

## Saints Peter and Paul Catholic School

### Chromebook Student User Agreement and Parent Permission Form

#### Rules and Appropriate Usage

Saints Peter and Paul Catholic School encourages the use of 1:1 devices and the network, including the internet, as a tool for research and education. 1:1 devices and the network, like any other school property, must be used for the educational purposes for which they are intended. The Chromebooks issued to students are the property of Saints Peter and Paul Catholic School. The distribution of a Chromebook to each student is a privilege, not a right, and may be revoked at any time for inappropriate use. **Before a Chromebook will be issued for use, students and parents or guardians must sign the “Saints Peter and Paul Catholic School Network/Internet Acceptable Use” Policy and “Chromebook Student User Agreement and Parent Permission Form.”**

**Students are expected to abide by the following rules and behavioral expectations, while using a Chromebook, within the school:**

#### Use of Equipment (Hardware and Software)

- Students must have a “Saints Peter and Paul Catholic School Network/Internet Acceptable Use” Policy and “Chromebook Student User Agreement and Parent Permission Form” signed by a parent/guardian on file with Saints Peter and Paul Catholic School in order to use the Chromebook.
- The school Chromebook is to be used for educational purposes only.
- The use of the Chromebook must not violate the parent/guardian/student signed Saints Peter and Paul Catholic School Network/Internet Acceptable Use Policy. Copies of these policies can be found on the school website.
- Students may not destroy, deface, or alter Chromebook equipment, identifying labeling or files not belonging to the student.
- Students may not remove school installed software (“Apps”) from the Chromebook or may not install software (“Apps”) that is not approved by administration. Saints Peter and Paul Catholic School reserves the right to remove software (“Apps”) from, or add software (“Apps”) to the Chromebook at any time.

#### The Network:

- Online chat rooms, message boards, forums, etc. may not be accessed by students while using the Chromebook.
- Engaging in online activities, while using the Chromebook, which are in violation of this policy, will result in automatic termination of the student’s network/internet privileges.
- Sending messages via school technology with the intent to intimidate, frighten, threaten, harass, ridicule, or bully another person is considered harassment and will have consequences per the Parent/Student Handbook Student Discipline Policy.

- Students may not change, alter, bypass, or attempt to bypass any Chromebook security measures including filtered internet sites.

## Privacy

- It is a violation of the Saints Peter and Paul Catholic School Network/Internet Acceptable Use Policy to share your password with anyone else, or to access any account belonging to other students, faculty, or staff.

## Management

- Since the Chromebooks belong to Saints Peter and Paul Catholic School, the school will be monitoring the devices. Files created using the Chromebook, or stored on school servers, are not private. The school reserves the right to search school assigned internet service accounts, such as the school assigned student email account, accessed with school equipment. If it is felt that illegal or otherwise inappropriate use of technology is occurring the student will lose network/internet privileges, and other discipline consequences will be administered.

## Responsibilities

By signing the Saints Peter and Paul Catholic School Network/Internet Acceptable Use Policy and the Chromebook Student User Agreement and Parent Permission Form, students and parents or guardians agree to:

- **Submit their Chromebook to school upon request.**  
Such a request may be made in order to check browser histories and caches, as well as to ensure Chromebooks do not contain any unapproved software or files.
- **Charge their Chromebook overnight each day to ensure that they are fully charged for class**
- **Protect the Chromebook from damage and theft.**  
Required precautions include the use of the Chromebook, headphones, and cords when transporting the Chromebook to and from classes. If the Chromebook is lost or stolen it should be reported to school administration immediately.
- **If damage to the Chromebook is intentional, willful or purposeful, or due to neglect of care, the parents or guardians will pay for the full replacement cost of the Chromebook, headphones and/or AC power adaptor. Replacement cost for the Chromebook is \$265.00, replacement cost of headphone and/or adaptor is \$20.00 ea.**
- **Leave the student issued Chrombook at school over the summer for regular maintenance.** Returning students will be reissued their same Chromebook for the following year. The School regards the Chromebook as all other materials that are

checked out to a student (e.g. textbooks, library materials, sports equipment, etc.) and failure to return the Chromebook, and all associated accessories, for the summer or upon withdrawal from school, will result in the parent or guardian incurring a financial obligation to the school and will result in other consequences.

Students will be provided with a username and password. Students must not change their passwords.

### **Student Expectations**

As a learner I will:

1. Never leave my Chromebook unattended
2. Make sure the Chromebook is not subject to careless or intentional damage
3. Ensure that, when the Chromebook is being transported, it is as secure as possible
4. Ensure that my Chromebook is charged every evening and ready for use the next day
5. Store my Chromebook in a safe place when not in use
6. Use my Chromebook for the task assigned by my teacher at all times. Chromebooks will **ONLY** be used for educational purposes
7. **Print only after teacher gives permission**
8. Not decorate the Chromebook in any way, including the use of stickers or decals, and in no way deface the Chromebook
9. **Not install or download software that is not approved by administration**

### **Consequences for Violation of Chromebook Rules**

By signing this User Agreement, you commit to the student expectations and understand the consequences for violation.

### **Consequences for Breaches of the Acceptable Use Agreements**

In the event a student breaches any part of the Saints Peter and Paul Catholic School Network/Internet Acceptable Use Policy and/or Chromebook Student User Agreement and Parent Permission Form, consequences will be imposed by the school.

### **Frequently Asked Questions/Hints and Tips for Parents**

1. What are my responsibilities as a parent/guardian in terms of replacement of the Chromebook if it is damaged, lost or stolen?  
The school will be responsible for the repair of the Chromebook for normal wear of the unit. If the Chromebook is lost or stolen, the student/parent/guardian is responsible for filing a police report immediately. A copy of the police report should be provided to the

school Principal. If the Chromebook has been intentionally damaged, or damaged through neglect, then the parent or guardian will be responsible for any incurred costs up to the cost of the Chromebook (\$265.00).

2. Will students be allowed to take the Chromebook home? Chromebooks are for school use only.
3. Will students be allowed to use the Chromebook over the summer? Chromebooks and accessories are not allowed to leave the school. The summer will be used to service needs and prepare them for the following year.

**Please contact the Principal with any questions regarding student use of Chromebooks**

**General Tips for Parents for Internet Safety:**

- Talk with your child about online behavior, safety, and security early on and continually. Set rules for the internet just as you do on use of all media sources such as television, phones, movies, and music.
- Monitor your child's computer use. Know his or her passwords, profiles, and blogs.
- Let children show you what they can do online and visit their favorite sites.
- Set limits and clear expectations for computer use.
- Look into safeguarding programs or options your online service provider may offer; these may include filtering capabilities.

**Saints Peter and Paul Catholic School**  
**Chromebook Student User Agreement and Parent Permission Form**

As a user of the Saints Peter and Paul computer network and recipient of a Saints Peter and Paul Catholic School Chromebook, I acknowledge receipt of and hereby agree to comply with the Saints Peter and Paul Catholic School Chromebook Student User Agreement and with the Saints Peter and Paul Catholic School Network/Internet Acceptable Use Policies. I understand that my use of a Chromebook is subject to the Parent/Student Discipline Policies, San Antonio Catholic Schools Bully Policies, and the Fees, Fines, and Charges Policies.

Student Name (Print) \_\_\_\_\_

Students Signature \_\_\_\_\_ Date \_\_\_\_\_

As the parent or legal guardian of the minor student signing above, I grant permission for the student named to access networked computer services and school computer hardware. I have read, reviewed and understand the Saints Peter and Paul Catholic School Network/Internet Acceptable Use Policy and the Chromebook Student User Agreement and I have discussed both fully with my child. I give my permission for my child to use Google Apps for Education on my child's Chromebook. I understand that some materials on the Internet may be objectionable, but I accept responsibility for guidance of internet use by setting and conveying the school's standards, procedures and rules when selecting, sharing, or exploring information and media. I acknowledged receipt of and hereby agree to comply with the Saints Peter and Paul Catholic School Network/Internet Acceptable Use Policies.

Parent/Guardian Name (Print) \_\_\_\_\_

Parent/Guardian Signature \_\_\_\_\_ Date \_\_\_\_\_