Dear Parent/Guardian:
As part of our ongoing effort to enhance instruction at Samuel Ogle Middle School, your student will be issued a new Chromebook to be used during the day at school. He/she will be responsible for taking it to all Core subject classes and returning it to the cart for charging at the end of a designated class period. Please discuss with your student the importance of adhering to the **Acceptable Use Policy** as described in the Student Rights and Responsibilities Handbook and the guidelines listed below.
*Please sign and have your student return this letter to his/her homeroom teacher.

**Student Agreement for Chromebook Use and Loaner Use:**
I will follow the Policies and Codes as set forth in the Prince George’s County Public Schools’ Student Rights & Responsibilities Handbook.

- I will take good care of my school issued Chromebook.
- I will never loan out my school issued Chromebook to other individuals.
- I will logout and shutdown the Chromebook when not in use.
- I will keep food and beverages away from my Chromebook since they may cause damage to the device.
- I will not disassemble any part of my school issued Chromebook or attempt any repairs.
- I will not place decorations (such as stickers, markers, etc.) on the school issued Chromebook.
- I will not deface the serial number Chromebook sticker on any school issued Chromebook.
- I understand that my school issued Chromebook remains the property of the PGCPS. I understand that my PGCPS Google Apps account is subject to monitoring.
- I was issued an original Chromebook and/or Chromebook loaner in good working condition, and will return it in good working condition.
- I will report any problems, damage, malfunctions or any other relevant issues to the teacher IMMEDIATELY.

**Activities Strictly Prohibited:**
Any action that violates existing Board policy or public law. Sending, accessing, uploading, downloading, or distributing offensive, profane, threatening, pornographic, obscene, or sexually explicit materials. Inappropriate media may not be used as Chromebook backgrounds or themes. The presence of such media will result in disciplinary action.

- Changing of Chromebook settings (exceptions include personal settings such as font size, brightness, etc.)
- Giving out personal information, for any reason, over the Internet
- Bypassing the PGCPS web filter
- Exchanging Chromebooks with another student, in 1:1 environments
- Sharing passwords with other students.
- Any activities that could be perceived as bullying, harassment, or intimidation per Administrative Procedure 5143
Applications, Apps and extensions selected for instructional use have been reviewed by school and/or district staff and are the only ones that should be used during the instructional day.

**SOMS Technology Off-Task Consequences**

When Chromebooks are being used for in-class assignments, the student is required to use it for the work associated with class. If a student is found utilizing any form of social media, checking email, engaging unrelated media or doing anything that is not related to class, the Chromebook will be confiscated and disciplinary action will be taken according to the steps outlined below.

1. **First offense:** Teacher Conference with Student and Parent Phone Call
2. **Second offense:** Students may not use the chromebooks during the Mod, student must email parent and inform them they are unable to work on the assignment in class
3. **Third offense:** Referral to Administration. Teacher confiscates chromebook and Student receives 2 detentions (AM and/Lunch)

**Thank you, 8th Grade Team** (Oliver, Abraham, Sumes, A. Smith, Williams, Alexander, Chang, Maloney, M. Smith, Pumphrey, Milliago, Wilson)

**Technology Support:** Ms. Spencer

**Principal:** Mrs. Marshall

*Retain the above letter for your records and send back the signed portion of this letter to your child's homeroom teacher.*

I agree to the stipulations set forth in the Chromebook policy, procedures, and general information and the student agreement for Chromebook use or a Chromebook loaner device. I, the undersigned parent/guardian, acknowledge that I have discussed acceptable use of technology with my student.

**Parent Name (Please Print):** ______________________________

**Parent Signature:** ______________________________ Date:____________________

**Student Name (Please Print):** ______________________________

**Homeroom Teacher** ______________________________

**Student Signature:** ______________________________ Date:____________________