



ConnectED Learning & Chromebook Handbook 2017-18



Our Mission:

To ensure individual academic, social and emotional growth
that leads to engaged citizens and lifelong learners

Visit ConnectED Learning website:

<http://bit.ly/ALCL-home>

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BACKGROUND INFORMATION

The focus of providing Chromebooks in the Albert Lea Area Schools is to establish a ConnectED Learning environment for students.

A ConnectED learning environment is one in which all students enjoy daily access to a full range of educational resources, web-based learning tools, and technology to support rich, meaningful, and student-centered learning experiences. ConnectED Learning includes the following components:

- **21st Century Skills** - communication, collaboration, creativity, and critical thinking
- **Digitally-Rich Curriculum** - digital content resources, including a variety of online interactive programs such as G-Suite for Education, blogs, digital storytelling, concept mapping, and visual presentation tools.
- **Mobile Devices** - In grades 7-12, Chromebooks with wireless internet access and robust battery life will be issued to students for the school year for anytime, anywhere access in and out of school.
- **Differentiated and Personalized Learning** - the use of a wide range of resources and assessment data to meet diverse learner needs and empower students as self-directed learners.

A successful implementation of a ConnectED learning environment is not measured by the number of devices or technology used, but rather by the powerful learning it enables and supports. A ConnectED learning environment may increase student engagement, encourage student participation, boost creativity, facilitate communication with other learners and educators around the world, and expand the classroom experience beyond four walls.

The individual use of Chromebooks is a way to empower students to maximize their full potential and to prepare them for post-secondary education and the modern workplace. According to the latest research, students who use a computing device in one-to-one (1:1) education environment are more organized and engaged learners, attend school more regularly, advance their knowledge and understanding of technology, and become constructors and designers of information and ideas. The Chromebook is a “next generation” device that makes learning more engaging and accessible.

Learning results from the continuous dynamic interaction among students, educators, parents/guardians, and the extended community. However, technology immersion does not diminish the vital role of the teacher but transforms the teacher from the director of learning to a facilitator of learning. Effective teaching and learning with Chromebooks integrates technology into the curriculum anytime, anyplace.

Why use Chromebooks?

1. **21st Century Skills:** The Chromebook is a powerful tool to support the development of communication, collaboration, creativity, and critical thinking skills.
2. **Sustainability & Support:** The lower costs of the Chromebook makes it possible to sustain the program over a longer period using existing capital budgets. The devices needs little, if any maintenance. It is a completely web-based device so there is no need for downloading or

installing. There is less need for technical support.

3. G-Suite for Education: The core suite of applications from Google, including Docs, Drive, Gmail, and Calendar, support communication and collaboration for students across a wide range of educational needs and environments. The Chromebook can be a science lab, literacy tool, research station, history archive, language lab, art canvas, video editing suite, and library.
4. Instant-on and all day battery: it's possible for students to access their files, applications, and online resources quickly and throughout an entire school day on a charge.
5. Auto-save: Student work on the Chromebook saves automatically to the Google Cloud. No more excuses like "I forgot to save my homework!"
6. Contextual Learning: the Chromebook is an "anywhere anytime" learning device. This makes it ideal for projects and learning which take place out of the classroom.

Goals for Student Users

1. To increase students' productivity and achievement in and outside the classroom.
2. To increase access to a rich digital curriculum that capitalizes the convergence of digital academic resources such as textbooks, scholarly sources, content rich media, applicable apps, and best practices.
3. To facilitate ConnectED learning across the school campus and beyond.
4. To help students master core academic content and skills and develop 21st century skills of communication, collaboration, creativity, and critical thinking.
5. To engage students with deeper and more authentic learning experiences.

I. Receiving and Returning a Chromebook

A. Receiving a Chromebook

1. Students will complete a program orientation and training course in order to receive equipment. Each student will receive a Chromebook, a case, and an AC charger.
2. Parents/guardians and students must sign and return the User Agreement and Parent Permission Form before a Chromebook is issued to the student. There will be an online option available.
3. Chromebooks will be labeled in a manner specified by ISD 241 and this will be linked to the serial number.
4. The Chromebook and district issued email account are the property of the ISD 241 and as a result may be subject to inspection at any time. The student should have NO expectation of privacy of materials found on a Chromebook or a school supplied or supported email service.

B. Returning a Chromebook

1. Chromebooks and all ISD 241 accessories will be returned during the final week of school so they can be checked for serviceability. (This may change for students taking summer school)
2. Chromebooks must be returned immediately when a student transfers out of the ISD 241, is suspended or expelled, or terminates enrollment for any reason. If you transfer out of the ISD 241 your device and all accessories must be checked back in in order to complete withdrawal.

C. Fines Related to Chromebook

1. Just as the district currently provides textbooks and instructional materials for students at no cost, the district will supply students in grade 7-12 with a Chromebook to take home to meet the instructional demands of a ConnectED Learning environment at no cost.
2. While, there is no required fee for use of a Chromebook, in the case of loss, theft, or damage resulting from abuse, neglect, or intentional damage, the student/parent/guardian may be charged a fee for needed repairs, not to exceed up to the full replacement cost of the device (\$185) or accessories in case of loss, theft, or damage as determined by the school administration.
3. Chromebook, district provided case, and AC charger will be turned in to the school Media Center, when requested, in satisfactory condition. Chromebooks will be inspected for damage. The ISD 241 Administration will make the final determination of any fees assessed.
4. If a student fails to return the Chromebook, the student/parent/guardian will pay the replacement cost of the Chromebook. Failure to return the Chromebook will result in a theft report filed with the Albert Lea Police Department.
5. **Optional insurance:** Parents may elect to purchase insurance to cover their student's school-issued Chromebook. For more information, refer to [section IV](#) of this document.

II. Taking Care of a Chromebook.

Students are responsible for the general care of the Chromebook they have been issued by the ISD 241. Chromebooks that are broken or fail to work properly must be given to the Library Media Specialist for an evaluation of the equipment. Care must be taken to protect the screen. **Students are responsible for anything done using their assigned Chromebook or their login.**

Chromebooks are the property of the ISD 241 and all users will follow these procedures and the ISD 241 Technology Acceptable Use Policy¹.

A. General Precautions

1. Chromebooks must be charged for school each day. **This is the student's responsibility!**
2. The Chromebook must be kept in its "always-on" protective case at all times. The case is

¹ District Policy No. 524- *Technology Acceptable Use Policy* -- goo.gl/EPhRrU

designed to hold the Chromebook-only. Do not place other items (including the charger) inside the case as this may damage the device.

3. While the Chromebook is considered scratch resistant, the Chromebook will scratch. Avoid using any sharp object(s) on the Chromebook.
4. Chromebooks do not respond well to liquids. Avoid applying liquids to the Chromebook. The Chromebook can be cleaned with a soft, lint free cloth. Avoid getting moisture in the openings. Do not use window cleaners, household cleaners, aerosol sprays, solvents, alcohol, ammonia, or abrasives to clean the Chromebook.
5. Do not attempt to gain access to the internal electronics or repair of a Chromebook. If a Chromebook fails to work or is damaged, report the problem to the school helpdesk.
6. Never throw or slide a Chromebook.
7. Cords and cables must be inserted and removed carefully into the Chromebook to prevent damage.
8. Chromebook and district provided case must remain free of any permanent writing, drawing, stickers, or labels that are not the property of the ISD 241.
9. Chromebooks have the ability to be remotely located. Modifying, disabling or attempting to disable the locator is a violation of the Technology-Acceptable Use Policy (AUP) and grounds for disciplinary action.
10. Chromebooks have a unique identification number and at no time should the numbers or labels be modified or removed.
11. Chromebooks must never be left on top of a locker (ex: locker room), in an unlocked car, or in any unsupervised area.
12. Chromebooks should be stored vertically when stored in a locker, never stack books or heavy objects on top of the device.
13. Chromebooks must not be left in a vehicle or a location that is not temperature controlled.
14. Chromebooks are assigned to individual students and the responsibility for the care of the Chromebook solely rests with that individual. Students should not lend their Chromebooks to another person.

B. Carrying Chromebooks

The protective case provided with the Chromebook has sufficient padding to protect the Chromebook from normal treatment and provide a suitable means for carrying the device within the school. The Chromebook must be stored and carried in its case at all times.

III. Using a Chromebook at School

Chromebooks are intended for use at school each day. In addition to teacher expectations for the

Chromebook use, school messages, announcements, calendars, and schedules may be accessed using the Chromebook. Students are responsible for bringing their Chromebook to all classes unless specifically instructed not to do so by a teacher.

A. Chromebooks Left at Home

If a student leaves the Chromebook at home, the student is responsible for completing all assigned coursework.

B. Chromebook Undergoing Repair

Loaner devices may be issued to students when their Chromebooks are being repaired by the school. A limited number of “loaner” devices are available so having a “loaner” is not guaranteed.

C. Charging a Chromebook’s Battery

Chromebooks must be brought to school each day in a fully charged condition. An AC charger will be issued to the student for charging at home. Chargers are to be left at home. Opportunities to charge devices during the school day will be limited.

D. Personalization: Wallpaper/Themes

While personalized wallpapers and themes may be permitted, inappropriate or provocative images including but not limited to pornographic images, guns, weapons, inappropriate language, threatening language, drug, alcohol, or gang related images are not permitted and subject to disciplinary action in accordance with school and district policy.

E. Sound, Music, Games, Software/Apps

1. Sound must be muted at all times unless permission is obtained from the teacher for instructional purposes.
2. Students should provide their own headphones/earbuds.
3. Music is only allowed on the Chromebook at the discretion of the teacher.
4. Students may add education-related applications, music, photos, and videos to their Chromebooks. Altering the Chrome Operating System (OS), however, is prohibited. Personalized media are subject to inspection and must follow the Technology Acceptable Use Policy (524)².

F. Digital Citizenship

School-issued Chromebooks are intended for educational purposes. Students must adhere to the *Technology Acceptable Use Policy* (524¹), as well as related policies and procedures at all times when using Chromebooks, on or off campus.

Students should always conduct themselves as good digital citizens by adhering to the following:

² ¹ District Policy No. 524- *Technology Acceptable Use Policy* -- goo.gl/EPhRrU

1. **Respect Yourself** - Show respect through your actions. Select online names that are appropriate. Use caution with the information, images, and other media that is posted online. Carefully consider the personal information you share about yourself.
2. **Protect Yourself** - Ensure that the information, images, and materials posted online will not put you at risk. Do not publish personal details, contact details, or personal activity schedules. Immediately report any inappropriate behavior directed at you while online. Protect your passwords, accounts, and resources. Never share this information with others.
3. **Respect Others** - Show respect to others. Do not use technology to antagonize, bully, harass, or stalk people.
4. **Protect Others** - Protect others by reporting abuse and not forwarding inappropriate materials or communications. Avoid unacceptable materials and conversations.
5. **Respect Intellectual Property** - Request permission to use copyrighted or otherwise protected materials. Properly cite the use of websites, books, media, etc.
6. **Protect Intellectual Property** - Do not use pirated software or distribute music or media in a manner that violates license agreements.

G. Legal Propriety

1. Comply with trademark and copyright laws and all license agreements. Ignorance of the law is not immunity. If you are unsure, ask the Library Media Specialist.
2. Plagiarism is a violation of the ISD 241 rules. Give credit to all sources used, whether quoted or summarized. This includes all forms of media on the internet, such as graphics, movies, music, and text.
3. Use or possession of hacking software is strictly prohibited and violators will be subject to ISD 241 discipline. Violation of applicable state or federal law may result in criminal prosecution.

H. Using the Chromebook Outside the District.

In the event the Chromebook is used at home or elsewhere outside the district, he/she is bound by the same policies, procedures and guidelines as at school.

1. **Parent Responsibility for Supervision.** The district's internet filters WILL run on the school-issued Chromebook outside of school. However, the district is not responsible for supervising students' use of the Chromebook and Internet activity outside of school. While your child is using the Chromebook assigned to him/her outside of school, you agree to be solely responsible for supervising the use of the device, including Internet access. You may choose to limit such use. For tips and suggestions, please see the "Parent's Guide to Safe and Responsible Internet Use".
2. **Technical Support Outside of the District.** The District cannot guarantee the Chromebook will function outside the District at the same level as inside the District. Configuration of any home network connection is your responsibility and not the responsibility of the District. Any configuration applied to the Chromebook that impairs its performance in school may be removed by District staff.

3. **Internet Access at Home:** There are a limited number of “hotspots” available in the media center for checkout to students that do not have reliable internet access at home. This is a pilot program for the 2017-18 school year. More information is available from the school media center. Information about this opportunity is found in appendices of this document.
4. All students should recognize and guard their personal and private information. While on the Internet, students shall not reveal personal information, including a home address or phone number, or the address or phone numbers of other students.
5. All activity on the Chromebook and district issued email account, whether conducted at school or off site, is subject to search as District property.

I. Using the Chromebook Camera

The Chromebook comes equipped with both camera and video capacities. As with all recording devices, it is best practice and common courtesy to ask permission before recording an individual or group and notifying the individual or group if the image will be posted online.

J. Network Connectivity

The Albert Lea School District makes no guarantee that the district’s network will be up and running 100% of the time. In the rare case that the network is down, the district will not be responsible for lost or missing data.

IV. Repairing or Replacing a Chromebook

A. School District Protection

ISD 241 has purchased these Chromebooks and will generally assume the financial liability for Chromebook repairs or replacement due to normal and typical daily use.

B. Help Desk- Incident Reports

Students are required to report any incidents of damage or malfunction to the school helpdesk (located in the media center).

C. Fee for Incidental Damage, Loss, or Theft.

In the case where a Chromebook or district issued accessory is lost, stolen, or is damaged by means other than normal use, wear and tear (i.e. abuse, neglect, intentional damage), the student/parent/guardian may be charged a fee for needed repairs, not to exceed the replacement cost of the Chromebook. The ISD 241 Administration will make the final determination of any fees assessed.

D. Optional Insurance

The school has contracted with third-party insurer, Worth Ave Group, to provide a zero-deductible insurance option to families at an affordable **\$23 premium**. Insurance with Worth Ave. Group will protect the Chromebook against: Accidental damage (drops/spills), theft, vandalism, fire, flood, natural disasters, and power surge due to lightning strikes. The policy will provide replacement cost coverage

and protect the Chromebook worldwide (on and off school grounds.) Insurance forms are available in the school office and insurance may be purchased through our online portal: bit.ly/ALCL-insure

1. All incidents must be reported to the school helpdesk. The district will file a claim on the student's behalf for insured devices. In cases of theft, vandalism, or other acts covered by insurance, the student/parent/guardian must file a report with the Principal's Office before a Chromebook can be repaired or replaced.
2. In the event of a lost or stolen Chromebook, ISD 241 may deploy location software which may aid in recovering the Chromebook.
3. Failure to report a stolen Chromebook in a timely manner may result in a request for compensation for the replacement cost of the Chromebook.

FREQUENTLY ASKED QUESTIONS

Additional FAQs online: bit.ly/ALCL-FAQ

1. What are my responsibilities as a parent/guardian in terms of replacement of the Chromebook if it is damaged, lost or stolen?

The Albert Lea Area School District will be responsible for the repair of the Chromebook for normal wear of the unit. If the Chromebook is intentionally damaged, stolen, or lost, the student/parent/guardian is responsible for replacing the unit (\$185). The District regards the Chromebook as all other materials that are checked out to a student ex: library materials, sports equipment, etc. The student should report any damage immediately to the school media center help desk. **We recommend that all families consider purchasing the optional third-party insurance from [Worth Ave Group](https://worthavegroup.com/gpo/albertlea) - <https://worthavegroup.com/gpo/albertlea>**

2. What are the replacement costs of the Chromebook and accessories?

Chromebook: \$185

Power cord/Charger: \$20

Case: \$20

Replacement Screen: \$55

3. Does my child have to accept a Chromebook?

A Chromebook will be checked out to each 7th - 12th grader for the 2017-18 school year for use at school and to take home. If a parent/guardian does not want the child to take a Chromebook home, the parent may submit that request in writing to the office. In this case the student will need to check the Chromebook in and out of the media center each day.

4. May my child use their own laptop or mobile device at school instead of the school-issued Chromebook?

No. At school, students will be required to bring and use their district-owned Chromebook as their primary learning device. The Chromebook is the required device chosen by Albert Lea Area School district. It will allow the school system to monitor student use and push out applications for students to use for classwork. Using a standard device also will ensure that teachers and students are "on the same page" as they teach and learn together in the ConnectED Learning classroom.

With teacher permission, students may choose to bring an additional personal device such as a smartphone to use in class, subject to the school Bring Your Own Device guidelines in the student handbook and district Acceptable Use policy.

Off campus, students may choose to access classwork and learning materials on a personal device. The web-based nature of Google Apps for Education and many of the digital resources we will use mean that these tools can be accessed on multiple platforms and devices.

5. How is the District paying for the Chromebooks?

The Chromebooks have been purchased using existing capital technology budgets.

6. As a parent/guardian, how do I monitor my child's use of the internet?

Internet access is filtered on Chromebooks both on and off campus. However, parents should monitor their child's internet use when off campus. Many internet service providers offer services and tools for parents to support safe and responsible internet use for children. Also, Please see the attached document entitled "*Parents' Guide to Safe and Responsible Student Internet Use.*"

7. What if we don't have wifi at home?

Google Docs allows the user to work in offline mode so students can complete classwork at home, even without internet access. Files are saved locally to the Chromebook, then automatically updated the next time a wireless connection is detected. So a student can start a project at school and finish it at home, even without an Internet connection. When the student returns to school the next day, anything he or she worked on at home will be automatically updated to their Google Drive. Offline mode must be enabled before students can use it. In offline mode, students can edit their docs, sheets, slides, and drawings.

In a survey last winter, the vast majority of families indicated that they have internet capability at home. If a family does not have wifi, a student may use the Chromebook at school, at the public library, at local businesses with wifi capabilities, or wherever wifi is available. There will also be a limited number of internet "hotspots" available for checkout for families with this need. Separate permission is required for participation in this program and is available from the school media center.

8. Can students buy their own cover/bag?

No, the district has provided an "always-on" case, and the device should be kept in that case at all times. The device and case are slim enough to fit inside another bag or backpack if required.

9. What if a student forgets to charge the Chromebook?

Students are expected to fully charge the Chromebook each evening at home, which should provide sufficient battery life to use the device throughout the school day. Students should also try to preserve battery power during the school day by lowering the lid whenever the device is not in use. Students are expected to leave their chargers at home. Opportunities to charge devices at school will be limited. Students who consistently come to class unprepared without a charge may be subject to disciplinary action.

10. Will students keep the Chromebook for the summer?

Chromebooks and all ISD 241 accessories will be returned during the final week of school so they can be checked for any service needs and prepared for use the following year. A Chromebook may be made available for students taking summer school classes that require use of the Chromebook.

Parents' Guide to Safe and Responsible Student Internet Use

The Albert Lea Area School District (ISD 241) recognizes that with new technologies come new challenges to both teachers and parents. Below is a series of suggestions drawn from a wide variety of professional sources that may aid you, the parent, in effectively guiding your child's use of the Chromebook.

- 1. Take extra steps to protect your child.** Encourage your child to use and store the Chromebook in an open area of your home, such as the kitchen or family room, so you can monitor what your child is doing online. Use the Internet with your child to help develop safe surfing habits. Children often model adult behavior.
- 2. Go where your child goes online.** Monitor the places that your child visits. Let your child know that you're there, and help teach her/him how to act as s/he works and socializes online.
- 3. Review your child's friends list.** You may want to limit your child's online "friends" to people your child actually knows and is working with in real life.
- 4. Understand sites' privacy policies.** Internet sites should spell out your rights to review and delete your child's information.
- 5. Limit the time your student is on the Chromebook.** While the Chromebook is a very engaging device, it is a school work device. Care and constant monitoring will reduce your child's exposure to excessive use.
- 6. Report unwelcome or malicious online threats.** Report in a timely fashion to the school any online interactions that can be considered threatening.
- 7. Help your child develop a routine.** Many parents have found success by helping create a routine for their child's computer use. Define a routine as to how the Chromebook is cared for and when and where its use is appropriate.
- 8. Take a look at the apps or programs.** It is to the advantage of the students, parents, and school that the parents have a working understanding of the programs and student work found on the Chromebook.
- 9. Read and share with your child the Albert Lea Area Schools Chromebook Procedures and Information Handbook.** By reading and discussing the care and use policies, you can create a clear set of expectations and limitations for your child.

General Tips for Parents for Internet Safety:

1. Talk with your child about online behavior, safety, and security early on and continually. Set rules for the internet just as you do on use of all media sources such as television, phones,

movies, and music.

2. Monitor your child's computer use. Know their passwords, profiles, and blogs. When the Chromebooks are taken home by the student, it is strongly recommended that it will always be used in a common family location.
3. Let children show you what they can do online and visit their favorite sites.
4. Set limits and clear expectations for computer use.
5. Look into safeguarding programs or options your online service provider may offer; these may include filtering capabilities.

Additional Resources for Parents

- **Common Sense Media** - commonsensemedia.org
Information about ways to support youth as they transform into digital citizens. Provides current and relevant support for parents, students, and schools. Albert Lea media specialists use Digital Citizenship resources.
- **ConnectSafely**- connectsafely.org -
Parents, teens, educators, and advocates will find tips, safety advice, articles, news, analysis, video and other resources to promote safe, effective use of connected technology.
- **How to Be a Good Digital Parent**- fosi.org/good_digital_parenting
The Family Online Safety Institute designed to teach parents and other caregivers how to confidently navigate the web with their kids.
- **Netsmartz** - netsmartz.org
An interactive, educational program from the National Center for Missing and Exploited Children that provides age-appropriate resources to help teach children how to be safer on and offline.
- **Net Cetera**- OnGuardOnline.Gov
Parent friendly guides with information from the Federal Trade Commission on how to protect your child from identity theft and phishing scams.

Find a digital version of this list with live links at <http://bit.ly/ParentConnectAL>



Technology/Internet Acceptable Use Policy USER NOTIFICATION

The Complete Technology Acceptable Use Policy is available for review on our website:

goo.gl/EPhRrU

USER NOTIFICATION – the district policy includes the following:

- Internet use is subject to compliance with school district policies.
- Disclaimers limiting the school district’s liability relative to:
 - Information stored on school district storage devices.
 - Information retrieved through school district computers, networks or online resources.
 - Personal property used to access school district computers, networks or online resources.
 - Unauthorized financial obligations resulting from use of school district resources/accounts to access the Internet.
- A description of the privacy rights and limitations of school sponsored/managed Internet accounts.
- Even though the school district may use technical means to limit student Internet access, these limits do not provide a foolproof means for enforcing the provisions of this acceptable use policy.
- Goods and services can be purchased over the Internet that could potentially result in unwanted financial obligations and that any financial obligation incurred by a student through the Internet is the sole responsibility of the student and/or the student’s parents.
- The collection, creation, reception, maintenance and dissemination of data via the Internet, including electronic communications, is governed by Policy 7131, Public and Private Personnel Data, and Policy 10260, Protection and Privacy of Pupil Records.
- Should the user violate the school district’s acceptable use policy, the user’s access privileges may be revoked, school disciplinary action may be taken and/or appropriate legal action may be taken.
- All provisions of the acceptable use policy are subordinate to local, state and federal laws.

PARENTS’ RESPONSIBILITY; NOTIFICATION OF STUDENT INTERNET USE

- Outside of school, parents bear responsibility for the same guidance of Internet use as they exercise with information sources such as television, telephones, radio, movies and other possibly offensive media. Parents are responsible for monitoring their student’s use of the school district system and of the Internet if the student is accessing the school district system from home or a remote location.

ConnectED Learning & Chromebook Agreement: Consent Form

Online consent form available at bit.ly/ALCL-permission

Student Name _____ Grade _____ Student ID _____

Student Agreement

I have been notified about and understand the school district policies relating to safety and acceptable use of the school district computer system including mobile devices, and the internet and agree to abide by them. I further understand that should I commit any violation of this agreement, my Chromebook and network access privileges may be revoked, school disciplinary action may be taken, and/or appropriate legal action may be taken.

By signing below, I acknowledge and agree to the above terms and conditions of Chromebook Use and Issuance.

Student Signature: _____ **Date:** _____

Parent or Guardian ConnectED Learning & Chromebook Agreement

Mobile Device & Internet Use

I have been notified about school district policies relating to safety and acceptable use of the school district computer system including mobile devices and the internet in a ConnectED Learning environment. I understand that this access is designed for educational purposes. The school district has taken precautions to eliminate controversial material. However, I also recognize it is impossible for the school district to restrict access to all controversial materials and I will not hold the school district or its employees or agents responsible for materials acquired on the Internet.

I accept full responsibility for my child's use of the Chromebook and understand that my child's Chromebook use is subject to the same rules and requirements when used off-campus. I understand that my child's Chromebook privileges may be suspended or revoked for violation of this *ConnectED Learning & Chromebook Agreement*.

By signing below, I acknowledge and agree to the above terms and conditions of the agreement..

Parent/Guardian Signature: _____ **Date:** _____

Digital Learning Tools including Google Apps for Education

I understand that under district policy and state and federal law a student's education records are protected from disclosure to third parties without parental consent. I understand that the use of digital learning tools in a ConnectED Learning Environment may include, but is not limited to, G-Suite for Education, assessment tools, blogs, wikis, and other digital tools may require student personal information and portions of their educational records to be stored in a secure online environment for educational purposes.

I understand that by participating in a ConnectED Learning environment including digital learning tools including Google Apps for Education, information about my child will be collected and stored online in a secure environment.

Parent/Guardian Signature: _____ **Date:** _____

Publication of Student's Work & Media Release

I understand that the use of digital learning tools in a ConnectED Learning Environment make it possible to share content with classmates, students across the globe, and, where appropriate, the general public. Through the use of these educational tools, the school district may cause student work or video/audio images to be published by including materials in instructional materials, booklets, blogs, websites, messaging, video/audio connections on the Internet, brochures or flyers used in award ceremonies, sports, or fine arts presentations, and any other form that may be used to distribute or communicate the work.

I grant consent for the school district to publish my student's work and video/audio recordings as described. I understand that I can withdraw consent at any time.

Parent/Guardian Signature: _____ **Date:** _____