

# St. Bonaventure Catholic School Chromebook Agreement



The policies, procedures, and information within this document apply to all Chromebooks used at St. Bonaventure Catholic School by students.

Faculty may set additional requirements for Chromebook use in their classroom.

**June 29, 2016**

## **CHROMEBOOK AGREEMENT**

This agreement provides students and their parents/guardians with information about taking care of the equipment, using it to complete assignments, and being a good digital citizen.

The school has purchased Chromebooks with access to the internet for student education. The device is not to be used for entertainment during school hours. Use of the Chromebook at school will be allowed under direct teacher supervision and permission. Use of the Chromebook without permission or supervision will result in the loss of privileges.

Chromebooks will be distributed the first week of school. Parents and students must sign and return the Chromebook Policy document yearly. It is the responsibility of the 6<sup>th</sup> and 7<sup>th</sup> grade students to return the Chromebook at the end of the 2016-2017 school year in good operating condition.

Teachers will provide clear guidelines for student school use of the device; **at home use is the responsibility of the parent.**

If a student uses the Chromebook in a manner that does not coincide with the educational instruction such as:

- Visiting inappropriate websites
- Listening to improper music, watching videos, visiting social websites, or any form of entertainment during school hours
- Posting, emailing, or chatting unkind words about another person
- Sharing school documents unless instructed by the teacher

will result in disciplinary action as determined by the teacher documented in the student/parent handbook.

**Students are solely responsible for the care and safe keeping of their Chromebook. Any loss or damage, regardless of the cause will be the strict financial responsibility of students/parents. Students are not permitted to repair, alter, modify or replace the Chromebook without authorization from St. Bonaventure Catholic School.**

St. Bonaventure Catholic School will not replace or repair a Chromebook without pre-payment from the student/parent.

This Chromebook authorized Use Policy applies to St. Bonaventure Catholic School students at all times, whether or not the students are on campus, as St. Bonaventure Catholic School students are school representatives at all times.

Before using their Chromebook, we strongly encourage students to consider whether their Chromebook uses may be regarded as offensive, hurtful, or otherwise inappropriate by others.

## **TAKING CARE OF YOUR CHROMEBOOK**

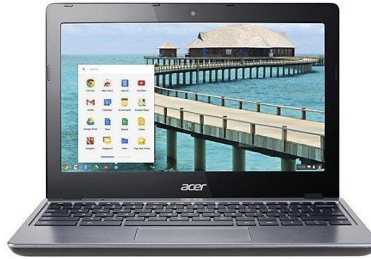
Students are responsible for the general care of the Chromebook which they have been issued by the school. **Chromebooks that are broken or fail to work properly must be taken to the IT Department immediately.**

### **Precautions:**

- No food or drink is allowed next to your Chromebook while it is in use.
- Cord, cables, and removable storage devices (must be scanned by the IT staff before inserting in the device) must be inserted carefully into the device.
- Students should never carry their Chromebook while the screen is open unless directed to do so by a teacher.
- Chromebook should be shut down when not in use to conserve battery life.
- Chromebook should not be placed on the edge of a desk.
- Chromebook should be placed in the case when transporting between classes, school, and home.
- Chromebook 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 Chromebook.
- Do not strike the track pad with excessive force.
- Do not stack books or other heavy objects on the Chromebook.

# St. Bonaventure Catholic School

## Chromebook Policy



- **I will not delete browsing history on any devices used at St. Bonaventure Catholic School.**
- **I will follow the policies outlined in the Chromebook Agreement and Policy.**
- **I will follow the Diocese of Orange Acceptable Use Agreement and the Diocese of Orange Student Acceptable Use Agreement read and accepted during school registration.**
- **I understand that the Chromebook issued to me will be used during the 6<sup>th</sup>, 7<sup>th</sup>, and 8<sup>th</sup> grades.**
- I will take good care of my Chromebook that I am issued.
- I will use my Chromebook in ways that are appropriate for education as an Active Christ-Centered Catholic.
- I will never leave my Chromebook unattended in an unsecured or unsupervised location.
- **I will not loan out my Chromebook to other individuals while attending St. Bonaventure Catholic School.**
- I will know where my Chromebook is at all times as a Responsible Citizen.
- I will charge my Chromebook when a sufficient charge is needed.
- I will keep my ear buds in the case with the Chromebook.
- I understand that the Chromebook I am issued is subject to inspection/monitoring at any time during the school year without notice.
- **I will report any Chromebook damage to the St. Bonaventure Catholic School IT Department as soon as possible.**
- I will keep food and beverages away from my Chromebook since they may cause damage to the device.
- I will not place decorations (stickers, markers, writing, etc.) on the Chromebook while attending St. Bonaventure Catholic School.
- I will be responsible for all damage or loss regardless of the cause.
- I agree not to repair, alter, modify and/or replace Chromebooks without authorization from St. Bonaventure Catholic School.
- I agree to pay the full replacement cost of my Chromebook, power cord/charger, in the event that any of these items are lost or intentionally damaged.

# St. Bonaventure Catholic School Chromebook Agreement

To ensure understanding of the requirements, we ask that parents and students sign below.

**The signature document needs to be returned to the homeroom teacher by September 2, 2016**

Student Name: \_\_\_\_\_ Please Print

Student Signature: \_\_\_\_\_

Parent Signature: \_\_\_\_\_

Date: \_\_\_\_\_