



Dear HCS Parent,

Your child has been issued a Chromebook for his/her exclusive school use through the school year as a part of the Hampton City Schools Digital Learning initiative. Providing and issuing electronic devices for instructional use by students is an important part of our school division's instructional program. The student will use the device every day to support and guide his or her learning. Please make sure your child brings their device to school every day fully charged.

A Chromebook is a small, lightweight, personal computer running Chrome OS as its operating system. The devices are designed to be used while connected to the Internet and support applications that reside on the Web, however they may also be used offline to perform work when Internet access is not available.

Each student will also be issued an HCS email address and password. As a protection precaution, students will only be able to send and receive emails from people within the same email extension (other staff and students with the same HCS email addresses) except for specific allowances made for academic purposes.

The HCS email address will also enable students to take full advantage of Google Apps for Education, a select group of apps chosen to complement our curriculum. Students can log into Google Chrome from any computer at home to have full access to their work stored in Google Drive.

We would ask that each family review, sign and return the *Device Usage Agreement* that is on the back of this page. If you have questions or wish for your child to not participate, please send your emails to hcs-infolit@hampton.k12.va.us or call and leave a message at 757-727-8625. More information about this program is also available on the HCS Webpage under *Digital Learning Program*.

We would also ask that each family navigate to <http://whroeduc.whro.org/digitalcitizenship/> and enroll in the digital citizenship class which is sponsored by WHRO, so that they can explore ways to stay safe and avoid threats online.

Thank you,
Hampton City Schools

Device Usage Agreement

GENERAL: You are being provided an electronic device pre-loaded with software approved by the School Board of the City of Hampton ("HCS"). This Agreement governing its use must be signed by you. Your signature and the signature of your parent or guardian acknowledges your agreement to abide by the HCS policies and procedures regarding the use and possession of the electronic device and any other assigned computer, equipment, or accessories that you may use or possess that is provided by HCS.

ACKNOWLEDGEMENT AND AGREEMENT: My signature and the signature of my parent or guardian below indicates that I understand that all electronic device, computers, equipment, and/or accessories that HCS has provided to me are the property of the School Board of the City of Hampton and are subject to the terms of this Agreement. My signature and the signature of my parent or guardian further indicates that I agree to all of the terms listed below and those that are in School Board policy IIBEA (Acceptable Use Policy), electronic device Policies, and technology policies stipulated in the Rights & Responsibilities Handbook.

HCS Electronic Device Policy and Procedure

I will return this electronic device (or any subsequent electronic device issued as a replacement), case (if provided) and charger to HCS in the same condition in which it was provided to me. I understand that I may NOT apply any stickers or write on the electronic device or case.

I understand that I am personally responsible for any and all damage to the device, including damage that occurs at school, unless the damage is accidental or through no fault of my own. I understand that I am responsible for theft or loss. In case of loss or theft, I will pay the full cost of replacement of the lost equipment. Equipment will be depreciated over a 3-year period.

I will not allow any other individual(s) to use the electronic device or accessories that have been provided to me by HCS. I will try my best to bring the device to school fully charged every day.

I understand that at the end of the school year, or if I leave the Division for any reason during the year, I must return the electronic device and accessories. If the electronic device is not returned, I agree I will pay the full cost of replacement of the lost equipment.

I understand and accept all the terms and conditions of this Agreement:

Signature of Student

Date

Signature of Parent or Guardian

Date

Name of Student (Please Print Clearly): _____



Hampton City Schools Documentation of Rights and Responsibilities Handbook Review

(Legal authorization: Code of Virginia, 1950, as amended. Section 22.1-279.3)

Name: _____ School Year: _____

School: _____ Grade: _____ Room: _____

Teacher: _____ Date of Review: _____

This is to acknowledge that I have received a copy of the Students' Rights and Responsibilities Handbook and that I have read, or had the book read to me and discussed. This also acknowledges that I took part in a class review of the contents of the handbook and that I had a chance to ask questions about anything that I did not understand. I understand that all rules in this handbook apply to students coming and going to school, on the bus, and at all school activities and events. In signing this document I agree to follow the rules and regulations. I further acknowledge that I have taken this handbook home to review with my parent/guardian.

(Student's Signature)

(Date)

I have read the Hampton City Schools Students' Rights and Responsibilities Handbook and agree to discuss it periodically with my child. I realize that I may contact the school for any assistance in understanding the rules and regulations. I understand that additional copies of the handbook are available at any school.

I agree to support the rules and regulations in the handbook.

(Parent/Guardian's Signature)

(Date)

(A copy of signed documentation shall be retained in the student's folder.)



Mediation Agreement Peace Pledge

Student: _____ Date: _____

School: _____ Grade: _____

I understand that conflict is a natural part of human growth and development and that conflicts must be resolved for progress and growth to occur. I realize that conflict should not be resolved through violent verbal or physical confrontations. I understand that there are peaceful means for resolving conflict. I understand that I must do my part to make my school a safe and peaceful place to learn and develop. I understand that Hampton City Schools is committed to providing a safe and orderly environment where all students learn. I care about myself, my school and my community. I have read the Students' Rights and Responsibilities Handbook and know what is expected of me. Therefore, I pledge to use peaceful means for resolving conflict. I will discuss my problems with my parents, teachers, counselor or Principal and I will use conflict resolution skills that I have been taught. I will ask for help with conflict mediation when conflicts or situations arise. I promise to resolve my problems peacefully.

(Student's Signature)

(Date)

(Parent/Guardian's Signature)

(Date)

(A copy of signed documentation shall be retained in the student's folder)