



The Iberia Parish School District is pleased to provide our students in grades 3-12 social studies and science classrooms with access to Chromebooks. Chromebooks are laptop-like devices that run Google's Chrome Operating System and are designed to be used while connected to the Internet. The Chromebooks will be used as a tool to enhance educational goals and objectives for our 21st century learners. Increasing access to technology is essential to build upon college and career readiness skills. The individual use of the Chromebooks is a way to empower students to learn at their full potential and to prepare them for the real world of college and the workplace. The information contained within this document applies to all Chromebooks used within the Iberia Parish School District. School administrators and teachers may set additional requirements for use at their school sites or in their classrooms.

1. Taking Care of Your Chromebook

1.1 General Precautions

The student is responsible for the general care of the Chromebook he/she has been issued by his/her teacher. A student who intentionally damages a Chromebook due to misuse and/or neglect will face disciplinary action and will be responsible for the cost of repair and/or replacement.

- The Chromebook is the property of the Iberia Parish School District. All users must follow these guidelines as well as the Internet Use Agreement, the Computer Access and Use Policy (IPSB Policy Manual File: IFBGA), and any additional policies of the school and/or teacher when using the Chromebook. Parent and student signatures on all policies must be received before the student is allowed to use a Chromebook.
- No food or drink is allowed near the Chromebook.
- Do not attempt to remove or change the physical structure of the Chromebook (keys, case, etc.).
- Cords, cables, and thumb drives must be inserted and disconnected carefully to prevent damage to the Chromebook.
- Chromebooks must remain free of writing, drawing, stickers, labels, etc. that are not property of the Iberia Parish School District.
- Do not remove or interfere with identification placed on the device by the Iberia Parish School District (asset tag, serial number, Chromebook number label).

- Carefully inspect the Chromebook at the start of each use and report damage or improper function of the Chromebook immediately.
- Do not walk from one location to another while the Chromebook is open. Always carry the device with two hands.
- Do not hold, lift, or suspend the Chromebook in the air solely by the screen/display.
- Close the lid of the Chromebook when it is not in use in order to save battery life and protect the screen.

1.2 Screen Care

The Chromebook screen can be damaged if subjected to rough treatment. The screens are particularly sensitive to damage from excessive pressure.

- Only use a clean, soft cloth to clean the screen. Do not use cleaners of any type.
- Do not lean on top of the Chromebook.
- Do not stack any books, heavy material, etc. on top of the Chromebook.
- Do not touch the screen with any objects (e.g. fingers, pens, pencils, etc.).
- Do not place anything on the keyboard before closing the lid (e.g. pens, pencils, notebook, earbuds, etc.).

2. Using the Chromebook

2.1 Apps and Extensions on Chromebooks

- Devices are controlled and monitored by a Google Management System.
- Students are not permitted to add apps or extensions to the Chromebook and are blocked from this type of function. Access to Chromebook apps and extensions are controlled by the Iberia Parish School District.
- Do not attempt to “jailbreak” the Chromebook or change the configuration.

2.2 Cameras and Microphones

- Students must obtain approval before using the device for taking pictures and for audio and video recordings.
- Pictures and electronic recordings may not be shared, published, or re-broadcasted for any reason without permission from the teacher and all involved parties.

2.2 Screensaver, Background, Profile Photo

- All media used for screensavers, background photos, and/or profile images must be school appropriate and can only be changed with teacher permission.

2.4 Saving to the Chromebook

- Students will save work to their Google Cloud Account which will be accessible from any device with Internet access.

2.5 Privacy and Security

- In compliance with state and federal regulations, the Iberia Parish School District utilizes CIPA (Children’s Internet Protection Act) compliant filtering software and other technologies to prevent students from accessing websites that are obscene, pornographic, harmful to minors, anti-social, or promote illegal activity. The district also monitors the online activities of students through direct supervision and/or technological means.
- Electronic access may include the potential for access to inappropriate content despite the best efforts of supervision and filtering because no content filtering is capable of blocking 100% of the material available on the Internet. Should access to an inappropriate site occur, the student must notify the teacher immediately.
- Users of Iberia Parish School District technology have no rights, ownership, or expectations of privacy to any data this is, or was, stored on the Chromebook, the school network, or any district issued applications and are given no guarantees that data will be retained or destroyed.
- The use of anonymous proxies to bypass content filters is strictly prohibited.
- Always “sign-out” of your Google account at the end of each class period. Failure to do so will give others access to your work.
- Do not share your password with anyone except your teacher and your parent/guardian.
- Do not allow another student to use your Google account.
- Do not log-on to another student’s Google account or any personal account.

2.5 Digital Citizenship

While working in a digital and collaborative environment, the student must always conduct himself/herself as a good citizen by adhering to the following:

- **Respect Yourself**
I will show respect for myself through my actions. I will use caution with the information, images, and other media that I post online. I will carefully consider what personal information and which images I post. I will NOT act inappropriately. I will act with integrity.
- **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 while online. I will protect passwords, accounts, and resources.

- **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 others in my choice of websites. I will not intentionally attempt to access sites that are inappropriate. I will not enter other people's accounts.

- **Protect Others**

I will protect others by reporting abuse and not forwarding inappropriate materials or communications. I will avoid unacceptable materials and conversations.

- **Respect Intellectual Property**

I will request permission to use copyright or otherwise protected materials. I will suitably cite all use of websites, books, media, etc. I will acknowledge all primary sources. I will validate information. I will use and abide by fair use rules.

- **Protect Intellectual Property**

I will request to use software and media that others produce. I will not download, share, and post illegally obtained media. I will abide by all licensing agreements.

4. Failure to Follow Guidelines and Policies

Student use of the Chromebook, network, and Internet is a privilege, not a right. Chromebooks should be used for educational purposes and students are to adhere to all acceptable use guidelines and policies and all of its corresponding administrative procedures at all times. Misuse of the Chromebook and/or the school network has the potential to impose disciplinary consequences. Violations of guidelines and policies may result in, but are not limited to, the following disciplinary actions:

- Student/Parent Conference with school administrator, teacher, and/or other school officials
- Restriction of Internet and Chromebook privileges
- Disabling of Google Account
- Detention, in-school suspension, out-of-school suspension, expulsion
- Restitution for damages or replacement

*Note: If privileges are revoked, the student will be responsible for all assignments in paper/pencil format.

*******Return This Page to Your Teacher*******

Iberia Parish School District Student Chromebook Agreement

I will follow all parts of the Iberia Parish School District Chromebook Guidelines, the Computer Access and Use Policy (IPSB Policy Manual File: IFBGA), and the Student Use of the Internet Agreement.

This means I will:

- Only use a Chromebook for educational purposes and in a responsible and ethical manner.
- Only use the Chromebook that is assigned to me.
- Never leave my Chromebook unattended.
- Stay on task when using a Chromebook.
- Treat my Chromebook gently and safely as outlined in the district guidelines.
- Comply with trademark and copyright laws and all license agreements.
- Report to my teacher all inappropriate material that makes me feel uncomfortable or is not respectful.
- Keep my passwords secret.
- Keep food and beverage away from my Chromebook.
- Promote and communicate online safety and digital citizenship.
- Carefully inspect the Chromebook at the start of each use and report damage or improper function of the Chromebook immediately.
- Always “sign-out” of my Google account at the end of each class period.
- Be responsible for all assignments even though my Chromebook privileges are revoked due to improper usage.

This also means that I will not:

- Disassemble any part of my Chromebook (including district identification), attempt repair, and/or place decorations (such as stickers, markers, etc.) on the Chromebook.
- Deface, vandalize, destroy, damage, ruin, and/or scratch my Chromebook in any way.
- Use another student’s assigned Chromebook without permission.
- Use or attempt to use another person’s username and/or password.
- Cyberbully, harass, or discriminate.
- Give out personal information over the Internet.
- Post, send, or store information that could endanger others.
- Delete district/school installed Chromebook settings.
- Use personal accounts to download and/or access information.
- Attempt to bypass Internet filters.

I agree to the stipulations set forth in the above listed documents including any school/teacher guidelines regarding the use of district provided Chromebooks. If I violate any conditions of these agreements, I may have my computer privileges revoked and face disciplinary action.

Student Name (Please Print): _____

Student Signature: _____

Parent Name: (Please Print): _____

Parent Signature: _____