

COLLINS-MAXWELL COMMUNITY SCHOOL

Chromebook/Laptop Acceptable Use Agreement

The focus of the Chromebook/Laptop program at Collins-Maxwell Community School is to provide tools and resources for our students who are 21st century learners. Increasing access to technology is essential for the future of our students and the use of Chromebook/Laptops is a way to help them apply technology in college, in the workplace, and beyond.

Providing students with an individual Chromebook/Laptop in a 1-to-1 environment provides an opportunity to enhance each students overall learning experience. Utilizing the Chromebook/Laptops at Collins-Maxwell gives students the access to learn anywhere, anytime - both in classrooms and at home. This 1-to-1 personalized learning also narrows the digital divide between students and promotes responsible use of today's ever changing technologies.

The policies, procedures and information within this document apply to all Chromebook/Laptops used at Collins-Maxwell Community School, including any other device considered by the Administration to come under this policy. Teachers may set additional requirements for use in their classroom.

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1. RECEIVING YOUR Chromebook/Laptop & CHECK-IN

1.1 Receiving Your Chromebook/Laptop

Chromebook/Laptops will be distributed each fall during Chromebook/Laptop Orientation. **Parents & students must sign and return the Acceptable Use of Technology Agreement Student/Parent Acknowledgment and Student Pledge documents before the Chromebook/Laptop can be issued to their child.**

1.2 Chromebook/Laptop Check-In

Chromebook/Laptops will be returned during the final week of school for updates during the summer months. If a student transfers out of the Collins-Maxwell Community School District during the school year, the Chromebook/Laptop will be returned at that time.

1.3 Check-In Fines

Individual school Chromebook/Laptops and accessories must be returned to the Collins-Maxwell Community School Library at the end of each school year. Students who graduate early, transfer to alternative school, withdraw, are suspended or expelled, or terminate enrollment at Collins-Maxwell Community School for any other reason must return their individual school Chromebook/Laptop on the date of termination. If a student fails to return the Chromebook/Laptop at the end of the school year or upon termination of enrollment, that student will be subject to criminal prosecution or civil liability. The student will also pay the replacement cost of the Chromebook/Laptop. Failure to return the Chromebook/Laptop will result in a theft report being filed with the Story County Sheriff's Office.

Furthermore, the student will be responsible for any damage to the Chromebook/Laptop, consistent with the District's Chromebook/Laptop Acceptable Use Agreement, and must return the Chromebook/Laptop and accessories to the Collins-Maxwell Community School Library in satisfactory condition. The student will be charged a fee for any needed repairs, not to exceed the replacement cost of the Chromebook/Laptop.

2. TAKING CARE OF YOUR Chromebook/Laptop

Students are responsible for the general care of the Chromebook/Laptop they have been issued by the school. Chromebook/Laptops that are broken or fail to work properly must be taken to the Library for an evaluation of the equipment.

2.1 General Precautions

- Students are required to keep the Chromebook/Laptop in the cover/sleeve provided by the school.
- The Chromebook/Laptop is school property and all users will follow this agreement and the Collins-Maxwell Community School Acceptable Use Policy.
- Only use a clean, soft cloth to clean the screen—don't use cleansers of any type.
- Cords and cables must be inserted carefully into the Chromebook/Laptop to prevent damage.
- Chromebook/Laptops must remain free of any writing, drawing, stickers, or labels that are not the property of the Collins-Maxwell Community School District.
- Students are responsible for keeping their Chromebook/Laptop secured at all times. Locks are available in the MS-HS Office.
- Chromebook/Laptops should not be exposed to temperature extremes. Students should not leave the Chromebook/Laptop in any location where the temperature falls below freezing or exceeds 95 degrees. If the Chromebook/Laptop is cold, it should be allowed to warm up to room temperature before use. An Chromebook/Laptop exposed to direct sunlight or high temperatures may overheat during use and must be allowed to cool down before subsequent use.
- Students are responsible for their Chromebook/Laptops both in and out of school, including extracurricular events. The costs associated with a lost, stolen or damaged Chromebook/Laptop as stated in this Agreement apply to extracurricular events. It will not be the responsibility of the coach, bus driver, etc. to protect the Chromebook/Laptops during extracurricular activities.
- Students are responsible for keeping their Chromebook/Laptop's battery charged for school each day.
- Students must not remove any Collins-Maxwell Community School labels.

2.2 Carrying Chromebook/Laptops

The protective cover/sleeve provided with the Chromebook/Laptop is to protect the Chromebook/Laptop from normal treatment and provide a suitable means for carrying the device within the school. The guidelines below should be followed:

- Chromebook/Laptops should always be within the protective cover/sleeve when carried.
- Books, folders, pens, pencils and other items should not be placed on the Chromebook/Laptop to avoid placing too much

pressure and weight on the Chromebook/Laptop screen.

- Chromebook/Laptop covers and sleeves furnished by the school district must be returned with only normal wear and no alterations to avoid paying a replacement fee.

2.3 Screen Care

The Chromebook/Laptop screen can be damaged if subjected to rough treatment. The screen is particularly sensitive to damage from excessive pressure on the screen.

- Do not lean on the top of the Chromebook when it is closed.
- Do not place anything near the Chromebook that could put pressure on the screen.
- Do not place anything in the sleeve that will press against the cover.
- Clean the screen with a soft, dry cloth or anti-static cloth.
- Do not “bump” the Chromebook/Laptop against lockers, walls, car doors, floors, etc. as it will eventually break the screen.

2.4 Charging Your Chromebook/Laptop’s Battery

• Charging cables/cords should be inserted and removed carefully to prevent damage. This should be done on both ends of the cable by grasping the plugs rather than the cord. The charging cord should be plugged into the wall outlet before connecting the Chromebook/Laptop. When disconnecting, remove the cable from the Chromebook/Laptop before pulling the cord from the wall outlet.

• Chromebook/Laptops must be brought to school each day in a fully charged condition. Students need to charge their Chromebook/Laptops each evening. In cases of low batteries, students may be able to connect their Chromebook/Laptops to a power outlet in class if a cord is available. Battery life is shortened by using wi-fi, bluetooth, a high screen brightness, and video. Students should learn to manage these settings and apps to improve battery performance. Failure to charge the battery may result in the loss of home privileges for the student.

2.5 Chromebook/Laptop Undergoing Repair

- Chromebook/Laptops that malfunction or are damaged must be reported to tech support as soon as possible. The school district will be responsible for repairing Chromebook/Laptops that malfunction. **See Section 8 of this Agreement for costs to Students and Parents for damaged Chromebook/Laptops.**
- Loaner Chromebook/Laptops may be issued to students when they leave their Chromebook/Laptops for repair in the Collins-Maxwell Community School Library. There may be a delay in getting an Chromebook/Laptop should the school not have enough to loan.

2.6 Storing Your Chromebook/Laptop

When students are not using their Chromebook/Laptops, they should be stored securely. The Collins-Maxwell Community School District recommends that students use a lock available in the MS-HS office. Nothing should be placed on top of the Chromebook/Laptop when stored in the locker. Students are encouraged to take their Chromebook/Laptops home every day after school, regardless of whether or not they are needed. Chromebook/Laptops should not be stored in a student’s vehicle at school or at home. If a student needs a secure place to store his/her Chromebook/Laptop, he/she may check it in for storage in the Collins-Maxwell Community School Library.

2.7 Chromebook/Laptops Left in Unsupervised Areas

Under no circumstances should Chromebook/Laptops be left in unsupervised areas. Unsupervised areas include the school grounds and campus, the lunchroom, computer labs, locker rooms, library, unlocked classrooms, dressing rooms and hallways. Any Chromebook/Laptop left in these areas is in danger of being stolen. If an Chromebook/Laptop is found in an unsupervised area, it will be taken to the MS-HS office. Students need to retrieve their Chromebook/Laptop from the principal.

2.8 Chromebook/Laptop Theft

Students will be held responsible for maintaining their individual Chromebook/Laptops and keeping them in good working order.

• *The Chromebook/Laptop may ONLY be used by the student to whom it was assigned or by the parents of the student. The student may not loan it to another student.*

- Chromebook/Laptops that are stolen must be reported immediately to the MS-HS Office *in person, by phone 515-387-1115 or email at kcorbin@collins-maxwell.k12.ia.us* and the Story County Police Department.

3. USING YOUR Chromebook/Laptop

Chromebook/Laptops are intended for use at school each day. In addition to teacher expectations for Chromebook/Laptop use, school messages, announcements, calendars and schedules may be accessed using the Chromebook/Laptop. Students must be responsible to bring their Chromebook/Laptop to all classes, unless specifically instructed not to do so by their teacher.

3.1 Chromebook/Laptops Left at Home

If students leave their Chromebook/Laptop at home, they are responsible for getting the course work completed as if they had their Chromebook/Laptop present. *Repeated failure to bring the Chromebook/Laptop to school may result in the loss of*

home privileges for the student.

3.2 Classroom Usage

Students are responsible to download to the Chromebook/Laptop any necessary documents and/or materials from the teachers' websites. If a family does not have wireless access at home, students must do this before school, during the school day, or after school.

3.3 Sound, Music, Games, or Programs

- Sound must be muted or headphones used at all times unless permission is obtained from the teacher for instructional purposes.

3.4 Printing

Printing will be available through teachers or computer labs. Printing at home will require a wireless printer, proper settings on the Chromebook/Laptop, and the correct app. Contact Mr. Corbin at school for more information.

3.5 Home Internet Access

Students are allowed to set up wireless networks on their Chromebook/Laptops. This will assist them with Chromebook/Laptop use at home.

4. MANAGING YOUR FILES & SAVING YOUR WORK

4.1 Saving Documents

Students may save work on the Chromebook/Laptops in multiple ways (i.e., DropBox, Google accounts). It is recommended students also e-mail documents to themselves and save to the school server. Storage space will be available on the Chromebook/Laptop—BUT it will NOT be backed up in case of re-imaging. It is the student's responsibility to ensure that work is not lost due to mechanical failure or accidental deletion. Chromebook/Laptop malfunctions are not an acceptable excuse for not submitting work.

4.2 Network Connectivity

The Collins-Maxwell Community School District makes no guarantee that its network will be up and running 100% of the time. In the rare case that the network is down, the District will not be responsible for lost or missing data.

5. SOFTWARE ON CHROMEBOOK/LAPTOPS

5.1 Originally Installed Apps

The apps originally installed by Collins-Maxwell Community School must remain on the Chromebook/Laptop in usable condition and be easily accessible at all times. From time to time the school may add apps for use in a particular course. **Periodic checks of Chromebook/Laptops will be made to ensure that students have not removed required apps. Students are not to delete apps.**

5.2 Additional Apps

Students are not allowed to load extra apps on their Chromebook/Laptops. Collins-Maxwell Community School will sync the Chromebook/Laptops so that they contain the necessary apps for school work. Students will not sync their Chromebook/Laptop to another computer or add apps to their Chromebook/Laptop, including home syncing accounts. Recommendations for any app can go to a teacher for consideration.

5.3 Inspection

Students may be selected at random to provide their Chromebook/Laptops for inspection, to be conducted by the technology director and/or administration.

5.4 Procedure for Re-Loading Apps

If technical difficulties occur or non-Collins-Maxwell Community School installed apps are discovered, the Chromebook/Laptop will be restored from backup. The school does not accept responsibility for the loss of apps or documents deleted due to a re-format and re-image.

5.5 Software Upgrades

Upgrade versions of apps are available from time to time. Students may be required to check in their

Chromebook/Laptops for periodic updates and syncing.

6. ACCEPTABLE USE

The use of the Collins-Maxwell Community School District's technology resources is a privilege, not a right. The privilege of using the technology resources provided by the Collins-Maxwell Community School District is not transferable or extendible by students to people or groups outside the District and terminates when a student is no longer enrolled in the Collins-Maxwell Community School District. This policy is provided to make all users aware of the responsibilities associated with efficient, ethical, and lawful use of technology resources. If a person violates any of the user terms and conditions named in this policy, privileges may be terminated, access to the school district technology resources may be denied, and the appropriate disciplinary action shall be applied.

Violations may result in disciplinary action up to and including suspension/expulsion for students. When applicable, law enforcement agencies may be involved.

6.1 Parent/Guardian Responsibilities

- Talk to your child about values and the standards that your children should follow on the use of the Internet just as you would on the use of all media information sources such as television, cell phones, movies, and radio.

6.2 School Responsibilities

- Provide Internet access to its students at school.
- Provide Internet blocking of inappropriate materials as able at school.
- Provide network data storage areas. These will be treated similar to school lockers. Collins-Maxwell Community School District reserves the right to review, monitor, and restrict information stored on or transmitted via Collins-Maxwell Community School District owned equipment and to investigate inappropriate use of resources.
- Provide guidance to aid students in doing research/projects and help assure student compliance of the acceptable use policy.

6.3 Student Responsibilities

- Using Chromebook/Laptops in a responsible and ethical manner.
- Obeying general school rules concerning behavior and communication that apply to Chromebook/Laptop/computer use.
- Using all technology resources in an appropriate manner so as to not damage school equipment. This "damage" includes, but is not limited to, the loss of data resulting from delays, non-deliveries, mis-deliveries or service interruptions caused by the student's own negligence, errors or omissions. Use of any information obtained via Collins-Maxwell Community School District's designated Internet system is at the student's own risk. Collins-Maxwell Community School District specifically denies any responsibility for the accuracy or quality of information obtained through its services.
- Helping Collins-Maxwell Community School District protect our computer system/devices by contacting a staff person about any security problems students may encounter.
- Monitoring all activity on their account(s).
- When finished with the Chromebook/Laptop, turning off and securing the Chromebook/Laptop to protect homework and the device.
- If an email or other communication is received containing inappropriate or abusive language, or if the subject matter is questionable, reporting it to a staff person immediately.
- Returning the Chromebook/Laptop to the Collins-Maxwell Community School Library at the end of each school year. Students who graduate early, transfer to alternative school, withdraw, are suspended or expelled, or terminate enrollment at Collins-Maxwell Community School for any other reason must return the Chromebook/Laptop on the date of termination.

6.4 Student Activities Strictly Prohibited

- Illegal installation or transmission of copyrighted materials
- 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 or symbols or pictures of guns, weapons, alcohol, drug, or gang-related activities
- Use of school email address for chat rooms or websites selling term papers, book reports, and other forms of student work
- Messaging services (i.e., MSN Messenger, ICQ, etc.)
- Internet games except those authorized by staff
- Use of outside data disks or external attachments without prior approval from tech support
- Changing of Chromebook/Laptop settings (exceptions include personal settings such as font size, brightness, etc.)
- Downloading apps
- Spamming/sending mass or inappropriate emails
- Gaining access to other student accounts, files, and/or data
- Use of the school's Internet/e-mail accounts for financial or commercial gain or for any illegal activity
- Use of anonymous and/or false communications
- Giving out personal information, for any reason, over the Internet. This includes, but is not limited to, setting up Internet accounts including those necessary for chat rooms, Ebay, email, etc.

- Participation in credit card fraud, electronic forgery or other forms of illegal behavior.
- Vandalism (any malicious attempt to harm or destroy hardware, software or data, including, but not limited to, the uploading or creation of computer viruses or computer programs that can infiltrate computer systems and/or damage software components) of school equipment will not be allowed
- Transmission or accessing materials that are obscene, offensive, threatening or otherwise intended to harass or demean recipients
- Bypassing the Collins-Maxwell Community School web filter through a web proxy
- Taking photos or video of other students, staff or anyone without their permission. The possession, forwarding, or uploading of unauthorized photos or video to any website, network storage area, or person is strictly forbidden. Photos and video taken with the Chromebook/Laptop are for educational purposes only
- *Jailbreaking is the process of which removes any limitations placed on the Chromebook/Laptop by Apple. Once jailbroken, users are able to download additional applications, extensions and themes that are not otherwise available. Jailbreaking results in a less secure device and is strictly prohibited.*

6.5 Legal Propriety

- Comply with trademark and copyright laws and all license agreements. Ignorance of the law is not immunity. If you are unsure, ask a teacher or parent.
- Plagiarism is illegal. Give credit to all sources used, whether quoted or summarized. This includes all forms of media on the Internet, such as graphics, movies, music, and text.
- Use or possession of hacking software is strictly prohibited and violators will be subject to applicable state or federal laws that may result in criminal prosecution or disciplinary action by the District.

6.6 Student Discipline

If a student violates any part of the above policy, he/she will be put on the following disciplinary steps, depending on the severity of the disciplinary violation:

- 1st Offense – Student(s) will check in/check out their Chromebook/Laptops from the Collins-Maxwell Community School Library daily for three (3) weeks
- 2nd Offense – Three (3) weeks of Chromebook/Laptop privilege suspension (student still responsible for all required work)
- 3rd Offense – Loss of Chromebook/Laptop privileges for a length of time determined by the administration

7. COST OF REPAIRS

7.1 Costs for Damaged, Lost or Stolen Chromebook/Laptops

Students will be held responsible for ALL damage to their Chromebook/Laptops not covered by warranty including, but not limited to: broken screens, cracked pieces, inoperability, etc.

In the event of damage not covered by the warranty, the Student and Parent will be billed a fee according to the following schedule:

- First incident – up to \$100
- Second incident – up to \$250
- Third incident – up to full cost of repair or replacement

NOTE: Full cost for repair or replacement will be charged when damage occurs due to gross negligence, intentional destruction, or willful misconduct as determined by the administration. Examples of this type of damage include but are not limited to tossing the Chromebook/Laptop, setting heavy items on top of the Chromebook/Laptop, stepping on the Chromebook/Laptop, leaving the Chromebook/Laptop in extreme heat or cold temperatures, abusing apps, etc. In the event the Chromebook/Laptop, cover, sleeve or cables are lost or stolen, the Student and Parent may be billed the full cost of replacement as determined by the administration. Failure to pay for willful, negligent, or intentional damage may result in legal consequences.

ACCEPTABLE USE OF TECHNOLOGY AGREEMENT STUDENT/PARENT ACKNOWLEDGMENT

The agreement is also available
at www.Collins-Maxwell.k12.ia.us.

STUDENTS: I have read and will abide by the *Chromebook/Laptop Acceptable Use Agreement* of Collins-Maxwell Community School. I further understand that any violation of the agreement is unethical and may constitute a criminal offense. Should I commit any violation, my access privileges may be revoked and school disciplinary action and/or appropriate legal actions may be taken.

PARENTS/GUARDIANS: I have read and agree to assist my child in understanding and abiding by the *Chromebook/Laptop Acceptable Use Agreement* of Collins-Maxwell Community School. I understand that access to district technology equipment and its entire system of electronic communication is designed for educational purposes. I also recognize that some materials on the Internet may be controversial and objectionable and that, while every attempt will be made to block inappropriate sites, it is impossible for the Collins-Maxwell Community School District to restrict access to all controversial and objectionable materials. I will not hold the Collins-Maxwell Community School District responsible for the accuracy or quality of any materials acquired or viewed on its system by my child. I understand that improper or inappropriate use of technology equipment and the district system by my child may result in revocation of his/her technology privileges and the imposition of school discipline, criminal penalties, or civil penalties. I accept all financial and legal liabilities that may result from my child's use of the Collins-Maxwell Community School District equipment and technology system. I release the Collins-Maxwell Community School District, its officers, employees, agents, representatives, and all organizations and individuals related to the Collins-Maxwell Community School District's technology system from any and all liability or damages that may result from my child's use of the district's equipment and electronic communication system. I specifically agree to indemnify and hold the Collins-Maxwell Community School District, its officers, employees, agents, and representatives harmless for any actions, claims, costs, damages, or losses, including, but not limited to, attorney's fees, incurred by the Collins-Maxwell Community School District relating to, or arising out of my child's use of such equipment and system.

Chromebook/Laptop USE: The student below has been issued a Chromebook/Laptop in support of his/her education in the Collins-Maxwell Community School District. The Chromebook/Laptop and its content remain the property of Collins-Maxwell Community School. The district's *Chromebook/Laptop Acceptable Use Agreement* fully applies to the use of this equipment both on and off school premises. Chromebook/Laptop settings have been adjusted for appropriate school use. These settings must not be altered, deleted or circumvented in any way. The school has also downloaded applications for student use. No apps may be added to the Chromebook/Laptop, whether for purchase or free. The student and parent/guardian agree to be responsible for the maintenance and care of the Chromebook/Laptop, and to return it when requested in the same condition in which it was received, except for normal and reasonable wear and tear. Chromebook/Laptops will be inspected periodically to check for appropriate use.

STUDENT NAME: _____
(Please Print)

STUDENT SIGNATURE: _____

PARENT NAME: _____
(Please Print)

Please check the statement below which is applicable.

_____ I grant my child permission to use the district's Chromebook/Laptop and electronic communication system outside of school.

_____ I **DO NOT** grant my child permission to use the district's Chromebook/Laptop outside of school. My child will check out a Chromebook/Laptop from the school library each morning and return the Chromebook/Laptop to the school library at the end of each school day.

PARENT SIGNATURE: _____

DATE: _____

Collins-Maxwell Community School

Student Pledge for Chromebook/Laptop Use

1. I will take good care of my Chromebook/Laptop.
2. I will never leave the Chromebook/Laptop unattended.
3. I will never loan out my Chromebook/Laptop to other individuals.
4. I will know where my Chromebook/Laptop is at all times.
5. I will charge my Chromebook/Laptop's battery daily.
6. I will keep food and beverages away from my Chromebook/Laptop since they may cause damage to the device.
7. I will not disassemble any part of my Chromebook/Laptop or attempt any repairs.
8. I will protect my Chromebook/Laptop by only carrying it while in the case and sleeve provided.
9. I will use my Chromebook/Laptop in ways that are appropriate, meet Collins-Maxwell Community School expectations, and are educational.
10. I will not place decorations (such as stickers, marks, etc.) on the Chromebook/Laptop. I will not deface the serial number or Chromebook/Laptop label on any Chromebook/Laptop.
11. I understand that my Chromebook/Laptop is subject to inspection at any time without notice and remains the property of the Collins-Maxwell Community School District.
12. I will follow the policies outlined in the *Chromebook/Laptop Acceptable Use Agreement* while at school, as well as outside the school day.
13. I will file a police report in cases of theft and vandalism.
14. I will be responsible for all damage or loss caused by neglect or abuse.
15. I agree to return the Chromebook/Laptop, cover, sleeve, and power cords in good working condition.

I agree to the stipulations set forth in the above documents including the Chromebook/Laptop Acceptable Use Agreement; the Student/Parent Acknowledgment Form; and the Student Pledge for Chromebook/Laptop Use.

Student Name (please print): _____

Student Signature: _____ Date: _____

Parent Name (Please Print): _____

Parent Signature: _____ Date: _____

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