

Holy Spirit Catholic School

201 Saginaw

Norway, MI 49870

www.hscsnorway.org



August 23, 2018

Dear Parents,

We will continue our use of Google Chromebooks into the 4-8th grade classroom. The Chromebooks will be used throughout their classes as a learning tool for research, collaboration, and extending discussions outside of the classroom walls.

Students will easily be able to save and work on drafts, receive feedback from teachers, and work together appropriately within their online accounts. In introducing the Chromebooks, we will guide their use of the tools, set and enforce ground rules for safe online behavior as you will see on the attached paper. If you could please read, sign and return the Google Account Permission and Acceptable Use Policy, it would be greatly appreciated.

One of the great benefits to Google accounts is students will be able to access their google accounts even from other computers and devices at any time. There is no "hard drive", everything is linked to the student's email account. Keeping that in mind, some students have still inquired about taking the chromebook home. **If a student wishes to take the Chromebook home, we are asking for a \$100 deposit for each student.** If there is any damage or repair needed for that Chromebook, those charges will be deducted from that money with a refund of the balance being given back at the end of the school year. In turn, if no repairs or damage have been needed, a full refund of \$100.00 will be given at the end of the school year. If you choose not to have your child bring the Chromebook home, there is no fee.

We are excited and know this level of experience using the internet effectively and safely will be a benefit to the students in high school, as well as now. Do not hesitate to contact us if you have further questions. You may also wish to explore Google Tools for the classroom on your own:

<https://www.google.com/edu/products/productivity-tools/>

Sincerely,

Cathy Menghini

"Holy Spirit Catholic School provides a Christ-centered environment that cultivates spiritual growth, academic excellence, accountability to self and service to others."

Google Account Permission & Acceptable Use Policy

1. Students using the Google account are expected to keep personal information out of their work. Students must agree to not post or give out family names, phone numbers, passwords, email addresses, home addresses, school name, city, country, photographs, or other information that could be used to identify, locate, or contact them in person.
2. **Students agree to use *this* Google account for only school-related work.** Students must never use the tools for school projects under another username, as another student, or otherwise hide their identity. Students agree not to harm or destroy another student's work. Students agree not to give out their account password.
3. Students agree not to digitally publish any class work outside our virtual classroom without teacher permission.
4. Students using the Google tools are expected to treat online spaces as classroom spaces. Speech and writing that is inappropriate for class or traditional written assignments is not appropriate online. Academic honesty is expected. We expect students to conduct themselves in a manner reflective of the school's standards and abide by the social contract.
5. The student accounts are a forum and a medium for student work. However, they are first and foremost a tool for learning, and as such, will sometimes be constrained by the various requirements and rules of the classroom teachers.
6. ***Students who do not abide by these terms and conditions may lose their opportunity to use their accounts and/or be subject to other disciplinary action.***
7. The above terms apply to any additional web tools students sign up for using their school Google accounts.

I have read and understand these terms and conditions. I agree to abide by them.

Student Name

Student Signature

Date

My child has permission to utilize a Google account for school.

Parent Signature

Date