# COMPUTER CONTRACT

**MPA**

I, _____ , am being assigned computer # _____ . From this day forward, I understand that this computer is the **only** computer I will use in (teacher name) _____'s class, and I am responsible for taking care of it.

Every time I use this computer, I will FIRST check for any damages and report them IMMEDIATELY to my teacher. **Failure to do so will result in me getting charged for any damages that occurred.**

**ESTIMATED REPAIR COSTS for common breakages:**
•Broken keys: $15-25 each,
•Broken Screen: $50-115
•Total replacement: $260-300

Initial Here: _____
**By signing this contract, I understand that I will be responsible for immediately paying the school for any damage I cause to my computer.**

The rules I agree to follow are:

1.  When carrying the computer I will use TWO points of contact (both hands, hand and arm, hand and stomach).
2.  I will make sure my hands are clean before I use the computer.
3.  I will keep absolutely NO food or open drinks on the desk when I'm using the computer.
4.  I will use the computer only to access ASSIGNED websites and programs (no random internet browsing or site visiting).
5.  I will be careful with and respectful of the computer (no rough typing or reckless handling).
6.  I will return the computer to the cart as requested (plug it back into the correct slot in the computer cart, for example).
7.  I will follow all directions from the teacher.
8.  I will NOT charge my phone or any devices on the computer (it shortens the battery's life!)
9.  Computers will NEVER to be out or used when there is a substitute teacher.

Remember, ALL of your activity is recorded.

**By signing below I am agreeing to EVERYTHING written above.**

Print your name: _____

Signature:_____Date:_____

# TEACHER'S Guide for Chromebooks in the Classroom

**YOU MUST Assign students computers.** Don't let them take just any computer, because accountability gets lost. Popular approaches:
•Assign computer numbers based on their number in the roll sheet / aeries, or create your own list. Just be aware that your roster may change throughout the year.
•Print the list and tape it to the top of your cart or charging area.

I'm providing you with a sticker sheet to number the computers in your cart. If you need more or new ones, get in touch with Mr. LC.

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**If you see a student carrying a computer around with one hand:**
*"I need your computer for a moment, (student)."*
Imitate the way they were holding it.
*"Thinking about all the places you use a computer now, and in the future—here, at home, at college, in a coffee shop—is this a safe habit?"*

Ask them to elaborate, if they don't give you much. What unexpected things could happen?
Let them know that next time, the computer will be taken away from them for the period...Which is better than the computer getting broken and having to pay for repairs.

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**Do not let students charge their phone or other devices from the laptops.** The battery has a limited number of cycles. Redirect them to using a wall charger—which you should set your own boundaries around.

My policy around that: if you come early they can charge a device **in a wall socket**. If it's during class, you may ask for permission, but if you aren't caught up and on task I will probably say no. Use their desire as an incentive to get be productive, and bear in mind that not being able to charge their phone will likely stress them out and hamper their focus, or be one more drop of rain from the cloud following them that day.

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**If a computer is missing a key, STOP USING IT.**
•Try to find the key. If you are lucky, you might be able to press it back onto the keyboard. If it doesn't click, or stay on, then the hinges are likely broken. In any case, have it sent to me (room 15).
•If you continue to use the computer, it is likely that the brackets will get bent or broken off, and then I cannot put new hinges on it. **This computer will now be, effectively, unusable.** Seriously. You need all the keys!

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**If something goes wrong with a computer**, please attach a sticky note describing it, or make sure the student who brings it to me can describe the issue. Save it for later, or have a student deliver to rm 15.

•Most days, I will be available for you during periods Advisory, Period 2, and 5.

•Feel free to text me at 415-699-3309.  Karl.Langer@ousd.org
Tech Policy

**2) CONSEQUENCES DRAFT**
1. If a student misuses the computer, remind them of expectations and redirect them.
2. If student does not comply, computer is taken away. If student needs the computer to make up the work, they will need to schedule time with you to do so.
3. If a student uses misuses the computer again, take the computer away from them and block that website using GoGuardian scenes. Let the class know that because of this student, this website is now blocked for their class (you decide if they can earn it back)
4. If a student continues to misuse the computer, they will be put in the penalty box for a probationary time, which means they can only go to the sites that we specifically allow them to.

5. Students who try to circumvent GoGuardian will have a conversation with me or admin, and if the attempt was serious, be put in the penalty box for a probationary time. That goes for adult content as well.