



St. Gregory the Great Academy

A Ministry of the Church of St. Gregory the Great

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One to One Chromebook Program Parent and Student Agreement

1. Issuing of Chromebook -- Each student in Grades 5, 6, 7 and 8 will be issued a Chromebook for his or her academic use for the entire school year. The Asset Identification Tag number for each Chromebook will be recorded as each student is issued his or her device. The Chromebook remains the property of St. Gregory the Great Academy. Parents will determine if a student is permitted to take the issued Chromebook home from school or if the Chromebook will remain in school at all times. Parents who agree to allow their child to take the issued Chromebook home from school must agree to the terms under Section 4; students whose parents do not wish to agree to these terms must not take the issued Chromebook from the Academy.

2. Care of the Chromebook -- Students are responsible for the general care of the Chromebook they have been issued by St. Gregory the Great Academy. Chromebooks that are broken or fail to work properly must be immediately reported to the homeroom teacher. Academy-owned Chromebooks must never be taken to an outside computer service for any type of repairs or maintenance. Students should never leave their Chromebooks unattended except locked in their classroom storage case.

A) General Precautions

- ◆ No food or drink should be next to Chromebook.
- ◆ Cords, cables, and removable storage devices must be inserted carefully into Chromebook.
- ◆ Chromebook should not be used or stored near pets.
- ◆ Chromebook should not be used with the power cord plugged in when the cord may be a tripping hazard.
- ◆ Chromebook must remain free of any writing, drawing, stickers and labels.
- ◆ Heavy objects should never be placed on top of Chromebook.

B) Carrying Chromebooks

- ◆ **Parents are responsible for purchasing and providing an appropriate case for carrying the Chromebook.** No Chromebook may leave the Academy until the homeroom teacher approves the carrying case. Attempts to remove a Chromebook from the Academy without a case may result in disciplinary action.
- ◆ Never lift Chromebook by the screen.
- ◆ Never carry Chromebook with the screen open.

C) Screen Care

- ◆ The Chromebook screen can be damaged if subjected to heavy objects, rough treatment, some cleaning solvents, and other liquids. The screen is particularly sensitive to damage from excessive pressure.

- ◆ Do not put pressure on the top of a Chromebook when it is closed.
- ◆ Do not store a Chromebook with the screen open.
- ◆ Do not place anything in your backpack that will press against the cover of Chromebook.
- ◆ Make sure there is nothing on the keyboard before closing the lid (e.g. pens, pencils, etc.)
- ◆ Only clean the screen with a soft, dry microfiber cloth or anti-static cloth (like for cell phone).

D) Asset Tag / Label

- ◆ All Chromebooks will be labeled with an Academy asset tag.
- ◆ Asset tags are not to be modified or tampered with in any way.

3. Use of Chromebook in School -- Students are expected to bring a fully charged Chromebook to school every day and bring their Chromebook to all classes unless specifically advised not to do so by their teacher.

A) Student Does Not Bring Chromebook to School

- ◆ If a student does not bring his/her Chromebook to school, he/she will be marked unprepared for the school day.
- ◆ Any student who forgets his/her Chromebook at home more than 3 times a trimester may lose the privilege of taking the Chromebook home at the discretion of the Assistant Principal.

B) Chromebooks being repaired

- ◆ Loaner Chromebooks may be issued to students if a Chromebook is under repair IF a spare is available.
- ◆ A student borrowing a Chromebook will be responsible for any damage to or loss of the loaned device.
- ◆ Chromebooks on loan to students having their devices repaired ***are not to be taken home.***

C) Charging Chromebooks

- ◆ Chromebooks should be returned to the designated cabinet in school and plugged in if it remains in school.
- ◆ Students should charge their Chromebook at home every evening if it is brought home. Chromebooks that are brought home must be returned to school the next day with a full charge.

D) Backgrounds and Themes

- ◆ Inappropriate media may not be used as Chromebook backgrounds or themes. The presence of such media will result in disciplinary action.

E) Sound

- ◆ Sound must be muted at all times unless permission is obtained from a teacher.
- ◆ Headphones may be used at the discretion of the teacher.

F) Printing

- ◆ Students will be encouraged to digitally publish and share their work with their teachers and peers when appropriate.
- ◆ Printing will be available in the library and computer labs. Because all student work should be stored in an Internet/cloud application (Google Docs), students will not print directly from their Chromebooks at school. Students may log into a print station to print their work.

G) Logging into a Chromebook

- ◆ Students will log into their Chromebooks using their school issued Google Apps for Education account.
- ◆ Students should never share their account passwords with others, unless requested by an administrator.

H) Managing and Saving Your Digital Work With a Chromebook

- ◆ The majority of student work will be stored in Internet/cloud based applications (Google Docs) and can be accessed from any computer with an Internet connection and most mobile Internet devices.
- ◆ The Academy will not be responsible for the loss of any student work.

4. Use of Chromebook outside of School -- Students are encouraged to use their Chromebooks at home outside of school. A Wi-Fi Internet connection will be required for the majority of Chromebook use; however, some applications can be used while not connected to the Internet. Students are bound by the St. Gregory the Great Academy Acceptable Use Policy and all other guidelines in this document wherever they use their school-issued Chromebooks.

- A) If a student does not bring his/her Chromebook to school, he/she will miss important instructional activities. As such, any student who forgets his/her Chromebook at home more than 3 times a trimester may lose the privilege of taking the Chromebook home at the discretion of the Assistant Principal.
- B) Parents of students who authorize their child to take the issued Chromebook home from the Academy assume full financial risk for loss or damage to the device. Any and all damage to the issued Chromebook will be charged to the parent. **Financial damage assessments to an issued Chromebook may be for any amount required to repair or restore the device, up to the cost of full replacement (\$305.00 for Grades 5, 6 & 7; \$210.00 for Grade 8).** Any damage fees will be assessed at the sole discretion of the Principal.
- C) Parents assume full responsibility for monitoring their child's use of the Academy issued Chromebook at all times that the Chromebook is outside of the Academy.

5. Operating System and Security -- Students may not use or install any operating system on their Chromebook other than the current version of Chrome OS that is supported and managed by the school district.

- A) Updates: The Chromebook operating system, Chrome OS, updates itself automatically. Students do not need to manually update their Chromebooks.
- B) Virus Protection
 - ◆ Chromebooks provide multiple layers of protection against viruses and malware, including data encryption and verified boot.
 - ◆ There is no need for additional virus protection.

6. Content Filter --The Academy utilizes an Internet content filter that is in compliance with the federally mandated Children’s Internet Protection Act (CIPA). All Chromebooks, regardless of physical location in the Academy will have all Internet activity protected by the filter. **Parents are responsible for monitoring content while Chromebooks are at home.**

7. Software

A) Google Apps for Education

- ◆ Chromebooks integrate with the Google Apps for Education suite of productivity and collaboration tools. This suite includes Google Docs (word processing), Spreadsheets, Presentations, Drawings, and Forms.
- ◆ All work is stored in the cloud.

B) All students will access Google Apps via their Academy-issued login credentials.

8. Return of Chromebook -- Each student in Grades 5, 6, 7, and 8 will be issued a Chromebook for his or her academic use for the duration of the school year. Should a student not remain at the Academy for the entire year, he or she must return the issued Chromebook on the last day that they attend the Academy. For all other students, the issued Chromebook must be returned to the homeroom teacher on the appointed day at the end of the school year.

- A) All returned Chromebooks must be returned in the condition that they were issued in. **Financial damage assessments to an issued Chromebook may be for any amount required to repair or restore the device, up to the cost of full replacement (\$305.00 for Grades 5, 6, & 7; \$210.00 for Grade 8).**
- B) Students, at the discretion of the Principal, may be offered the opportunity to purchase their issued Chromebook outright at the conclusion of the school year.

9. Agreement –

Student: In exchange for me being granted the use of a Chromebook owned by St. Gregory the Great Academy, I assent to all directions in this document as well as the Student Acceptable Use Policy.

Student Signature

Homeroom

Parent: In exchange for my child being granted the use of a Chromebook owned by St. Gregory the Great Academy, I consent to all directions in this document as well as the Student Acceptable Use Policy. Furthermore, by checking one box below, I either agree or do not agree to allow my child to take the Academy issued Chromebook from the Academy for the purpose of conducting school work. I understand that if I do agree to authorize my child to take the issued Chromebook from the Academy, I am bound by the provisions of Section 4 of this agreement.

___ I DO authorize my child to take the issued Chromebook home.

___ I DO NOT authorize my child to take the issued Chromebook home.

Parent Signature

Date