

# Chromebook Policy & Procedure Agreement

## Student Agreement for Chromebook Use:

- I will take care of the Chromebook I have been assigned
- I will never leave the Chromebook unattended
- I will never loan out my assigned Chromebook to another student
- I will know where my Chromebook is at all times
- I will plug my Chromebook into the proper charger every afternoon
- I will keep food and beverages away from my assigned Chromebook since they may cause damage to the device
- I will not disassemble or have disassembled any part of my Chromebook or attempt any repairs by myself or a third party
- I will be responsible for all damage or loss caused by neglect or abuse (outside of normal wear and tear; to be determined by our Technology Director)
- I will not place decorations (stickers, markers, etc.) on the Chromebook
- I will use my Chromebook in ways that are appropriate and meet the St. Gerard School Acceptable Use Policy
- I understand that my use of the Chromebook is subject to all applicable Diocesan and school policies
- I agree to return the Chromebook and power cords in good working condition
- I will be a proactive digital citizen when using my Chromebook

## Student/Parent Agreement

- We understand our responsibilities with respect to the care and maintenance of the Chromebook
- We understand that our students in grades 7-8 will have the Chromebook with them during the school day, outside of recess and lunch periods
- We understand that any problems or damage must be reported to the school immediately
- We understand that St. Gerard School reserves the right to conduct unannounced inspections of Chromebooks

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

Signature \_\_\_\_\_

Student Name (Printed) \_\_\_\_\_

Signature \_\_\_\_\_

**Please return this form to your Homeroom teacher on the first day of school.**

# St. Gerard School Chromebook Policies

## Receiving Your Chromebook (Daily Procedure)

- Pick up Chromebook from Homeroom
- Chromebook goes with you to your academic classes (teacher discretion)
- Electives:
  - Your Chromebook should be returned to the Homeroom cart prior to electives
  - If you are attending media tech, you should bring your Chromebook with you to media tech class

## Returning Your Chromebook (Daily Procedure)

- Return your Chromebook to its assigned space on the Chromebook cart
- Plug your Chromebook in

## Check-in Fines

- If at any point in the school year there is damage, lost, or theft of a Chromebook, the student must contact administration immediately
- Any technical issue with the device must be brought to the attention of the administration or technology director immediately. This includes, but is not limited to: Chrome Operating System, battery issues, loss of network connectivity, failure of apps to launch, etc.
- Any hardware/software repairs that are not due to misuse or damage will be covered without cost; however, any accidental or intentional damage to the device will incur the cost of repair.
- After two incidents of accidental damage, the student may lose some privileges of the Chromebook program. This may also result in disciplinary action
- All reports will be investigated and addressed on a case-by-case basis

## General Precautions:

- No food or drink is allowed next to your Chromebook while it is in use
- Only use a clean, soft cloth to clean the screen; no cleansers of any type
- Chromebook must remain free of any writing, drawing, stickers, or labels that are not the property of St. Gerard School
- Do not stack any books, heavy materials, etc., on top of the Chromebook as it could damage the device
- Take care to protect your password and do not share it
- Screen Care:
  - Chromebooks should never be carried while the screen is open
  - Do not lean on top of the Chromebook when it's closed
  - Do not place anything near the Chromebook that could put pressure on the screen front or back

- Do not place anything on the keyboard before closing the lid
- Clean the screen with a dry, soft cloth
- Do not “bump” the Chromebook against lockers, walls, doors, floors, etc., as it will eventually lead to damage

## Using Your Chromebook at School

### Media

- Inappropriate media should not be on the device and may not be used as a screensaver or background photo
- Chrome profile photos should also be appropriate and either a picture of the student’s face (with no filter) or the letter of their first name
- Sound should be muted unless permission is obtained from the teacher
- Only music/sound files that have been obtained legally for educational purposes are allowed on the device
- Headphones may be used at the discretion of the classroom teacher

### Printing

- Printing will not be available
- The nature of the device minimizes the need to print
- Students may print if necessary using the lab computers

### Chromebook Undergoing Repair

- A replacement Chromebook may be used by students if their assigned Chromebook is undergoing repair
- Please note there may be a delay in getting a Chromebook should the school not have enough to distribute

## Additional Responsibilities & Expectations

- School Responsibilities
  - Provide instruction in digital citizenship
  - Provide internet filtering and blocking of inappropriate materials through school web filter, Securly
  - Chromebooks will be treated similar to a school policy around lockers. St. Gerard School reserves the right to review, monitor, and restrict information stored on or transmitted by St. Gerard School-owned equipment and to investigate inappropriate use of resources
  - Provide guidance to aid students in doing research
- Student Responsibilities
  - Follow general school rules concerning behavior and communication that apply to technology use

- Use resources in an appropriate manner so as not to damage school equipment
- Return Chromebooks to homeroom at the end of each school day

## Chromebook Identification & Storage

- Students will be assigned a Chromebook including serial number, asset tag, and Homeroom teacher. The asset tag is not to be removed or damaged/defaced.
- Each student will be assigned the same Chromebook for the duration of the school year
- When students are not using Chromebooks, they should be stored in their lockers
- Nothing should be placed on top of the Chromebook
- Chromebooks should not be left in unsupervised areas such as the hallway, the lunchroom, locker rooms, or other unsupervised areas

## Actions Requiring Disciplinary Actions

- Downloading inappropriate apps and media
- Leaving Chromebook unattended
- Deleting school-installed settings from a Chromebook
- Bringing the Chromebook to gym
- Lack of adequate care for Chromebook
- Resetting Chromebook to factory defaults
- Putting Chromebook in developer mode
- Adjusting the settings on someone else's Chromebook
- Adding a credit/debit card to Google Wallet to purchase music, video, or unapproved apps
- Logging in under a personal account
- Loaning student device to other students in the classroom/school
- Multiple damage instances caused by lack of care for the Chromebook

## Chromebook Repair Process:

- Chromebooks that are broken or inoperable need to be reported to the office or technology director as soon as possible
- A student will be assigned a loaner device for the duration of the repair. Students will be responsible for caring for the device as if it were their own.
- If a repair is needed due to abuse or neglect, there will be a fee assessed, not to exceed the replacement cost of the Chromebook.

## Fines and Fees:

- Any hardware/software repairs not due to intentional misuse or intentional damage will be paid by the school. Any intentional or accidental damage to the device may be subject to a fine.
- Fines will be imposed as circumstances may warrant, at the discretion of the school

# St. Gerard School Chromebook Student/Parent User Agreement

Please complete the boxes below marked with an asterisk. Add any additional information about the condition of your Chromebook.

**Please return this form to your homeroom teacher on the first day of school.**

<b>*Student Name:</b>	<b>*Homeroom Teacher:</b>
<b>*Student Signature:</b>	<b>*Condition of Chromebook (are there any keys missing, trackpad, etc.)</b>
<b>*Parent Name (print):</b>	<b>*Parent Signature:</b>
<b>*Date:</b>	
For admin use only:	
Chromebook Serial Number:	Notes: