



Discovery Charter Preparatory School

13570 Eldridge Ave

Sylmar, CA. 91342

Telephone 818-897-1187 *Fax: 818-897-1295

<http://discoveryprep.org>

Discovery Charter Preparatory School's Chromebook Loan Agreement

A Chromebook in good working order are being lent to each student. Each student's acceptance of the equipment indicates the student's and parent/guardian's acceptance of the responsibility to care for the equipment and ensure that it is kept secure and functional, as expressed in this document.

This equipment remains at all times the Property of Discovery Charter Preparatory School and is lent to the student for educational purposes only. The student may not deface or destroy this property in any way. The equipment is for the use of the student only; friends should not use the equipment.

Inappropriate use of the device may result in the student losing his or her right to use of the Chromebook. The equipment will be returned when requested by Discovery Charter Preparatory School at the end of the school year, or sooner, if the student withdraws from the Discovery Charter Preparatory School prior to the end of the school year.

The Discovery Charter Preparatory School's property may be used by the student only for educational purposes, in accordance with Discovery Charter Preparatory School policies and rules, the Discovery Charter Preparatory School's Internet Acceptable Use Policy, as well as local, state, and federal law.

The student may not make or allow others to make any attempts to add, delete, access, or modify Discovery Charter Preparatory School owned information on any Chromebook or any school owned computer. Discovery Charter Preparatory School network is provided for the academic use of all students and staff. The student agrees to take no action that would interfere with the efficient, academic use of the school network.

Asset tags have been placed on the Chromebooks. These labels are not to be removed or modified. If they become damaged or missing, contact the Media Center for replacements, who can assist with replacement tags. Additional stickers, labels, tags, or markings of any kind are not to be added to the device.

An email account—a school licensed Gmail account @discoveryprep.org will be available for each student to use for appropriate academic communication with other students and staff members only. This email is for communication within Discovery Charter Preparatory School only.

The student agrees to use best efforts to assure that the Discovery Charter Preparatory School's property is not damaged, or rendered inoperable by any electronic means, including virus or OS rooting activities, while in the student's possession.



Discovery Charter Preparatory School

13570 Eldridge Ave

Sylmar, CA. 91342

Telephone 818-897-1187 *Fax: 818-897-1295

<http://discoveryprep.org>

The student acknowledges and agrees that the students use of the Discovery Charter Preparatory School's Property is a privilege and that by the student's agreement to the terms hereof, the student acknowledges the "student's responsibility" to protect and safeguard the Discovery Charter Preparatory School's Property and to return the Chromebook each day in the same good condition.

Student Responsibilities:

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

- When using the Chromebook at school, I will follow the policies of Discovery Charter Preparatory School, particularly the Student Handbook and the Internet Acceptable Use Policy, and abide by all local, state, and federal laws.
- I will treat the Chromebook with care by not dropping it, getting it wet, leaving it in an automobile, leaving it outdoors, unsecured, or in a place where it may become damaged or stolen.
- I will not lend the Chromebook to anyone, not even my friends; it will stay in my possession at all times.
- I will not remove Discovery Charter Preparatory School -owned programs or files from the Chromebook.
- I will return to charge my Chromebook at the end of the day in Advisory so that it has a full charge at the start of school every day.
- I agree that email (or any electronic communication) should be used only for appropriate, legitimate and responsible communication.
- I will keep all accounts and passwords assigned to me secure and will not share them with anyone.
- I will not attempt to repair the Chromebook. If it is not working properly, I will notify the tech department at info@discoveryprep.org, or teachers, or administrators.
- I will bring the Chromebook my Advisor if it needs repair. Be sure to fill-out and turn in a Chromebook Work Order and get a receipt from your Advisory. If it needs repair, the student's record will be checked, a loaner may be checked out if the student is eligible and device is available.

Parent/Guardian Responsibilities:

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

- I will discuss our family's values and expectations regarding the use of the Internet at home.
- I will supervise my child's use of the Internet and email if they are allowed to take home Discovery Charter Preparatory's School Chromebook.
- I will not attempt to repair the Chromebook, nor will I attempt to clean it with



Discovery Charter Preparatory School

13570 Eldridge Ave

Sylmar, CA. 91342

Telephone 818-897-1187 *Fax: 818-897-1295

<http://discoveryprep.org>

anything other than a dry cloth.

- I will report to the school any problems with the Chromebook and will not delete any Discovery Charter Preparatory School software.
- If my child is issued permission to take the Discovery Charter Preparatory's School's Chromebook, I agree to make sure that the Chromebook is returned to school when requested my child's withdrawal from Discovery Charter Preparatory School.

Use and Care of Your Chromebook:

- Chromebooks are intended for use at school each day. Teachers will plan their lessons assuming that all students will bring their Chromebooks with them with plenty of charge. In addition to teacher expectations for Chromebook use, school messages, announcements, calendars, and schedules may be accessed using Chromebooks. You are expected to be responsible to bring your Chromebook to all classes, unless specifically instructed to do otherwise by your teacher or principal.
- **Charge your Chromebook every night in Advisory.** Be sure to have a full charge as you enter school each day.
- **Not bringing Chromebook to Class.** Repeatedly not having your Chromebook at hand or not having it charged for class, may be cause for disciplinary action.
- **Keep only school-appropriate media on your computer.** Inappropriate media should not be on the Chromebook and may not be used as a screensaver or background image. The Chromebook should not be used to take photos unless as part of an assignment or instruction by school staff.
- **Do not take images, video or audio without subject consent and school staff permission.** Taking pictures and recording audio or video without permission is inappropriate, and without consent is unlawful. Posting them to the Internet is a violation of our school policies.
- **Obey copyright.** Individually purchased, legal, school-appropriate media is allowed on your Chromebook, however, you may be asked to remove any media files at any time. Illegal downloading and distribution of copyrighted works are serious offences and carry with them the risk of substantial fines and criminal prosecution. Copyright infringement violates the Discovery Charter Preparatory School's Internet Acceptable Use Policy and leads to disciplinary action.
- **Abide by media content expectations.** Parents should work in concert with teachers and administrators to set expectations for appropriate apps, content, music, videos, games, and etexts on your Chromebook. The following are NOT allowed on student Chromebooks: apps rated 17+ or ESRB M(ature), films rated R and NC-17, television shows with TV-MA-rated content, and media rated Explicit Content. Inappropriate content is not allowed and any violation of this policy will result in disciplinary action.
- **Keep browsing safe and through the school filter.** The Discovery Charter Preparatory School's IT department and technology support staff work responsibly to ensure that potentially inappropriate sites are blocked by the Discovery Charter Preparatory School's Internet filter, in accordance with all applicable laws. Students are expected to abide by the Internet Acceptable Use Policy, and are in violation if they



Discovery Charter Preparatory School

13570 Eldridge Ave

Sylmar, CA. 91342

Telephone 818-897-1187 *Fax: 818-897-1295

<http://discoveryprep.org>

access sites through proxies or otherwise circumvent the school filter. At home it is parents' and guardians' responsibility to monitor students' Internet access. For more information on Internet safety, apps, and ratings, please check the guides at commonsensemedia.org.

- **Turn down the volume and pull out the headphones.** Speakers are to be muted at all times, unless you are granted permission by your teacher for instructional purposes. You may also use headphones at teacher discretion.
- **Leave the Discovery Charter Preparatory School-loaded apps on your Chromebook.** Do not delete any Discovery Charter Preparatory School -loaded apps, folder, files, or file management software. Deletion of certain files or apps will interfere with your ability to complete coursework.
- **Avoid eating and drinking while using your Chromebook.** Firstly, eating and drinking while using your computer is bad for your personal hygiene because germs are more likely to be spread from the keyboard to your mouth. Secondly, doing so puts your Chromebook at risk to crumbs and spills that can do permanent damage to the function and life of your device. This is considered neglect. A Chromebook with damage as a result of spilled liquids or foods is not covered under the protection plan.
- **Never leave your Chromebook unsecured.** Your Chromebook should never be in an unlocked locker, car or any unsupervised area. This is considered neglect.
- **Never leave your Chromebook exposed to extreme elements.** Chromebooks are sensitive to heat and liquids, therefore leaving them in cars, direct sunlight, outdoors, or anywhere they could get hot, cold, damp or wet should be avoided. This is considered neglect.
- **Notify the IT Coordinator, Mario Valdivia ,info@discoveryprep.org, teachers, or administration if your Chromebook has a problem.** Whether your Chromebook is not functioning properly, has suffered some damage, or is missing, it is your responsibility to let a school official know as soon as possible. Never try to repair your Chromebook yourself. Clean only with a dry or barely damp cloth.
- **Limit damage over time.** More than one occurrence of loss, theft or damage in 30 school days will be interpreted as neglect. More than two occurrences of loss, theft or damage during the school calendar year will be interpreted as neglect.

No Expectation of Privacy:

No one should have any expectation of privacy or confidentiality with regard to any usage of a Chromebook issued by the Discovery Charter Preparatory School , regardless whether the usage happens for school-related purposes or not. At any time, without prior notice of consent, the Discovery Charter Preparatory School may access, supervise, view, monitor, log, and record student data and browser use history of Chromebooks at any time for any reason related to the operation of the Discovery Charter Preparatory School . From time to time, the Discovery Charter Preparatory School may conduct random physical checks of Chromebooks and inspect their contents and condition. By using a Chromebook, students agree to such access, monitoring, and recording of their use.



Discovery Charter Preparatory School

13570 Eldridge Ave

Sylmar, CA. 91342

Telephone 818-897-1187 *Fax: 818-897-1295

<http://discoveryprep.org>

Monitoring Software:

School administrators, teacher, and instructional technology staff may use monitoring software that allows them to view screens and activity on student Chromebooks while at school.

Files Downloaded onto Chromebooks:

All images, documents, files, and apps downloaded onto the Chromebook become the property of Discovery Charter Preparatory School as allowable by law.

Technology Protection Plan:

Please read this entire document to determine if this program is needed for you and your child's protection against damage of the loaned Chromebook equipment in your care. Please refer to the **Incident Assessment Chart** to see how the whole plan, associated potential charges, and incident reporting work. This form must be completed and marked YES or NO before the Chromebook will be provided to the student.

The administration will review all damages determined to be from misuse or negligence and will assess the student's continued privilege of taking the Chromebook. It will be the right of the school administrators and designees to determine if damages were due to negligence or accidental.

Coverage and Benefit: This agreement covers the Chromebook loaned to the student against some incidents of accidental damage. The following items are NOT covered:

1. A Chromebook that is lost or stolen.
2. Damage caused by negligence, neglect such as leaving it outside or in an automobile, immersion in liquid, any type of damage by food or drink, caused by pets, rough handling, excessive sliding across rough surfaces, or using the device as a "skid."
3. Intentional misuse of one's own or a peer's device.
4. More than one accidental incident, including more than one broken screen or accessories.

Disclaimer: It will be the right of the building principal or his/her designee to determine if damages were due to negligence or accident.



Discovery Charter Preparatory School

13570 Eldridge Ave

Sylmar, CA. 91342

Telephone 818-897-1187 *Fax: 818-897-1295

<http://discoveryprep.org>

Parent/Guardian Agreement:

This page must be completed and turned in to Discovery Charter Preparatory before receiving a Chromebook.

<hr/>	
Student Last Name	First Name
<hr/>	
Home Address	
<hr/>	
City, State, and Zip	
<hr/>	
Home Phone	Grade/ADVISORY
<hr/>	<hr/>
Parent Signature	Date



Discovery Charter Preparatory School

13570 Eldridge Ave

Sylmar, CA. 91342

Telephone 818-897-1187 *Fax: 818-897-1295

<http://discoveryprep.org>

Incident Assessment Chart:

Incident	Action(s) Necessary	
<p>Accidental Damage of Chromebook, Adapter or Power Cord (1st Instance)</p>	<p>A report must be made immediately to the Media Center or teacher who will be responsible to record the incident. This incident will be reported to the Technology Department.</p> <p>The device must be returned to school so that a new or spare device may be issued.</p>	
<p>Accidental Damage (2nd Instance)</p> <p>More than one (1) occurrence of loss, theft or damage in 30 school days will be interpreted as neglect.</p>	<p>A report must be made immediately to the Media Center or teacher who will be responsible to record the incident. This incident will be reported to the Technology Department.</p> <p>The device must be returned to school so that a new device or spare device may be issued, however, a replacement device may not be issued for a 2nd break.</p> <p>The student may be required to wait until the original device is returned from service before having use of a Chromebook.</p>	
<p>Accidental Damage (3rd and additional instances)</p> <p>More than two (2) occurrences of loss, theft or damage during the school calendar year will be interpreted as neglect.</p>	<p>A report must be made immediately to administration. The device must be returned to school so that a new device or spare device, however, a spare device may not be issued for a 2nd break. The student may be required to wait until the original device is returned from service before having use of a Chromebook.</p> <p>Some loss of privileges of using the Chromebook may occur such as the following:</p> <ul style="list-style-type: none"> - limiting participation in the Chromebook program - may not be permitted to take the device home <p>This may also result in a referral for disciplinary action.</p>	
<p>Intentional Damage / Neglect</p>	<p>Upon notification or administration's knowledge of an incident of intentional damage or neglect, the device must be returned to school. Deliberate damage will be referred to the administration.</p> <p>Applicable Board policies and/or school building policies will be followed with regard to appropriate discipline for damage to school property.</p>	<p>Replacement cost TBD</p>
<p>Loss / Theft</p> <p>Unless person(s) responsible for a theft are identified, the incident will be considered a loss.</p>	<p>A report must be made immediately to administration. In the event of theft, a police report is to be filed.</p> <p>Administration will determine subsequent action regarding replacement.</p>	<p>Replacement cost TBD</p>



Discovery Charter Preparatory School

13570 Eldridge Ave

Sylmar, CA. 91342

Telephone 818-897-1187 *Fax: 818-897-1295

<http://discoveryprep.org>

STUDENT /PARENT/GUARDIAN CHROMEBOOK AGREEMENT SIGNATURE PAGE

To be completed, signed and returned to your Advisory before receiving equipment.

Student Information:

Last Name _____ First Name _____ MI _____

Advisory _____ Grade _____ Email _____

Parent Information:

Last Name _____ First Name _____

Student Agreement for Chromebook Use:

I, _____, (print student's first/last name) agree to the following:

- I have read the Discovery Charter Preparatory School's Internet Acceptable Use Policy and the Chromebook Handbook. I will follow all of the school policies and this handbook at all times, while at school as well as outside of the school day.
- I understand I am responsible for any damage, vandalism, loss, or theft of the Chromebook, power adapter, cord, and accessories whether due to accident, neglect or intent.
- I will notify the Technology Dept or administration in case of damage, theft, vandalism, and loss of device within 24 hours.
- I agree to return the Discovery Charter Preparatory School Chromebook, power adapter, cord and any accessories provided by the Discovery Charter Preparatory School in good working condition at the end of the school year.



Discovery Charter Preparatory School

13570 Eldridge Ave
Sylmar, CA. 91342

Telephone 818-897-1187 *Fax: 818-897-1295

<http://discoveryprep.org>

Parent/Guardian Agreement:

I, _____, (print parent's first/last name) agree to the following:

- I have read the Discovery Charter Preparatory School Internet Acceptable Use Policy and the Chromebook Handbook. I will follow all of the policies and regulations included the policy and the handbook at all times, and will hold my child accountable to these policies and regulations.
- I understand that this Chromebook is designated for educational purposes and therefore my child's violations this agreement may be cause for the removal of his/her Chromebook privileges.
- I assume financial responsibility for any damage, vandalism, loss, or theft of the Chromebook, power adapter, cord, and accessories whether due to accident, neglect, or intent. Further, I understand if my child accidentally or purposefully damages or breaks another student's Chromebook, power adapter, cord, or accessories, I am financially responsible for all expenses related to repairs or replacement.
- I will assume full responsibility for any harmful or illegal content on the Chromebooks.
- I understand that the Chromebooks are Discovery Charter Preparatory School 's owned devices and all content stored on the Chromebook is subject to review at any time.
- I accept these responsibilities when I accept a Chromebook on loan from the Discovery Charter Preparatory School .

If my student fails to return to the Discovery Charter Preparatory School the Chromebook, power adapter, cord, and accessories provided by the Discovery Charter Preparatory School at the end of the school year, or upon termination of enrollment in a Discovery Charter Preparatory School, I will pay the replacement cost of the Chromebook, power adapter, cord, and accessories provided by the Discovery Charter Preparatory School. Failure to do so may result in a criminal and/or civil court prosecution.

Student Signature _____ Date _____

Parent Signature _____ Date _____



Discovery Charter Preparatory School

13570 Eldridge Ave

Sylmar, CA. 91342

Telephone 818-897-1187 *Fax: 818-897-1295

<http://discoveryprep.org>

Discovery Charter Preparatory School's Chromebook Damage Report

Name: _____

Passcode to Unlock: _____

Asset Tag #: _____

Building: _____

Grade: _____

Date: _____

Description of Damage (include how damage occurred):

Student Signature: _____

Parent Signature: _____

Phone: _____

Principal Signature: _____

Date: _____

.....
OFFICE/ADMIN USE ONLY:

If NO, rationale: _____

Resolution/Action: _____

Signature of Official: _____

Date: _____



Discovery Charter Preparatory School

13570 Eldridge Ave
Sylmar, CA. 91342

Telephone 818-897-1187 *Fax: 818-897-1295

<http://discoveryprep.org>

Procedures for Damages on CHROMEBOOK due to NEGLIGENCE

1. Guardian/Parent/or Student will complete damage report.
2. Technology Department will assess damage and prepare cost to fix.
3. Technology Department will provide explanation of why the damage was deemed not to be covered by Discovery Charter Preparatory School.
4. Parent/Student will receive an invoice of cost and description of repair.