

2022-2023 Gr K-4 Cornwall Consolidated School Technology Agreement

Your child will be provided a school purchased Chromebook. Under regular school circumstances, the Chromebook will be staying at school. In the event of a Chromebook being used at home, your child is required to use this chromebook in the presence of a supervising adult. You can join your home network, the way you do any other device, such as a smartphone, etc.

The following information will be explained to your child in school. After reading the information below yourself, please review with your child so that they are aware of the need to use care when working on a school issued Chromebook. If you have any questions, please contact the office.

Student Chromebook Expectations

- Log on the Chromebook with “your” Cornwall School google account
- Leave Chromebook closed until the teacher requests you to use it
- Go only to websites assigned by the teacher or relevant to classroom assignments or research. Remember your device is only for educational purposes and that your teacher can see the websites that you go to on the Chromebook.
- Get teacher approval to download anything onto the device
- Communicate politely and appropriately
- Do not give out any personal information on the Internet
- Inform a trusted adult as soon as possible if you encounter any information that you think is inappropriate.
- Do not put your music library onto the school Chromebook which is not intended to be used for personal music.
- Only print if an adult has approved it. Always check and edit before printing to minimize reprints.

Student Chromebook Care

- Transport the Chromebook in a case. Hold solidly while walking and carefully place it down.
- Keep the device in good condition by avoiding dropping, bumping, swinging, etc.
- Use on flat, solid surfaces.
- Use the keyboard appropriately and gently. If any keys come off, report to your teacher.
- Leave any labels/markings the school has placed on the Chromebook or charger. If the label falls off or fades, inform your teacher so it can be replaced.
- Keep food and drinks away from the Chromebook. Use the device with clean hands.
- Insert and remove cords carefully.
- Charge the Chromebook each night. **You are responsible for bringing the Chromebook to and from school each day. If you repeatedly forget the Chromebook and/or it is not charged, your learning and your learning practices grades will be affected.**
- Only use **non-permanent** customization, such as removable decals as this will make your device easier to recognize. No permanent alterations, such as markers, stickers, paint or modifications to the device are allowed.

Responsibility for Damaged Chromebooks

- Families are responsible to inform the school of any damage so it can be assessed.
- When any part of a device is damaged, rendered unsafe/unusable and needs to be repaired/replaced, a spare device will be lent to the student. Please note that the spare device may not be the same model.
- If the device can not be repaired, the student will need to continue to use the spare.
- If the device has evidence of destructive behavior, a stricter policy may be enforced.

Use of Private Technology Devices by Students

Students may possess privately owned technological devices on school property and/or during school sponsored activities, in accordance with the mandates of CCS 5131.81 Electronic Devices policy and any applicable administrative regulations as may be developed by the Principal. The Cornwall Board of Education ("Board") considers allowing students to bring to school such devices to be a privilege and not a right. The Board reserves the right to revoke this privilege if a student fails to adhere to the policy guidelines and/or the Board's acceptable use and student discipline policies. Parents and/or guardians must read and sign the annual technology agreement form before a student may be permitted to bring to school a privately owned technological device.

PLEASE RETURN SIGNED AGREEMENT BELOW

2022-2023 Gr K-4 Cornwall Consolidated School Technology Agreement

_____ (please initial) I understand the Chromebook information and the expectations for my child when using CCS technology and/or bringing to school a privately owned technological device.

_____ (please initial) I discussed with my child the importance of being careful with the chromebook and following the school's expectations.

Parent Signature

Date

2022-2023 Gr 5-8 Cornwall Consolidated School Technology Agreement

Please read this document carefully together with your child.

All middle school students will be provided a school purchased Chromebook. Students may be bringing Chromebooks home some nights to complete homework assignments and the Chromebook should come to school charged the next day. Parents should monitor students at home when they are on the Chromebook. All students will need a case to transport the Chromebooks to and from school. Cases can be provided by the family or purchased through the school for \$10. In addition, each student is required to purchase insurance for \$25. If these costs are a hardship for your family, please contact the office. The Chromebook is owned by CCS until the end of a student's 8th grade year. Upon completion of 8th grade, students will be offered the option to keep the device.

Student Chromebook Expectations

- Always log on with "your" Cornwall School Google Account, unless instructed otherwise by an adult
- Follow school policies; remember that internet searches are subject to review
- Leave Chromebook closed until the teacher requests you to use it.
- Go only to websites assigned by teachers or relevant to classroom assignments or research.
Remember your device is only for educational purposes.
- Get teacher approval to download anything onto the device
- Communicate politely and appropriately
- Do not give out any personal information on the Internet
- Inform a trusted adult as soon as possible if you encounter any information that you think is inappropriate
- Do not put your music library onto the school Chromebook which is not intended to be used for personal music.
- Join your home network, the way you do any other device, such as a smartphone, etc.
- Only print if an adult has approved it. Always check and edit before printing to minimize reprints.

Student Chromebook Care

- Transport the Chromebook in a case. Hold solidly while walking and carefully place it down.
- Keep the device in good condition by avoiding dropping, bumping, swinging, etc.
- Use on flat, solid surfaces
- Use the keyboard appropriately and gently. If any keys come off, report to your teacher.
- Leave any labels/markings the school has placed on the Chromebook or charger. If the label falls off or fades, inform your teacher so it can be replaced.
- Keep food and drinks away from the Chromebook.
- Insert and remove cords carefully.
- Charge the Chromebook at night if you take it home. **You are responsible for bringing the Chromebook to and from school when needed. If you repeatedly forget the Chromebook and/or it is not charged, your learning and your learning practices grades will be affected.**
- Only use **non-permanent** customization, such as removable decals as this will make your device easier to recognize. No permanent alterations, such as markers, stickers, paint or modifications to the device are allowed.

Responsibility for Damaged Chromebooks

- Families are responsible to inform the school of any damage so it can be assessed.
- When any part of a device is damaged, rendered unsafe/unusable and needs to be repaired/replaced, a spare device will be lent to the student.
- If the device can not be repaired, the student will need to continue to use the spare.
- If the device has evidence of destructive behavior, a stricter policy may be enforced.

Use of Private Technology Devices by Students

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PLEASE RETURN SIGNED AGREEMENT BELOW ALONG WITH INSURANCE PAYMENT

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_____ (please initial) We understand the Chromebook information and the expectations when using CCS technology and/or bringing to school a privately owned technological device. We realize that we need to contact the school for repair or replacement.

_____ We have included \$25 for Chromebook insurance (Check made payable to "Town of Cornwall").

_____ We will buy a case from the school for \$10. (Check made payable to "CCS Activity Fund").

_____ We will provide our own case. I understand that my child will not be taking the Chromebook home until this case is presented and approved.

I read the information with my child and they will follow the rules and guidelines on its use.

Parent Signature

Date

Student Signature

Date