



# Chromebook Policy, Procedures, and Information Handbook

## Horizon Science Academy Columbus High 1:1 Chromebook Program

In Horizon Science Academy Columbus High we believe a world class education includes engaging environments and research based instructional practice that strives to personalize learning for all students. While creating meaningful learning experiences through a workshop model of instruction is critical, using the tools and resources of the day is also a key component to learning and access.

Horizon Science Academy Columbus High (hereinafter referred to as the "HSACH") is proud to offer our 9th, 10th, 11th, and 12th grade students a Chromebook device for use at school and at home for academic purposes. The following information is provided to help all involved understand the expectations, responsibility, care, and use related to receiving a Chromebook.

The policies, procedures and information contained in this document apply to Chromebooks and the other technology devices used by students within HSACH. *Administrators and teachers may set additional requirements for computer use at their school sites or in their classrooms.* **The Chromebook and other school-issued devices, email/Google accounts, server space, etc., are the property of the HSACH and, as a result, may be subject to inspection at any time. The student should have NO expectation of privacy of materials found on a Chromebook, their Google Drive or Gmail account, etc. Supplied devices are an educational tool and not intended for personal use, such as gaming, social networking, or high-end computing.**

## TABLE OF CONTENTS

1. GENERAL INFORMATION/OVERVIEW OF CHROMEBOOK USE
  - 1.1. Originally Installed Software G-Suite
  - 1.2. Home Use
2. GENERAL INFORMATION/GETTING STARTED
  - 2.1. Receiving Your Chromebook
  - 2.2. Optional Insurance Plan
  - 2.3. Returning Your Chromebook
3. CHROMEBOOK CARE: PROTECTING & STORING YOUR CHROMEBOOK
  - 3.1. General Care and Precautions
  - 3.2. Chromebook Screen Care
  - 3.3. Carrying Chromebooks

- 3.4. Storing Your Chromebook
- 3.5. Labels and Serial Numbers
4. USING YOUR CHROMEBOOK
  - 4.1. Student Responsibilities and Legal Propriety
  - 4.2. Managing Your Files and Saving Your Work
  - 4.3. Chromebooks Left at Home
  - 4.4. Chromebook Battery
  - 4.5. Photos, Screensavers, and Background photos
  - 4.6. Sound, Music, Games, or Programs
  - 4.7. Printing
5. SECURITY
  - 5.1. Chromebook Security & Inspection
  - 5.2. Network Security
  - 5.3. Privacy
6. REPAIRS & FEES
  - 6.1. Chromebook Repairs
  - 6.2. Fees/Fines

## **1 GENERAL INFORMATION/OVERVIEW OF CHROMEBOOK USE**

Chromebooks are intended for use each school day. Therefore, students in all grades are responsible for charging the Chromebook battery before the start of each school day and bringing their Chromebooks to all of their classes, unless specifically instructed not to do so by their teacher. As a web-oriented device, Chromebooks can also access sites on the Internet to connect to all the resources and information available for student learning online, anywhere, at any time. In addition to teacher expectations for Chromebook use, school messages, announcements, calendars, and schedules may be accessed using the Chromebook.

### **1.1 Originally Installed Software - G Suite**

- All Chromebooks are supplied with the Google Chrome Operating System (OS) and many other web-based applications useful in an educational environment. The Chrome OS will automatically install updates when the computer is shut down and restarted. There is currently no need for virus protection with the Chrome OS. Chrome provides multiple layers of protection against viruses and malware, including data encryption and verified boot.
- Chromebooks seamlessly integrate with the G Suite for Education. This suite includes Google Docs (word processing), Sheets (spreadsheets), Slides (presentations), Drawings, Sites and Forms. The HSACH will provide G Suite accounts for all teachers, students, and support staff.
- Students will create and save their school-related files to Google Drive, which is stored in the cloud.
- Students can access their Google Drive from their Chromebook and any computer that has Internet access. Students will understand that the Google Drive can be monitored by the HSACH administration.
- Students are assigned a HSACH email through G Suite for Education that is managed by HSACH. Students will be able to communicate with staff, other students, and outside the HSACH domain with the HSACH-issued email address.
- Email can be monitored by the HSACH and is subject to filtering inappropriate content. Students are expected to adhere to the rules and regulations for email use as outlined in the HSACH Acceptable Use of Networks/Computers Policy (AUP) and all other applicable policies.

### **1.2 Home Use**

- Students are allowed to set up access to wireless networks on their Chromebooks. This will assist students with the ability to successfully complete, retrieve, access, etc., educational content used in classes with the Chromebook. The school HSACH is not responsible for providing technical support to connect the Chromebook to a home network. Students are bound by the policies and procedures in this Handbook, the HSACH Acceptable Use of Networks/Computers Policy (AUP), and all other applicable policies wherever they use their Chromebooks.
- The HSACH provides content filtering both on campus and off campus; however, parents must

provide a safe environment for students to use their Chromebooks at home for school assignments.

Parents are encouraged to provide a safe environment for students to use their Chromebooks at home for school assignments. A WiFi Internet connection will be required for the majority of Chromebook use; however, some applications, such as Google Docs, can be used while not connected to the Internet. Parents/Guardians are also encouraged to:

- set rules for student use at home.
- allow use in common areas of the home where student use can easily be monitored.
- demonstrate a genuine interest in student's use of the device.
- reinforce the idea that the device is a productivity tool to support learning, rather than used as a form of entertainment.
- become familiar with internet safety resources such as
  - <http://www.common sense media.org/blog/digital-citizenship>
  - <http://www.net smartz.org/Parents>
  - <http://www.connectsafely.org>
  - <http://www.isafe.org/>
  - <http://wiredsafety.org>

## IMPORTANT REMINDER:

- All students should protect their personal and private information. While on the Internet, students shall not reveal personal information, including a home address or phone number, or the addresses or phone numbers of other students.
- All activity on the Chromebook and HSACH-issued email account, whether conducted at school or off site, is subject to search as HSACH property.

## 2. GENERAL INFORMATION/GETTING STARTED

### 2.1 Receiving Your Chromebook

Parents/Guardians and every student receiving a HSACH-owned Chromebook must sign the CHROMEBOOK POLICY & PROCEDURES AGREEMENT when first receiving a device. In addition, students will sign an agreement which notes the serial number of the Chromebook they are assigned.

The procedure for distribution and collection of Chromebooks will be established at the school.

### 2.2 Optional Insurance Plan

Each Chromebook comes with a **limited** factory warranty. It covers the cost of repair for manufacturer defects. Please note that damages due to accidents or abuse can incur repair costs up to the cost of the device. Lost or stolen Chromebooks must be replaced and will incur a charge totaling the replacement cost.

The HSACH does **not** provide insurance coverage on the Chromebook. One of the suggested options that families may want to consider is third-party insurance which usually covers breakage, theft, or loss. HSACH does not offer an insurance policy, and purchasing insurance is optional. However, parents can contact their insurance company and/or other third party insurers to inquire about the policies they offer.

There are cost-effective insurance companies that work with many school HSACHs and have plans specifically for Chromebooks.

HSACH does not receive payments or incentives for recommending any insurer which is a third-party company separate from HSACH.

Please note the following: Chromebook damages caused by abuse or neglect are the responsibility of the student and subject to the cost of repair or replacement of the device.

In the event of theft, vandalism, or other criminal acts, the student/parent/guardian **MUST** file a report with the local police department and submit a copy to the school. The fee for a lost Chromebook will be the full replacement cost of the device. A replacement device will not be issued until documentation is complete and fees are paid in full.

### 2.3 Returning Your Chromebook

- Students withdrawing from HSACH must return their Chromebook and all HSACH- purchased accessories on their last day of attendance (or a date determined by the school administration) to

a place and time determined by school administration.

- If, upon inspection of the device, there is evidence of abuse, neglect or intentional damage, the student/parent/guardian will be charged a fee for needed repairs, not to exceed the replacement cost of the Chromebook.
- Failure to turn in the Chromebook and accessories will result in the student/parent/guardian being charged the full replacement cost and report cards, transcripts and diplomas can be held from students. If payment is not received, the matter will be turned over to a collection agency. Any Chromebook not returned will be considered stolen property and law enforcement agencies will be notified.
- We are happy to announce 12th grade students will be able to keep their Chromebook after their senior year if they pay a device release fee defined by the school administration so they can have a device for college and/or their career path.

### 3. CHROMEBOOK CARE: PROTECTING & STORING YOUR DEVICE

Students are responsible for the general care of the HSACH-owned Chromebook. Chromebooks that are broken, or fail to work properly, must be reported in accordance with school procedures, as soon as possible. If a loaner Chromebook is needed, one may be issued to the student until their Chromebook can be repaired (subject to availability).

**DO NOT TAKE HSACH-OWNED CHROMEBOOKS TO AN OUTSIDE COMPUTER SERVICE FOR ANY TYPE OF REPAIRS without HSACH approval.** Students may be asked by teachers or administrators to provide their Chromebook for inspection for damages or misuse.

Devices should be carried in the school-provided protective sleeve. It will protect the Chromebook from accidental damage.

#### 3.1 General Care and Precautions

- Chromebook battery must be fully charged before the start of each school day.
- **Do not remove the HSACH identification label from the Chromebook.**
- Vents should not be covered.
- Cords, cables, and removable storage devices must be inserted carefully into the Chromebook.
- Chromebooks should not be used with the power cord plugged in when the cord may be a tripping hazard.
- Chromebooks and chargers should be kept away from food and drinks, small children, and pets.
- Do not bump the Chromebook against lockers, walls, car doors, floors, etc.
- Chromebooks must remain free of any writing, drawing, stickers, or labels that are not the property of the HSACH.
- Chromebooks must never be left in an unlocked car or any unsupervised area in or outside of school. Unsupervised areas include the school grounds, the cafeteria, vehicles, bathrooms, computer labs, library, unlocked classrooms, and hallways. If a Chromebook is found in an unsupervised area, it should be immediately reported to the main office in your school.

#### 3.2 Chromebook Screen Care

The Chromebook screen is particularly sensitive and can be easily damaged if subjected to rough treatment and excessive pressure. Protect the Chromebook screen by following the rules below:

- Do not lift Chromebooks by the screen. When moving a Chromebook, support it from the bottom with the lid closed.
- Clean the screen with a soft, dry anti-static or micro-fiber cloth. Do not use disinfectant wipes, window cleaner, any type of liquid, or water on the Chromebook.
- Do not lean or place anything on top of the Chromebook.
- Do not place anything on the keyboard before closing the lid (e.g., pens, pencils, notebooks).
- Do not place anything near the Chromebook that could put pressure on the screen.
- Do not wedge the Chromebook into a book bag or place anything in the carrying case that will press against the cover as this will damage the screen.
- Do not poke the screen.
- For screen adjustment, do not grasp the screen by wrapping your hand around the screen; your thumbs can shatter the screen.

#### 3.3 Carrying Chromebooks

- Always transport Chromebooks with care. Failure to do so may result in disciplinary action
- Never carry the Chromebook while the screen is open.
- Do not carry the Chromebook by the screen.

- Do not transport Chromebook with the power cord inserted.
- Do not place anything in the protective case that will press against the cover.
- Chromebooks should always be carried in school issued cases

### 3.4 Storing Your Chromebook

- Chromebooks should never be left in vehicles or in a location that is not temperature controlled.
- Chromebooks should be stored safely at all times, especially during extra-curricular events.
- Chromebooks should never be shoved into a locker or placed on the bottom of a pile.

### 3.5 Labels and Serial Numbers

- Chromebooks must have the HSACH label on them at all times.
- Labels and the Chromebook serial number may not be modified or tampered with in any way. Students may be charged up to the full replacement cost of a Chromebook for tampering with a school asset tag or turning in a Chromebook without a school asset tag.

## 4. USING YOUR CHROMEBOOK

### 4.1 Student Responsibilities and Legal Propriety

- Bring fully charged Chromebooks to school every day.
- Bring your Chromebook to all of your classes, unless specifically instructed not to do so by your teacher.
- Follow each teacher's rules and expectations regarding Chromebook use in the classroom.
- Do not loan your Chromebook to anyone or leave it unattended.
- Do not change HSACH settings or remove HSACH identification tags or barcodes from HSACH-issued devices.
- Follow Internet safety guidelines in accordance with the HSACH Acceptable Use of Networks/Computers Policy (AUP) and all other applicable policies.
- Keep personal information and identity secure and private. Never reveal your full name, phone number, home address, Social Security number, credit card numbers, passwords, or those of other people.
- Obey general school rules concerning behavior and communication that apply to technology use. Do not send harmful, anonymous or misleading communications for any purpose.
- 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 a violation of the student policy. Give credit to all sources used, whether quoted or summarized. This includes all forms of media on the Internet, such as graphics, movies, and text.
- Use network, services, devices or equipment in a manner that is not disruptive to others, such as disseminating inappropriate content, spam/viruses, transferring large amounts of data across the network, or attempting to hack into network/online systems. Do not attempt to bypass the web filter, attempt to gain access, or use/change other students' accounts, files, or data.
- Use or possession of hacking software is strictly prohibited and violators will be subject to discipline. Violation of applicable state or federal law will result in criminal prosecution or disciplinary action by the HSACH.
- Students must not use the school's Internet/email accounts for financial or commercial gain, or for any illegal activity including, bullying, harassing, credit card fraud, electronic forgery or other forms of illegal behavior.

### 4.2 Managing Your Files and Saving Your Work

- Students will be logging into HSACH's G Suite domain and saving documents to Google Drive via the Chromebook or any device that has Internet access.
- Storage space will be available on the Chromebook, but since the device has storage limitations, it is vital that the storage space be privileged for educational use only.
- Chromebooks will NOT be backed up by the HSACH in cases of resetting or re-imaging. It is the student's responsibility to ensure that their work is backed up and therefore not lost due to mechanical failure or accidental deletion.
- If technical difficulties occur and cannot be repaired, the Chromebook may need to be restored to factory defaults. All student-created files stored on external storage devices, USB flash drives, etc. or Google Drive will remain intact after the operating system is restored. However, ***all other data (documents, photos, music) stored on local internal memory of the Chromebook will not be restored.***

### 4.3 Chromebooks Left at Home

- If students leave their Chromebook at home, they will be considered unprepared for class. They are responsible for completing their coursework as if they had their Chromebook present. A loaner Chromebook will not be issued.

### 4.4 Chromebook Battery

- Chromebooks must be charged each evening and brought to school each day fully charged. In cases where use of the Chromebook has caused batteries to drain, students may be able to connect their device to a power outlet in class or at designated charging stations within the school.

### 4.5 Photos, Screensavers, and Background photos

- Inappropriate media may not be used as a screensaver or background.
- Images of guns, weapons, pornographic materials, inappropriate language, alcohol, drug, gang-related symbols or pictures will be dealt with as per the school code of conduct.
- Photos/videos require a large amount of storage space on the device. Only photos that are for an educational purpose should be saved to the device. All other photos/videos should not be taken or stored.

### 4.6 Sound, Music, Games, or Programs

- Sound must be muted at all times unless permission is obtained from the teacher for instructional purposes.
- Students should have their own personal set of headphones, which may be used in the classroom at the discretion of teachers.
- Data Storage on the Chromebook is limited and should be managed by the students so that the full educational potential of the Chromebook is available. Any instance of downloading apps that have not been approved by the HSACH is carefully monitored. Students may be directed by school personnel to remove apps, music, and videos if the storage of instructional materials is compromised.

### 4.7 Printing

- *At School:* Printing is not allowed from Chromebooks. Teachers will encourage and facilitate digital copies of homework.
- *At Home:* The Chromebook does not support a physical printer connection. Instead, students may print to their home printers from their Chromebooks using the Google Cloud Print service. A wireless home network is required for this <http://google.com/cloudprint>. Alternatively, G Suite documents can be printed from any other computer, in or out of school, that has a printer connection.

## 5 SECURITY

### 5.1 Chromebook Security & Inspection

The HSACH uses a centralized Chromebook management system, which is utilized to change security settings, update software, add or remove applications, and monitor usage.

- Periodic checks of Chromebooks may be made to ensure that students have not added/removed apps/extensions.
- Any attempt to change the configuration settings of the Chromebook will result in an immediate disciplinary action.
- All activity on the Chromebook and HSACH-issued email account, whether conducted at school or off site, is subject to search as HSACH property.
- Chromebooks may be inspected at any time.

### 5.2 Network Security

The HSACH will be responsible for providing network access and content filtering at school.

- HSACH makes no guarantee that their network will be up and running 100% of the time. In the rare instances that the network is down, the HSACH will not be responsible for lost or missing data.
- Students will not be penalized if the HSACH network is down and a completed assignment cannot be accessed for class projects, presentations, etc., as this type of network outage will affect all students and staff in the school building.

- The school utilizes an Internet content filter that is in compliance with the federally mandated Children's Internet Protection Act (CIPA). All Chromebooks will have all Internet activity protected and monitored by the HSACH.
- While the HSACH provides Internet content filtering both on and off campus, parents/guardians are responsible for monitoring student Internet use when off campus and at home.
- Attempting to disable or bypass HSACH Internet content filters, including using or attempting to use proxies/vane to access sites that would otherwise be restricted, is not permitted and will result in disciplinary action. Student use of the Internet is monitored on school-issued devices.
- Restrictions on the network and computers will block certain functions. Any attempt to bypass these restrictions will be seen as a violation of the HSACH AUP and appropriate disciplinary action will be taken.

### 5.3 Privacy

- As per the Anti-Big Brother Act (N.J.S.A. 18A:36-39 (P.L. 2013, c. 44), school-issued electronic devices have the ability to record or collect information on user's activity, both online and offline.
- All files stored on the HSACH G Suite accounts or network are the property of the HSACH and are subject to regular review and monitoring for responsible use. Internet history and email checks may occur at the discretion of the HSACH Administration. ***Students have no expectation of confidentiality or privacy with respect to the usage or content of a HSACH-issued Chromebook, regardless of whether that use is for HSACH-related or personal purposes, other than as specifically provided by law.***

## 6 REPAIRS & FEES

### 6.1 Chromebook Repairs

- Chromebooks that are broken or fail to work properly must be reported to the designated office at the school.
- The office will document the issue and may collect the device for repair.
- A student assigned a loaner Chromebook must sign a loaner agreement. Students will be responsible for caring for the loaner as if it were their own, and are subject to charges for damages, theft, or loss.
- The student will be notified when repairs are complete and the device is ready for pick-up. Students must return loaner devices when their repaired device is ready for pick-up.
- If repair is needed due to abuse or neglect, there will be a fee for needed repairs, not to exceed the replacement cost of the Chromebook. The school may also refuse to provide a loaner or reissue a Chromebook for repeated or intentional damages, and the parent/guardian may incur additional charges.

### 6.2 Fees/Fines

- **Any hardware/software repairs not due to misuse or intentional damage will be covered by the HSACH; however, any intentional or accidental damage to the device may be subject to a fine.**
- Fines will be imposed as the circumstances may warrant at the discretion of the HSACH.

**(Parent Copy)**

**CHROMEBOOK POLICY & PROCEDURES AGREEMENT**

**HSACH Student/Parent Agreement for Chromebook Use Grades 6-12**

**Student Agreement for Chromebook use:**

1. I will take care of my Chromebook.
2. I will never leave the Chromebook unattended.
3. I will never loan out my Chromebook to other individuals.
4. I will know where my Chromebook is at all times.
5. I will charge my Chromebook's battery for school each day.
6. I will keep food and beverages away from my Chromebook since they may cause damage to the device.
7. I will not disassemble or have disassembled any part of my Chromebook or attempt any repairs by myself or a third-party.
8. I will be responsible for all damage or loss caused by neglect or abuse.
9. I will use my Chromebook in ways that are appropriate, that meet HSACH expectations, and that are educational.
10. I will not place decorations (such as stickers, markers, etc.) on the Chromebook.
11. I will not deface the serial number or Chromebook sticker on the Chromebook.
12. I understand that my Chromebook is subject to inspection at any time without notice and remains the property of HSACH.
13. I will follow the policies outlined in the Chromebook Policy, Procedures, and Information Handbook and the Acceptable Use of Computer Networks/Computers while at school, as well as outside the school day.
14. I understand that my use of the Chromebook is subject to all applicable HSACH policies and regulations, as well as any applicable provisions of the Student Handbook and any individual building policies and procedures.
15. I agree to return the HSACH Chromebook and power cords in good working condition.
16. I will be a proactive digital citizen when using my Chromebook.

**Student/Parent Agreement for Chromebook use:**

17. We understand our responsibilities with respect to the care and maintenance of the Chromebook.
18. We understand that students will take Chromebooks home in the evenings for school- related use and understand that students must have Chromebooks in school every day.
19. We understand that any problems or damage must be reported to the school in accordance with school procedures.
20. We understand that HSACH reserves the right to conduct unannounced inspections of Chromebooks.
21. We understand that the use of Chromebooks will be governed by all terms and conditions of HSACH policies and regulations, including but not limited to, the Acceptable Use of Computer Networks/Computers.
22. We understand that no insurance coverage was purchased by HSACH for the Chromebook. We can choose to purchase insurance independently.
23. We understand that the Chromebook and accessories must be returned to the school at the end of each school year. Students who graduate early, withdraw, or terminate enrollment in the HSACH for any other reason must return their Chromebook and peripherals on the date of termination. Failure to timely return the property and the continued use of it for non-school purposes without the school's consent will be considered unlawful appropriation of school property.
24. We are aware that the electronic device may record or collect information on the activity/activities or the use of the device if the device is equipped with a camera, global positioning system, or any other feature capable of recording or collecting information on my activity or use of the device. HSACH shall not use any of these capabilities in a manner that would violate the privacy rights of the student or any individual residing with the student. (*Anti-Big Brother Act S-2057*)

Parent/Guardian Name (Printed) \_\_\_\_\_ /Signature \_\_\_\_\_ /

Student Name (Printed) \_\_\_\_\_ /Signature \_\_\_\_\_ /

(School Copy)

CHROMEBOOK POLICY & PROCEDURES AGREEMENT

**HSACH Student/Parent Agreement for Chromebook Use Grades 6-12**

**Student Agreement for Chromebook use:**

1. I will take care of my Chromebook.
2. I will never leave the Chromebook unattended.
3. I will never loan out my Chromebook to other individuals.
4. I will know where my Chromebook is at all times.
5. I will charge my Chromebook's battery for school each day.
6. I will keep food and beverages away from my Chromebook since they may cause damage to the device.
7. I will not disassemble or have disassembled any part of my Chromebook or attempt any repairs by myself or a third-party.
8. I will be responsible for all damage or loss caused by neglect or abuse.
9. I will use my Chromebook in ways that are appropriate, that meet HSACH expectations, and that are educational.
10. I will not place decorations (such as stickers, markers, etc.) on the Chromebook.
11. I will not deface the serial number or Chromebook sticker on the Chromebook.
12. I understand that my Chromebook is subject to inspection at any time without notice and remains the property of HSACH.
13. I will follow the policies outlined in the Chromebook Policy, Procedures, and Information Handbook and the Acceptable Use of Computer Networks/Computers while at school, as well as outside the school day.
14. I understand that my use of the Chromebook is subject to all applicable HSACH policies and regulations, as well as any applicable provisions of the Student Handbook and any individual building policies and procedures.
15. I agree to return the HSACH Chromebook and power cords in good working condition.
16. I will be a proactive digital citizen when using my Chromebook.

**Student/Parent Agreement for Chromebook use:**

17. We understand our responsibilities with respect to the care and maintenance of the Chromebook.
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19. We understand that any problems or damage must be reported to the school in accordance with school procedures.
20. We understand that HSACH reserves the right to conduct unannounced inspections of Chromebooks.
21. We understand that the use of Chromebooks will be governed by all terms and conditions of HSACH policies and regulations, including but not limited to, the Acceptable Use of Computer Networks/Computers.
22. We understand that no insurance coverage was purchased by HSACH for the Chromebook. We can choose to purchase insurance independently.
23. We understand that the Chromebook and accessories must be returned to the school at the end of each school year. Students who graduate early, withdraw, or terminate enrollment in the HSACH for any other reason must return their Chromebook and peripherals on the date of termination. Failure to timely return the property and the continued use of it for non-school purposes without the school's consent will be considered unlawful appropriation of school property.
24. We are aware that the electronic device may record or collect information on the activity/activities or the use of the device if the device is equipped with a camera, global positioning system, or any other feature capable of recording or collecting information on my activity or use of the device. HSACH shall not use any of these capabilities in a manner that would violate the privacy rights of the student or any individual residing with the student.

Parent/Guardian Name (Printed) \_\_\_\_\_ /Signature \_\_\_\_\_ /

Student Name (Printed) \_\_\_\_\_ /Signature \_\_\_\_\_ /