chromebook. Students will be monitored while on Chromebooks by their teacher and Mrs. Spraggins through our monitoring system- "DYKnow.

**PLEASE READ CAREFULLY. BOTH STUDENT & PARENT MUST INITIAL EVERY STATEMENT:** (please note that these statements are for use of the Chromebook both at home and at school)

\_\_\_\_\_ My device **MUST** be in "silent mode" or I am to wear personal headphones/earbuds so as not to disturb others while in the classroom. The use of headphones/earbuds is at the teacher's discretion. (**Bluetooth headphones are NOT allowed**)

\_\_\_\_\_ My Chromebook may **NOT** be used for **non-instructional purposes** (it is **not** to be used to play games, for "chat" or "social" purposes, or to listen to music) Acceptable games will be determined by the teacher and/or technology administrator.

\_\_\_\_\_ My Chromebook may **NOT** be used to **record, transmit, or post photographic images or videos** of people on campus or at home unless assigned by the teacher. Personal images/videos may **NOT** be saved on my school Google Account (please make sure the school account is not connected to personal photos/videos).

\_\_\_\_\_ I may **NOT** use personal or online photos as avatars on my Chromebook. I may only choose the avatars provided by Google.

\_\_\_\_\_ My Chromebook should **ONLY** be used to access files or internet sites which are relevant to my classroom curriculum or my school Google account.

\_\_\_\_\_ I must comply with my teacher's request to turn off my Chromebook when asked.

\_\_\_\_\_ I must comply with my teacher's request to **NOT** use my Chromebook when it's not needed for classroom instruction.

\_\_\_\_\_ **My Chromebook is for CLASSROOM ACADEMIC USE ONLY.**

\_\_\_\_\_ I will **NOT** have my Chromebook out at **LUNCH, RECESS**, or during **ANY Other** part of the day when it is not requested that I have my device with me.

\_\_\_\_\_ I may **ONLY** use the **preset CMHH network** when using my device (4G, 5G, Hotspots, or any other personal network connection is **NOT PERMITTED**).[\*\*CMS Tech Dept]

\_\_\_\_\_ I will not delete or manipulate any of the "history" on my Chromebook.[\*\*CMS Tech Dept]

\_\_\_\_\_ I will not delete or manipulate any of the "settings" on my Chromebook. [\*\*CMS Tech Dept]

\_\_\_\_\_ I will not download any "apps" to my Chromebook or Classlink.

\_\_\_\_\_ I understand that I will be monitored by the program "DYKnow" while on any school technology device.

\_\_\_\_\_ I acknowledge that my teacher or administrator may examine my Chromebook **AT ANY TIME** for the purpose of enforcing the terms of this agreement, investigating discipline issues, or any other school related purposes.

\_\_\_\_\_ I will **NOT** use any Google doc, Google slide, etc. as a chat room or a way to communicate with students or others unless it is for academic purposes only. [**\*\*CMS Tech Dept**]

\_\_\_\_\_ I will not access **personal or private** accounts without the teacher's permission.

\_\_\_\_\_ I will **NOT** physically share my Chromebook with other students, siblings, or parents.

\_\_\_\_\_ I am responsible for the care of my Chromebook. Should any of the damage be caused by abuse or neglect, there may be a repair fee due in order for Chromebook to be returned (fees can be found on the Irwin Website under "Technology Information").

\_\_\_\_\_ I acknowledge that I remain subject to all other school rules and expectations while using my Chromebook at school and at home..

\_\_\_\_\_ It is my responsibility to completely log out and plug my Chromebook into the charger at the end of each day.

## **Security & Damages**

Students are responsible for the care of their Chromebooks (their assigned Chromebook) and/or any other school technology device. Any damages must be reported to the classroom teacher or Mrs. Spraggins **immediately**. Most repairs will be taken care of through the CMS Technology Depot and done in a timely manner. Damage that is deemed chronic (more than once) and/or is due to student neglect will be subject to a repair fee that is determined by the CMS Technology Department. Those damages include (but are not limited to) screen damage, case damage, loss of charger, and headphone jack damage. Repair costs can be found on the Irwin Website under "Technology Information."

## **Consequences:**

Violation of the aforementioned guidelines and policies will result in any of the following consequences. Infractions that violate the CMS and Irwin Academic Agreements/Policies will be handled at the discretion of the teacher, principal, technology administrator, and/or CMS technology department.

Consequences include (in no particular order) but **are not limited to:**

>Verbal warning

>Parent meeting

>Student will be banned from using his/her Chromebook and/or technology for a time to be determined by the severity of the infraction--(1 day-remainder of the year). This will be decided by the teacher, Mrs. Spraggins, and/or Mr. Brynildsen.

>Student school account will be suspended (amount of time to be determined by severity of infraction)

**\*\*Please note:**

This document may be changed or altered at any time. We will send out notices should that happen.

**STUDENT AND PARENT PLEASE SIGN BELOW:**

*I understand and will abide by all of the acceptable use guidelines in this agreement. I understand that violation of these guidelines will result in losing my privilege to have use of a Chromebook and could lead to other disciplinary action.*

Printed **Student** Name: \_\_\_\_\_

**Student** Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**Parent/Guardian** Name: \_\_\_\_\_

Contact Phone #: \_\_\_\_\_

**Parent/Guardian** Signature: \_\_\_\_\_

Date: \_\_\_\_\_