



## 2019-20 Chromebook Parent/Student Contract

*You are receiving this contract because you have indicated that you are in need of a device for at home use for online assignments or projects and your child(ren) are in grades 3rd-4th grade. If you accept: read, sign, and return this form to your child's homeroom teacher. The device may be sent home Thursday evenings and expected to return to school on the following school day. Devices may also be sent home in times of quarantine, virtual learning or at the teacher's discretion.*

*Thank you, Mrs. Willenborg, Aquino Technology Coordinator*

### **A. General Precautions**

1. The Chromebooks are school property and all users will follow the Aquino Catholic School Acceptable Use Policy for technology, located on our website, [www.aquin.org](http://www.aquin.org).
2. Cords and cables must be inserted and removed carefully into the Chromebook to prevent damage.
3. 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 placed by Aquino Catholic School.

### **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.

### **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.

### **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 with teachers is, however, strongly encouraged. Anything saved to the Chromebook's hard drive could be deleted by school personnel.

### 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 Aquino. Students should refrain from listening, watching, downloading inappropriate content. Chromebooks are managed through Aquino Google Management and limited by the school firewall.

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](http://www.aquin.org) for this document) and must return the Chromebook and accessories back to Aquino Catholic School when no longer needed. The student/family will be charged a fee for any needed repairs or replacements, not to exceed the replacement cost of the Samsung Chromebook. (about \$315 per Chromebook and about \$25 per charger) (Turn to back to sign)

Additional Information: In cases of theft, vandalism and other criminal acts, a police report is recommended. Contact the school for more information.

**By signing and dating this form you and the student understand that he/she is responsible for returning the chromebook to Aquin Catholic School in the same condition that it was checked out. The chromebook must also be returned on the next school day.**

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**Student Name/Grade**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Parent/Guardian Signature**

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**Date**