

CAMBRIDGE PUBLIC SCHOOLS
ELECTRONIC DEVICE USER NOTICE
FOR ELECTRONIC DEVICES LOANED TO STUDENTS

The Electronic Device is being provided for educational purposes only and the Electronic Device is the property of the Cambridge Public Schools, remains the property of the Cambridge Public Schools, and is being loaned. The Cambridge Public Schools reserves the right to inspect the Electronic Device at any time, search any files stored on the Electronic Device, and all information stored on the Electronic Device is subject to disclosure under the state public records laws and regulations, except for information that may be exempt from disclosure, such as those documents protected under federal and state student record laws and regulations.

Users agree to the following guidelines for the care, protection and maintenance of the Electronic Device:

1. I will know where my assigned Electronic Device is at all times and will keep my Electronic Device with me at all times unless it is safely secured. I will never leave my Electronic Device unattended. I understand that I am expected to store my Electronic Device in suitable areas in order to keep the Electronic Device in good working order and to prevent damage due to water, dust, and temperature changes, including extreme heat and cold, and to exercise the duty of care that is expected of me for the preservation of Cambridge Public Schools property and to also prevent the loss, theft, damage or destruction of the Electronic Device, and that I will maintain and return the Electronic Device in the same condition in which it was loaned.
2. I understand that in order to meet the requirements of the federal Children's Internet Protection Act (CIPA), all of my Internet activity is, in accordance with the Cambridge Public Schools Acceptable Use Policy, and filtered. I understand that the filtering of Internet activity on my assigned Electronic Device occurs whether in use at school or off of school grounds.
3. I understand that in order to ensure the security and the proper functioning of my assigned Electronic Device, that my assigned Electronic Device has security device monitoring installed on it that logs all device activity and that the Cambridge Public Schools reserves the right to monitor device activity.
- 4.. I will follow the provisions of the Cambridge Public Schools Acceptable Use Policy, Software Code of Ethics as well as any school-based rules. I understand that inappropriate behavior that does not comply with the provisions of the Acceptable Use Policy, Software Code of Ethics, and/or school-based rules may lead to disciplinary action, including but not limited to, suspension or revocation of privileges, suspension or expulsion from school and/or possible criminal prosecution.

Guidance for Chromebook Use @ Home

Google Account Information for Chromebook Login

Username: <Year of Graduation><First Initial><Last Name>@cpsd.us (ex. 20TBrady@cpsd.us)

Password: *Student Should Know*

If You Need Technical Support

Please email helpdesk@cpsd.us with the subject "Student Chromebook" and include as much detailed information as possible, including a phone number for contact.

Monitoring Student Use of Chromebook

- Keep the Chromebook in a common area where student use can be monitored.
- Spend time online together to teach your kids appropriate online behavior. Do periodic spot checks (like checking browser history) to monitor your kids' online behaviors.
- Protect bedtime. Studies show that using digital media at night can interfere with sleep. Consider restricting the use of the Chromebook for at least 30 minutes before bed.

Taking Care of the Chromebook

- Wash hands before use, keep food and drinks away, and handle the device gently.
- Only use a clean, soft cloth to clean the screen, no cleansers of any type.
- Cords and cables must be inserted carefully into the device to prevent damage.
- Store the device on a desk or table, never on the floor!
- Chromebooks must remain free of any writing, drawing, stickers, and labels.
- Heavy objects should never be placed on top of Chromebooks.
- Make sure there is nothing on the keyboard before closing the lid (e.g. pens or pencils).
- Hold the Chromebook (cover closed) with two hands, and never lift it by the screen.

Healthy Technology Use

- Use the 20-20-20 rule: To protect against digital eye strain, kids should look at an object that is at least 20 feet away for about 20 seconds once every 20 minutes. By giving their eyes a break, kids help protect and preserve their vision.
- Practice good posture: Promote good posture by teaching kids to sit upright with their feet on the ground. Position their laptop screen about 25 inches away from their face and at a height that does not require them to strain their neck to see.
- Get up and move around: Sitting for long periods can eventually lead to back problems, joint pain and other health issues. Encourage children to get up and move around at least once every hour they are using a laptop. For younger children, taking breaks every half-hour may be beneficial.