Grand Forks Public Schools
Personal Student Learning Devices - Chromebooks
Parent-Student Contract

Grand Forks Public Schools will be entering into the 10th year of the Personal Student Learning Device initiative also known as PSLD or 1:1. The PSLD initiative directly supports 21st century learning goals set forth by the Grand Forks Public Schools strategic plan. All students in grades 4-8 will be assigned a Chromebook. The Chromebook is another educational tool, like a textbook or notebook, intended to support the individual learning needs of every student. Please review the important information in this document before considering the Device Projection Plan option on page 8 signing the contract on page 9.

1.0 GENERAL INFORMATION
The policies, procedures, and information within this document apply to all students who are issued an electronic device owned by Grand Forks Public Schools. Classroom teachers may set additional requirements for use in their classroom.

1.1 Receiving your device
Chromebooks will be distributed to all students in grades 4-8. Parents and students must sign this contract in order to take the device home.

1.2 Returning your device
Devices and power supplies will be turned in at the end of the school year. If a student transfers out of the district before the end of the school year, the device will be returned at that time. Students who withdraw, are expelled, or terminate enrollment at a Grand Forks public school for any other reason must return their individual school device with accessories on the date of termination.

1.3 School Internet Access
Wireless network access is available throughout the school. Grand Forks Public Schools makes no guarantee that their network will be up and running 100% of the time. In the rare case that the network is down, the district will not be responsible for lost or missing data.

1.4 Home Internet Access
Students are encouraged to connect to home networks and wireless hotspots. School and district technical support staff are not responsible for supporting or troubleshooting connectivity to home networks. Contact your Internet service provider for troubleshooting and assistance.

2.0 CARE OF THE DEVICE
Students are responsible for the general care of the device they have been issued by the school. Devices that are broken or fail to work properly must be taken to their teacher as soon as possible.

2.1 General Precautions
- Cords and cables must be inserted carefully into the device to prevent damage.
- Devices must never be left in an unlocked locker, unlocked car or in an unattended area.

2.2 Carrying devices
A protective carrying case (i.e. neoprene sleeve) is required to carry the device at all times. A neoprene protective carrying case is available for purchase at your school office during registration, open house, or throughout the year during normal business hours. The protective carrying case should be used for the device only.

2.3 Screen Care
The device screens can be damaged if subjected to rough treatment. The screens are particularly sensitive to damage from excessive pressure on the screen.
- Do not lean on the top of the device when it is closed.
- Clean the screen with a soft, dry cloth or anti-static cloth.
- Do not "bump" the device against lockers, walls, car doors, floors, etc., as it will break the screen.

2.4 Device Identification
The serial number and Grand Forks Public Schools asset tag number identify student devices. Students should not remove any school identification labels from their device.

2.5 Inspection
Grand Forks Public Schools reserves the right to inspect devices as necessary.

3.0 USING YOUR DEVICE AT SCHOOL
Devices are intended for academic use. Classroom teachers have the authority to manage use during class time and may choose to have students put devices away if it is a distraction or students exhibit off-task behavior. Students are responsible to bring their device to all classes unless specifically instructed not to do so by the classroom teacher.

3.1 Devices Left at Home
If students leave their device at home, they are responsible for getting the course work completed as if they had their device present. For students who repeatedly leave their device at home, loss of home use privileges will be left to the discretion of the school personnel.

3.2 Device Undergoing Repair
Loaner devices may be issued to students if the device is in need of repair.

3.3 Charging your Device's Battery
Devices must be brought to school each day in a fully charged condition. Repeat violations of this policy may result in students losing at home privileges.

3.4 Screen Savers/Background Photos
Inappropriate media may not be used as a screensaver or background photo. Inappropriate media include but is not limited to the presence of guns, weapons, pornographic materials, inappropriate language, alcohol, drug, gang related symbols or pictures and may result in disciplinary actions.

3.5 Managing Your Files and Saving Your Work
Students should not save data on their device because this data is not backed up. Grand Forks Public Schools uses Google Apps for Education, which allows for cloud-based storage and document creation.

4.0 Google Apps For Education (GAFE)
For the past 7 years, GFPS students and staff have been using Google Apps for Education (GAFE) to enhance the way we use technology and share information within our school community. Essentially, GAFE is a cloud based learning platform allowing teachers and students to create a range of documents online, email, share calendars and drive storage to be accessed at home and school on any device. GAFE allows us to collaborate and learn more effectively through the use of technology, and offer a range of learning opportunities for teachers and students.

Further information about GAFE can be found here: https://www.google.com/edu/products/productivity-tools/

Google Apps for Education (GAFE):
- allows teachers and students the ability to collaborate on documents simultaneously.
- works on any device. This allows our students to continue learning beyond the classroom and the ability to access their content at any time.
- allows students to communicate and store information in both public and private spaces online.
- acknowledges its users as the owners of content they produce and store.
- does not share any data or user information with any other party.

5.0 ACCEPTABLE USE POLICY – GRAND FORKS PUBLIC SCHOOLS

5.1 Introduction and Purpose
The Grand Forks Public School district provides technology resources for staff and students ("users") to support the educational mission of the district. The district encourages efficient, cooperative and creative methods to perform the user's educational, administrative or job related tasks. The successful use of these resources requires adherence to a policy that promotes safety, efficiency and appropriate usage.

Technology resources provided by the district include but are not limited to:
- Computers and related peripherals
- Printers of all types
- File and application servers
- Telephones, fax, and voice mail systems
- Local and wide area networks
- Internet access
- Email accounts
- Video networks
- Televisions, VCR's, and laserdisc players
- Camcorders and cameras
- Copy machine

The efficient application of these resources requires the cooperative effort of district support personnel, staff, and students. This policy governs issues unique to technology resources and works in accordance with district policies.

5.2 Expectations
The district expects users to exhibit professional/responsible behaviors when using district technology resources. Use of district technology resources is a privilege that may be revoked if the expectations are not followed.

These expectations include:
- Use of technology resources to support the educational mission of the district in an ethical and professional manner. The Grand Forks Public School District does not condone the use of defamatory, inaccurate, abusive, obscene, profane, sexually oriented, threatening, racially offensive, or illegal material and does not permit usage of such material at any time in the school environment.
- Adherence to other district policies as they apply to technology resources.
- Compliance with all local, state and federal laws. This includes software piracy, copyright infringement, and other legal issues.

5.3 Privacy
Individual privacy is not guaranteed when using district technology resources. Files and communications may be reviewed to maintain system integrity and ensure that users are adhering to the acceptable use policy and guidelines. Individuals should respect the privacy of other users and not intentionally seek private information. The district will cooperate with local, state, and federal authorities when necessary.

5.4 Security
Security systems help maintain the integrity of district technology resources. Any attempt to circumvent, disable, or misuse security systems are prohibited. If users feel they can identify a security problem, they should notify the district technology staff.

5.5 Internet Safety and Use of Filters
The Internet offers many valuable educational resources for users, but there are also safety issues that should be considered. Internet safety issues include:

- Keep your personal information private. Don't give anyone your name, address, phone numbers, passwords or other personal information about yourself when online and students should always check with an adult before giving out any information online.
- Don't read email or download attachments from people you don't know. It is an easy way to infect your computer with a virus or be lured to an objectionable website.
- Understand that nothing done on the Internet is private. Records exist that document everything you do while online.
- Tell a trusted adult or supervisor if someone says things or sends you something that you consider inappropriate. Do not respond to the person either directly or indirectly.
- Never meet online-only friends in person. The people you meet online may be very different people in person. You have no way to confirm the real identity of someone you meet online.
- Practice proper 'Netiquette' while online and avoid conflicts with other users.

The district provides a filtering system to limit user access to potentially objectionable material. No filtering system can provide complete protection and it is the users' responsibility to use Internet resources appropriately. Staff must supervise students using Internet resources at all times. Problems with the filtering system should be immediately reported to the district technology staff.

Potentially objectionable material includes, but is not limited to:

- Visual depictions that are obscene or depict child pornography as defined by the Child Internet Protection Act
- Violence/violent behavior
- Drugs/drug culture
- Cults/satanic
- Militant/Extremist
- Gambling
- Alcohol/tobacco
- Unrestricted email/chat

5.6 Electronic Mail and Internet Use The district provides email accounts and Internet access for staff and students. The global and fluid natures of these resources require unique statements regarding their use in our district. Considerations when using these resources include:

- Users must adhere to the Acceptable Use Policy at all times when using the Internet and/or email, including after hours, weekend and/or holiday use.
- Users are prohibited from using district email or Internet access for commercial or personal gain.
- Users are prohibited from using district email or Internet access for unethical, illegal, or activities contrary to any district policy.
- Material hosted on district servers and published on the Internet will be reviewed for appropriateness. Criteria will include student safety, student privacy, and educational value.
- Materials that represent Grand Forks Public Schools and is hosted on non-district servers should adhere to the Acceptable Use Policy.
- District email accounts will be provided to all employees of the Grand Forks Public Schools on request. Employee accounts may be revoked if used inappropriately as outlined in the Grand Forks Public Schools Acceptable Use Policy.
- Student email accounts will be provided through Sendit Technology Services (STS) on request. Students are not allowed to access non-approved email accounts while in school. Student accounts may be revoked if used inappropriately as outlined in the STS Acceptable Use Policy or the Grand Forks Public Schools Acceptable Use Policy.

5.7 Vandalism

Vandalism includes any malicious attempt to harm or destroy any Grand Forks Public School district equipment, software, or the data of another user on a computer, local networks, or global networks. Vandalism is prohibited and may result in cancellation of privileges or other disciplinary action addressed in District Policy 5330.

5.8 Sanctions

The building administrator and/or supervisor are responsible for applying sanctions when the Acceptable Use Policy has been violated. Possible sanctions for any actions that violate the Acceptable Use Policy include but are not limited to:
- Loss of access privileges to technology resources
- Removal of students from classes with loss of credit
- Expulsion
- Restitution for damages to software, hardware, or other technical equipment
- Restitution for costs associated with repair of equipment or software
- Involvement of local, state or federal law enforcement
- Disciplinary action deemed appropriate by building administrator/supervisor

5.9 Legal Disclaimer

The Grand Forks Public School District makes no warranties of any kind, whether expressed or implied, for the service it is providing. The district will not be responsible for any damages users may suffer. This includes loss of data resulting from delay, non-delivery, miss-deliveries, or service interruptions, damages to personal property used to access school computers, networks, or online resources, or unauthorized financial obligations resulting from use of school accounts to access the Internet. Use of any information obtained via the Internet is at your own risk. Grand Forks Public Schools specifically denies any responsibility for the accuracy or quality of information obtained through its services.

Since all transactions conducted through district technology resources could be perceived as authorized district activities, users of district technology resources are responsible for respecting and adhering to local, state, federal and international laws. Any attempt to break those laws through the use of district technology resources may result in legal action against the offender by the district, injured third parties and/or governmental authorities. If such an event should occur, the district will fully comply with any requests for information related to the legal proceeding, subject only to prohibitions of law. The Grand Forks Public Schools will not be held liable for the actions of users violate the conditions of this document.

6.0 DIGITAL CITIZENSHIP AND RESPONSIBLE USE

6.1 Statement of Responsibility
- The user is responsible for what he/she says and does on the network. Communication with thousands of others is quick and easy; therefore it is important for the user to stop and think before communicating and to show respect for other people and for their ideas.
- Student users should assume that none of their data is private or confidential. Any communication or data may be subject to review by network or school administration.

6.2 Parent/Guardian Responsibilities
- Talk to your child about values and the standards that they should follow on the use of the Internet just as you would on the use of all media information sources. Each student device contains an Internet filter that works at both home and school. Please talk with your child about your expectation for appropriate and responsible use in your home.

6.3 Students Responsibilities
- Use computers/devices in a responsible and ethical manner.
- Obey general school rules concerning behavior and communication that apply to network use and according to the Grand Forks Public School's Acceptable Use Policy **(see 5.0).** Use all technology resources in an appropriate manner so as to not damage school equipment.
- Help Grand Forks Public Schools protect our computer system/device by contacting an administrator about any security problems they may encounter.
- Keep passwords private.
- Students should always turn off and secure their device after they are done working to protect their work and information.
- If a student should receive email or other electronic message containing inappropriate or abusive language or if the subject matter is questionable, he/she should contact a teacher.

6.4 Student Discipline
- Depending on the seriousness of the offense, students may lose the device and/or network privileges. They may also receive detention, suspension, or in extreme cases expulsion.

7.0 DEVICE LOSS, DAMAGE, OR MALFUNCTION
Grand Forks Public Schools realizes that normal use and accidents happen, and when they do, damage can be done to a student's school issued Chromebook. Devices that malfunction or are damaged must be reported to a staff member. The school district will be responsible for repairing devices that malfunction.

7.1 What to do if damage happens to the device.
1. Report the damage and complete an incident report with your teacher.
2. Technology department will assess the damage. If the damage does not need immediate repair the student may be allowed to continue to use the device. If the damage does require repair a loaner device may be available, if inventory allows.
3. If repair is necessary, the student (family) will be charged for the repairs based on the rates below.

7.2 Repair Rates
The following are projected repair rates for damage based on current market repair costs for repair.

Battery $20-$70	Top case $15-$49	Display $40-$60	Middle case//palm rest $25-$45
Power adapter $20-$25	Power in port $5-$10	System board $60-$125	Hinge/Hinge Cover (each) $5-$15
Trackpad $25-$88	Bottom case $15-$45	Daughter board $40-$60	Keyboard/middle housing $35-$77
Hard disk drive $40-$55	Display bezel $20-$30	Replacement $200 (intentional or severely damaged, lost, stolen)	

GFPS technology department will not return the original part, if it is being replaced. This may result in the loss of data, as for example, if your hard drive needs to be replaced. GFPS technology department reserves the right to use refurbished parts in the repair. Replacement units may be GFPS recertified and/or remanufactured.

7.3 Loss / Damage Payment
In the event that a family is responsible for payment due to damage, a notice will be sent with a brief explanation and amount due. Payments should be made at the student's school office.

***** **If the student has purchased the Device Protection Plan on the damaged device, no charge will be assessed to the family.**

8.0 OPTIONAL DEVICE (CHROMEBOOK) PROTECTION PLAN

The Device Protection Plan is an <u>OPTIONAL</u> protection plan available to families that wish to protect themselves from damage or replacement costs for their student's school-issued Chromebook.

- **What does it cover?**
  The Device Protection Plan covers 100% of all accidental damage, fire, flood, natural disasters, power surge, and vandalism to your child's school issued Chromebook. The Device Protection Plan will provide coverage on school grounds, at home, on the bus, and anywhere your child may travel.

- **What does the Device Protection Plan cost?**
  The plan provides tiered pricing depending on your family's free and reduced lunch program status.

- **What are the annual rates?**
  Regular: $20 per year
  Free/Reduced Rates: $10 per year
  If you believe you qualify for free/reduced price meals but have not applied, please visit your school office to learn how to apply.

- **What is the deductible if damage would occur?**
  $0

- **What does the Device Protection Plan not cover?**
  Loss, Negligent and Intentional Damage

- **How do I sign up?**
  The form can be found on page 8 of this packet. Please complete and submit to your school office with payment.

- **What if I do not choose to purchase the Device Protection Plan?**
  The Device Protection Plan is completely optional. If damage would occur to your child's school issued Chromebook, it will be the parent's responsibility to pay for all repair costs as outlined in 7.2.

- **What is the deadline to sign up and pay?**
  October 15th

<div align="center">**Grand Forks Public Schools**</div>

Device Protection Plan Form

The Device Protection Plan is <u>completely optional</u> and available to families that wish to protect themselves from damage or replacement costs for their student's school issued Chromebook. The deadline to sign up and pay is October 15th.

Coverage
The Device Protection Plan covers 100% of all accidental damage, fire, flood, natural disasters, power surge, and vandalism to your child's school issued Chromebook. The Device Protection Plan will provide coverage on school grounds, at home, on the bus, and anywhere your child may travel. If damage would be incurred to a school issued Chromebook with Device Protection Plan, there would be no additional fees charged for repair.

Cost
The Device Protection Plan provides tiered pricing depending on your family's hot lunch free and reduced meals status. Indicate which option you choose by checking the appropriate box. (Make checks payable to GFPS)

Sign Up

Student's Name	
Parent's Signature	
Date	
Grade	
School	
Teacher/Team	

	Regular: $20 per device
	Free or Reduced: $10 per device
	I decline the Device Protection Plan

Grand Forks Public Schools
Personal Student Learning Devices (Chromebooks)
Parent-Student Contract

I understand and agree to the stipulations set forth in the attached "Personal Student Learning Device Parent-Student Contract."

Student Name: _____

Student Signature: _____ Date: _____

School: _____ Grade:_____

Teacher/Team: _____

Parent Name: _____

Parent Signature: _____ Date: _____