

Dear 8th Grade Parents,

Welcome to your child's final year of Middle School! With Upper School fast approaching, your KCD faculty remains committed to providing the most engaging, exciting and rigorous high school preparatory curriculum anywhere in the nation. In order to continue to support the growth and development of our nationally recognized Chromebook program, this year we will be loaning each 8th grade student a Samsung Chromebook for use at school and home. Chromebooks will be distributed to students in class during the first week of school. Each student will receive a Chromebook, FlackJacket Plus computer case, and power supply issued to you AT NO COST, however you and your child will be responsible for the safety, security and well-being of the machine for this year. Your child may use any computer at home, however only a KCD approved Chromebook may be used at school. Please read carefully the following expectations for Chromebook use and care.

Digital Citizenship:

A vital component of our Chromebook program is education about digital citizenship and appropriate online behaviors. We will review cyber-safety rules with students frequently throughout the school year, and will offer reminders and reinforcement about safe online behaviors. Students and parents/guardians receiving a Chromebook must adhere to all KCD policies including Student Code of Conduct, Student Handbook, and Acceptable Use Policy. All of these are available on the resources page on our website at www.kcd.org/category/resources/middle-school-resources

Device Specifics:

Each student will receive one Chromebook, FlackJacket Plus computer case, and power supply (charger). It is the student's responsibility to care for the equipment on a daily basis and ensure that it is retained in a safe environment. Any technical or mechanical issues with the Chromebook must be reported to the school as soon as possible so we can determine if it can be fixed on site. This equipment is, and at all time remains, the property of KCD and is subject to inspection. The equipment will be returned during the final week of school, or sooner if necessary.

Student Responsibilities:

Your Chromebook is an important learning tool and is for educational purposes only. In order to receive your KCD Chromebook, you must be willing to accept the following responsibilities:

- I will model digital citizenship at all times when using the Chromebook.
- I will keep my Chromebook in its FlackJacket Plus case at all times when not in use.
- My Chromebook is my responsibility and I will not leave it in unsupervised areas.
- I will have my Chromebook fully-charged at the start of each school day.
- I will treat the Chromebook appropriately and will report any mechanical or technical issues to the school.
- I will use my best efforts to ensure that the KCD-owned Chromebook is not damaged, lost, or

stolen while in my possession.

- I will not remove or modify the identification and inventory labels that have been placed on the Chromebook. I will not add stickers, labels, tags, or markings to the Chromebook.
- I agree to use the Chromebook only for appropriate, legitimate, and responsible communications.
- I will keep my accounts and passwords secure and will not share these with any other students. I will not attempt to add, delete, access, or modify pre-installed programs or accounts on the Chromebook.
- I will return the Chromebook in good working order when requested.

Parent/Guardian Responsibilities:

Your son/daughter has been issued a Chromebook for school use. The following guidelines will ensure the safe, efficient, and ethical operation of this device:

- I understand that use of this device in networks outside school may have less restricted access to the Internet than when on the KCD network.
- I will supervise my son's/daughter's use of the Chromebook at home.
- I will discuss our family's values and expectations regarding the use of the unfiltered Internet and email at home and will supervise my son's/daughter's use of the unfiltered Internet and email.
- I will ensure that my son/daughter reports any mechanical or technical issues with the Chromebook to the school.
- I will ensure that my son/daughter understands the Student Responsibilities outlined in this letter.
- I understand that I am responsible for all costs associated with accidental damage, breakage or loss. If the Chromebook is damaged beyond repair, I am responsible for the full replacement cost. KCD is responsible for servicing technical flaws or internal hardware malfunction.

I agree to the terms above:

Student Signature

Student Printed Name

Parent/Guardian Signature

Date

** Please bring this signed form to Science class on the first day of school.*