

St. George Parish School Chromebook/iPad Agreement

Students at St. George Parish School may be issued a Chromebook for use in school and at home. This document provides students and parents/guardians with the information about taking care of the equipment, using it to complete assignments, and being a good digital citizen.

Students and their parents/guardians are reminded that use of TECHNOLOGY is a privilege and not a right and that everything done on any device, network, or electronic communication device may be monitored by school authorities. Inappropriate use of TECHNOLOGY can result in limited or banned computer use, disciplinary consequences, and/or receive a failing grade. Students and their parents/guardians are responsible for reviewing the Chromebook Agreement.

Ownership for the Chromebook

St. George Parish School retains sole right of possession of the Chromebooks. The Chromebooks are LOANED to the students for educational purposes for the academic year. Moreover, the school faculty retain the right to collect and/or inspect Chromebooks at any time, including via electronic remote access and to alter, add, delete installed apps or other programs. Students are not permitted to change any settings on the Chromebook without the consent of the classroom teacher or school administrator.

Responsibility for the Chromebook

Students are solely responsible for the Chromebooks issued to them and must adhere to the following: Students -

- must comply with the Chromebook Agreement, St. George Acceptable Use Policy, and all policies of the school district when using their Chromebooks.
- must bring their Chromebooks to school every day and make sure it is fully charged.
- must treat their device with care and never leave it in an unsecured location.
- must keep their device in a protective case when traveling.
- must promptly report any problems with their Chromebook to their homeroom teacher.
- must NOT remove or interfere with the serial number and other identification.
- must not attempt to remove or change the physical structure of the Chromebook, including the keys.
- must not attempt to install or run any operating system on the Chromebook other than the Chrome operating system supported by the school.
- must keep their device clean and must not touch the screen with anything (e.g., your finger, pen, pencil, etc..) other than approved computer screen cleaners.

Taking Care of Your Chromebook:

Students are responsible for the general care of the Chromebook which they have been issued by the school. Chromebooks that are broken or fail to work properly must be reported to a

teacher immediately. If a loaner Chromebook is warranted, one will be issued to the student until their Chromebook can be repaired or replaced.

General Precautions:

- No food or drink is allowed next to your Chromebook.
- Cords, cables, and removable storage devices must be inserted carefully into the Chromebook.
- Students should never carry their Chromebook while the screen is open unless directed to do so by a teacher.
- Chromebooks should be shut down when not in use to conserve battery life.
- Chromebooks should never be shoved into a locker or wedged into a book bag as this may break the screen.
 - Do not expose your Chromebook to extreme temperature or direct sunlight for extended periods of time. Extreme heat or cold may cause damage to the laptop.
 - Always bring your laptop to room temperature prior to turning it on.

Screen Care:

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

- Do not lean on top of the Chromebook.
- Do not place anything near the Chromebook that could put pressure on the screen.
- Do not place anything in a backpack that will press against the cover.
- Do not poke the screen.
- Do not place anything on the keyboard before closing the lid (e.g. pens, pencils, notebooks).
- Clean the screen with a soft, dry anti-static, or micro-fiber cloth. Do not use window cleaner or any type of liquid or water on the Chromebook. You can also purchase individually packaged pre-moistened eyeglass lens cleaning tissues to clean the screen. These are very convenient and relatively inexpensive.

Using Your Chromebook

At School:

The Chromebook is intended for use at school each and every day to meet the expectations of the teacher.

In addition to teacher expectations for Chromebook, students must be responsible for bringing their Chromebook to all classes, unless specifically advised not to do so by their teacher.

At Home:

Students may be required to take their Chromebook home each night throughout the school year in order to complete an assignment. In the event Chromebooks are needed at home for an extended period of time charging cords will be sent home. Failure to have the Chromebook could result in a grade decreased.

Working offline:

Working offline Students without Internet access at home, or students in special situations (such as a long-distance bus ride for an activity) have several options for working “offline”, including:

- Google Drive (Docs and Sheets) allows students to switch to offline editing functionality, where preloaded documents can still be viewed and edited.
- Students may read and answer email offline, with changes being synchronized back to their online account when the Chromebook is re-connected to an Internet connection.

Managing Your Files and Saving Your Work:

Students will save documents to their Google Drive. Saving to Google Drive will make the file accessible from any computer with internet access. Students using Google Drive to work on their documents will not need to save their work, as Drive will save each keystroke as the work is being completed. It will be the responsibility of the student to maintain the integrity of their files and keep proper backups. Students will be trained on proper file management procedures.

Personalizing the Chromebook:

Chromebooks must remain free of any decorative writing, drawing, stickers, paint, tape, or labels that are not the property of St. George Parish School. Spot checks for compliance may be done by the classroom teachers.

Software on Chromebooks:

Originally Installed Software: Chromebook software is delivered via the Chrome Web Store. These are web-based applications that do not require installation space on a hard drive. Some applications, such as Google Drive, are available for offline use. The software originally installed on the Chromebook must remain on the Chromebook in usable condition and easily accessible at all times.

All Chromebooks are supplied with the latest build of Google Chrome Operating System (OS), and many other applications useful in an educational environment. The Chrome OS will automatically install updates when the computer is shut down and restarted.

From time to time, the school may add software applications for use in a particular course. This process will be automatic, with virtually no impact on students. Applications that are no longer needed will automatically be removed by the school as well.

Virus Protection:

Virus protection is unnecessary on the Chromebook due to the unique nature of its design.

Inspection:

Students may be selected at random to provide their Chromebook for inspection. The purpose for inspection will be to check for proper care and maintenance as well as inappropriate material being carried into the school.

Responsibility for Electronic Data

The students are solely responsible for any apps or extensions on their Chromebook that are not installed by a member of the school staff. Students are responsible for backing up their data to protect from loss. Users of school technology have no rights, ownership, or expectations of privacy to any data that is, or was, stored on the Chromebook, school network, or any school-issued applications and are given no guarantees that data will be retained or destroyed.

Copyright and File Sharing

Students are required to follow all copyright laws around all media including text, images, programs, music, and video. Downloading, sharing, and posting online illegally obtained media is against the Acceptable Use Policy.

Damage and Repair

The school will repair or replace damaged equipment resulting from normal use. All other breakages will be the responsibility, and the student will need to pay for the damages. The school will make its best attempt to purchase replacement parts at the best possible price. Loss or theft of the device is also the student's responsibility and will result in the student being charged the full \$250.00 replacement cost to purchase a new device. The replacement cost to purchase a new cord is \$25.00.

At 8th grade promotion:

If your 8th grade student has had the same Chromebook since 2nd grade, your student will have the opportunity to purchase this device. This can be purchased for a maximum of \$50. This is only for the 6 year old model. If your child received a new device within this time frame, this offer is no longer valid.

**St. George Parish School Chromebook Policy Handbook
Signatures and Student Agreement**

- I will take good care of my Chromebook and know that I will be issued the same Chromebook each year.
- I will not leave my Chromebook unattended in an unsecured or unsupervised location.
- I will never loan out my Chromebook to other individuals.
- I will know where my Chromebook is at all times.
- 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 Chromebook or attempt any repairs.
- I will protect my Chromebook by always carrying it in a secure manner to avoid damage.
- I will use my Chromebook in ways that are appropriate for education.
- I will not place decorations (stickers, markers, writing, etc.) on the Chromebook.
- I understand that the Chromebook I am issued is subject to inspection at any time without notice and remains the property of St. George Parish School.
- I will follow the policies outlined in the Chromebook Policy Handbook and the District Acceptable Use Policy while at school as well as outside the school day.
- I will be responsible for all damage or loss caused by neglect or abuse.
- I agree to pay the full replacement cost of my Chromebook, and power cord/charger in the event that any of these items are lost or intentionally damaged.
- I will not change any settings on the Chromebook without the consent of my classroom teacher or school administrator.
- I agree to return the Chromebook, and power cord/charger in good working condition at the end of each school year.
- I also understand that breaking this agreement in any way will result in your Chrome book being taken away for indefinitely and or other disciplinary actions could be taken.

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Serial number of Chromebook assigned to my child. _____

Student Name: _____ (Please Print)

Student Signature: _____

Parent Signature: _____

Date: _____

