



# Muscogee County School District Student and Parent Chromebook Use Agreement



MCSD believes that all students should be engaged in, be excited by, and take ownership of their learning.

**School Name:** \_\_\_\_\_ **School Year:** \_\_\_\_\_  
**Student Name:** \_\_\_\_\_ **Signature:** \_\_\_\_\_  
**Parent/Guardian Name:** \_\_\_\_\_ **Signature:** \_\_\_\_\_

**Purpose:** The Muscogee County School District (MCSD) will provide students with access to a Chromebook and Google's G Suite for Education as learning tools to promote and maximize Personalized Learning and Student Achievement. Although this Agreement authorizes the student's use of the device for the year, the device is the property of the District and must be returned upon the District's request, and no later than the last day of the student's attendance for the school year. Students will participate in a Chromebook Digital Citizenship Onboarding course that reinforces the guidelines below. Your signature represents consent and acknowledgement of the following Chromebook guidelines:

## General Chromebook Guidelines

<b>Type of Device</b>	The student will be issued a Chromebook, a protective carrying case, and a USB-C charger (if the device is authorized to be taken home).
<b>Use of and Care for the Device</b>	The device is to be treated as a valuable learning tool and should be cared for accordingly. The student's use of the device must comply with all applicable School Board policies and regulations as outlined in the MCSD AUP (Acceptable Use Policy). The AUP is located within the MCSD Handbook & Code of Conduct. The student is responsible for the reasonable care of the device and all applicable equipment associated with the device. The student should take care not to drop it or get it wet, and must not leave it outdoors or in a car in extreme weather conditions, or use it near food or drink. The student may clean the device with a soft, dry cloth, only. The student will carefully transport the device in the assigned protective case, and if applicable, will bring it to school each day, fully charged. The student and parent/guardian understand that if the student comes to school without his/her device, the student may not be able to participate in classroom learning activities and his/her grade may be affected. The device is for the student's exclusive use. The student may not lend the device/equipment to anyone, including friends or siblings. The student will not alter, disfigure or deface the device/equipment, or cover up any numbering, lettering, or insignia displayed on the device. The student will not alter or remove any MCSD software, programs or applications from the device, and will not load any software, programs or applications on the device. The student is responsible for all personal data contained on the device, and MCSD is not responsible for any data loss. The student should regularly back up all files and data to external media such as Microsoft's OneDrive or the Google Drive.
<b>Accidental Damage Protection Warranty</b>	Each student-issued Chromebook comes with an Accidental Damage Protection (ADP) Warranty entitled VirtuCARE Plus. This warranty is provided "free of charge" by the Muscogee County School District. The ADP warranty covers a variety of unintentional and/or accidental damage to the Chromebook. Students should follow all school procedures and policies when reporting damage to a Chromebook. Damage caused by intentional acts, fire, theft or loss, are not covered.
<b>Fees or Fines for Intentional Damage to or Loss of the Device</b>	<p>The student is subject to, and must comply with, all District policies, procedures, and regulations as outlined in the District's Handbook &amp; Code of Conduct and MCSD's AUP (Acceptable Use Policy). A violation of any of these policies could result in a loss of privilege to use the Chromebook, appropriate discipline action and/or restitution.</p> <p><u>Board Policy JS: Student Fees, Fines, and Charges</u></p> <p>The Muscogee County School District Board of Education retains the right to charge students a reasonable fee for restitution of lost, damaged, or abused school system property, including textbooks, library books or media materials.</p> <p>The current replacement cost to MCSD from our Chromebook vendor, Virtucom, is listed below. All repairs must be completed by Virtucom. Prices can change at any time, and parents and students may be charged the current rate for intentional damage or loss of the device:</p> <ul style="list-style-type: none"> <li>• Chromebook Replacement Cost - \$388.00</li> <li>• Lenovo USB-C Charger Cost - \$41.00</li> </ul>
<b>Inspection &amp; Security Measures by MCSD</b>	The student has no expectation of privacy in his/her use of the device. MCSD reserves the right to monitor the student's use of the device and to periodically inspect the device/equipment and anything stored on it without prior notice. MCSD has installed security measures on the device that will function outside of the system's network filters. These tools may be used to track MCSD inventory, and are intended to filter or block access to sites MCSD deems to be inappropriate to students. While MCSD uses these technology protection measures to limit access to material considered inappropriate to students, it is the responsibility of the parent / guardian to supervise such access and to set parameters around that access, as the District cannot supervise the use of the internet when the student is not accessing the internet through the MCSD server. If the device is lost or stolen, MCSD will remotely render the device inoperable.
<b>Relationship between the MCSD Chromebook and Google's G Suite</b>	MCSD will be utilizing Google's G Suite for Education solution to manage the MCSD Chromebooks. While it is possible for a student to use their MCSD G Suite account from any device with internet access, it is not possible to use an MCSD Chromebook without a valid MCSD G Suite account. <b>Therefore, it is possible to 'opt out' of the Chromebook and G Suite or 'opt out' of the Chromebook and 'opt in' to G Suite but it is not possible to 'opt out' of G suite and 'opt in' to the MCSD Chromebook.</b>



# Muscogee County School District

## G Suite for Education

### Student and Parent Account Agreement



**School Name:** \_\_\_\_\_ **School Year:** \_\_\_\_\_

At Muscogee County School District (MCSD), we use G Suite for Education, and we are seeking your permission to provide and manage a G Suite for Education account for your child. G Suite for Education is a set of education productivity tools from Google including Gmail, Calendar, Docs, Classroom, and more used by tens of millions of students and teachers around the world. At MCSD, students will use their G Suite accounts to complete assignments, communicate with their teachers, sign into their Chromebooks, and learn 21st century digital citizenship skills.

The notice below provides answers to common questions about what Google can and can't do with your child's personal information, including:

- What personal information does Google collect?
- How does Google use this information?
- Will Google disclose my child's personal information?
- Does Google use student personal information for users in K-12 schools to target advertising?
- Can my child share information with others using the G Suite for Education account?

Please read it carefully, let us know of any questions, and then sign below to indicate that you've read the notice and give your consent. If you don't provide your consent, we will not create a G Suite for Education account for your child. **Opting out of G Suite or not providing consent will prevent MCSD from issuing your student a Chromebook and prevent MCSD from creating a G Suite account for your student that can be used for homework creation, project collaboration, and a District issued student email.**

**I give permission for Muscogee County School District to create/maintain a G Suite for Education account for my child and for Google to collect, use, and disclose information about my child only for the purposes described in the notice below.**

\_\_\_\_\_  
Full name of student

\_\_\_\_\_  
Printed name of parent/guardian

\_\_\_\_\_  
Signature of parent/guardian

\_\_\_\_\_  
Date



Parent and  
Guardian  
permission  
for Google's  
G Suite

#### G Suite for Education Notice to Parents and Guardians

This notice describes the personal information we provide to Google for these accounts and how Google collects, uses, and discloses personal information from students in connection with these accounts.

Using their G Suite for Education accounts, students may access and use the following "Core Services" offered by Google (described at [https://gsuite.google.com/terms/user\\_features.html](https://gsuite.google.com/terms/user_features.html)):

Gmail	Contacts	Keep
Calendar	Docs, Sheets, Slides, Forms	Sites
Chrome Sync	Drive	Tasks
Classroom	Groups	

In addition, we also allow students to access certain other Google services with their G Suite for Education accounts. Specifically, your child may have access to the following "Additional Services":

Chrome web store	Earth
Bookmarks	Maps
Books	YouTube
Print	

Google provides information about the information it collects, as well as how it uses and discloses the information it collects from G Suite for Education accounts in its G Suite for Education Privacy Notice. You can read that notice online at [https://gsuite.google.com/terms/education\\_privacy.html](https://gsuite.google.com/terms/education_privacy.html) You should review this information in its entirety, but below are answers to some common questions:

#### What personal information does Google collect?

When creating a student account, MCSD may provide Google with certain personal information about the student, including, for example, a name, email address, and password. Google may also collect personal information directly from students, such as telephone number for account recovery or a profile photo added to the G Suite for Education account.

When a student uses Google services, Google also collects information based on the use of those services. This includes:

- device information, such as the hardware model, operating system version, unique device identifiers, and mobile network information including phone number;
- log information, including details of how a user used Google services, device event information, and the user's Internet protocol (IP) address;
- location information, as determined by various technologies including IP address, GPS, and other sensors;
- unique application numbers, such as application version number; and
- cookies or similar technologies which are used to collect and store information about a browser or device, such as preferred language and other settings.

#### **How does Google use this information?**

In G Suite for Education Core Services, Google uses student personal information to provide, maintain, and protect the services. Google does not serve ads in the Core Services or use personal information collected in the Core Services for advertising purposes.

In Google Additional Services, Google uses the information collected from all Additional Services to provide, maintain, protect and improve them, to develop new ones, and to protect Google and its users. Google may also use this information to offer tailored content, such as more relevant search results. Google may combine personal information from one service with information, including personal information, from other Google services.

#### **Does Google use student personal information for users in K-12 schools to target advertising?**

No. For G Suite for Education users in primary and secondary (K-12) schools, Google does not use any user personal information (or any information associated with an G Suite for Education Account) to target ads, whether in Core Services or in other Additional Services accessed while using an G Suite for Education account.

#### **Can my child share information with others using the G Suite for Education account?**

We may allow students to access Google services such as Google Docs and Sites, which include features where users can share information with others or publicly. When users share information publicly, it may be indexable by search engines, including Google.

#### **Will Google disclose my child's personal information?**

Google will not share personal information with companies, organizations and individuals outside of Google unless one of the following circumstances applies:

- With parental or guardian consent. Google will share personal information with companies, organizations or individuals outside of Google when it has parents' consent (for users below the age of consent), which may be obtained through G Suite for Education schools.
- With Muscogee County School District. G Suite for Education accounts, because they are school-managed accounts, give administrators access to information stored in them.
- For external processing. Google may provide personal information to affiliates or other trusted businesses or persons to process it for Google, based on Google's instructions and in compliance with the G Suite for Education privacy notice and any other appropriate confidentiality and security measures.
- For legal reasons. Google will share personal information with companies, organizations or individuals outside of Google if it has a good-faith belief that access, use, preservation or disclosure of the information is reasonably necessary to:
  - meet any applicable law, regulation, legal process or enforceable governmental request.
  - enforce applicable Terms of Service, including investigation of potential violations.
  - detect, prevent, or otherwise address fraud, security or technical issues.
  - protect against harm to the rights, property or safety of Google, Google users or the public as required or permitted by law.

Google also shares non-personal information -- such as trends about the use of its services -- publicly and with its partners.

#### **What choices do I have as a parent or guardian?**

First, you can consent to the collection and use of your child's information by Google. If you don't provide your consent, we will not create a G Suite for Education account for your child, and Google will not collect or use your child's information as described in this notice.

If you consent to your child's use of G Suite for Education, you can access or request deletion of your child's G Suite for Education account by contacting your school's Principal. If you wish to stop any further collection or use of your child's information, you can request that we use the service controls available to limit your child's access to features or services, or delete your child's account entirely. You and your child can also visit <https://myaccount.google.com> while signed in to the G Suite for Education account to view and manage the personal information and settings of the account.

#### **What if I have more questions or would like to read further?**

If you have questions about our use of Google's G Suite for Education accounts or the choices available to you, please contact the Principal of your school. If you want to learn more about how Google collects, uses, and discloses personal information to provide services to us, please review the G Suite for Education Privacy Center (at <https://www.google.com/edu/trust/>), the G Suite for Education Privacy Notice (at [https://gsuite.google.com/terms/education\\_privacy.html](https://gsuite.google.com/terms/education_privacy.html)), and the Google Privacy Policy (at <https://www.google.com/intl/en/policies/privacy/>).

The Core G Suite for Education services are provided to us under Google's Apps for Education agreement (at [https://www.google.com/apps/intl/en/terms/education\\_terms.html](https://www.google.com/apps/intl/en/terms/education_terms.html)).