

Chromebook Ownership Agreement

The rules and regulations are provided here so that students and parents/guardians are aware of the responsibilities students accept when they use a district-owned device. In general, this requires efficient, ethical and legal use of all technology resources. Violations of these rules and guidelines will result in disciplinary action.

- **All use of technology must:**
 - Support learning
 - Follow local, state, and federal laws
 - Be school appropriate
- **Security Reminders**
 - Do not share logins or passwords (Exception: students should share passwords with parents or guardians)
 - Follow Internet safety guidelines
- **Students are prohibited from:**
 - Defacing CCSD-issued equipment in any way. This includes, but is not limited to marking, painting, drawing or marring any surface of the devices (Only school issued decals are permitted and must not leave behind any residue)
 - If such action occurs it will be viewed as intentional damage and therefore may be subject to a damage fee.

Caring For the Device

- The device is district property and all users must follow all district and school policies and procedures.
- Students should use the device assigned to them and not lend their device to others.
- Students are responsible for the general care of the device issued by the school.
- Students are responsible for arriving at school with a fully charged device.
- Damaged devices or devices failing to operate properly must be turned in for evaluation and/or repair.
- Cords and cables must be inserted carefully into the device to prevent damage.
- Devices must never be left unattended, in an unlocked locker, unlocked car, unsupervised area, or in extreme temperatures.

- Only school issued decals may be applied to the device and must not leave behind any residue.

Carrying Device

- CCSD will be providing an always on carrying case. Students are expected to use the case at all times. Students found removing devices from cases may be subject to discipline.

Care of Device at Home

- The power cord/charger should remain at home.
- Charge the device fully each night.
- Store the device on a desk or table - never on the floor!
- Protect the device from:
 - Extreme heat or cold
 - Food and drinks
 - Small children
 - Pets
- Do not leave the device in a vehicle.
- In case of theft, an official police report will be required.

Email for Students

All students in Grades 6-12 are issued an email account (username@CORINTHCSD.org). CCSD email allows students to safely and effectively communicate and collaborate with teachers and classmates, giving them an authentic purpose for writing.

- The primary purpose of the student electronic mail system is for students to communicate with school staff and fellow students to collaborate on school activities.
- Students are responsible for good behavior while using school email (at school and at home), just as they are in a classroom or a school hallway.
- Students are responsible for messages sent from their accounts.
- Students should not share their passwords.
- Students should not give out personal information over email, including telephone numbers, home addresses or passwords.
- Students will not use email to bully, harass, or threaten other students or individuals.
- Students will report any unusual activities such as "spam"

communications, obscene email, attempts by adults to lure them into dangerous behaviors to a teacher or guidance counselor.

- Students will not use email to send chain letters, viruses, hoaxes or forward social or non-school related email to other students or staff.
- Student email is provided by the district and is district property. CCSD reserves the right to archive, monitor and/or review all use of its email system, and users should not have any expectation of privacy in any electronic message created, sent or received on the District's email System.

WebCams

Devices are equipped with a webcam which offers students an extraordinary opportunity to develop 21st Century communication skills.

- Webcams are to be used for educational purposes only, under the direction of a teacher or parent/guardian.
- Examples include:
 - Recording videos or taking pictures to include in a school project
 - Recording a student giving a speech and playing it back for rehearsal and improvement
 - Educational collaboration with other students and staff via Google Hangouts

Listening to Music

- Listening to music on your device is subject to teacher's discretion.

Watching Movies/YouTube

- Watching movies/YouTube videos on the device is only allowed with permission from a teacher or parent/guardian for educational purposes only.
- Streaming content must remain school appropriate and will be filtered via the district's web filter.

Gaming

- Online gaming is not allowed on the device unless you have been given permission by a teacher or parent/guardian. Any games must be in support of the district's educational program.

Backgrounds/Wallpaper

Any images set as a device or browser background must be school appropriate.

Inappropriate media may not be used as a device background; presence of guns, weapons, pornographic materials, inappropriate language, alcohol, drugs, or gang-related symbols will result in disciplinary action and/or loss of device privileges.

Copyright and Plagiarism

Students are expected to follow all copyright laws. The distinction between what is fair use and what is infringement in a particular case will not always be clear or easily defined. There is no specific number of words, lines, or notes that may safely be taken without permission.

Acknowledging the source of the copyrighted material does not substitute for obtaining permission. Copyright protects the particular way authors have expressed themselves. The safest course is to get permission from the copyright owner before using copyrighted material.

Many people think of plagiarism as copying another's work or borrowing someone else's original ideas. To "Plagiarize" means that you are stealing and passing off the ideas or words of another as one's own. You should never use another person's' work without crediting the source. In other words, plagiarism is an act of fraud. It involves both stealing someone else's work and lying about it afterward.

Technology Discipline

Most tech-related behavior violations are equivalent to "traditional" classroom violations.

- Leaving your device at home is equivalent to leaving your textbook or school supplies at home.
- Cutting and pasting without citing sources or putting it into your own words is equivalent to plagiarism.
- Cyber-bullying is equivalent to bullying or harassment.
- Damaging or defacing the device or accessories is equivalent to vandalism or property damage and therefore may be subject to a damage fee.

The discipline policies at each school include the 1 to 1 environment. Please reference the materials specific to each school or contact the school directly for Details.

I Understand that this Chromebook is the property of Corinth Central School District and agree to use and care for it under the conditions stated in the “Chromebook Ownership Agreement” listed above.

Print Student Name	Date
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Sign Student Name	Date
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Print Parent Name	Date
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Sign Parent Name	Date
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