

Section 1: Student Computer Program Overview

The purpose of our initiative is to enable students to complete online enrichment activities during this Wellness Break. The Billings R-IV School District purchases and owns the Chromebooks and distributes them to students to use for educational purposes during the academic year.

Students are accountable for ensuring the care of the equipment entrusted to them. Students will receive a computer and a charger. Proper care for each of these items is covered in Section 4: Care and Maintenance. Parents and students should carefully review the Family Responsibilities Section of this document. All fees are outlined in Section 2: Family Responsibilities.

We hope to make our Initiative a success through collaboration among parents, educators and students. The use of Chromebooks for teaching and learning in Billings R-IV School District is an immense opportunity to accelerate the learning for all of our students and to enhance an already strong academic program. We look forward to open communication and to a robust partnership among our community members, parents, students and staff in support of it.

Section 2: Family Responsibilities

Loss of Computer

A fine of \$200 will be assessed to replace any student's assigned computer that is reported as lost. The lost device will then be remotely locked until returned to the technology office. If the device is returned, then the fine may be removed pending review of the case.

Theft of Computer

If the computer is stolen, a formal Police Report must be filed with the Local Police Department within 48 hours. A copy of the Report must be submitted to the Technology Office. The device will then be remotely locked until returned to the technology office. If a report is not filed with the technology office the device is assumed to be lost not stolen.

Section 3: Student Responsibilities

Each student will be responsible for:

- Abiding by the Billings R-IV School District Acceptable Use Policy.
- Logging in under their assigned username and password and not sharing their password with other students.
- Proper maintenance and care of the device.

Section 4: Care and Maintenance

When using your computer at home:

- Have a set location at home for the computer. This location should have adequate room for the computer to sit safely. This area should also be near a power outlet so that the computer can fully charge while at home.
- Keep the computer clean. Students should only use microfiber cloth to wipe the screen.
- Trackpads can be damaged if not used properly. Never use a pencil, eraser or other object on the trackpad.
- Do not place heavy objects on top of the computer. This may cause damage to the screen. The laptop should never be in a pile or shoved at the bottom of a heavy bag.
- Do not place anything between the screen and the keyboard when you close the computer.
- Do not forcibly bend the AC adapter cord. Leave plenty of room for the wire to reach the computer.

To maximize battery life:

- Turn down volume.
- Turn down brightness.
- Exit any applications you are not using.
- Shut-down computer completely when not in use.

Agreement and Signatures

Use of Chromebooks owned by the Billings R-IV School District is a privilege that supports school-appropriate learning. The smooth operation and maintenance of the computer network and equipment relies on users adhering to established guidelines. Therefore, by signing this agreement, users acknowledge that they have read the overview and understand the District's expectations and the student's responsibilities. By signing this agreement, students and parent(s)/guardian(s) agree to abide by the restrictions outlined in the overview. The student's parent(s)/guardian(s) are responsible for monitoring their child's Internet access on the Chromebook beyond the Billings R-IV School District Network.

I hereby confirm that I understand the terms of the program and agree to abide by its guidelines.

Date: _____

Parent/Guardian Name (please print)

Parent/Guardian Signature

Student Name (please print)

Student Signature

Chromebook #

Serial Number