

# **Lincoln Park Performing Arts Charter School**

## **School-Issued Electronic Devices - Student/Parent Agreement**

### 1. Receiving your Device(s)

- a. All devices (Chromebooks, power cords, and/or protective sleeves) that are being loaned to the student and are in good working order. The student acknowledges and agrees that the student's use of Lincoln Park Performing Arts Charter School (Lincoln Park) property is a privilege and that by the student's agreement of the terms hereof, the student acknowledges the student's responsibility to protect and safeguard the property and to return it in the same good condition upon request by Lincoln Park.
- b. Parents and students must sign and return this agreement before a Chromebook and/or accessories will be issued to the student.
- c. Chromebooks and accessories will be collected at the end of each school year, on a date to be determined, so they can be checked for serviceability and to be stored for the summer. Whenever possible the student will get the same Chromebook for each year he/she attends Lincoln Park.

### 2. Device Ownership and Responsibility

#### 2.1 Ownership

- a. The Chromebook and accessories are owned by Lincoln Park, will remain the property of Lincoln Park, and are loaned to the student for the academic school year, to be used solely for educational purposes.
- b. A student who terminates enrollment at Lincoln Park for any reason must return his/her Chromebook and accessories. If a student fails to return the Chromebook and accessories upon termination of enrollment he/she will be billed for a replacement unit, accessories, and shipping costs.

#### 2.2 Care and Responsibility

- a. The student is responsible for the general care of the Chromebook and accessories that have been issued by the school.
- b. Chromebooks and accessories that are broken or fail to work properly must be taken to the main office for an evaluation of the equipment.
  - i. Devices that can be repaired on the spot will be repaired and returned to the student.
  - ii. The student will not attempt to disassemble any part of the Chromebook nor will he/she attempt any repairs on any devices.
  - iii. Any cost associated with the repair or replacement of a unit that is due to neglect or intentional damage will be the responsibility of the student/family.

Replacement/repair fees for the 2023-2024 school year are as follows:

Chromebook Replacement: \$275

Power Cord Replacement: \$30

Keyboard Replacement: \$50

Screen Replacement: \$75

Sleeve Replacement: \$15

c. Screen Care - Do not place anything on your Chromebook that could put pressure on the screen. Only use a soft clean cloth to clean the screen. Do not use cleaners of any type.

d. Chromebooks and/or accessories that are lost or stolen must be reported immediately to the main officer. Any cost associated with the replacement of the unit will be the responsibility of the student/family.

e. Identification labels have been placed on all Chromebooks. Both the serial number and name stickers on the devices will be used to identify its assigned student in case of loss or theft. These stickers must not be removed or modified. If they become damaged the student will take the devices to the main office immediately.

f. Any attempt to alter data, the configuration of a Chromebook, or the files of another user, without the consent of a building administrator or technology administrator, will be considered an act of vandalism and will be subject to disciplinary action in accordance with the student handbook and other applicable school policies.

g. All devices must remain free of any writing, drawing, stickers, or labels.

h. All devices are school property and all users must follow this policy and the Acceptable Use - Student User Agreement.

i. Students may be selected at random to provide their devices for inspection.

### 2.3 General Precautions

a. Take care when carrying all devices so as not to drop them and always use the provided sleeve when transporting the Chromebook.

b. Do not drink or eat while using your devices as liquid spilled on the keyboard/accessories will cause damage.

c. Always store your devices in a secured location.

### 3. Using your Devices

a. Devices may be used by the student only for non-commercial purposes, in accordance with Lincoln Park's policies and rules, the Acceptable Use - Student User Agreement, as well as local, state, and federal statutes.

b. The student will not alter the background image or screensavers.

c. Only the assigned student will login to his/her Chromebook and/or use the device(s) assigned.

## Student Responsibilities

Your devices are important learning tools and are to be used for educational purposes only. In order to take Lincoln Park devices home, you must be willing to accept the follow responsibilities:

- When using the devices at home and any other acceptable place I may take them, I will follow the policies of Lincoln Park, especially the Student Code of Conduct and the Acceptable Use – Student User Agreement, and abide by all local, state, and federal laws.
- I will bring the devices, fully charged (if applicable) to class each day and will use it for instruction as requested by my teachers, both in school and at home.
- I will treat the devices with care by not dropping them, getting them wet, leaving them outdoors, or using them with food or drink nearby.
- I will not lend the devices to anyone, not even my friends or family; they will stay in my possession at all times.
- I will not load any software onto the devices.
- I will not remove programs or files from the devices.
- I will not give personal information when using the devices.
- I will only use my Chromebook to access my Lincoln Park Gmail account and will not use the device to access personal email accounts.
- I agree that email (or any other computer 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 these with any other students.
- I will not attempt to repair the devices.
- I will return the devices when requested.

## Parent/Guardian Responsibilities

Use of the devices is a privilege, not a right. Unauthorized and inappropriate use will result in a cancellation of this privilege.

Parents/guardians be advised that determined users may be able to gain access to information, communication, and/or services on the internet which the school has not authorized for educational purposes and/or which they and/or their parents/guardians may find inappropriate, offensive, objectionable, or controversial. Students accessing the Internet through the school's computers assume personal responsibility and liability, both civil and criminal, for unauthorized or inappropriate use of the device. Lincoln Park has the right to monitor, review, and inspect any directories, files, and/or messages residing on or sent using the school's devices. Messages relating to or in support of illegal activities will be reported to the appropriate authorities.

Your student has been issued devices to improve and personalize his/her education this year. It is essential that the following guidelines be followed to ensure the safe, efficient, and ethical operation of the devices:

- I will discuss our family's values and expectations regarding the use of the internet and email.
- I will supervise my child's use of the devices.
- I will not attempt to repair the devices, nor will I attempt to clean them with anything other than a soft, dry cloth.
- I will report to the school any problems with the devices.
- I will not load or delete any software from the devices.
- I agree to make sure that the devices are returned to school when requested.

As the parent or legal guardian of the above student, I have read, understand and agree that my student shall comply with the terms of the Lincoln Park Acceptable Use – Student User Agreement. However, I also understand that it is impossible for the school to restrict access to all offensive and controversial materials while the devices are used off campus and understand my student's responsibility for abiding by the policy.

I am, therefore, signing this agreement and agree to indemnify and hold harmless Lincoln Park against all claims, damages, losses, and costs, of whatever kind, that may result from my student's use of his/her devices or his/her violation of the Acceptable Use – Student User Agreement. Further, I accept full responsibility for supervision of my student's use of his/her devices.

*Please review the Lincoln Park Performing Arts Charter School's  
School-Issued Electronic Devices - Student/Parent Agreement Policy  
**located in the Student Handbook starting on page 50.***

*This signed form MUST be received BEFORE any devices will be issued to the student.*

**Student Signature of Agreement**

I have read, understand and agree to abide by the terms of this agreement. Should I commit any violation or in any way misuse my device, I understand and agree that my privilege may be revoked and school disciplinary action may be taken against me. I understand that any violation of the terms and conditions set forth in the Student/Parent Agreement is inappropriate and may constitute a criminal offense. As a user of a Lincoln Park issued device, I agree to communicate over the internet in an appropriate manner, honoring all relevant laws, restrictions, and guidelines. I have read, understand, and agree to the responsibilities of use of the school-owned equipment.

Student Name in PowerSchool: \_\_\_\_\_  
(PRINT CLEARLY)

Current School Year: \_\_\_\_\_ Grade of Student: \_\_\_\_\_

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Parent/Guardian Signature of Agreement**

*I have read, understand, and agree to the responsibilities of my child's use of the school-owned equipment and my responsibilities as the parent/guardian.*

Parent/Guardian's Name: \_\_\_\_\_  
(PRINT CLEARLY)

Parent/Guardian's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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