

Muskegon Public Schools Chromebook Acceptable Use Agreement

For the purpose of this agreement, “Chromebook” includes the Chromebook, power charger/adapter, license, and case.

I understand that:

- The Chromebook remains the property of Muskegon Public Schools at all times and places.
- It is a privilege, which may be revoked, to receive the Chromebook, and it is the responsibility of the student to protect and use the Chromebook in the same condition as it was issued, less reasonable wear.
- Any failure to comply with the guidelines and expectations may result in disciplinary action which may include the removal of the Chromebook from being in possession on a daily basis.
- The Chromebook is used for school/educational purposes only.
- Students may place school appropriate stickers on the case of the device, but not on the device itself. Paint, sharpie, markers, and/or any other defacing of the case or Chromebook is prohibited. The MPS internal documentation stickers must remain on the device at all times.
- In terms of privacy, students and parents/guardians have no right or expectation of privacy or confidentiality with respect to the use of Muskegon Public Schools’ owned devices and connections regardless of whether the use of such devices is for district, school, classroom, or personal related purposes.
- Damage, whether intentional or unintentional, will result in fees or fines being issued. Intentional or neglectful damage may incur disciplinary actions and may include the loss of Chromebook privileges. If any device damage occurs due to extreme neglect and needs a total replacement, a meeting between a school official and the parent(s) will need to take place before a replacement is issued. The cost of a **total replacement** will occur as well.
- If a student’s device requires replacement more than once due to neglect then another meeting is required with a school official before a new Chromebook is issued. If the second chromebook is completely damaged, then the student will not be given another chromebook to take home. They will need to check out a chromebook when they come to school and return it before the end of the school day.

Sample Replacement/Repair Costs (estimated costs as of July 2022)

- Total Replacement – \$226.00
- Screen – \$40
- Keyboard – \$85
- Audio port, power port, motherboard – \$85
- Charger – \$25
- Case – \$25

Lost or Stolen Chromebooks

All lost or stolen devices should be reported to the Muskegon City Police Department by filing a police report, and the student’s school administration must also be notified. We do have a way to track the device, so knowing as soon as possible that the device has come up missing is important.

Parents/guardians/students will be responsible for the price of the device and license so that it can be replaced.

Agreement

I have read, understand, and agree to the guidelines and expectations in this Chromebook Acceptable Use Agreement.



MUSKEGON PUBLIC SCHOOLS

Student Acceptable Use Policy (AUP)

Equipment, Electronic Data, Networks, Security, Safety and Privacy

I acknowledge that I have read and will abide by the School Board Policies/Guidelines located at: (<https://muskegonpublicschools.org/board-of-education/>) and the Student Handbook which pertain to the use of school owned technology equipment, electronic data, networks, security, safety and privacy. The district reserves the right to take appropriate disciplinary action against individuals who fail to comply with the AUP.

Parent or Guardian

As the parent or guardian of the student listed above, I acknowledge that I've read the **School Board Policies/Guidelines and the Student Handbook related to school owned equipment, electronic data, networks, security, safety and privacy.** I understand that this access is granted for my student's educational purpose only. I recognize it is impossible for MPS to completely restrict electronic access to all inappropriate or controversial materials and suppress all collections of student personal data that could be obtained from online services/applications/programs. I accept full responsibility for my student's use of the above mentioned electronic resources. I hereby give permission for MPS to issue school electronic accounts and allow network access for my student.

Parent Signature: _____ Date: _____

Student Signature: _____ Date: _____

**All devices will be turned in for the summer. Upon collection, everything should be in working order, including the case as well as all parts that were signed for. Please refer to the MPS Chromebook Policy and Handbook guide as well.*

**A blank copy of this form is available for review/download on our website at muskegonpublicschools.org*

**To receive a copy of your signed form via email, please complete the Google form at the time of pick-up.*