



# Muscookee County School District

## Chromebook and Google Workspace Agreement & Permission Form



**MCSDD believes that all students should be engaged in, be excited by, and be owners of their own learning.**

**Purpose:** To promote and maximize personalized learning and achievement, MCSDD students use Google's Workspace for Education tools, Chromebooks, and web based applications selected and authorized by classroom teachers as learning tools. Although this Agreement authorizes the student's use of the Chromebook 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.

**Permission:** PLEASE READ CAREFULLY

My signature below indicates that I have read the information provided and referenced in this document and in the MCSDD Student Handbook and Code of Conduct regarding the use of devices, technology and web-based applications used by MCSDD. I give permission for MCSDD to create/maintain a Google Workspace 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.

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

**Student Name:** \_\_\_\_\_ **Signature:** \_\_\_\_\_

**Parent Name:** \_\_\_\_\_ **Signature:** \_\_\_\_\_

<b>Type of Device</b>	<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) to be used for educational purposes only.</b>
<b>Use of and Care for the Tools</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 MCSDD RUP (Responsible Use Policy). The RUP is located within the MCSDD 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 shall not: lend the device/equipment to anyone; alter, disfigure or deface the device/equipment; cover up any numbering, lettering, or insignia displayed on the device; alter or remove any MCSDD 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 MCSDD 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 Muscookee 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>Students and parents or guardians must comply with all District policies, procedures, and regulations as outlined online and in the MCSDD Student Handbook and Code of Conduct and MCSDD's RUP (Responsible 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 Muscookee 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 MCSDD from our Chromebook vendor, Virtucom, is listed below. All repairs must be completed by Virtucom. <b>Prices can change at any time, and parents and students may be charged the current rate for intentional damage or loss of the device:</b></p> <ul style="list-style-type: none"> <li>• Chromebook Replacement Cost - \$100.00</li> <li>• Chromebook Tablet Replacement Cost - \$100.00</li> <li>• Chromebook Gumdrops Case - \$20.00</li> <li>• Lenovo USB-C Charger Cost - \$10.00</li> <li>• Chromebook Sleeve - \$10.00</li> <li>• Hotspot (T-Mobile) - \$20.00</li> </ul>
<b>Inspection &amp; Security Measures by MCSDD</b>	<p>The student has no expectation of privacy in his/her use of the device. MCSDD reserves the right to monitor the student's use of the device and to inspect the device and anything stored on it without prior notice. MCSDD has installed security measures on the device that are intended to filter or block access to sites MCSDD deems to be inappropriate, in keeping with CIPA [<a href="http://fcc.gov/cgb/consumerfacts/cipa.html">http://fcc.gov/cgb/consumerfacts/cipa.html</a>]. MCSDD does not collect personal student info for commercial purposes per COPPA [<a href="http://ftc.gov/privacy/coppafaqs.shtml">http://ftc.gov/privacy/coppafaqs.shtml</a>].</p> <p>While MCSDD uses these technology protection measures to limit access to material considered inappropriate to students, it may not be possible for the system to absolutely prevent such access, and the parent/guardian should supervise the student's use of the device while at home. If the device is lost or stolen, MCSDD will remotely render the device inoperable. Workspace accounts are school-managed, therefore administrators have access to information stored in them.</p>

**Google's  
Workspace  
For  
Education  
Information**

MCSD utilizes Google's Workspace for Education with the Chromebook. Workspace Core Services include Gmail, Calendar, and Classroom; these are required for Chromebook login. Workspace also offers additional Services like YouTube, Maps, and Blogger are used with Workspace for Education accounts only if appropriate and only for educational purposes. Full listings of Services and additional information is available at the links below.

Google does not own student data stored or created in MCSD Workspace for Education, nor does it sell student information residing in MCSD Workspace for Education. MCSD Workspace does not show advertising to logged-in students. Google's adherence to its contractual obligations to protect student privacy is audited by several third parties. You can learn more at the Workspace for Education FAQ (<https://support.google.com/a/answer/139019?hl=en>) and notice (<https://support.google.com/a/answer/7391849>) and the Workspace for Education Privacy and Security page ([https://edu.google.com/why-google/privacy-security/?modal\\_active=none](https://edu.google.com/why-google/privacy-security/?modal_active=none)). Students may, where appropriate, access Google services such as Google Docs and Sites for collaborative work, which include features where users can choose to share information with others or publicly.

Google uses the information collected from all Additional Services to provide, maintain, protect and improve the services, 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, and may combine personal information from one service with information, including personal information, from other Google services. Google does not use any user personal information (or any information associated with a Google Account) to target ads.