



Rainy River District School Board - Student Chromebook and Device Deployment Terms and Conditions for Students

CHROMEBOOKS AND DEVICES ISSUED TO STUDENTS ARE THE PROPERTY OF THE RAINY RIVER DISTRICT SCHOOL BOARD

TERMS AND CONDITIONS:

- 1) Receiving Your Assigned Chromebook or Device
 - **By accepting this Chromebook, you agree to the RRDSB Terms and Conditions.**
 - **For the purpose of this agreement and guidelines the term Device is interchangeable with Chromebook**
- 2) Returning Your Assigned Chromebook
 - When notice is received that schools have been re-opened, the Chromebook must be returned to the School.
 - The Chromebook will be checked, cleaned, inventoried and stored.
 - Failure to turn in the same Chromebook that was issued will result in the student being charged the full replacement cost (approximately \$470).
- 3) Student Responsibilities and Expectations
 - The student is responsible for any damage, vandalism, loss or theft of the RRDSB Chromebook assigned to them, whether due to accident, neglect or intent.
 - The Student should not leave their assigned Chromebook in an unsecure place.
 - Any Chromebook or device left unattended is in danger of being stolen or damaged.
 - The student is responsible for their assigned Chromebook once it has been issued.
- 4) Repairing/Replacing Chromebooks
 - If a Chromebook and/or is in need of repair, notify the Principal and a loaner Chromebook, if available, may be issued.
- 5) Acceptable Use Guidelines
 - The student is required to follow the RRDSB's Digital Citizenship Policy, School Student Handbook, RRDSB School Code of Conduct and School Computer Code of Conduct policies.
 - The student is responsible for the ethical, socially appropriate and educational use of technology resources provided by the RRDSB.
 - Access to the RRDSB technology resources is a privilege and not a right. Any behavior, materials, or communications involving the Chromebook that are deemed inappropriate by a RRDSB Staff Member will result in disciplinary action regardless of when/where they took place.
 - Chromebook privileges will be revoked at any time for abusive or inappropriate conduct.
 - Copyrighted material is protected by law. Any use of copyrighted material should be appropriately noted in any school work. Please check with a teacher if you have any questions about using copyrighted material or how to give credit for use of any copyrighted material.
- 6) The RRDSB Chromebook must be available for inspection by an administrator, teacher or staff member upon request.



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- The Chromebook is the property of the RRDSB and may be inspected at any time.
 - No expectation of confidentiality or privacy with respect to any usage of a Chromebook , regardless of whether that use is for school-related or personal purposes, other than as specifically provided by law.
 - RRDSB Staff may, without prior notice or consent, log, supervise, access, view, monitor, and record use of student Chromebooks at any time for any reason related to the operation of the RRDSB.
 - School officials may revoke a student’s Chromebook use privileges for misuse or violation of policies. By using a Chromebook , students agree to such access, monitoring, and recording of their use.
- 7) Backgrounds and Themes
- Inappropriate media (pictures, music, videos, movies, etc.) may not be used as Chromebook backgrounds or themes. Only school appropriate background images may be used on the Chromebook lock screen and home screen.
 - Presence of weapons-related materials, pornographic materials, inappropriate language, alcohol, drug, gang-related symbols or pictures on the Chromebook or within its files will result in disciplinary action and, where deemed appropriate by school administration, referral to law enforcement.
- 8) Taking Care of the Chromebook
- General Precautions to Ensure Care of Devices
 - The RRDSB Chromebook assigned to **YOU** is for **YOUR** educational purposes and should **NOT** be loaned to others.
 - Keep all liquids and food items away from your Chromebook. Spilling any sort of food or drink on the Chromebook could permanently damage it.
 - Cords, cables and removable storage devices must be carefully inserted and removed from Chromebooks.
 - Heavy objects should never be placed on top of a Chromebook.
 - Chromebooks should not be placed on top of soft items like pillows or blankets as this could cause the Chromebook to overheat.
 - Always have clean hands before using the Chromebook. Clean hands make it easier to use the Chromebook touchpad.



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- Screen Care
 - Screen damage is the #1 cause of damage for Chromebooks. Handle it with care.
 - Do not put pressure on the top of a Chromebook when it is closed.
 - Makes sure there is nothing on the keyboard before closing the lid (e.g. pens, pencils, etc.).
 - Only clean the screen with a soft, dry cloth.
 - The students will be held fully responsible for any damage, vandalism, loss or theft of the assigned device, whether due to accident, neglect or intent.
 - Intentional dropping, banging against any surface or other inappropriate treatment of a RRDSB Chromebook that results in damage to the Chromebook will require a replacement fee (approximately \$285) being paid before any other device will be issued to the student.
 - The student will not deface or otherwise decorate the RRDSB Chromebook.
 - Nothing should be affixed (attached, glued, taped, stuck on) to the Chromebook's plastic shell or screen.
 - Chromebooks must remain free of any writing and drawing; this includes pen/marker marks and marring the surface.
 - All Chromebooks are marked with an engraved RRDSB logo and numbered service tag and must not be modified or tampered with in any way.
- 9) Chromebook Camera and Microphone for Approved Use only
- All electronic recordings created with the Chromebook must comply with RRDSB policies and, both, Provincial and Federal laws.
 - Use of the Chromebook in a manner that violates RRDSB policy will result in the device being confiscated and may result in further disciplinary consequence.
- 10) Printing from the Chromebook
- The student is encouraged to digitally publish and share their work with their teachers and peers when appropriate.
 - The student may print school assignments.
- 11) Your Google Accounts
- The student will log into their assigned Chromebook using only their school-issued Google Apps for Education account (StudentNumber@gapps.rrdsb.com).
 - This username and password is extremely important in protecting the student's privacy and files.
 - Never share the account password with others, unless requested by an administrator.
 - If the student needs to share work for collaboration, the SHARE feature must be used within a Google Document or drag the document to a shared folder to give another Google Account access.



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12) Access to Digital Tools and File Storage

- Each Chromebook provided will be a managed device. Members of the RRDSB Information Technology Services Department will maintain devices through our Google Apps for Education account. As such, the RRDSB Information Technology Services Department can pre-install web-applications as well as block specific web-applications from a centralized management console.
- The student is not permitted to remove Chrome extensions/apps that are remotely loaded on their assigned Chromebook by RRDSB staff.
- Any attempt to “jailbreak” or alter the operating software of the Chromebook or device will result in disciplinary action under the Student Code of Conduct.
- RRDSB staff have the right to remove (with no responsibility for lost content) extensions, apps, and content deemed to be inappropriate.

13) Privacy and Safety

- Do not open, use or change device files that do not belong to you.
- Do not reveal personal information (your full name, phone number, home address, etc.) online.
- Beware of PHISHING sites. These are fake websites made to look like other popular sites (like Google Drive, Facebook, and Twitter). When you log into these fake sites, they steal your login information and can access your accounts.