



Muscogee County School District

Chromebook and Google Workspace Agreement & Permission Form



MCSD 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, MCSD 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 MCSD Student Handbook and Code of Conduct regarding the use of devices, technology and web-based applications used by MCSD. I give permission for MCSD 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: _____

Type of Device	The student will be issued a Chromebook, a protective case, and a USB-C charger (if the device is authorized to be taken home) to be used for educational purposes only.						
Use of and Care for the Tools	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 RUP (Responsible Use Policy). The RUP 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 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 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.						
Accidental Damage Protection Warranty	Each student-issued Chromebook comes with an Accidental Damage Protection (ADP) Warranty. 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.						
Fees or Fines for Intentional Damage to or Loss of the Device	Students and parents or guardians must comply with all District policies, procedures, and regulations as outlined online and in the MCSD Student Handbook and Code of Conduct and MCSD'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. <u>Board Policy JS: Student Fees, Fines, and Charges</u> 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. 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: <table border="0"><tr><td>• Chromebook Replacement Cost - \$100.00</td><td>• Lenovo USB-C Charger Cost - \$10.00</td></tr><tr><td>• Chromebook Tablet Replacement Cost - \$100.00</td><td>• Chromebook Sleeve - \$10.00</td></tr><tr><td>• Chromebook Gumdrops Case - \$20.00</td><td>• Hotspot (T-Mobile) - \$20.00</td></tr></table>	• Chromebook Replacement Cost - \$100.00	• Lenovo USB-C Charger Cost - \$10.00	• Chromebook Tablet Replacement Cost - \$100.00	• Chromebook Sleeve - \$10.00	• Chromebook Gumdrops Case - \$20.00	• Hotspot (T-Mobile) - \$20.00
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Inspection & Security Measures by MCSD	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 inspect the device and anything stored on it without prior notice. MCSD has installed security measures on the device that are intended to filter or block access to sites MCSD deems to be inappropriate, in keeping with CIPA https://www.fcc.gov/consumers/guides/childrens-internet-protection-act. MCSD does not collect personal student info for commercial purposes per COPPA https://www.ftc.gov/legal-library/browse/rules/childrens-online-privacy-protection-rule-coppa. While MCSD 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, MCSD will remotely render the device inoperable. Workspace accounts are school-managed, therefore administrators have access to information stored in them.						

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). 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.
Google's Workspace Additional Services	MCSD will be utilizing Google's Workspace for Education Additional Services with the Chromebook. Workspace Additional Services include YouTube, Google Maps, Recorder, plus educational software that uses "Log in with Google". Further, we allow students to access additional third-party services with their Google Workspace for Education accounts. Our school administrator enables access to these third-party services by a request to the Division of Information Services. In Google Additional Services, Google may use the information collected from all Additional Services to deliver, maintain, and improve our services; develop new services; provide personalized services; measure performance; communicate to schools or users; and protect Google, Google users, and the public. See Google's privacy policy for more details. 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. If you want to learn more about how Google collects, uses, and discloses personal information to provide services to us, please review the Google Workspace for Education Privacy Center (at https://www.google.com/edu/trust/), and the Google Workspace for Education Privacy Notice(at https://workspace.google.com/terms/education_privacy.html).