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Dear Franklin Family,

January 6, 2020

Beginning the end of January, Franklin students will have the option to check-out their Chromebook device for use at home and away from school. Students will be required to complete a digital citizenship curriculum with their mentor, agree to technology expectations and responsibilities, as well as assume financial responsibility for any damage to the device. ***All paperwork will be submitted to the office for approval.**

Franklin will host a meeting for families and students on January 13th at 5:00 p.m. for those who would like to participate in the Chromebook check-out program. At this meeting, you will be able to sign-up and complete all requirements for the check-out program, as well as have any questions answered. We will discuss in more detail how the process will work and expectations for device care and responsibility.

We look forward to offering extended use of technology for all students and families who wish to participate in the program. Please call the office if you have any questions prior to the January 13th meeting.

Thank you,

Franklin Administration

(970) 348-3200



Technology Expectations and Responsibilities Agreement

I. *Receiving and Returning the Chromebook:*

1. Students are expected to complete all documentation before receiving the device and to return the device in good working order to their teacher when requested.
 - a. Prior to receiving the device, you and your parent must read and agree to outlined expectations and responsibilities listed on this document.
 - b. If you withdraw or change schools, your device and all additional accessories assigned to you must be returned in the same state/repair as when it was handed out.
 - c. Per District 6 Discipline Matrix for middle school level, vandalism or defacing/destruction of school property may result in in-school or out of school suspension, **restitution**, school counseling or recommendation for expulsion depending on the severity of the offense.

II. *Care and Handling:*

1. Students are expected to be responsible for securing their device, maintaining good working order of the Chromebook, and reporting any issues promptly.
 - a. Keep the device in a secure location, especially when charging the Chromebook. Do not leave it in an area where it can be stolen or damaged.
 - b. Each device has been labeled. If you notice this label is wearing off or removed, you need to tell your teacher or administrator immediately.
 - c. If the device is damaged, lost or stolen you must report it to your mentor teacher or an administrator immediately.
 - d. Students are responsible for devices from the time it is checked out and the time it is checked back in. Lockers are recommended to secure your device.
 - e. If your device is lost or stolen, you may be required to assist the school in completing a police report and may be responsible for the full cost of the device.
 - f. If you misuse this device, it can be taken by a teacher or administrator.

III. *Responsible Use of the Chromebook:*

1. Students are expected to use the Chromebook responsibly and to only use it for academic work assigned by school staff and administrators.
 - a. Students must not attempt to unlock or disable any of the security features on the Chromebook, or to download any material.
 - b. You must respect any limits, restrictions or filters placed on your device and not attempt to reset, bypass, or remove any security settings.
 - c. The device assigned to you is the property of Franklin Middle School and Weld County School District 6, and is therefore subject to inspection at any time upon request.
 - d. You may face disciplinary actions if you do not follow these policies or guidelines.

Parent/Guardian Signature

Date

Student Name (Printed)

Student #

Date