

citizenship • creativity • communication • critical thinking • collaboration

Digital Conversion

Parent Information & Use Agreement



**citizenship •
creativity •
communication •
critical thinking •
collaboration •**

Introduction:

Fort Smith Public Schools is providing students the opportunity to participate in a digital conversion program where students are issued chromebook devices for school and home use. This is an innovative approach where learners have access to a rich array of technological tools intended to enhance both teaching and learning.

Terms of Use

Students and Parents/Guardian(s) must follow the terms, conditions, and policies communicated within this document, in addition to the Acceptable Use Policies defined within the district's Student Handbook under Section XII – Fort Smith Public Schools Network/Internet Acceptable Use Guidelines. Student issued chromebooks are the property of Fort Smith Public Schools and their use is a privilege, not a right. Disciplinary actions or revocation of this right may be imposed if there is a failure to adhere to these policies. The district reserves the right to collect and/or inspect a device and delete any material or applications deemed to be inappropriate. Student devices may be seized or searched at any time as they are the property of the district.

Acceptance

Before a student receives his/her chromebook, the student and a parent/guardian must read and sign the signature page of this document as well as the Fort Smith Public Schools Student Handbook. Each document contains acceptable use policies and guidelines which students must follow. Signed forms will be collected when a student receives his/her device.

PURPOSE:

Our purpose is building foundations in
**citizenship,
creativity,
communication,
critical thinking and
collaboration.**

- Students will demonstrate digital citizenship by learning and following responsible behavior.
- Using technology allows students to learn at their full potential and prepares them for the real-world applications of their learning in college and the workplace.
- Digital learning integrates technology into the curriculum anytime, anyplace.
- Learning results from the dynamic interaction among students, educators, parents and the extended community.
- Digital learning encourages students to solve problems and think critically by stimulating analytical thinking.
- Technology transforms the teacher from a director of learning to a facilitator of learning.

The policies, procedures and information in this document apply to the digital conversion project and include all other devices deemed appropriate by the administration. Teachers may set additional requirements for computer use in the classroom.

Dear Parent:

The way students acquire information and develop the skills of problem solving and inquiry has changed dramatically. As schools respond to these changes, teachers and the classrooms in which they work have also changed.

For more than a decade the classrooms in the Fort Smith Public Schools have seen a transition which involved greater uses of technology for teaching and learning. Currently there are more than 10,000 individual computers used for classroom-based learning throughout the District. These 1:1 devices are used for daily student work in our classrooms.

To expand the effectiveness of these powerful learning tools, students in grades three through nine have been selected to participate in a digital conversion program which will expand the use of the computers used in the classroom to the home. This will help students to become more active in managing their research and their interaction with teachers and other students as they engage in more project-based learning. These activities will teach application of knowledge to solve “real world” problems.

Your active support and engagement in this process is important. Please observe your child’s work and communicate with teachers and administrators as we all embrace the digital age.



Doug Brubaker, Ph.D.
Superintendent of Schools

Student Online Accounts & Privacy Policy

Instruction using technology is often facilitated through the use of e-mail and cloud-based file storage. As a part of the Digital Conversion program, students will be issued a Google Apps account which gives them access to e-mail (Gmail), as well as other Google Apps including Google Drive.

The Children’s Online Privacy Protection Act (COPPA), however, requires that a parent or guardian give the district permission to share the student’s first and last name which is needed to create the e-mail account. Google and Microsoft do not share this infor-

mation, and the District will make every reasonable effort to maintain the privacy of this student information.

- The district will only provide the first name, last name, and e-mail login name to create each student e-mail account.
- This e-mail account information will only be provided to Google and Microsoft.
- No student will be required or encouraged to provide other personally identifiable information to any online service provider.

- Parents or guardians have the right to see the information provided to create these accounts. Parents or guardians have the right to ask that their student’s accounts be deleted, or require that the first and last name is no longer provided. To exercise these rights, a written and signed request must be provided to the school administrators which allows reasonably sufficient time for action.

Student Expectations

- **Students are expected to bring their chrome-book devices to school every day, fully charged. There will be limited access to power charging areas in the school. Students will continue to be accountable for the learning in all classes with or without their device. Repeated violations of this policy will result in disciplinary action.**
- **Students should be prepared to provide their own headphones to be used during instructional time, or have their sound muted to respect all other students, unless explicitly permitted by their teacher.**
- **Software updates may occur during school hours at the request of teachers or technology staff members. In rare instances, students may be asked to leave their devices at school overnight or over a weekend in order to perform updates. Teachers will be notified before software updates occur to ensure adequate planning.**

Distribution & Collection of Chromebooks

Chromebooks will be distributed to students at the beginning of each fall semester, or as new students are registered throughout the school year. These devices, and all accessories, will then be collected at the conclusion of the school year for appropriate hardware and software maintenance. In subsequent years, returning students will receive the same device they were issued the previous school year.

Personalization

Students are allowed to personalize their desktop or screensavers. However, the use of inappropriate language or photographs (pornography, weapons, alcohol, tobacco, etc.) is prohibited and could result in disciplinary action or restriction of chromebook privileges.

Guidelines for Use

Students should abide by all policies defined under the Acceptable Use Policy as documented in the Fort Smith Public Schools Student Handbook under Section XII Fort Smith Public Schools Network/Internet Acceptable Use Guidelines.

Use of these devices should be restricted to educational purposes. Any extracurricular use during school time, such as instant messaging, video chatting, video games, etc. is strictly prohibited and can result in disciplinary action, unless explicitly permitted by school administration and/or the student's teacher.

Students should expect no privacy with regard to media or content created or stored on their device. Students will be held liable for inappropriate materials found on devices. If inappropriate materials or applications are found as a result of a search by school officials, a student's chromebook may be wiped and reset to factory defaults. The district will not be responsible for lost files or information should a device be reset to factory defaults.

An attempt by a student to access files or materials on another student's device is forbidden unless explicit permission is given. Unauthorized use or access to files or information by a student may result in disciplinary action. Students should keep all personal usernames and passwords private and should not give this information to anyone other than a school official.

Use of microphones and/or webcams in the classroom to record and/or post audio or video content to the internet is strictly forbidden, unless explicitly allowed by a student's teacher for an instructional purpose. Possession, transferring, or uploading any unauthorized photographs, videos, or audio recordings is strictly forbidden and may result in disciplinary action or revocation of a student's device.

Student devices are considered a learning tool both in the classroom and at home. A student's device should never be loaned or used by anyone outside of his/her immediate family.

Students are responsible for backing up important files and data stored on their device. The school district holds no liability or responsibility to recover lost, deleted, or missing files as a result of hardware issues, software issues, or any unforeseen occurrence in which files could be lost.

Proper Care Guidelines

Proper care and storage of student chromebook devices are the responsibility of each individual student. A proper carrying case is provided, in which the chromebook and all accessories should be stored when not in use. Other care tips include:

- Do not leave or store the device in the extreme heat or extreme cold.
- Do not leave the device in a vehicle or other unsecured location.
- Do not place any item or object on top of the device when not in use.
- Do not eat or drink in close proximity of the chromebook.
- Do not use any cleaning product, including, but not limited to, abrasive cloths, sponges, or liquid cleaners to clean the screen or exterior of the device. Only a soft, lint-free microfiber cloth should be used.
- Do not write on or place any adhesive items such as stickers to any surface of the device, its carrying case, or any of its accessories.
- Do not remove any serial number labels or labels applied by the district.
- Do not carry or transport the device without being in the proper carrying case with the zipper closed.
- Do not drop the device or bump it against any hard surface.
- Do not place or leave the device on the floor where it may be stepped on or tripped over.

LCD Screens

LCD screens are extremely sensitive and fragile. Please adhere to the following list of guidelines with specific regard to the LCD screens:

- Do not lean on, press on, or place any object on top of the device when it is closed.
- Do not put any item, including papers, on the device keyboard before closing the lid.
- Do not put any magnet or magnetized object on or near the device or its screen.
- Do not attempt to use any type of pencil, pointer or stylus on the device screen.
- Clean the device screen with a soft, lint-free or anti-static cloth and do not use any liquid or abrasive cleaners or substances.

Software

The district has installed several licensed applications for both instructional purposes as well as system maintenance. Students should make no attempt to remove or “hack” any application that has been pre-installed on their chromebooks. Any attempt to remove or disrupt any pre-installed applications will result in disciplinary action and the chromebook will be wiped and reloaded to its initial state. The district will not be responsible for any files lost or deleted should a chromebook be wiped and restored to its original state. Students should always be aware that it is their responsibility to backup files to either removable media or a cloud-based file service.

Installation of new applications will be limited to software used explicitly for educational or instructional use. Any software installed by the district will be properly licensed. If a student installs or attempts to install unlicensed software on their chromebook, the district reserves the right to remove that software with no financial liability to the district. The district holds no liability for issues caused by student installed software. The district will not be financially liable for lost content, purchased and downloaded by the student, should a hardware or software malfunction accidentally remove or destroy that content.

Web Filtering

Students are expected to follow the policies and guidelines established to ensure adequate internet filtering while at school.

While at home, parents will be responsible for monitoring the use of the internet. The district holds no responsibility for inappropriate content accessed outside of school provided internet access. The responsibility of monitoring internet access once a student is off school premises and no longer using district provided internet access will fall directly on the student’s parent or guardian. Inappropriate content delivered and/or stored on a student device by the use of internet access away from or outside of school provided internet may result in disciplinary action if found by school officials.

FINANCIAL RESPONSIBILITY

Damaged, Lost, or Stolen Chromebooks

- Accidental damage to a chromebook device should be reported to a school official immediately.
- Theft of a device while on school premises should be reported to a school official immediately.
- Theft or loss of a device while away from school should first be reported to local police officials, then reported to school officials. You may be asked by your school to provide an official police report.
- If a device is damaged by another person or student, it should be reported to the office, teacher, or school personnel immediately. Any claim will be investigated by the school district or law enforcement.

Technical Problems & Chromebook Repairs

All hardware or software issues should be reported to the student's teacher. Issues which occur during non-classroom time should be reported to school officials.

The district will attempt to repair all hardware and software issues by trained staff or technicians. No charges will be incurred for hardware or software repairs not caused by deliberate misuse or accidents. No one other than district staff members should ever disassemble or attempt to repair any hardware component of a chromebook. Doing so may cause damage and subsequent charges and/or disciplinary actions.

A loaner chromebook device may be provided to a student in the event that their assigned chromebook is kept at school for necessary repairs. In the event that a student receives a loaner device, they will be responsible for the loaner just as if it was their original issued device. Loaner chromebooks will be inspected before and after check out. Should physical damage occur to the loaner device, the student will be financially

responsible for any repairs that must be performed in order to restore the loaner device to its original condition.

- **Charges will be assessed** for any damage not caused by unexpected hardware failures which fall under the terms and conditions of the manufacturer's warranty.
- Such charges may result from damage caused by improper use, handling, or intentional or accidental damage.
- Lost chromebooks or accessories will not be covered by the district and charges will be assessed to replace these items.
- Any other damaged hardware will be quoted by professionals and charges will be assessed accordingly.
- Students will not be re-issued another device until non-warranty repair costs have been paid.

Estimated costs for replacement devices:

- Dell Chromebook 11 \$225.
- Dell AC Adapter \$47.
- Carry Case with Embroidered FSPS Logo \$30.

Any other damaged hardware (i.e. LCD screen, bezel, keyboard etc.) will be quoted by Dell Service professionals and charges will be assessed accordingly.

Sample Agreement

_____**School**
Student/Parent Guardian
Digital Conversion Use Agreement

We have read the required guidelines for participation in the Fort Smith Public Schools digital conversion program and understand our responsibilities in using the laptop computer, network, internet and all other applicable equipment.

- We agree to follow all policies, procedures and expectations for use as they relate to this program as implemented by Fort Smith Public Schools.
- We further understand our financial responsibility (*See Financial Responsibility on page 6*) for all equipment which is accidentally or intentionally damaged while in our possession.
- Finally, we understand that in order to for the District to create an e-mail account for _____, we give the District permission to share her/his first name, last name and e-mail login name with Google and Microsoft. (*See Privacy Policy on page 3*)

Student Signature

Date

Student Printed Name

Parent/Guardian Signature

Date

Parent/Guardian Printed Name

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For more information contact:

Your Child's Principal