



2020-21 Chromebook Parent/Student Contract for One-to-One Program

A. General Information

The Chromebooks are school property and all users will follow this policy and the Aquino Catholic School Acceptable Use Policy located on our website, www.aquin.org.

1. Cords and cables must be inserted and removed carefully into the Chromebook to prevent damage.
2. The chromebook must remain free of any writing, drawing, stickers, or labels that are not the property of the Aquino School System. Please do not remove stickers or bar codes placed by Aquino Catholic School.
3. The student will be responsible for any damage or misuse to the Chromebook or accessories, consistent with the Aquino Acceptable Use Policy (check www.aquin.org for this document) and must return the Chromebook and accessories on a daily basis. If found negligent the student will be charged a fee for any needed repairs, not to exceed the replacement cost of the Samsung Chromebook, ~\$315. Charger misuse/breakage will be fined \$25 to replace the charger. The school has purchased an accidental damage plan for all devices and will use in approved situations first before charging families.
4. Students will need to charge their Chromebooks at home if being used at home so they are prepared for school the next day. A power strip will be available in each classroom to use for emergencies or as an overnight charging station. Use of the power strip will be discouraged during the school day when Chromebooks will be actively in use. Students could receive a demerit for not being prepared for class if their Chromebook is not properly charged and ready for class. Chargers will be used by the discretion of the teacher.

B. Carrying

The guidelines below should be followed:

1. Chromebooks should always be carried with the lid closed.
2. When carrying the Chromebook, do so with caution and place in the carry bag.
3. Never swing or carry by the lid of the computer.

C. Screen Care

Chromebook screens can be damaged if subjected to rough treatment.

1. Do not lean on the top of the chromebook.
2. Do not place anything near the chromebook that could put pressure on the screen.
3. Do not place anything in the carrying case that will press against the cover.
4. Clean the screen with a soft, dry cloth or anti-static cloth.

5. Keep liquids and other hazardous materials away from the Chromebook and accessories.

D. Saving

1. Since the Chromebook uses Google tools that are continuously backed up while connected to WiFi, students should not have to back up their work.
2. Sharing documents, presentations, etc. with teachers is however, strongly encouraged. Anything saved to the Chromebook's hard drive (downloads folder) could be deleted by school personnel at any time.

Home Internet Access

Students are allowed to access home or public wireless networks while using the chromebook. Please monitor student Internet use when your child is at home. Remember the device is still school property as long as the student remains a student at Aquin. Students should refrain from listening, watching, downloading inappropriate content. Chromebooks are managed through Aquin Google Management and limited by the school firewall.

Additional Information

In cases of theft, vandalism and other criminal acts, a police report is recommended. Contact the school for more information. Students will be given a 1-to-1 Chromebook Handbook at the beginning of the school year for additional information.

By signing and dating this form you and the student understand that he/she is responsible for bringing the Chromebook home and returning it to school each day charged and ready for the 2020-21 school year. You also agree to the terms and conditions of the Aquin Acceptable Use Policy.

Print Student Name

Grade

Student Signature

Date

Parent/Guardian Signature

Date