



STUDENT AGREEMENT for Chromebook 1:1

I am a SMLS student who is requesting use of my assigned Chromebook. I agree that it is my responsibility to follow all established guidelines for use of this device, which were developed to ensure that the Chromebook enhances my overall learning experience and does not disrupt the educational process. I understand that use of this device at school and home is a privilege and not a right and that the privilege can be revoked by SMLS at any time if I do not follow the guidelines stated below.

o The assigned Chromebook will remain on school grounds at all times unless remote learning is required and students are permitted to bring the device home. While it remains the property of the school, it is assigned to me to use during school hours throughout the year. I understand that the device must be returned to my homeroom for proper storage and charging at the end of each school day. I will pick up my device for use throughout the school day each morning from homeroom.

o This Chromebook is assigned to an individual student for the duration of his/her time at St. Mary of The Lakes School. Students should never “swap” or “share” the device with another student unless directed by a teacher in a classroom setting.

o The use of my Chromebook in the educational program is at the discretion of the teaching staff member responsible for supervising and/or providing my instructional program. My teaching staff member may approve the use of this device based on the daily assignment(s). The teaching staff member may also prohibit the use of this device for any assignment(s).

o I will not personalize the Chromebook in any way and understand that it must remain free of any writing, drawing, stickers or labels that were not placed on the Chromebook by a SMLS staff member.

o Inappropriate media may not be used as a screensaver or background photo.

o I understand that I am responsible for the proper care of this device while I use this equipment. I acknowledge that the screen is sensitive to damage from excessive pressure or rough treatment. I will not store my headphones in my Chromebook case. I will handle the device with care and be sure that the case and cover is closed carefully when not in use. I will only use a clean, soft cloth to clean the screen when needed, no cleansers of any type will be utilized.

o I will use the Chromebook only in support of my education as directed by my teachers.

o I will not synchronize my device to any other personal or school computers.



o I will not circumvent any security or restrictions that are in place within the school and its associated network. I will be given a unique password for my Google account and may only use MY assigned account on my Chromebook. All passwords are private and may not be shared with other students. Signing into another student's Google account will warrant immediate disciplinary action.

o I will not purchase and/or install any apps/software on my device.

o I will not access personal online subscriber services. I will not email or chat using these devices.

o Chromebooks may not be used to take photos or video of other students or staff without their permission and the supervision of a teaching staff member. The possession, forwarding or uploading of unauthorized photos or video to any website, network storage area, or personal is forbidden.

o I will keep my Chromebook in a safe location when it is not needed in class. I will never leave my device in an unsecure, or unsupervised area.

o I am responsible to bring my device to all classes or the library, unless specifically instructed not to do so by a teaching staff member. Chromebooks are not to be taken to lunch, recess or or any special area class unless specifically requested by that teacher.

o I understand SMLS will provide service to any device that fails to work properly*. If my device is experiencing any issues, I must report it immediately to the classroom teacher. My device should remain in the charging cart until it can be repaired or serviced. *Students/parents may be billed for repeated accidental damage to the device.

o When the Chromebook is not in my direct possession, I will keep it in a secure location. If for some reason my device is missing when I go to retrieve it, I must immediately report it lost/stolen to my teacher so that an investigation can be completed and a report filed with the Medford Police Department if needed.

o When the Chromebooks are signed out and brought home by the student and his/her family, it is the expectation that it will be used in a common family location so that adult supervision can be maintained at all times. Students should not be isolating themselves from others when using their computer. Students are responsible for making sure their Chromebooks are fully charged for the next school day.

o Parents/Guardians have the right to all of their child's login passwords in order to facilitate in the supervision of the student's computer usage at home.



o Students should have no expectation of privacy on these devices. Web history, email history, application usage history, and keystroke logging are in place for their protection and can be reviewed by SMLS staff or parents as needed.

o I am responsible for any costs associated with the intentional damage or destruction of this device.

o I understand that playing games, music or other entertainment is prohibited at school unless permission is obtained from the teacher for instructional purposes.

o I agree to use my Chromebook in conformity with all applicable policies, rules and regulations of St. Mary of The Lakes School. SMLS may examine my device and search its contents if there is a reason to believe that school policies, rules, or regulations have been violated.

o I will abide by the entire SMLS Acceptable Use Policy (AUP) and any procedures established by the school. Additional consequences may be imposed based on the AUP and student handbook.

o I understand that if I do not adhere to this agreement, my privilege of using a Chromebook may be revoked. The time of revocation is at the sole discretion of the Principal.

Date: 7/31/2020