

Our Lady of Calvary School

IPAD/Chromebook Use Agreement 2021-2022 School Year COVID-19

This contract is in addition to and in conjunction with all the policies and procedures outlined in the *Responsible Use Policy for Technology* for the Catholic Schools of the Archdiocese of Philadelphia.

Please read this entire section carefully.

This agreement is made effective upon receipt of a Chromebook, between Our Lady of Calvary School, the student receiving a Chromebook (“student”) and his parent(s) or legal guardian (“parent”). The student and parent(s), in consideration of being provided with a Chromebook, software, and related materials for use while a student at Our Lady of Calvary School hereby agree as follows:

1. Equipment

- 1.1 Ownership:** Our Lady of Calvary School retains sole right of possession of the Chromebook and grants permission to the student to use the Chromebook according to the guidelines set forth in this document. Moreover, Our Lady of Calvary administrative staff retains the right to collect and/or inspect the Chromebook at any time, including via electronic remote access; and to alter, and or delete installed software or hardware.
- 1.2 Equipment Provided:** Efforts are made to keep all Chromebooks configurations the same: ample RAM and hard-disk space, software, and other miscellaneous items. Our Lady of Calvary School will retain records of the serial numbers of provided equipment. Do not remove labels or identifying information.
- 1.3 Substitution of Equipment:** In the event the Chromebook is inoperable, Our Lady of Calvary School has a limited number of spare Chromebooks for use while the Chromebook is repaired or replaced. However, Our Lady of Calvary School cannot guarantee a loaner will be available at all times. This agreement remains in effect for such a substitute. The student may NOT opt to keep a broken Chromebook, or to avoid using the Chromebook due to loss or damage. Please note that if the student forgets to bring the Chromebook or power adapter to school, a substitute will not be provided.
- 1.4 Responsibility for Electronic Data:** The student is solely responsible for any non-Our Lady of Calvary School installed software/apps and for any data stored on

the Chromebook. It is the sole responsibility of the student to backup such data as necessary. Students will be provided with a file share folder accessible via traditional computer labs only.

1.5 Return of Equipment: Upon the return to school at the end of the COVID19 crisis or the conclusion of the school year, whichever comes first, the student's Chromebook will be collected. Students should back up all documents and other information stored on the device. If a student leaves Our Lady of Calvary School during the school year, it is the responsibility of the student and parent to return the Chromebook to the Principal prior to departure. Failure to do so will result in the full charge for the Chromebook and its accessories.

2. Damage to Equipment

2.1 Responsibility for Damage: The Student is responsible for maintaining a 100% working Chromebook at all times. The student may be responsible for the full cost of replacing the device if damaged. The student shall use reasonable care to ensure that the Chromebook is not damaged. Refer to the *Addendum - Standards for Proper Care* document for a description of expected care.

Examples of gross negligence include, but are not limited to:

- Leaving equipment unattended and unlocked. This includes damage or loss resulting from an unattended and unlocked Chromebook while at school (See the *Addendum - Standards for Proper Care* document for definitions of "attended," "unattended," and "locked.")
- Lending equipment to others other than one's parents/guardians.
- Using equipment in an unsafe environment.
- Using the equipment in an unsafe manner. (See the *Standards for Proper Care* document for guidelines for proper use.).

2.2 Responsibility for Loss: In the event the Chromebook is lost or stolen, the student and parent will be billed the full cost of replacement.

2.3 Actions Required in the Event of Damage or Loss: Report the problem immediately to the Principal. If the Chromebook is stolen or vandalized while not at Our Lady of Calvary School or at a Our Lady of Calvary School sponsored event, the Parent shall file a police report and inform the Principal

2.4 Technical Support and Repair: Our Lady of Calvary School does not guarantee that the Chromebook will be operable, but will make technical support, maintenance and repair available.

3. Legal and Ethical Use Policies

3.1 Monitoring: Our Lady of Calvary School will monitor Chromebook use using a variety of methods for monitoring. The Principal has the ability to monitor student

use while on campus and connected to the Our Lady of Calvary School-Internet network. The school will not monitor students remotely while off campus. On site, the Chromebook is subject to routine monitoring by teachers, administrators and technology staff. Our Lady of Calvary School reserves the right to examine all data stored on the Chromebook to assure compliance with the *Responsible Use Policy*. Email and file folders are property of the school and are subject to school monitoring as needed. While on the student's home network content filtering is disabled. It is the responsibility of the parent(s) to become familiar with their Internet Service Providers' (ISP) filtering options to restrict inappropriate content.

3.2 Legal and Ethical Use: All aspects of Our Lady of Calvary School *Chromebook Use Agreement* remain in effect, except as mentioned in this section. Note that the *Responsible Use Policy* cites as an example of unacceptable use: "Create any site, post any photo, image or video of another except with express permission of that individual and the principal."

3.3 File-sharing and File-sharing Programs: The installation and /or use of any Internet-based file-sharing tools is explicitly prohibited. File-sharing programs and protocols like BitTorrent, Limewire, Kazaa, Acquisition and others may not be used to facilitate the illegal sharing of copyrighted material (music, video and images.). Individuals with legitimate, school-related needs to use those tools may seek prior approval from the Principal.

3.4 Allowable Customizations

- The student is permitted to alter or add files to customize the assigned Chromebook to his own work styles (i.e., background screens, default fonts, and other system enhancements).
- Students are not permitted to change or modify the Operating System at the system level in any way. Students are permitted to apply software updates for the installed operating system and applications.