



**Discovery Woods
School**

Discovery Woods Chromebook user agreement

Obtaining a device

1. The user agreement must be signed by a parent or guardian in order to receive a school-issued device.

Returning Your Device

1. If the student needs to take home a device for distance learning, the device must be returned within a week. Failure to turn in a device will result in the student being charged the full replacement cost. The district may also file a report of stolen property with the Brainerd Police Department.
2. Any software or media loaded onto that particular device will need to be transferred by the student prior to turning in the device. The school district will erase any personal information from the device upon return.
3. Transfer/Withdrawing Students
 - a. Students who transfer or withdraw from Discovery Woods School must turn in their device and charger to the main office on their last day of attendance. Failure to turn in the device will result in the student being charged the full replacement cost. Any damage found on the device at time of return may be assessed a repair fee. Unpaid fines and fees of students leaving Discovery Woods School may be turned over to a collection agency. The district may also file a report of stolen property with the Brainerd Police Department.
 - b. Any software or media loaded onto that particular device will need to be transferred by the student prior to turning in the device. The school district will erase any personal information from the device upon return.

Taking Care of Your Device

Students are responsible for the general care of the device which they have been issued by the school. Devices that are broken or fail to work properly must be taken to the main office immediately. If a loaner device is needed, one will be issued to the student until their device can be repaired or replaced. Please note that repair costs will be assessed for any damage to the loaner device just as it would to the assigned device.

1. General Precautions

- a. No food or drink should be next to your device while it is in use.
- b. Cords, cables, and removable storage devices must be inserted carefully into the device.
- c. Devices must remain free of any writing, drawing, stickers, or labels.
- d. Devices should never be shoved into a locker or wedged into a book bag as this may break the screen.
- e. Heavy objects should never be placed on top of devices.
- f. Do not expose your device to extreme temperature or direct sunlight for extended periods of time. Extreme heat or cold may cause damage to the device.
- g. Always bring your device to room temperature prior to turning it on.

2. Students may choose to purchase a case for their device at their own expense. Students may choose to decorate their case appropriately ensuring that school policy is followed.

3. Carrying devices

- a. Always transport devices with care.
- b. Never lift devices by the screen.
- c. Students should never carry their device while the screen is open unless directed to do so by a teacher.

4. Screen Care

- a. The device screen can be damaged if subjected to heavy objects, rough treatment, some cleaning solvents, and other liquids. The screens are particularly sensitive to damage from excessive pressure.
- b. Do not put pressure on the top of a device when it is closed.
- c. Do not store a device with the screen open.
- d. Make sure there is nothing on the keyboard before closing the lid (e.g. pens or pencils).
- e. Only clean the screen with a soft, dry microfiber cloth or anti-static cloth.

Using Your Device

1. Personalizing the Device

- a. Devices must remain free of any decorative writing, drawing, stickers, paint, tape, or labels. Spot checks for compliance may be done by school staff at any time.
- b. Students may add appropriate music, photos, and videos to their device. Personalized media are subject to inspection and must follow the Discovery Woods acceptable use policy.

2. Logging Into a Device

- a. Students will log into their devices using their school-issued Google account username and password.
- b. Students should never share their account passwords with others. In the event of

a compromised account the Discovery Woods School reserves the right to disable the account.

3. Using Your Device Outside of School

- a. Students are encouraged to use their devices at home and other locations outside of school.
- b. A Wi-Fi Internet connection will be necessary for the majority of device use; however, some applications can be used while not connected to the Internet.

Operating System and Security

Students may not use or install any operating system on their device other than the current version that is supported and managed by the district.

1. No Expectation of Privacy

- a. Students should have no expectation of confidentiality or privacy with respect to any usage of a device, regardless of whether that use is for district-related or personal purposes, other than as specifically provided by law.
- b. The district may, without prior notice or consent, log, supervise, access, view, monitor, and record use of student devices at any time for any reason related to the operation of the district. By using a device, students agree to such access, monitoring, and recording of their use.

2. Monitoring Software

- a. Teachers, school administrators, and the technology department staff may use monitoring software that allows them to view the screens and activity on student devices.

3. Virus Protection

- a. The district has enabled virus protection on the Chromebooks, there is no need for additional virus protection.

4. Content Filter

- a. The district utilizes an Internet content filter that is in compliance with the federally mandated Children's Internet Protection Act (CIPA). While on district property, all devices will have all Internet activity protected and monitored by the district.
- b. Families are encouraged to contact their internet provider regarding setting up filtering options on their home internet, if desired.

Software on devices

1. Apps and Extensions

a. Device software is delivered via the Discovery Woods School portal. These are web based applications that do not require installation space on the hard drive. 2. Google Apps for Education

- a. Devices seamlessly integrate with the Google Apps for Education suite of productivity and collaboration tools. This suite includes Google Docs (word processing), Spreadsheets, Presentations, Drawings, Forms, Sites, Gmail, Groups, Voice, and Blogger.
- b. All work is stored within Google Apps.

Repairing or Replacing Your device

1. Repair/Troubleshooting
 - a. All repair/troubleshooting concerns should be directed to our main office (218) 828-8200 or to the IT Coordinator at tech@discoverywoods.com.
 - b. A replacement device will be given if available during repairs.
 - c. Depending on how the damage of the device occurred , students or staff may be held responsible for costs associated with the repair.
2. Lost Devices
 - a. Lost devices will be charged at the cost of the complete replacement in the table below.
3. Stolen Devices
 - a. The Discovery Woods School will require that a police report be submitted in cases of theft. Fraudulent reporting of theft will be turned over to the police for prosecution. A student making a false report will also be subject to disciplinary action as outlined by the district wide student disciplinary policy.

Appropriate Use and Digital Citizenship

1. School-issued devices should be used for educational purposes and students are to adhere to the Acceptable Use of Technology Policy and all of its corresponding administrative procedures at all times.
2. If students need to sign up for specific services on their device, they should **ALWAYS** use their Discovery Woods School account because this is issued by the school. While working in a digital and collaborative environment, students should always conduct themselves as good digital citizens by adhering to the following:
 - a. **Respect Self.** Students will show respect for themselves through their actions. Students will select online names that are appropriate. Students will use caution with the information, images, and other media that they post online. Students will carefully consider what personal information about their life, experiences, or relationships they post. Students will not be obscene. Students will act with integrity.
 - b. **Protect Self.** Students will ensure that the information, images, and materials they post online will not put them at risk. Students will not publish their personal details, contact details, or a schedule of their activities. Students will report any attacks or inappropriate behavior directed at them while online. Students will protect passwords, accounts, and resources.
 - c. **Respect Others.** Students will show respect to others. Students will not use electronic mediums to antagonize, bully, harass, or stalk people. Students will show respect for other people in their choice of websites. Students will not visit sites that are degrading to others, pornographic, racist, or inappropriate. Students will not record/photograph others without their explicit permission. All videos and photographs taken and stored on the device must follow Brainerd Public Schools code of conduct policy.
 - d. **Protect Others.** Students will protect others by reporting abuse and not forwarding inappropriate materials or communications. Students will avoid unacceptable materials and conversations.

- e. **Respect Intellectual property.** Students will request permission to use copyrighted or otherwise protected materials. Students will suitably cite all use of websites, books, media, etc. Students will acknowledge all primary sources. Students will validate information. Students will use and abide by the fair use rules.

Device Policy & Usage Receipt Of Notification AND Understanding

Your signature on this document states that you have read, understand, and agree to abide by the compliance requirements of Discovery Woods School Policy regarding the use of computers and the Internet.

While the district Google logins provide a basic level of safety measures, please be aware that when the district-issued device is being used on a home or public internet network, any filtering of content will be provided by that home or organization; the school content filters only work within the schools.

Additionally, students may be charged for repair and replacement of devices upon administrative decision of the cause of device damage.

Device #

School Year

Printed Student Name

Signature (REQUIRED) Date

Parent/Guardian