

# CFCI 1:1 Chromebook Loan Agreement- Table of Contents

1. [GENERAL INFORMATION](#)
  - 1.1 What CFCI believes
  - 1.2 How Technology enhances learning
  - 1.3 Why Chromebooks
  - 1.4 Success Indicators
2. [RECEIVING AND RETURNING YOUR CHROMEBOOK](#)
  - 2.1 Receiving
  - 2.2 Returning
3. [STUDENT CHROMEBOOK CARE](#)
  - 3.1 Taking Care of Your Chromebook
  - 3.2 Cases
  - 3.3 Carrying Chromebooks
  - 3.4 Screen Care
4. [USING YOUR CHROMEBOOK AT SCHOOL and HOME](#)
  - 4.1 Chromebooks Left at Home
  - 4.2 Chromebooks Undergoing Repair
  - 4.3 Charging your Chromebook's Battery
  - 4.4 Lock Screen and Home Screen, Background Photos
  - 4.5 Home Internet Access
  - 4.6 Parent Use
5. [SOFTWARE \(APPS AND EXTENSIONS\) ON CHROMEBOOKS](#)
  - 5.1 Originally Installed Software
  - 5.2 Student Downloads
  - 5.3 Inspection
  - 5.4 Software Upgrades
  - 5.5 Filtering unsafe or inappropriate websites
  - 5.6 Viruses
6. [RESPONSIBILITIES AND EXPECTATIONS](#)
  - 6.1 Who owns the Chromebook
  - 6.2 General Guidelines
  - 6.3 Integrity and Civility
  - 6.4 Parent/Guardian Responsibilities
  - 6.5 Student Responsibilities
  - 6.6 No Expectation of Privacy
  - 6.7 Opting Out
  - 6.8 Keeping Devices Over the Summer
7. [PROTECTING & STORING YOUR CHROMEBOOK](#)
  - 7.1 Chromebook Identification
  - 7.2 Storing Your Chromebook
8. [REPAIRING OR REPLACING YOUR CHROMEBOOK](#)
9. [TECHNOLOGY Donation](#)
10. [CFCI Chromebook Loan Agreement Acknowledgement Form](#)

# **CFCI 1:1 Chromebook Agreement**

## **1 GENERAL INFORMATION**

### **1.1 Why does CFCI believe that a 1:1 program is important?**

The 1:1 Chromebook Program, which provides mobile computing and wireless technology, has been designed to enhance the delivery and individualization of instruction.

The advantage of a 1:1 program is that students' learning opportunities are extended beyond the classroom by increasing the students' access to information from multiple sources. Teachers have the opportunity to deliver instruction in a variety of ways to meet the different learning needs of all students and actively engage students in taking more ownership for learning.

Research shows that a 1:1 computing environment is the most cost effective way to implement technology of all the current models. That same research shows that continuous access to a computing device for every student leads to increased academic achievement and financial benefits. We believe that we can leverage technology to increase student engagement and provide opportunities for students to create, collaborate, communicate effectively, and practice critical thinking. As our teachers learn to work with technology we see the possibility for more personalized learning opportunities, both to learn at a faster pace and to fill in gaps in learning that are critical for future success.

### **1.2 How Can Technology Enhance Learning?**

We believe technology provides many opportunities to help our students learn. Integrating technology improves student enthusiasm toward learning, making students actively engaged in their classes and taking ownership in their learning. Brain research has proven that students are now learning differently and need new instructional methods to meet their needs.

Our students will be taught how to be effective 21st Century Learners. This means they will be digitally literate and use the four C's (Creativity, Communication, Collaboration, Critical Thinking) to be global citizens. Student writing and production will increase dramatically. Students will be able to peer review and edit easily and more constructively. The focus on writing will become less of an "exercise" and become more of a crucial method for sharing information or telling stories. The technology allows students to share their writing with vast and different audiences if they choose.

### **1.3 Why Chromebooks?**

Chromebooks represent a new space in technology – the space between tablets (such as iPads) and laptops. The Chromebook has many advantages including:

- Requires little maintenance and reduced technical support compared to desktops and laptop computers
- Web-based, therefore eliminating the need for downloading or installing software and/or updates
- All files and apps are stored in the cloud, so they are available anywhere you have an Internet connection
- Many of the Chrome apps work without a network connection
- Teachers have many tools at their fingertips to create lessons, assignments and make sure students are fully engaged.
- Student work on the Chromebook automatically saves to Google Drive.

#### **1.4 1:1 Success Indicators**

The success of our 1:1 program is measured against the skills needed to excel in a rapidly evolving global society. The notion of what it means to be college and career ready has been reshaped by a world where access and connectivity are becoming ever-present.

By placing connected devices in our classrooms students possess the autonomy to achieve the following core fundamental digital skills:

1. **CREATE**
2. **COLLABORATE**
3. **EXPLORE**
4. **SHARE WITH THE GLOBAL COMMUNITY**

#### **CREATE**

Students and Teachers will enhance their creativity by developing digital content and showcasing their research and products created through various technologies.

#### **COLLABORATE**

Students will connect with others and develop PLNs (Personal Learning Networks). As a result, problem-solving will become a collaborative endeavor in which students have to effectively work in teams/groups to realize a solution.

#### **EXPLORE**

Students will improve their abilities to tackle complex problems through inquiry, utilizing digital resources to enhance their research and ability to gather evidence needed to make informed decisions.

#### **SHARE WITH THE GLOBAL COMMUNITY**

Students and Teachers will communicate ideas to both local and global audiences.

## **2 RECEIVING AND RETURNING YOUR CHROMEBOOK**

### **2.1 Receiving**

- Before receiving the Chromebook, parents/guardians and students must read and sign attesting they have read the following CFCI policies: 812 Student Internet and Email Acceptable Use, 814 Student Discipline and Liability, 825 Internet Safety, and the Chromebook agreement.
- Students will be given training on the setup/sign in process and the general use of the Chromebooks.

### **2.2 Returning**

- Chromebooks must be returned to CFCI at the end of each school year.
- Students leaving CFCI before the end of the school year must return the Chromebooks prior to their final day at CFCI.
- If Chromebooks are not returned by the deadline, they will be considered stolen property and law enforcement agencies will be notified.

## **3 STUDENT CHROMEBOOK CARE**

CFCI believes that an Internet-enabled device will be a required resource for our students to work towards college enrollment and professional careers. CFCI believes that students should learn how to effectively manage such a device. Students are responsible for the Chromebook's general care and content accessed through the device.

### **3.1 Taking Care of Your Chromebook**

Students are responsible for the general care of the Chromebook they have been issued by the school. Chromebooks that are broken or fail to work properly must be reported to your teacher as soon as possible to be assessed. CFCI owned Chromebooks should never be taken to an outside computer service for any type of repairs or maintenance. Students should never leave their Chromebooks unattended.

#### **What if another student damages my student's device?**

In such cases, circumstances will be investigated on a case-by-case basis.

### **3.2 Protective Cases**

- Each student will be issued a protective case for his/her Chromebook that should be used whenever the Chromebook is being transported or not in use.
- Although the cases are reinforced to help protect the Chromebooks, they are not guaranteed to prevent damage. It remains the student's responsibility to care for and protect his/her device.

### **3.3 Carrying Chromebooks**

- Always transport Chromebooks with care in CFCI issued protective cases. Failure to do so may result in disciplinary action.

- Never carry Chromebooks with the screen open.

### **3.4 Screen Care**

- The Chromebook screen can be damaged if subjected to heavy objects, rough treatment, some cleaning solvents and other liquids. The screens are particularly sensitive to damage from excessive pressure.
- Do not put pressure on the top of a Chromebook when it is closed.
- Do not store a Chromebook with the screen open.
- Do not place anything in the protective case that will press against the cover.
- Make sure there is nothing on the keyboard before closing the lid (e.g. pens or pencils).
- Only clean the screen with a soft, dry microfiber cloth or antistatic cloth.

## **4 USING YOUR CHROMEBOOK AT SCHOOL OR HOME**

### **4.1 Chromebooks left at home**

- It is the responsibility of each student to remember to bring his/her Chromebook to school daily.
- If students leave their Chromebook at home, they are responsible for getting the course work completed as if they had their Chromebook present.

### **4.2 Chromebooks Undergoing Repair**

- Loaner Chromebooks, (when available) **may** be issued to students when they leave their Chromebook for repair.
- Loaner Chromebooks must be returned at the end of each day unless other (approved) arrangements have been made.
- Loaner Chromebooks may not always be available and students may go without one until theirs is returned.

### **4.3 Charging your Chromebook's Battery**

Chromebooks must be brought to school each day in a fully charged condition. Students need to charge their Chromebooks each evening. Chargers should not be brought to school. If students bring their Chromebooks to school without being charged, they are still responsible for getting the course work completed as if they had their Chromebook charged and were able to use it.

### **4.4 Lock Screen, Home Screen and Background Photos**

- Only school appropriate background images may be used on the Chromebook's lock screen and home screen.
- Presence of weapons-related materials, pornographic materials, inappropriate language, alcohol, drug, gang related symbols or pictures on the Chromebook or within it's files will result in disciplinary action and, where deemed appropriate by administration, referral to law enforcement.

- The Chromebook is the property of CFCI; therefore, school staff and administration have the right to check any material stored on a student's Chromebook, including the screensaver, at anytime and without warning.

#### **4.5 Home Internet Access**

- Students are allowed to set up access to home wireless networks on their Chromebooks. This will assist students with the ability to complete, retrieve and access educational content used in classes with the Chromebook successfully.
- Students may also set up home printing capabilities for their Chromebook. This will require a wireless printer and proper settings on the Chromebook using Google Cloud Print.

#### **4.6 Can parents/guardians use the Chromebooks?**

When a student is logged into the Chromebook, we encourage parents/guardians to check student work, view their browsing history and access PowerSchool. However, the Chromebooks are not intended for personal use for the student or their parents/guardians.

## **5 SOFTWARE ON CHROMEBOOKS**

### **5.1 Originally Installed Software**

- The applications originally installed by CFCI must remain on the Chromebook in usable condition and be easily accessible at all times.
- The school may add software from time to time for a particular use.
- Periodic checks of the Chromebooks must be made available to ensure that students have not removed required apps/extensions.

### **5.2 Can students download apps?**

No. Student access to the web store is limited.

### **5.3 Inspection**

Reasons for Chromebook inspection may include but are not limited to the following: functionality, maintenance, serviceability and various violations of student acceptable responsibilities when using the Chromebook.

### **5.4 Software Upgrades - Who is responsible for updating the device?**

The Chromebook operating system, Chrome OS, updates itself automatically. Students do not need to manually update their Chromebooks. Chromebooks use the principle of "defense in depth" to provide multiple layers of protection against viruses and malware, including data encryption and verified boot. By logging in with their school email account Chromebooks seamlessly integrate with the Google Apps for Education suite of productivity and collaboration tools. This suite includes Google Docs (word processing), Spreadsheets, Presentations, Drawings, and Forms.

### **5.5 Will unsafe or inappropriate websites be filtered on devices?**

We do our best to ensure your child's online experience is safe. Before each Chromebook device connects to the Internet, it must pass through network firewalls and filters. This happens whether the device is browsing on campus using school-owned networks, or off campus using another Wi-Fi router that is providing the Internet connection. Because of security settings built into the device, it must first route its Internet connection back through our security settings (firewalls and filters) before any website or online resource is accessible. If your child is using the Chromebook at school, at home or at a public library, it will always pass through our web filtering and network firewall system before they can see or access web content. Our web filters are programmed to block inappropriate content as much as possible. While we do our best to continually keep our students' online experience safe and appropriate, some websites are not blocked or are able to bypass our filters.

Teachers and parents/guardians are encouraged to regularly check the browsing history of student Chromebooks. Browsing histories cannot be deleted by the students. CFCI can also conduct random checks of student browsing histories at any time, and for any reason. If you discover inappropriate web activity, please contact your child's teacher or the Director. Inappropriate web browsing is a violation of the CFCI's Authorized Use Policy and may result in disciplinary action.

### **5.6 What about viruses?**

Since all applications run through the browser and online, viruses are unlikely to infect the Chromebook's software or hardware.

## **6 RESPONSIBILITIES AND EXPECTATIONS**

### **6.1 Who owns these Chromebooks - the students or the school? What happens if my child breaks or loses his or her Chromebook?**

Chromebooks that are issued as part of the 1:1 program are the property of the Cape Fear Center for Inquiry. Each student will be issued a Chromebook by the school and will have access to that device 24/7. Stakeholders will have to adhere to CFCI's school policies governing the use of technology. This also includes potential damage. CFCI has purchased insurance for all Chromebook devices. Insurance will cover the following: screen damage, liquid immersion, theft (a police report must be filed), and mechanical issues. However, the insurance will not cover student loss of a Chromebook. Additionally, students will be responsible for paying nominal fee(s) based upon the issue and frequency of occurrence. CFCI will be responsible for purchasing apps and e-materials as applicable. Through the Google Apps dashboard, applications and system updates will be pushed out for students via their CFCI Google Apps Accounts.

## **6.2 General Guidelines**

- Students are responsible for ethical, socially appropriate and educational use of the technology resources provided by CFCI.
- Access to CFCI technology resources is a privilege and not a right. Each employee, student, and parent/guardian will be required to follow the Internet Acceptable Use Policy.
- Transmission of any material that is in violation of any law is prohibited. This includes, but is not limited to the following: confidential information, copyrighted, threatening or obscene material.
- Any attempt to alter the configuration of a Chromebook, or the files of another user, without the consent of an Administrator, will be considered an act of vandalism and subject to disciplinary action in accordance with CFCI's Code of Conduct and Internet Safety and Acceptable Use Policies. Students who violate this may also be referred to law enforcement for criminal prosecution as deemed appropriate.

## **6.3 Integrity and Civility**

In addition to any standard or rules established by the school, the following behaviors are specifically prohibited as they violate the standard of integrity and civility.

- Cheating
- Plagiarizing
- Falsifying Information
- Violating Copyright Law
- Hacking
- Gaining unauthorized access to any network or Chromebook

## **6.4 Parent/Guardian Responsibilities**

Your son or daughter has been issued a Chromebook to improve and personalize his/her education this year. It is essential that the following guidelines be followed to ensure the safe, efficient, and ethical operation of this device:

- I will read and adhere to the Policies and Procedures for 1:1 Chromebook program and discuss it with my child.
- I will read and adhere to the Internet Acceptable Use Policy and discuss it with my child.
- When using the Chromebook at home, at school and anywhere else, the student will follow CFCI's policies, especially technology and Internet policies, the Student Code of Conduct and the Acceptable Use and Internet Safety Policy and abide by all local, state and federal laws.
- I will supervise my child's use of the Chromebook outside the school environment.
- I understand that it is permissible to connect Chromebooks to offsite Wi-Fi.
- I will discuss our family's values and expectations regarding the use of the Internet and email.
- I will supervise my child's use of the Internet and email.

- I will not attempt to repair the Chromebook, nor will I attempt to clean it with anything other than a soft, dry cloth.
- I will report any problems with the Chromebook to the school and/or proper authorities within one school day.
- I will not load or delete any software from the Chromebook.
- I will encourage my child to charge the Chromebook nightly so he/she can begin each school day with a fully charged battery.
- I will encourage my child to bring his/her Chromebook to school every day.
- I will not attempt to change the configuration of the Chromebook software or hardware.
- I will not remove apps or certificates on the Chromebook.
- I will not alter or remove the school device management certificates at any time.
- I will allow the school administration or faculty to inspect and examine the device, apps and content at any time.
- I agree to make sure that the Chromebook and all related accessories are returned to the school when requested or upon my child's withdrawal from CFCI.

## **6.5 Student Responsibilities**

Your Chromebook is an important learning tool and is to be used for educational purposes only. In order to take your Chromebook home each day, you must be willing to accept the following responsibilities:

- When using the Chromebook at home, at school and anywhere else I may take it, I will follow the policies of CFCI, especially the Student Code of Conduct and the Acceptable Use and Internet Safety Policy, and abide by all local, state, and federal laws.
- I will read and adhere to the policies and procedures for 1:1 Chromebook program and discuss it with my parent/guardian.
- I will read and adhere to the Internet Acceptable Use policy and discuss it with my parent/guardian.
- I will treat the Chromebook with care by not dropping it, getting it wet, leaving it outdoors, or using it with food or drink nearby.
- I will not lend the Chromebook to anyone, not even my friends or siblings; it will stay in my possession at all times. I will store it safely in my book bag when not using it for class.
- I will not load any software onto the Chromebook.
- I will not remove programs or files from the Chromebook.
- I will recharge the Chromebook nightly and bring the Chromebook to school every day.
- I will not use my Chromebook to access personal email accounts not pertaining to classroom activities.
- I agree that email (or any other computer communications) should be used only for appropriate, legitimate, and responsible communication for educational purposes.

- I will keep all accounts and passwords assigned to me secure, and will not share these with any other students.
- I will not attempt to repair the Chromebook.
- I will return the Chromebook when requested, upon my withdrawal from CFCI or by the designated deadline at the end of the school year.
- I will report any issues associated with my Chromebook (damage, loss, etc.) IMMEDIATELY (within one school day) to my teacher, the administration, and/or law enforcement.

## **6.6 No expectation of privacy**

Students have no expectation of confidentiality or privacy with respect to any usage of a Chromebook, regardless of whether that use is for school related or personal purposes, other than as specifically provided by law. The school may, without prior notice or consent, log, supervise, access, view, monitor, and record use of student Chromebooks at any time for any reason related to the operation of the school. By using a school-issued Chromebook, students agree to such access, monitoring, and recording of their use.

## **6.7 Can my child opt out of having a Chromebook?**

No, it is mandatory that all students have a CFCI issued Chromebook, which is the property of CFCI. Chromebooks are expected to become an integral part of the education all students receive at CFCI and we want them to take advantage of the powerful learning resources available with it.

## **6.8 Will devices be kept by students over the summer?**

No. Devices will be turned in at the end of the school year by the designated deadline so the school can do maintenance on them. Devices will be re-issued at the start of the school year. Students will receive the same device each year. Willful failure to return the Chromebook in accordance with the stated conditions will result in criminal prosecution.

CFCI shall impose the following sanctions for not returning the student device as outlined below:

- A fine of approximately \$250 will be placed on their student account and an invoice generated to the parent/guardian.
- If the invoice is not paid within 60 days of receipt, CFCI shall submit the delinquency to a collection agency.
- CFCI may report the theft of student device to law enforcement.

# **7 PROTECTING AND STORING YOUR CHROMEBOOK**

## **7.1 Chromebook Identification**

All the Chromebooks are the same, so they look very much alike. However, each Chromebook will be tagged with identifying information. Additionally, each device has a serial number. CFCI keeps all that data, so if a Chromebook is misplaced, we

can determine who it is assigned to in order to return it to the appropriate student user. Any ID stickers that are on the Chromebook when issued must stay on the Chromebook. Asset tags may not be modified or tampered with in any way. No additional permanent markings of any kind (stickers, engraving, permanent ink pen, tape, etc.) shall be placed on the Chromebook or its protective case at any time. While the devices are issued to students, they are still CFCI-owned property. Additional permanent markings on the device or its case will be considered vandalism. Students can add non-permanent identifying items to the case such as ribbon, key chains or other removable items.

## **7.2 Storing Your Chromebook**

- To prevent damage, nothing should be placed on top of the Chromebook
- Under no circumstances should Chromebooks be left in unsupervised areas.

## **8 REPAIRING YOUR CHROMEBOOK**

All Chromebooks in need of repair should be reported to your child's teacher or an administrator immediately.

## **9 TECHNOLOGY DONATION**

A \$65 technology donation is encouraged for each student at the beginning of each school year (assistance and payment plans available).

The distribution of the technology donation includes the following:

- \$15 (annual insurance fund, \$0 deductible)
- \$50 (curricular software in classrooms and computer lab, Help Desk support, maintenance of the wired and wireless network and any other identified ongoing costs to implement or support the sustainability of the 1:1 program)

## CFCI Chromebook Loan Agreement Acknowledgement Form

One Chromebook, charger and protective case are being lent to Borrower and are in good working order. It is the borrower's responsibility to care for the equipment and ensure that it is retained in a safe environment. This equipment is, and at all times remains, the property of CFCI, and is herewith lent to the student for educational purposes only for this academic school year. Student may not deface or destroy this property in any way. Inappropriate use of the device may result in the student losing his/her right to use this device. The equipment will be returned to the school when requested, or sooner, if the student withdraws from CFCI prior to the end of the school year. Students are responsible for any damage to, loss of, or failure to return school property. Borrower acknowledges and agrees that Borrower's use of the School property is a privilege and that by Borrower's agreement to the terms hereof, Borrower acknowledges Borrower's responsibility to protect and safeguard the School property and to return the same in good condition and repair upon request by CFCI.

I have read and agree to follow CFCI's Chromebook Agreement and other rules, procedures and expectations at all times while using the school issued device.

---

Student Signature

Date

---

Parent/Guardian Signature

Date

### ***Prior to the first week of school, please:***

- *Review and Sign the CFCI Chromebook Loan Agreement and e-mail the completed form to [technology@cfc.net](mailto:technology@cfc.net)*
- *Review and Sign the CFCI Internet and Email Acceptable Use Policy located at: <http://cfc.net/cfc-1-to-1-chromebook-initiative/> and email to [technology@cfc.net](mailto:technology@cfc.net).*
- *We would appreciate a donation of \$65 to cover the maintenance, support, and insurance. You can donate online at :<http://cfc.net/cfc-1-to-1-chromebook-initiative/>.*
- *Both the forms and donation can also be sent to:  
Cape Fear Center for Inquiry  
2525 Wonder Way  
Wilmington, NC 28401*