

# GUSD Computer Device Loaner Program Expectations

The Glendale Unified School District (GUSD) Computer Device Loaner Program is designed to increase technology use for academic purposes throughout the district. The students are assigned a Chromebook, which is a Chrome web browser device created by Google. This device works in conjunction with the school-issued Google Accounts, giving access to Google Drive, Google Apps, and a wide range of third-party academic sites and apps.

Throughout the time their student participates in the GUSD Computer Device Loaner Program, parents/guardians have a responsibility to supervise their student's use of the Chromebook, Internet at home, and care for the Chromebook. If there is any physical damage to the Chromebook as a result of misuse or lack of care, families will be held financially responsible for the cost to repair or replace the Chromebook, just as they would for lost or damaged textbooks.

## **Below is a guideline for taking care of your Chromebook:**

1. **Nothing should be affixed** (attached, glued, taped, stuck on) to the Chromebook's plastic shell or screen. All stickers that come affixed on Chromebooks, including barcodes, must remain on the Chromebooks in a readable and unedited state.
2. **Keep all liquids and food items away from your Chromebook.** Liquids and food crumbs can damage delicate electronic circuits.
3. **Always have clean hands before using your Chromebook.** Clean hands make it easier to use your Chromebook touchpad and there will be less risk of leaving dirt and other stains on the computer.
4. **Protect the LCD display monitor.** Close the lid gently. Make sure no objects (i.e. pencil, paperclip, etc.) are left on top of the keyboard that will scratch or crack the screen when closed.
5. **Be sure to store your Chromebook in the protective case (if provided).** Ultimately, you are responsible for anything that may happen to your Chromebook.
6. **Protect your Identity.** Be careful when giving out your email address and personal information online.

## Terms of Use

### **Distribution and Management**

Chromebooks are property of Glendale Unified School District and are loaned out to students until schools reopen. Chromebooks should only be used by GUSD students and their families for school use only. Chromebooks cannot be lent to others.

If the Chromebook is not returned in a timely manner once school reopens, the Chromebook will be reported stolen. Law enforcement will then become involved to retrieve the Chromebook and file charges against all offenders.

Chromebooks that are lost or stolen as a result of student or parent negligence will not be replaced, and students may have to complete their work without the use of a Chromebook.

If a Chromebook charger is lost, the student is responsible for replacement.

**Lost or stolen Chromebooks must be reported immediately.** Following the report of theft of a Chromebook, the student will be asked to provide a statement describing the circumstance to the school administration. If the Chromebook is recovered and returned to the school, it will be reassigned to the student.

### **Responsible Use/Internet Safety Policy**

Chromebooks are being provided to enable students to access educational resources and continue instruction until schools reopen.

Students are prohibited from accessing, sharing, or creating inappropriate or graphic content, including images or language depicting violence, nudity, pornography, obscenity or otherwise unsuitable subject matter. GUSD filters Internet activity, no matter where it is accessed, to restrict access to inappropriate online content; however, no filtering system is 100% effective, and ultimate responsibility lies with the student and his or her family.

### **Privacy Policy**

Chromebooks are property of GUSD. Information that is accessed on a GUSD Chromebook may be monitored, viewed, or cataloged by the district.

GUSD reserves the right to investigate suspected inappropriate computer use conduct by students and their families and will fully cooperate with local, state, and federal law enforcement officials in the event of unlawful misconduct or suspicion of misconduct.

### **Disciplinary Actions**

Failure to follow the rules and guidelines presented in this document will result in disciplinary action and criminal prosecution, if appropriate. This includes, but is not limited to, tampering with the Chromebook's administrative settings, neglecting or stealing the school-issued Chromebook, etc. Depending on the violation, disciplinary actions are to be determined by the GUSD administration, and may include parent contact, loss of assignment credit, detention, in- or out-of-school suspension, and temporary or permanent loss of Chromebook privileges.

## The GUSD Student/Parent Computer Device Loaner Agreement

I attest that I have read and understand the rules and guidelines in the GUSD Computer Device Loaner Program Expectations. I understand that the GUSD Chromebook is an educational tool that is provided by the district.

I agree that my child and I will follow the rules and guidelines listed in the GUSD Computer Device Loaner Program Expectations, and understand the consequences of breaking the rules and/or guidelines. I understand that my child's use of the Chromebook may be revoked if there is a failure to comply with the rules and guidelines. I understand that there may be disciplinary and/or legal actions for inappropriate use of the Chromebook.

I further agree not to bring any claim, action, liability or suit against or otherwise seek compensation or damages from GUSD for any failure of Internet security or safety measures, malfunction of the Chromebook and software, and any harm, injury or cost resulting from negligence or improper use of the Chromebook.

I agree to review the GUSD Computer Device Loaner Program Expectations and discuss its contents with my child. I understand the rules and guidelines and the consequences of my child misusing or damaging the Chromebook. I agree to supervise my child's use of the Chromebook and Internet at home.

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Student ID (6-digits):

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Printed **Parent** Name

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Printed **Student** Name

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**Parent/Guardian** Signature

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Date

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**Parent/Guardian** Email

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**Parent/Guardian** Phone

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**Chromebook Information (office use only):**

GUSD Tag #: \_\_\_\_\_