Cabin John Middle School
Google Chromebook Agreement

Students at Cabin John Middle School have access to Google Chromebooks for use in our school for educational purposes only. To ensure that the technology remains in good working order and available for all students to use, we are sharing with students and their parents/guardians information about care and responsible use of MCPS equipment. After reviewing this document, students and parents will be asked to initial and sign this document, then return it to the CJMS Main Office. An electronic version of this document is available on the CJMS website.

Students and their parents/guardians are reminded that use of TECHNOLOGY is a privilege and not a right. Activities on any device, network, or electronic communication device may be monitored by the MCPS district authorities. Inappropriate use of the TECHNOLOGY can result in *limited or banned computer use* and/or disciplinary consequences.

OWNERSHIP of the CHROMEBOOK:

Montgomery County Public Schools retains sole right of possession of the Chromebooks. The Chromebooks are LOANED to the students while in school for educational purposes for the academic year. Moreover, MCPS administrative staff and faculty retain the right to collect and/or inspect Chromebooks at any time, including via electronic remote access and to alter, add, delete installed software or hardware.

RESPONSIBILITY for the CHROMEBOOK:

Students are solely responsible for the Chromebooks assigned to them in each class. The student:

a) **must** comply with the Google Chromebook Agreement, MCPS Acceptable Use Policy (21st Century Learning Spaces Initiative; available on the MCPS website), and all MCPS policies when using Chromebooks.

b) **must** treat the device with care, never handling it inappropriately or in such a way that could cause possible damage (e.g., do not use Chromebook as a writing surface or lean on it); if such damage occurs students and/or their families may be financially responsible for their Chromebook.

c) **must** promptly report any problems with their Chromebook to the teacher for when it is immediately found in order to determine where the problem occurred and so that technical support can be rendered.

d) **must** carry device with TWO HANDS at all times via the bottom of the device, never lifting or carrying the Chromebook by the screen.

e) **may NOT** remove or interfere with the serial number and other identification of the Chromebook that is currently on the Chromebook; if such removal occurs, consequences will ensue.

f) **may NOT** attempt to remove or change the physical structure of the Chromebook, including the keys, screen cover, rubber feet, or plastic casing; if such removal occurs, consequences will ensue.

g) **may NOT** attempt to install or run any operating system on the Chromebook other than the ChromeOS operating system supported by MCPS; if such additions occur, consequences will ensue.

REPAIR/REPLACEMENT:

The school will repair or replace damaged equipment **resulting from normal use**.

All other breakages will be the responsibility of the student and family to pay for. The school will make its best attempt to purchase replacement parts at the best possible price. Loss or damage of a Chromebook due to **intentional or willful student negligence may result in the student being charged the full** $240.00 replacement cost to purchase a new Chromebook.

PRINT STUDENT LAST NAME: _____

PRINT STUDENT FIRST NAME: _____

STUDENT SIGNATURE: _____ Date: _____

PRINT PARENT NAME: _____

PARENT SIGNATURE: _____ Date: _____

CABIN JOHN MIDDLE SCHOOL CHROMEBOOK AGREEMENT / SIGNATURE FORM

By signing above, the student and their parent/guardian agree to follow, understand, and accept:

- ✓ Google Chromebook Agreement
- ✓ That the Chromebook, software, and any issued peripherals are owned by the MCPS
- ✓ In no event shall MCPS be held liable to any claim of damage, negligence, or breach of duty

Digital Guidelines	Student Initials	Parent Initials
Be aware of what you post online. Website and social media venues are very public. What you contribute leaves a digital footprint for all to see. Do not post anything you would be embarrassed for your friends, parents, or teachers to see.		
Follow the school's code of conduct when writing online. It is acceptable to disagree with others' opinions; however, do it in a respectful way. Criticism should be constructive and not hurtful. What is inappropriate in the classroom is inappropriate online.		
Be safe online. Never give out personal information, including, but not limited to, last names, phone numbers, addresses, exact birth dates, and pictures. Do **NOT SHARE** your password with anyone besides your teachers and parents.		
Make appropriate choices when using the internet. During instructional time make sure to select sites that are approved by an adult (teacher or staff member) and are related to classroom assignments and activities (this includes Chrome accessible games)		
Do your own work! Do not use other people's information without their permission. Be aware that it is a violation of copyright law to copy and paste other's thoughts without giving credit to them. It is good practice to hyperlink to your sources. Be aware that pictures may also be protected under copyright laws.		
How you represent yourself online is an extension of yourself. Do not misrepresent yourself by using someone else's identity.		
Online work should be well written. Follow writing conventions including proper grammar, capitalization, and punctuation. If you edit some else's work, be sure it is in the spirit of improving the writing.		
If you run across inappropriate material that makes you feel uncomfortable or is not respectful, tell your teacher right away.		
As a student, I am responsible for using my Chromebook responsibly and following guidelines for using it safely to avoid damage.		
As a student, I understand that I can lose my Chromebook privileges if I misuse or fail to follow the Chromebook agreement.		

PLEASE RETURN THIS PAGE TO YOUR 1st PER TEACHER NO LATER THAN Friday, September 13th, 2019!