



## **Savoy Independent School District**

605 E. Hayes  
Savoy, Texas 75479  
903-965-4024 • Fax: 903-965-5608



### ***Savoy ISD Student and Parent Chromebook Use Agreement***

#### **Terms**

In order to issue the Chromebooks, Savoy ISD charges a nonrefundable annual usage fee of \$40.00 before students take possession of the property. Parents and students must comply at all times with the *Savoy ISD Student and Parent Chromebook Use Agreement*, *Savoy ISD Responsible Use Policy*, *Savoy ISD Student Code of Conduct*, and *Savoy High School Student Handbook*. Any failure to comply may cause the termination of student rights of possession immediately, and Savoy ISD may repossess the Chromebook.

#### **Title**

At all times, the legal title to the Chromebook is maintained by Savoy ISD. Your right of possession and use is limited to and conditioned upon your full and complete compliance with the *Savoy ISD Student and Parent Laptop Use Agreement*, *Savoy ISD Responsible Use Policy*, and *Savoy ISD Student Code of Conduct*, and *Savoy High School Student Handbook*. (available on the district website).

#### **Care**

SISD will provide a protective cover for the Chromebook's protection and it must be used at ALL times. The Chromebook, charger and cover will be reissued to the student each school year. Additions made to the Chromebook or cover must be removable or students could be subject to a fine.

#### **Loss or Damage**

If the Chromebook, charger or cover is damaged, lost or stolen, you are required to report the incident and be responsible for any damages as required by the *Savoy ISD Student and Parent Laptop Use Agreement*. Loss by theft must be reported to Savoy ISD by the next school day after the occurrence.

#### **Term of Agreement**

Your right to use and possess the Chromebook terminates no later than the last day of the school year, unless earlier terminated by Savoy ISD, or upon withdrawal from the district.

#### **Appropriation**

***Your failure to return the Chromebook, Charger and Cover in a timely manner (at the end of each school year or upon withdrawal from SISD) will be considered unlawful appropriation of Savoy ISD property and appropriate legal action will be taken.***

The Usage Fee **WILL NOT** cover repairs from issues resulting from:

- Damage resulting in a broken screen.
- Damage as a result of a pet.
- Damage as a result of the violation of the RUP. (i.e. involving food, drink or other liquid on or near the Chromebook)
- Damage as a result of negligence. (i.e. the Chromebook is placed in an unsafe location or position, misuse or Chromebook not handled properly. i.e. Drop Damage).

- Damage caused by operating the product outside the permitted or intended uses described by Google.
- Damage caused by service performed by anyone who is not a representative of SISD.
- Damage to a part or product that has been modified to alter functionality or capability.
- Damage that is cosmetic, including, but not limited to scratches, dents, and broken area around ports, that does not otherwise affect functionality or materially impair your use.
- Loaning your Chromebook or charger to another student.
- Damage resulting from carrying the Chromebook without the district provided protective cover.

**Cost of Repairs:**

- Replacement Cost of Chromebook: \$330.00
- Broken Screen: \$50.00
- Cracked Screen Trim: \$15.00
- Damaged Keyboard: \$50.00
- Lost/Damaged Charger: \$30.00
- Protective Cover: \$30.00
- Bevel Trim: \$50.00



## **Savoy Independent School District**

605 E. Hayes  
Savoy, Texas 75479  
903-965-4024 • Fax: 903-965-5608



If you have any questions, please contact Mr. Samuel Talley at 903-965-4024.

### **Savoy ISD Responsible Use Policy for Electronic Communications System**

The Savoy Independent School System strongly believes in the educational value of electronic services and recognizes their potential to support its curriculum and student learning by facilitating resource sharing, innovation, and communication. SISD will make every effort to protect students and teachers from any misuses or abuses as a result of their experience with an information service. Your signature and your child's will indicate acknowledgment and understanding of the following standards. These standards have been cross referenced with the SISD Student Code of Conduct for additional information for violation as a user of this service. Your child will be expected to abide by the following generally accepted rules of network etiquette.

#### **NETWORK GUIDELINES**

##### **1. PERSONAL SAFETY**

- a. I will not post personal contact information about myself or other people for public view. Personal contact information includes my address or telephone number. (safety violation)
- b. I will not agree to meet with someone I have met online without my parent's approval. (safety violation)
- c. I will promptly disclose to my teacher or other school employee any message I receive that is inappropriate or makes me feel uncomfortable. (safety violation)
- d. I will not engage in cyberbullying including personal attacks and/or threats on/against anyone made while using district owned technology to access the Internet or local school networks. Any acts of this kind should be reported to responsible school personnel. (safety violation)
- e. I will follow the rules of netiquette and conduct myself in a responsible, ethical and polite manner. (safety violation)

##### **2. ILLEGAL ACTIVITY**

- a. I will not attempt to gain unauthorized access to my school's file servers or Savoy ISD's District Network or to any other computer system that goes beyond my authorized access. This includes attempting to log in through another person's files. These actions are illegal, even if only for the purposes of "browsing". (theft)
- b. I will not make deliberate attempts to disrupt the computer system or destroy data by spreading computer viruses or by any other means. These actions are illegal. (vandalism)
- c. I will not use my school's file servers or Savoy ISD's District Network to engage in any other illegal activity such as arranging for a drug sale or the purchase of alcohol, engaging in criminal gang activity, or threatening the safety of a person. (drug and safety violation)
- d. I will not read, move, rename, edit, or in any way alter the files that have been created or organized by others. (vandalism)
- e. I will not alter hardware or software setups on my school's computers or the file servers. (vandalism)

### 3. SECURITY

- a. I am responsible for my individual account and should take all reasonable precautions to prevent others from being able to use my account. Under no conditions will I provide my password to another person. (safety violation)
- b. I will immediately notify a teacher or the system administrator if I have identified a possible security problem. I will not go looking for these security problems, because this may be construed as an illegal attempt to gain access. (safety violation, theft)
- c. I will avoid the inadvertent spread of computer viruses by following the district's virus protection procedures. (vandalism)

### 4. INAPPROPRIATE LANGUAGE

- a. Restrictions against inappropriate language apply to public messages, private messages, and material created for assignments or to be posted on web pages. (Derogatory statements, disruption of education)
- b. I will not use obscene, profane, lewd, vulgar, rude, inflammatory, threatening, or disrespectful language. (derogatory statement, sexual harassment)
- c. I will not engage in personal attacks, including prejudicial or discriminatory attacks. (derogatory statements, disruption of education)
- d. I will not harass another person. Harassment is persistently acting in a manner that distresses or annoys another person. If I am told by a person to stop sending them messages, I will stop. (disrespecting others' rights, disruption of education)
- e. I will not knowingly or recklessly post false or defamatory information about a person or organization. (derogatory statements, disruption of education)

### 5. RESPECT FOR PRIVACY

- a. I will not repost a message that was sent to me privately without permission of the person who sent me the message. (disrespecting other's rights)
- b. I will not post private information about another person. (disrespecting other's rights)

### 6. RESPECTING RESOURCE PERMITS

- a. I will use the technology at my school only for educational and career development activities. (disruption of education)
- b. I will not download large files unless absolutely necessary. (disruption of education)
- c. I will not post chain letters or engage in "spamming". Spamming is sending an annoying or unnecessary message to a large number of people. (disruption of education)

### 7. PLAGIARISM AND COPYRIGHT INFRINGEMENT

- a. I will not plagiarize works that I find on the Internet or on the computers at my school. Plagiarism is taking the ideas or writings of others and presenting them as if they were your own. (theft)
- b. I will respect the rights of copyright owners. Copyright infringement occurs when I inappropriately reproduce a work that is protected by a copyright. If a work contains language that specifies appropriate use of that work, I will follow the expressed requirements. If I am unsure whether or not I can use a work, I will request permission from the copyright owner. If copyright law confuses me, I will ask a teacher to answer my questions. (theft)

- c. I will follow copyright laws and should only download/import music or other files to a district owned technology that he/she is authorized or legally permitted to reproduce, or for which he/she has the copyright.

## **8. INAPPROPRIATE ACCESS TO MATERIAL**

In accordance with the Children's Internet Protection Act (CIPA) the district has an Internet appliance that blocks access to pictures that are obscene, child pornography or harmful to minors. Individuals will abide by the following policies:

- a. I will not use my school's file servers to access material that is profane or obscene (pornography), that advocates illegal acts, or that advocates violence or discrimination toward other people. (disruption of education, safety violation)
- b. If I mistakenly access inappropriate information, I will immediately tell my teacher or an administrator. This will protect me against a claim that I have intentionally violated this policy. (failing to comply with directives)
- c. My parents will instruct me if there is additional material that they think would be inappropriate for me to access. The district fully expects that I will follow my parent's instructions in this matter. (respect for others violation)

## **STUDENT'S RIGHTS**

### **1. SEARCH AND SEIZURE**

- a. I should expect only limited privacy in the contents of my personal files stored or shared on the Savoy ISD domain. The situation is similar to the rights I have in the privacy of my locker.
- b. Routine maintenance and monitoring of each school's file server may lead to discovery that I have violated this network guideline, the district's Student Code of Conduct, or the law.
- c. An individual search will be conducted if there is reasonable suspicion that I have violated the network guidelines, the district's code of Conduct, or the law. The investigation will be reasonable and related to the suspected violation.
- d. My parents have the right at any time to see the contents of my files.

### **2. DUE PROCESS**

- a. The district will cooperate fully with local, state, or federal officials in any investigation related to any illegal activities conducted through a school's or the district's file servers.
- b. In the event there is a claim that I have violated the network guidelines or the district's Student Code of Conduct in my use of the school's or district's file servers, I will be provided with notice and opportunity to be heard in the manner set forth in the district's Student Code of Conduct.
- c. If the violation also involves a violation of other provisions of the district's Student Code of Conduct, it will be handled in a manner described in that code of conduct. Additional restrictions may be placed on the use of my account.

### **3. LIMITATION OF LIABILITY**

The district makes no guarantee that the functions or the services provided by or through the district's system will be error free or without defect. The district will not be responsible for any damage I may suffer including but not limited to, loss of data or interruptions of service. The district is not responsible for the accuracy or quality of the information obtained through or stores on the system. The district will not be responsible for financial obligations arising through the unauthorized use of the system.

#### 4. CARE AND USE

I will keep my Chromebook secure and damage free. Each Chromebook is issued with a protective cover; **use of the Chromebook cover is required at all times.** Follow these general guidelines:

- Do not loan the Chromebook or charger and cords.
- Do not forcefully close the Chromebook when shutting it down or putting it to sleep.
- Do not leave the Chromebook in a location exposed to extreme temperatures or water.
- Do not eat or drink while using the Chromebook or have food or drinks in close proximity to the laptop.
- Do not stack objects on top of the Chromebook.
- Do not leave the Chromebook in a location where it could be damaged: on the floor, near table or desk edges, in the presence of small children or pets, in luggage where it could be crushed.

#### 5. PERSONAL RESPONSIBILITY

I understand that I am responsible for the district's technological hardware that I use. My use of the technology available to me at school can be a mirror that will show what kind of person I am. This may result in damage not covered by warranties, in which case I will be liable for repair costs. I will not connect any personal technologies such as laptops and workstations, wireless access points and routers, printers, etc. to district owned and maintained local, wide or metro area networks. Connection of personal devices such as iPods, smartphones, tablets, PDAS and printers are permitted but not supported by SISD technical staff or SISD administration in case of theft or loss. Home Internet use is the responsibility of the student both in cost and configuration. I will back up data and other important files regularly. SISD will at times maintain the Chromebook by imaging. All files not backed up to server, cloud storage or other storage media will be deleted during these processes. Students are ultimately responsible for backing up all personal files to their Google Drive or their own storage media.

#### STUDENT PLEDGE

1. I will adhere to personal safety guidelines. I will keep personal information private, report any inappropriate conduct or cyberbullying and follow proper netiquette.
2. I will only engage in legal activity. I will only access or alter files that have been made available to me. I will respect the computer system, network, hardware and software.
3. I will maintain my account security. I will notify a responsible district employee of a security problem.
4. I will only use appropriate language. I will be courteous to other users, my campus and school district. I will report any personal attacks, disrespectful language, harassment, or defamation to a responsible district employee.
5. I will respect message privacy and personal privacy and only repost messages and information that I have received consent to post.
6. I will only use the technology at my campus and district for educational, college and career development purposes. I will only download files necessary for these purposes and report any instance of spamming to a responsible district employee.
7. I will adhere to copyright laws. I will respect the rights of copyright owners and only download authorized and legal copies of information, including music.
8. I will access only appropriate materials and report any profane or obscene information or images to a responsible district employee.
9. I realize my district issued laptop is subject to search and seizure. I will cooperate with district officials in any case of investigation.

10. I will take care of my laptop and avoid any act that could void the warranty, realizing I am responsible for any misuse. I will use only my district issued laptop in the classroom and backup my data periodically.

### **Savoy High School Student Chromebook Usage Contract**

*As a student at Savoy High School and a digital citizen, I agree to abide by the following:*

- I will be responsible for my behavior and choices I make in the classroom and online. I will adhere to personal safety guidelines. I will keep personal information private, report any inappropriate conduct or cyber-bullying and follow proper netiquette.
- I will respect all the equipment I am allowed to use including Chromebook, Charger and Case. I will maintain my account security. I will notify a responsible district employee of a security problem or issues with equipment.
- I will be careful when around the equipment and not participate in any activity that could cause damage.
- I will take good care of any materials assigned to me by the teacher. (Including: flash drives, Chromebook/computers, headphones, printers, mouse, etc.)
- I will only use the programs and equipment that are appropriate for current assignments and free time. I will only use the technology at my campus and district for educational, college and career development purposes. I will only download files necessary for these purposes and report any instance of spamming to a responsible district employee.
- I will stay on task while working on the Chromebook. I will only engage in legal activity. I will only access or alter files that have been made available to me. I will respect the computer system, network, hardware and software.
- I will only use appropriate language. I will be courteous to other users, my campus, and school district. I will report any personal attacks, distrustful language, harassment or defamation to a responsible district employee.
- I will access only appropriate materials and report any profane or obscene information or images to a responsible district employee.
- I promise to report any negative or dangerous activity that I may encounter online or in the classroom to a responsible district employee immediately.
- I will NOT bring any food, drink, candy, or gum around the Chromebooks!
- I will respect message privacy and personal privacy and only repost messages and information that I have received consent to post.
- I will adhere to copyright laws. I will respect the rights of copyright owners and only download authorized and legal copies of information, including music and videos.
- I realize my district issued Chromebook is subject to search and seizure. I will cooperate with district officials in any case of investigation.
- I will take care of my Chromebook and avoid any act that could void the warranty, realizing I am responsible for any misuse. I will use only my district issued Chromebook in the classroom and backup my data periodically.

If I fail to abide by these rules, appropriate disciplinary actions will be taken by the teacher or through the office. Any severe actions will result in a removal of device.

The annual usage fee is \$40. This fee can be paid all at once or \$20 per semester. This fee is non-refundable, and it is not a deductible or insurance program. The students/parents are responsible for damages. A district protective cover and charger will also be issued with the Chromebook. You may pay with cash or check.