



**North East Carolina Preparatory School**  
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STATE OF NORTH CAROLINA  
COUNTY OF EDGECOMBE

**Returning Devices:**

**ChromeBook Asset Tag#: TX**

**Hotspot Asset Tag#: TX**

**CHROMEBOOK/HOTSPOT AGREEMENT**

Certain students at North East Carolina Preparatory School ("NECP") will each be issued a Asus/Dell/HP Chromebook and/or Verizon/US Cellular/T Mobile hotspot for use in school and at home. This agreement provides students and their parents/guardians with information about taking care of the equipment, using it to complete assignments, and being a good digital citizen.

*Students and their parents/guardians are reminded that use of a Chromebook/hotspot is a privilege and not a right and that everything done on a school-owned Chromebook/hotspot may be monitored by school authorities. Inappropriate use of a Chromebook/hotspot can result in limited or banned use, disciplinary consequences, removal from school, and/or legal action.*

**Ownership of the Chromebook/Hotspot**

NECP retains sole right of possession of the Chromebook and hotspot. The Chromebooks and hotspots are lent to the students for educational purposes only for the academic year.

Moreover, NECP administrative staff and faculty retain the right to collect and/or inspect the devices at any time, including via electronic remote access and to alter, add or delete installed software or hardware.

**Responsibility for the Chromebook/Hotspot**

Students are solely responsible for the Chromebooks/Hotspots issued to them and must adhere to the following:

- Students must comply with the NECP Use of Technology Agreement in handbook
- Students must treat their device with care and never leave it in an unsecured location.
- Students must keep their device in a protective case or backpack when traveling.
- Students must promptly report any problems with their Chromebook/hotspot to NECP's Technology Department.

- Students may not remove or interfere with the serial number and other identification tags.
- Students may not attempt to remove or change the physical structure of the Chromebook, including the keys, screen cover or plastic casing.
- Students must keep their device clean and must not touch the screen with anything (e.g., your finger, pen, pencil, etc.) other than approved computer screen cleaners.

### **Responsibility for Electronic Data**

Students will use their devices for educational purposes only as directed by their teacher. They are not permitted to independently download programs, install apps, extensions, or other programs without the express permission of their teacher. Students are responsible for backing up their data to protect from loss. Users of Chromebooks have no rights, ownership, or expectations of privacy to any data that is, or was, stored on the Chromebook, school network, or any school issued applications and are given no guarantees that data will be retained or destroyed.

### **Digital Citizenship**

Students must follow the six conditions of being a good digital citizen:

1. **Respect Yourself.** I will show respect for myself through my actions. I will select online names that are appropriate, I will consider the information and images that I post online. I will consider what personal information about my life, experiences, experimentation or relationships I post. I will not be obscene.
2. **Protect Yourself.** I will ensure that the information, images and materials I post online will not put me at risk. I will not publish my personal details, contact details or a schedule of my activities. I will report any attacks or inappropriate behavior directed at me. I will protect passwords, accounts and resources.
3. **Respect Others.** I will show respect to others. I will not use electronic mediums to antagonize, bully, harass or stalk other people. I will show respect for other people in my choice of websites, I will not visit sites that are degrading, pornographic, racist or inappropriate. I will not abuse my rights of access and I will not enter other people's private spaces or areas.
4. **Protect Others.** I will protect others by reporting abuse, not forwarding inappropriate materials or communications; I will moderate unacceptable materials and conversations, and not visiting sites that are degrading, pornographic, racist or inappropriate.
5. **Respect Intellectual Property.** I will request permission to use resources. I will suitably cite any and all use of websites, books, media etc. I will acknowledge

all primary sources. I will validate information. I will use and abide by the fair use rules.

### **Copyright and File Sharing**

Students are required to follow all copyright laws around all media including text, images, programs, music, and video. Downloading, sharing, and posting online illegally obtained media is against the Use of Technology policy.

### **Spare Equipment and Lending**

If a student's Chromebook/hotspot is inoperable, NECP has a limited number of spare devices for use while the student's devices are repaired or replaced. This agreement remains in effect for loaner devices. The student may not opt to keep an inoperable device to avoid doing class work due to loss or damage. If a student does not bring his/her Chromebook/hotspot to school, the student may be required to borrow a device from the school based on the direction from his/her teacher.

### **Warranty and Insurance**

Each Chromebook and hotspot are covered by manufacturer's 2-year hardware warranty program. Accordingly, NECP will repair or replace damaged equipment resulting from normal use and other breakages. **Loss or theft of the device is the student's responsibility and will result in the student being charged the full \$360.00 replacement cost to purchase a new Chromebook and the full \$79.99 (Verizon)/\$192.00 (US Cellular) replacement cost to purchase a new hotspot.**

### **Signature Form**

By signing the below, the student and their parent/guardian agree to follow and accept:

- NECP Chromebook/Hotspot Agreement
- That NECP owns the Chromebook/hotspot, software and issued peripherals
- If the student ceases to be enrolled in NECP during the school year, the student/parents will return the Chromebook/hotspot in good working order to NECP.

Print Student Name \_\_\_\_\_

Address \_\_\_\_\_

Phone Number \_\_\_\_\_

Print Parent/Guardian Name \_\_\_\_\_

Parent/Guardian Signature \_\_\_\_\_ Date \_\_\_\_\_