



The Iberia Parish School District (IPSD) is pleased to offer a 1:1 Digital Learning Program which will provide all students with a district-owned Chromebook for use at school and at home. Our goal is to help our students develop the necessary skills to successfully live and work in an increasingly technology-advanced world by providing engaging and powerful learning experiences for all students across all curricular areas. Through this initiative, student learning will be facilitated through student research, differentiated learning to accommodate student needs, increased communication and problem-solving skills, greater student engagement and enthusiasm for learning, responsible behavior through digital citizenship, and motivation to become lifelong learners.

This exciting learning opportunity comes with certain responsibilities and obligations. District guidelines are provided herein. Signing this agreement signifies that the student and parent/guardian are aware of the responsibilities they accept when using district-owned devices and other technology resources. In addition to following these guidelines, the student is required to follow the Acceptable Use of Technology Resources Agreement and all other applicable rules that may be set by the school and/or teacher.

1. General Information

1.1 Receiving the Chromebook

The student will receive the following: (1) a **Chromebook** to be transported daily between home and school (grades 3-12 and Pre-K – 2 as applicable) and (2) a **charging cord** which should remain at home and used to charge the Chromebook nightly.

- The student and parent/guardian must sign and return this agreement and the Acceptable Use of Technology Resources Agreement before a Chromebook and charging cord can be issued.

1.2 Returning the Chromebook

District-owned Chromebook and charging cord must be returned at the end of each school year.

- The student must return the Chromebook and charging cord in good, working order.
- The student who leaves the district for any reason during the school year must return the device and the charging cord to the school at the time of withdrawal.
- The student who transfers to another school within the district will return their Chromebook and charging cord to the school where the device was issued. The student will receive another device from the new school.
- Any Chromebook and/or charging cord not returned will be considered stolen property and law enforcement agencies will be notified.

2. Taking Care of the Chromebook

2.1 General Precautions

The student is responsible for the general care of the Chromebook he/she has been issued.

- The Chromebook is the property of the Iberia Parish School District.
- No food or drink is allowed near the Chromebook.
- Do not attempt to remove or change the physical structure of the Chromebook (e.g. keys, case, etc.).
- Cords and cables must be inserted and disconnected carefully to prevent damage to the Chromebook.
- Chromebooks must remain free of writing, drawing, stickers, labels, etc. except for ones placed on the device by the district and/or school.
- Devices must never be left in an unlocked locker, unlocked car, or any unsupervised area.
- Do not hold, lift, or suspend the Chromebook in the air solely by the screen/display.
- Never store a Chromebook in a carrying case or backpack while plugged in.
- Close the lid of the Chromebook when it is not in use in order to save battery life and protect the screen.
- Student should only charge the Chromebook with the charger issued with the device.
- The device is sensitive to extreme heat and extreme cold. Therefore, leaving it in cars, direct sunlight, etc. that may expose it to these conditions is potentially harmful to the device and must be avoided.
- The student is responsible for bringing his/her completely charged Chromebook for use each school day.



2.2 Carrying the Chromebook

- Transport the Chromebook with care.
- Chromebooks should always be stored and carried within a protective case or backpack.
- Never transport your Chromebook with the power cord plugged in.
- Chromebook lids should always be closed and tightly secured when the Chromebook is being moved.
- Do not walk from one location to another while the Chromebook is open. Always carry the device with two hands.
- Never move a Chromebook by lifting from the screen. Always support the device from its base with the lid closed.

2.3 Screen Care

The Chromebook screen can be easily damaged. The screens are particularly sensitive to damage from excessive pressure.

- Only use a soft, dry cloth to clean the screen. Do not use cleaners of any type.
- Do not lean or put pressure on top of the Chromebook when it is closed.
- Do not “bump” the device against lockers, walls, car doors, floors, etc.
- Do not throw or sling the carrying case/backpack containing the device.
- Do not stack any books, heavy material, etc. on top of the Chromebook. Any extra weight can crack the screen. This includes when the device is in the carrying case/backpack.
- Do not touch the screen with any objects (e.g. fingers, pens, pencils, etc.). Note: Pre-K Chromebooks and some special education devices are finger touch enabled devices.
- Do not place anything on the keyboard before closing the lid (e.g. pens, pencils, notebook, earbuds, etc.).

2.4 Storing the Chromebook

It is the student’s responsibility to ensure that the Chromebook is in a safe and secure location.

- The student should never leave the Chromebook unattended.
- When not in use, the Chromebook should be stored in a carrying case/backpack and in a secure location.
- Nothing should be placed on top of the Chromebook when being stored.

2.5 Chromebook Left in Unsupervised Areas

- Chromebook should never be left in an unsupervised area, including but not limited to, the school campus, cafeteria, library, computer lab, locker room, restroom, gymnasium, unlocked classroom, and hallway.
- A Chromebook left in an unsupervised area is in danger of being damaged or stolen.
- Unsupervised Chromebooks will be confiscated by school staff.

2.6 Chromebook Identification

All Chromebooks contain an IPSD asset tag number, a manufacturer’s serial number, and a student identification label. This information will be used to identify the device and the student who is assigned to the device.

- The student must not remove or interfere with identification placed on the device.
- If the asset tag, serial number, or student identification label begins to detach from the device, the student should report it immediately to school authorities.
- IPSD has the ability to track each device with GPS tracking software.

3. Using the Chromebook

3.1 General Information

- A student in grades 3 – 12 will be allowed to take their Chromebook home each night throughout the school year. A student in grades Pre-K – 2 will be allowed to take their device home upon approval of the teacher/school.
- The Chromebook is intended for use at school each day.
- The student is responsible for bringing their Chromebook to all classes.
- Chromebooks shall only be used for **EDUCATIONAL PURPOSES**.



3.2 Chromebook Left at Home

- If the student leaves the Chromebook at home, a temporary loaner may be issued if one is available. Repeatedly leaving the device at home may result in disciplinary action.
- If the student leaves the Chromebook at home, he/she is responsible for completing all assignments as if he/she had the device present.

3.3 Charging the Chromebook

A fully charged Chromebook battery should last for an entire day of regular use at school.

- The student is responsible for bringing the completely charged Chromebook for use each school day. Repeat violators may be subject to disciplinary action.
- Immediately report any battery issue (e.g. battery not lasting an entire day after a nightly charge) to your teacher.

3.4 Apps and Extensions on Chromebooks

- Devices are controlled and monitored by a Google Management System.
- The student is 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.

3.5 Cameras and Microphones

- The student 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.

3.6 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.
- Attempted use of inappropriate images such as, but not limited to guns, weapons, pornographic materials, inappropriate language, alcohol, drugs, and/or gang related symbols and pictures, will result in disciplinary action.

3.7 Sound

- The student may bring headphones or earbuds to be used at school. The school is not responsible for lost or theft.
- Sound must be muted at all times unless permission is obtained from the teacher for instructional purposes or the teacher allows for headphone use.

3.8 Managing and Saving Digital Work to the Chromebook

Google Apps for Education is a suite of applications (word processing, slideshow presentations, spreadsheets, etc.) that allows a user to create different types of online documents. A user can store their document, as well as other files, in the Google Cloud Account (Google Drive).

- The student will save work to his/her Google Drive which will be accessible from any device with Internet access.
- If a wireless Internet connection is not available, Google Apps for Education documents can be made available for offline editing prior to loss of Internet connectivity. Once connected to the Internet, offline documents will sync to the Google Cloud environment, allowing the student to work offline.
- If a Chromebook needs repair, it is possible that files stored locally on the device may be lost if the device has to be reset.
- All files stored in Google Drive must be for **educational purposes only**.



3.9 Printing from the Chromebook

- Printing will not be available with the Chromebook. If required, the student may print school assignments using a desktop computer in an area designated by the school.

3.10 Privacy and Security

- In compliance with state and federal regulations, the Iberia Parish School District utilizes a 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.
- The use of anonymous proxies to bypass content filters is strictly prohibited.
- Monitoring software will be used to scan and detect inappropriate content in the student’s Google Drive, regardless of the device being used.
- Users of Iberia Parish School District technology resources have no rights, ownership, or expectations of privacy to any data that is, or was, stored on the Chromebook, Google Drive, the school network, or any district-issued applications and are given no guarantees that data will be retained or destroyed.
- The student will only be able to login to the school-issued Chromebook using his/her iberiaschools.org account.
- Guest access is not available on IPSD Chromebooks. The student must login to use the device.
- The student must not share his/her password.
- The student must not allow another student to use his/her Google account.
- IPSD reserves the right to inspect or confiscate a student’s device, change a student’s password to access the account, and/or suspend the student’s account for any reason.

3.11 At Home Use

- The student is allowed to set up access to home wireless networks on his/her device.
- The Chromebook will be filtered for inappropriate content regardless of where the Chromebook is used.
- The student is bound by all IPSD acceptable use agreements and guidelines regardless of where the Chromebook is used.

3.12 Digital Citizenship Pledge

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. Repairing/Replacing Damaged Chromebooks

4.1 Accidental Damage vs. Negligence/Intentional Damage

Accidents do happen. There is a difference, however, between an accident and negligence or intentional damage.

- If the Chromebook is deemed to be intentionally or negligently damaged by the student, the student will face disciplinary action and will be responsible for the cost of repair and/or replacement. The school administration and/or a certified repair technician will determine negligence or intentional damage.
- The current price for common repair/replacement parts is as follows: (1) power adapter - \$57.00, (2) battery - \$66.00, (3) LCD screen - \$75.00, (4) keyboard - \$60.00, (5) LCD bezel - \$25.00, (6) touchpad - \$50.00, (7) hinge cover - \$15.00. The cost of the Chromebook is \$250.00. **Prices are subject to change.

4.2 Broken/Malfunctioning Chromebooks

The student will be held responsible for maintaining their individual Chromebook and keeping it in good, working order. A Chromebook that is broken or malfunctioning must be immediately reported to school authorities.

- Repairs of damaged or malfunctioning Chromebooks will be handled by the district Technology Department.
- The student or parent/guardian should never attempt to complete any repairs to the device nor should it be taken to any outside computer service for any type of repair or maintenance.
- The student may be provided with a loaner Chromebook, if one is available, while the assigned device is being repaired. The decision will be made at the discretion of school administration.

4.3 Lost or Stolen Chromebook

- Lost or stolen Chromebooks must be immediately reported to school administration.
- If the Chromebook is stolen at school, an attempt to locate and/or track the device will be made. If the device is unable to be located, a police report will be filed.
- If the Chromebook is stolen anywhere besides the school's campus, it is the student and/or parent/guardian's responsibility to immediately report the theft to local law enforcement and then to school administration on the first day (start of the day) that the student returns to school. Once the police report has been filed, it is the student and/or parent/guardian's responsibility to pay for and obtain a copy of the police report and provide a copy to the school administration within 10 business days of the report being filed. IPSD will work with law enforcement to track the stolen device using its GPS tracking software. The student may be provided with a loaner Chromebook, if one is available, upon submission of a police report and at the discretion of school administration.
- The student and/or parent/guardian should record the IPSD asset tag number (engraved on the device) and the serial number (located on the bottom of the device). These numbers will be used if the device is lost or stolen.
- The student and his/her parent or guardian will be responsible for the replacement of lost or stolen devices and/or power adapters.



5. Parent/Guardian Responsibilities

IPSD strongly encourages the parent/guardian to actively monitor and supervise the student as he/she uses the Chromebook at home.

5.1 Parent Best Practices for Internet Safety at Home

- Keep computers in a central place.
 - This will make it easier for you to monitor and keep an eye on your child’s activities.
- Know when your child goes online.
 - Establish specific times when access to Internet is permitted and keep that schedule.
 - Limit the length of access time. This will encourage your child to go directly to the information required, rather than aimlessly surfing the Internet.
 - Talk about what kinds of sites that they like to visit and establish what is and isn’t appropriate for your family.
 - You can also check where your child has been by looking at the history in the browser menu.
- Teach Internet Safety
 - It is impossible to monitor your child’s online activity all the time.
 - As your child gets older, he/she needs to know how to use the Internet safely and responsibly.
 - Teach your child not to communicate or share any personal information with strangers on the Internet.
- Use Privacy Settings and Sharing Controls.
 - Many sites that feature user-generated content, YouTube, Facebook, and other social networking sites, have sharing controls that put users in charge of who sees personal blogs, photos, videos, and profiles. Note: Social networking sites are blocked on district-owned devices.
 - Teach your child to respect the privacy of friends and family by not identifying people by name in profiles and pictures.
- Protect Passwords.
 - Remind your child that he/she should not give out his/her password to anyone for any reason.
 - Make sure your child makes a habit of unclicking “Remember Me” settings on the computer.
- Teach Your Child to Communicate Responsibly.
 - Instruct your child to talk to you if he/she finds anything on the Internet that makes him/her feel uncomfortable.
 - Ask your child about his/her Internet experiences and what he/she has learned.
 - Remind your child that he/she should not text, email, instant message or post any hurtful or inappropriate information.
- View all Content Critically.
 - Just because you see it online doesn’t mean that it is true.
 - Children should learn how to distinguish reliable sources from unreliable ones, and how to verify information that they find online.
 - Make sure that they understand that cutting and pasting content directly from the Internet is plagiarism.
- Free Online Safety Resources
 - NetSmartz: <https://www.missingkids.org/netsmartz/resources>
 - US Department of Justice: <https://www.justice.gov/coronavirus/keeping-children-safe-online>
 - US Department of Homeland Security: <https://www.dhs.gov/blue-campaign/online-safety>

6. Video Conferencing Etiquette

A video conference is a “meeting” where people join from remote locations by means of transmitted audio and video signals. Virtual meetings (via platforms Google Meet and/ or Aristotle K12) may be used to provide instruction, intervention/remediation, and special education services. Listed below are tips for a successful virtual conference.

1. Find a quiet, distraction-free place with a school appropriate background.
2. Notify all individuals in your household that you will be participating in a video conference.
3. Be prepared and on time for the meeting. Join the meeting 5 minutes before the scheduled start time.
4. Wear school appropriate clothing, both tops and bottoms, and follow school grooming rules.



5. Make sure your room is well lit. Do not sit with your back to a light source, such as a window or lamp. Sitting in front of or next to a light source works best.
6. Make sure your camera is eye level and position yourself so that it shows midsection up.
7. Posture should be upright, just like you would sit in a physical classroom. Keep body movements minimal.
8. Keep distractions out of your learning space. Turn off or silence cell phone, avoid shuffling papers, eating or drinking or other distracting noises in the background such as, but not limited to TVs and pets. Close all other applications running on your device.
9. Mute your microphone when you are not speaking. Even though you may not be speaking and think you are being quiet, most microphones can pick up minor background noises, like coughs, sneezes, or typing.
10. Maintain eye contact by looking into the camera, especially when you are speaking. Looking into the camera lens is the equivalent of looking into the person's eyes.
11. Conversation and comments made during a video conference must be school appropriate.
12. Do not carry on side conversations with others participating in the virtual meeting or with others in the same room. Off-task conversations not allowed in the physical classroom will not be allowed during a video conference.
13. Do not interrupt other speakers. Wait for an opening in the conversation before speaking.
14. Speak clearly, do not shout.
15. Give your teacher your full attention.
16. Be courteous to other participants.

Note: All Iberia Parish employees are mandatory reporters. Should a teacher witness anything in a virtual conference that is inappropriate or endangers a child's welfare, the teacher will report it immediately to the Department of Children and Family Services and school administration. They will be required to follow designated reporting protocol.

7. 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
- Legal action

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



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

Student Pledge:

I will follow all parts of the Iberia Parish School District Chromebook Agreement and Acceptable Use of Technology Resources Agreement (which can be found on the IPSD website) while at school as well as outside of school.

This means I will:

- Only use the Chromebook for educational purposes and in a responsible and ethical manner.
- Take care of my Chromebook as outlined in the IPSD Chromebook Agreement.
- Bring a charged Chromebook to school on a daily basis.
- Never leave my Chromebook unattended.
- 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 password secret.
- Keep food and beverage away from my Chromebook.
- Promote and communicate online safety and digital citizenship.
- Be responsible for restitution for damages or replacement due to misuse of the Chromebook.
- Return the Chromebook and power cord in good, working condition.

This also means that I will not:

- Disassemble any part of my Chromebook (including district identification), attempt repair myself or through a third party, and/or place decorations (such as stickers, markers, etc.) on the Chromebook.
- Loan my Chromebook to others.
- Deface, vandalize, destroy, damage, ruin, and/or scratch my Chromebook in any way.
- Use or attempt to use another person’s username and/or password.
- Cyberbully and/or post, send, or store information that could endanger others.
- Give out personal information over the Internet.
- Delete district/school installed Chromebook settings.
- Attempt to bypass Internet filters.

By signing, I hereby acknowledge I have read, understand, and agree to abide by the terms and conditions of the Iberia Parish School District Chromebook Agreement and all associated agreements it references. I understand that this device is the property of IPSD, is to be used for educational purposes and will be monitored and tracked. 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 Permission and Acknowledgement:

By my signature below, I acknowledge I have read and understand the Iberia Parish School District Chromebook Agreement (which can be found on the IPSD website) and have discussed the information with my child. I am aware that the care and responsibility of the device as outlined in the agreement, both in and out of school, lies with my child. I understand that this device is the property of IPSD, is to be used for educational purposes and will be monitored and tracked. I understand that this device will be filtered for inappropriate content but I am also aware that no content filtering is capable of blocking 100% of the material available on the Internet. I recognize that any violations of this agreement may cause my child to have his/her computer privileges revoked and face disciplinary action including, but not limited to detention, suspension, expulsion, restitution for damages, or legal action.

Parent Name: (Please Print): _____

Parent Signature: _____