

**FRANKLIN COUNTY SCHOOL SYSTEM**  
**ONE TO ONE CHROMEBOOK INITIATIVE**  
**2019 – 2020**

**Mission Statement of the Franklin County School Board:**

The Mission of the Franklin County School System is to provide students the opportunity to achieve their potential in an environment conducive to optimal learning.

**Franklin County School Board Goal for Technology:**

Goal: Integrate relevant technology into instruction and management to increase student and teacher learning, enhance efficiency and prepare both students and teachers for the future.

Objective: To convert from textbooks to provide optimal learning experiences for the students in the district.

**Franklin County Schools District 1:1 Handbook**

This contract handbook has been developed for students and families attending Franklin County School who participate in the One to One Chromebook Initiative. This is part of the Franklin County School Board's goal to initiate e-learning in the Franklin County School District. This e-learning initiative will allow access to textbooks and related materials through the use of technology. The district will loan a Chromebook to a student for his/her use during the school day. The student is expected to maintain the device and use it as required by the Franklin County Board of Education and the teachers to improve learning opportunities and experiences. The following pages outline the district's expectations for safe and effective use of the Chromebooks through this initiative. ***Students and parents / guardians are responsible for reading and implementing all the policies found in this handbook.***

### Chromebook Checklist

1. Chromebooks are the property of Franklin County Schools and are to be used for school related work.
2. Chromebooks are loaned to each student upon the completion of attached contract being signed and returned.
3. Students are to comply with all rules, policies, and expectations at all times to retain eligibility to borrow a Chromebook for school use and work.
4. **The student DOES NOT have permission to access games, movies, music, television, or shopping sites on the loaned chromebook. The loaned Chromebook is subject to being monitored and the sites are searched for content at any time, thus there can be no expectation of privacy.**
5. As stated in the FCS Board Policies, compliance with the Acceptable Use Policy (AUP) is required of all students.
6. Students/parents/guardian assume full responsibility for the safety, security, use, and care of the borrowed Chromebook.
7. Lost and/or stolen Chromebooks must be reported to the proper authorities within 24 hours. Failure to follow this guideline will result in the student's being financially responsible for replacing the borrowed Chromebook.
8. A user's right to use and possess the borrowed Chromebook terminates no later than the last day of stated school year, unless terminated earlier by FCS for non compliance of rules or withdrawal from actively attending a Franklin County School.
9. Students are required to take Chromebook to each class, each day with a fully charged battery.
10. Users must respect the intellectual property rights of others by crediting sources and following all copyright laws.
11. Students are to treat this equipment with as much care as if you had purchased it with your own money.

12. The Chromebook is borrowed and must not be changed in any way including the outside case appearance as well as the operating systems. **NO personalization is allowed.**
13. No one but the assigned student is allowed to use the Chromebook. The Chromebook is on loan to a specific student for school work only. The Chromebook must remain in the possession of the assigned student at all times.
14. Identifying tags including the serial number tag and FCS asset tags must remain undisturbed on the Chromebook. FCS schools will keep records and inventory all Chromebooks and accessories each year.
15. If a student's Chromebook is confiscated for inappropriate use, students will be given the opportunity to keep up with their work. Teachers will work with the students to provide accommodations to assist students in not falling behind in their assignments. This may consist of paper copies or instructions to use a personal device at home or whatever other methods the teacher and student agree to use.
16. Students are responsible for the cost of any Chromebook that is lost or damaged. This includes the actual Chromebook, Chromebook screen, and charging cord. Costs are listed on the agreement signed by parent/guardian and student.

## Chromebook Care and Use

### General Handling

The Chromebook is a computer and must be handled with care. There are things you can do to make the Chromebook last longer and offer you a trouble-free and rewarding learning experience.

### Care

One of the best features of the Chromebook is the fact that it is portable. It enables you to take your homework and information with you. When transporting the Chromebook, there are a few simple things you can do to protect it.

- Do not throw the Chromebook

- Do not eat or drink near the Chromebook

- Close the lid of the Chromebook before carrying it from one location to another.

- Close the Chromebook carefully—from the center of the screen—DO NOT SLAM IT SHUT

- Do not use the Chromebook as a folder to store papers

- Do not insert things, especially metal objects into the opening of Chromebook

- At the end of the day Chromebook must be plugged up to fully charge

### Cleaning

- Wipe surfaces lightly with a clean, soft cloth.

- Keep the screen clean, do not touch the screen with your fingers.

### Wireless Internet

- Your Chromebook is a wireless only device.

- A wireless network is required to use the device.

## Student / Parent Chromebook Responsibility

### **Parent Responsibilities**

Your student has been issued a Chromebook computer to improve and personalize e-learning opportunities for her/his education. It is required that these responsibilities are followed to ensure the safe, efficient, and ethical operation of this device.

I am financially responsible for any physical damage to the Chromebook.

### **Student Responsibilities**

Your Chromebook is an important e-learning tool and is for **educational purposes only**.

When using the Chromebook I will follow the policies of the district and abide by all local, state, and federal laws.

I will not access movies, games, music, television, or shopping sites on my loaned Chromebook.

I will treat the Chromebook with care.

The Chromebook is my responsibility and will stay in my possession at all times.

I will not modify software on the Chromebook.

I will not release personal information to strangers when using the Chromebook.

I will keep all accounts and passwords assigned to me secure and will not share these with any other students.

I am financially responsible for any physical damage to the Chromebook.

## FRANKLIN COUNTY SCHOOLS CHROMEBOOK AGREEMENT

Please Print  
Student Name:

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Last First Middle

Student ID: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Parent or Guardian Name:

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Last First Middle

Address: \_\_\_\_\_

Home Phone # \_\_\_\_\_ Work # \_\_\_\_\_ Cell # \_\_\_\_\_

Email Address:

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Upon our signing of this agreement, the student acknowledges receipt and possession of a working Chromebook. We have read and understand Franklin County Schools One to One Chromebook E-Learning Policy and understand our responsibility. This policy is incorporated by reference into this agreement. We promise to abide by this policy and understand that receipt of a Franklin County School Chromebook is a privilege that may be forfeited by noncompliance with the policy. We understand that we will be financially responsible for any costs due to damage or loss of the Chromebook issued to our student. **COST TO REPAIR CHROMEBOOKS DAMAGED BY STUDENTS:**

<b>CHROMEBOOK SCREEN</b>	<b>\$ 60</b>
<b>CHROMEBOOK KEYBOARD</b>	<b>\$ 26</b>
<b>CHROMEBOOK CHARGER</b>	<b>\$ 25</b>
<b>NEW CHROMEBOOK</b>	<b>\$240 plus (depends on the Chromebook)</b>

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Student Signature \_\_\_\_\_ Date \_\_\_\_\_

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Parent or Guardian Signature \_\_\_\_\_ Date \_\_\_\_\_

***This form MUST BE COMPLETED before a Chromebook will be provided to your student.  
Please return signed form to school by August 8, 2019 in order to receive a Chromebook***

Student's 7<sup>th</sup> Period Teacher \_\_\_\_\_