

The California Emerging Technology Fund Student and Parent Chromebook Agreement

Introduction

In response to the current pandemic, The California Emerging Technology Fund (CETF), in partnership with Frontier Communications, and the Wiyot Tribe have selected students to receive Chromebooks to be used for school related needs, including distance learning and parents needs for managing the family. The Chromebook will be owned by the students and their parents, however the Student and Parent Ownership Agreement acknowledges that the local School District may request students to bring their Chromebook to school for daily classroom.

At the Wiyot Tribe, we are dedicated to enhancing the educational experience of students' use of technology so that they are empowered to take charge of their own learning and development and parents can support their child. A Chromebook provides exciting opportunities for students and their families, and it likewise entails responsibilities.

This Agreement explains what is expected from students and families regarding proper Chromebook use and care. Included in the appendices are the Student and Parent Chromebook Agreement (Appendix A), the No Bullying or Hazing Contract (Appendix B), the Parent Digital Access Survey (Appendix C), and the Parent Digital Training Course Descriptions (Appendix D). These documents must be signed by both the student and his or her parent or guardian and returned to the school site coordinator prior to being issued or using a Chromebook.

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Before the Chromebook Comes Home

Before Chromebooks are distributed to students, all students and families must do the following:

- Read, sign, and return this Student and Parent Chromebook Agreement to School Site Coordinator

- Read, sign, and return the following documents to School Site Coordinator:

1. Student and Parent Chromebook Agreement [Appendix A]
2. No Bullying or Hazing Contract [Appendix B]
3. Parent Digital Access Survey [Appendix C]
4. Parent Digital Training Course Schedule of Classes [Appendix D]

When the Chromebook Comes Home

Daily Expectations and Responsibilities

Students are expected to:

- Have their Chromebook charged and ready for school instruction every morning.
- When school resumes to in-person instruction, bring their Chromebook (including charger and case) to school every morning and bring their device home every evening.
- Transport their device in a protective case.

Responsible Use and Internet Safety Policy

Please insert school district's "Responsible Use and Safety Policy" document.

Charging the Chromebook Battery

Students are expected to have their Chromebook fully charged and ready for use every morning, during school instruction. Chromebook should be plugged in overnight to ensure a full charge. When school resumes to in person instruction, students should bring their charger to school each day to charge their Chromebook. Students who do not have access to a reliable power source at home should discuss other options with the School Site Coordinator.

Terms of Use

Chromebooks are property of the student and their family. Students and their families should be the only users of this Chromebook and should NOT be lend to others.

Privacy Policy

Please insert school district Privacy Policy.

Chromebook Backgrounds, Screensavers, and Stickers

Students are permitted to choose their own backgrounds and screensavers, provided they are appropriate for school. Images and photos should not depict violence, nudity, pornography, graphic language, illegal or gang activity.

Electronic Correspondence Etiquette

When using this Chromebook during school hours, students are expected to use formal grammar, spelling and punctuation in all electronic correspondences and should always use professional, academic and respectful language. Students are not to use inappropriate content, including text or images depicting violence, nudity, pornography, graphic language, or illegal activity.

Students are also expected to practice responsible digital citizenship and act in compliance with No Bullying or Hazing Contract [see Appendix B].

Plagiarism

Plagiarism is the act of taking someone else's words or ideas and presenting them as one's own. A Chromebook makes it easy to cut and paste information from the Internet into a student assignment. However, taking information directly from an existing source without citing the source is plagiarism, and it is illegal. If a student wishes to use information he or she found online (on a website or in a digital publication of any kind) in a school assignment, that information must be correctly quoted or paraphrased and cited (check with your teacher for proper citation format). If a student is unsure about what constitutes plagiarism, he or she should consult a teacher or another school staff member.

Disciplinary Actions

Please insert school district's Disciplinary Actions

Loss or Theft

Students are responsible for the well-being of the Chromebook. If a Chromebook is stolen or lost, a police report must be filed immediately. The police report must be submitted to the school as soon as possible.

Chromebook loss is not covered by the warranty. If a Chromebook is lost or damaged, the Tribe, the school district, CETF or Frontier Communications will not replace it.

Chromebook Warranty

Your Chromebook comes with a 1-year limited battery, parts, and labor warranty (until March 2022). Call HP Technical Support at 800-474-6836; Spanish speaking students and parents call this same number. Explain your notebook's issue and the Support team will help solve the problem or deal with a replacement of a defective item.

HP may ask what type of device you have; the Chromebook is a notebook device and considered a type of laptop. You need the model number and serial number. This information is on the back of the device at the bottom. See the label image options below. Everyone should hold till you hear the option to speak with an agent (real person). The system will encourage you to talk with a virtual agent, keep listening and you will have the option to talk with an agent (real person).

The Chromebooks are either HP, Samsung and Lenovo. The warranty information will be updated once it is known which device will be shipped.

Appendix A

Student and Parent Chromebook Agreement

I, _____, attest that I have read and understood the rules and guidelines in the Student and Parent Chromebook Agreement. I agree to follow the rules and guidelines listed in the Agreement and I understand the rules and guidelines when using the Chromebook for school. I understand that if I fail to comply with the rules and guidelines, I may face other disciplinary and legal actions for inappropriate use of the Chromebook. I further agree to indemnify and hold harmless any failure of Internet security or safety measures; malfunction of the Chromebook and software; and any harm, injury or cost resulting from the improper use of the Chromebook. I understand that I will complete a follow-up Digital Impact Survey in April 2022 to students and parents receiving a Chromebook and provide the results to the California Emerging Technology Fund to analyze the impact. I give my consent for photographs/videos taken at distribution events in which myself or my child may appear, to be used in any way the Wiyot Tribe may care to use them.

Student Full Name

Student Signature

Date

I have reviewed and understood the Student and Parent Agreement and discussed its contents with my child. My child understands the rules and guidelines and the consequences of breaking them.

Parent or Guardian Full Name

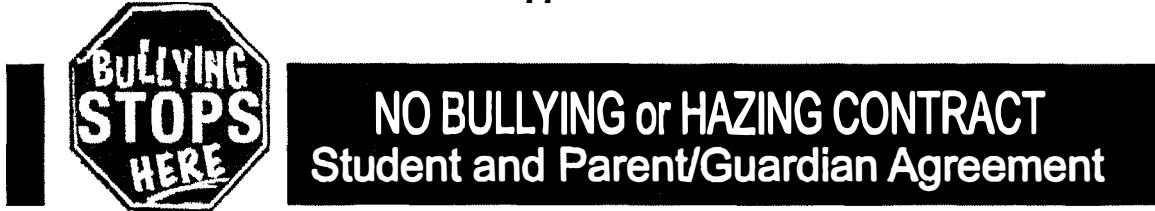
Parent or Guardian Signature

Date

Parent or Guardian Contact Number

Parent or Guardian Email Address

Appendix B



Bullying and hazing are serious matters. **Bullying** is any mean or disrespectful behavior that is done on purpose to hurt someone physically or emotionally. **Hazing** is any initiation into a team or group that may cause humiliation, physical or emotional harm.

There are different types of bullying and misconduct including, but not limited to:

Physical Bullying: hitting, kicking, pushing or other unwelcome physical contact. *Serious physical bullying may be regarded as a criminal act, such as battery or assault.*

Cyberbullying: using electronic devices to embarrass, spread rumors, threaten or intimidate. This includes posting or sending inappropriate messages or images by text, cell phone or on social networking sites such as Facebook, Instagram or Twitter. *Sending nude or sexual images may be considered distribution or possession of child pornography, which is a crime.*

Social Bullying: leaving people out, rejecting, manipulating relationships, rating or ranking people, or trying to ruin the reputation of another.

Verbal Bullying: name calling, teasing, spreading hurtful rumors or gossip, making threats or rude noises. *I understand that all threats are taken seriously and may be reported to law enforcement.*

Non-Verbal Bullying: posturing, dirty looks, stalking, damaging property, graffiti, making gang signs or other efforts to intimidate or pressure someone.

Indirect Bullying: getting someone to do something mean or hurtful to someone else on your behalf.

Sexual Harassment: any unwanted or demeaning behavior about someone's sex, sexual orientation, gender, gender identity or gender expression. *Even if I like the person I must be respectful at all times. Sexual harassment may require additional investigation.*

Discrimination: targeting someone based on their real or perceived race, color, national origin, religion, disability or medical condition, sex, sexual orientation, gender, gender identity or gender expression may be considered an act of hate and may be a crime.

I, _____ understand that it is my responsibility to:
STUDENT NAME

- ✓ Respect and honor all school rules.
- ✓ Conduct myself in a respectful manner.
- ✓ Treat and respect others the way I would like to be treated.
- ✓ Tell the person who is bullying to "Stop!"
- ✓ Stop now, if I am bullying others. There are better ways to be a leader, get respect, and have friends.
- ✓ Be thoughtful. What I think is just a joke could be considered bullying, hazing or discrimination.
- ✓ Report bullying to a teacher, principal or other school staff.

Everyone has the right to attend a school that is safe and respectful.

Student's responsibility:

I commit that I will not bully. I will report bullying to an adult. I understand that if I bully, there will be consequences, including possible suspension, expulsion, or arrest. I am important. I make a difference. I can be a positive leader.

STUDENT NAME

SIGNATURE

DATE

Parent/Guardian's responsibility:

I commit to encouraging my child to always respect others. I have instructed my child to be a positive leader. I have advised my child to report any bullying to a trusted adult or school personnel. I will work with the school for peaceful solutions.

PARENT/GURDIAN NAME

SIGNATURE

DATE

Appendix C **Parent Digital Access Survey**

**The survey must be completed and returned prior to obtaining the Chromebook.
It can be filled out online here:**

Or by Completing the information below:

Parent First Name: _____ Parent Last Name: _____

Enter School aged child's Last name: _____

Child First Name: _____, and Middle Initial _____

Address : _____

Phone: _____ Email: _____

Number in Household: 1-2, 3-4, 5-6, 7+

Number of Children under the age of 18: 1-2, 3-4 5-6, 7+

School Name: _____

Parent Age range that applies: 18-29 30-39 40-49 50-64
 65-74 75+

Please identify your ethnicity (select all that apply):

African American Asian Latinx Native American
 Vietnamese White Other Decline to state

Primary Language Spoken at home English Spanish Other:

Household Income:

\$19,999 and Under, \$20,000-39,999, \$40,000-59,999,
 \$60,000-99,999, \$100,000-or above, decline to state

Personal Devices in the Home that You Own (Check as Many as Applicable): *



No Home Devices (If no devices, please skip next 2 questions.)
Smartphone
Smartphone Used as Hotspot
Desktop Computer
Laptop
Tablet
Hotspot (NOT a Smartphone)

Please Select the Number of Devices in the Home if Applicable:

	0	1-2	3-4	5+
Smartphone	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Smartphone Used as Hotspot	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Desktop Computer	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Laptop	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Tablet	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Hotspot (NOT a Smartphone)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Smartphone	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Smartphone Used as Hotspot	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Desktop Computer	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Laptop	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Tablet	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Hotspot (NOT a Smartphone)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Age of devices in the Home:

	Up to 1 year	1-3 years	3+ years
Smartphone	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Smartphone used as hotspot	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Desktop computer	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Laptop	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Tablet	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Hotspot (Not a smartphone)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Do you own a working computing device (not a smartphone) for each student in your household? If Yes, skip this section if no answer the questions below:

	Yes	No
Does the school provide a computing devise for your child in class?	<input type="radio"/>	<input type="radio"/>
Does the school allow the device to be brought home?	<input type="radio"/>	<input type="radio"/>
Does the school allow the family to use the device at home?	<input type="radio"/>	<input type="radio"/>
Has the school provided training on the device for parents?	<input type="radio"/>	<input type="radio"/>
Have you participated in training provided by the school?	<input type="radio"/>	<input type="radio"/>

Do you currently subscribe to Internet at home? Yes No

If no, have you ever paid for a subscription to Internet service at home?

Yes No

If you DO NOT currently have internet service at home, check all the boxes that apply below

- Can't afford a subscription service
- Don't have a computing device
- Have a smartphone with free access to the internet
- Live in an area with no internet access
- Decline to state
- Other _____

Do you currently have internet access outside of home?

Yes No

If YES, where do you access and use the internet outside of your home?
(Check all that apply)

- At work
- At the home of a friend or relative
- At a public library
- At a retail parking lot (starbucks or McDonalds)
- At a school or library in a parking lot
- At a public park
- On a public transit
- Community WiFi
- Other: _____

Is there a location or an organization in your community where you would find it useful to have free Wi-fi access? If so, where? (Examples: Senior Center, Church, Boys and Girls Club, YMCA, Local Parks and Rec Center)

Your answer: _____

Do you have experience using a computing device? (Not a Smartphone)

Yes No

If YES, you have experience using a computing device, do you consider yourself to be a:

Beginner User Intermediate User Advanced User

You have the opportunity to take Free digital workshops for parents. We recommend you select at least 2 classes. Call the phone number below. Will you sign up for at least 2 classes?

Yes No

Appendix D

Parent Digital Training Course Descriptions

Below are the course descriptions for the classes that will be taught during live-virtual settings and will require the use of platforms such as Zoom to conduct the training:

Basic Digital Literacy: This workshop is designed to help parents acquire basic digital literacy knowledge and skills. This includes a discussion of the digital device the school is providing (hardware), the applications the student will be using, such as Google docs or the Apple Cloud, and ways to obtain technology support. Parents will also learn about the Internet and how to conduct basic Internet searches.

Navigating the Internet Safely: This session reviews the 6 Elements of Navigating the Internet Safely. Much of the material is from the Common-Sense Digital Media Curriculum. What does the district:

- Media Balance -- how to balance digital consumption and how to help your student manage the digital identity.
- Privacy and Security
- Digital Relationships and Communication
- Cyberbullying & Hate Speech
- News Literacy -- how to find credible news

Tips and Tools for Supporting your Child while Learning From Home:

This workshop is designed to provide parents with information to help them support their child when learning from home. Topics covered include:

- Making a Space
- Setting Routines
- Review Expectations
- Staying Focused
- Encourage Ownership and Effort
- Display Work
- Staying Healthy

Self-Paced Instruction: Total hours- 8 hours

Below are the course descriptions for the classes that parents will go online to complete as self-paced, guided format, where families will be issued login instructions and activity will be reported through self-assessment quizzes. These reports will be submitted to the Education Coordinator for the purpose of documenting parent participation.

Mouse Basics: The mouse is one of the most common devices that people use to operate personal computers. When you glide the mouse on a surface, it moves a pointer on the computer screen. You can use this pointer to push buttons and work with other objects on the screen. This section teaches the basics of "mousing," and includes activities for improving your mouse skills.

Meet the Chromebook Computer: A personal computer is a computer that is designed to be used by one person at a time to do a variety of fun and useful things. This section explains what these computers are and shows some of the differences between them.

Getting Started with the Computer: This section introduces skills that are particularly important for using desktop and laptop computers such as, how to turn computers on and off. Then the topics will expand to exploring the Windows operating system.

Getting Started with the Internet: How does anyone get access to the Internet? What do people do on the Internet? And what is the Internet, anyway? This section seeks to answer these questions, while introducing some valuable skills.

Getting Started with Email: There are many ways to communicate through the Internet, but email is the one method that almost everyone uses. This section explains what email is, and how to use it.

Parents sign up for one of these courses please call CETF at 415-744-CETF (2383).