

St. Pius X / St. Leo School Chromebook Care and User Agreement 2020-2021

St. Pius X / St. Leo School (“SPSL”) is pleased to make available to students access to Chromebooks. Chromebooks allow students to access significant educational materials and opportunities. In order for SPSL to continue to make Chromebooks available, all students must take responsibility for appropriate and lawful use of this technology.

Students and their parents/guardians must read, sign, and return this SPSL Chromebook Care and User Agreement (“Agreement”) before the student is provided a Chromebook. Generally, Chromebooks are used only at school. However, if circumstances arise where SPSL grants a student permission to use a SPSL Chromebook off school grounds, the student and his or her parents/guardians expressly agree that said use is governed in full by this Agreement. The increase in the Technology Fee will take the place of the Chromebook Fee from last year. Any violation(s) of this Agreement may result in the student’s access to Chromebooks being denied as well as other disciplinary action. Itemized below are the terms of the Agreement:

Chromebook Assignment

A SPSL teacher will assign the Chromebook(s) to the student. The student is responsible for the care and use of the Chromebook(s). The student must use the specific Chromebook(s) assigned to the student.

Chromebook Return

At the end of the school year, the condition of the Chromebooks will be assessed by SPSL staff. The student and his/her parent(s)/guardian(s) are financially responsible for Chromebook repair(s) required as a result of neglect, misuse, abuse, accident, or any deliberate damage caused to the Chromebook(s) assigned to the student. There may be a charge for any damaged or missing components.

Chromebook Care

The student is responsible for the general care of the Chromebook(s) issued to him or her by SPSL. The student must report any case of theft, vandalism, accident, repairs needed, and/or any other issue with the Chromebook(s) working properly to the teacher as soon as possible. Students and parents/guardians agree that they will not attempt to repair the Chromebook(s).

General Precautions

- No food or drink is allowed near the Chromebooks.
- Cords, cables, and removable storage devices must be inserted carefully into Chromebooks.
- Chromebooks should not be exposed to extreme temperatures (hot or cold).
- Chromebooks must remain free of any writing, drawing, or stickers.
- Heavy objects should never be placed on top of Chromebooks.
- Do not place the Chromebook on an uneven surface where it might accidentally fall.

- Do not block air flow when the Chromebook is on. While your Chromebook does not get overly hot as a traditional laptop might, it does need to breathe.
- Chromebooks shall not be used where a cord could be a tripping hazard (power cord, projector, etc.).

Carrying Chromebooks

- Always transport Chromebooks with care, using your Chromebook carrying bag whenever possible.
- Never lift Chromebooks by the screen.
- Never carry Chromebooks with the screen open.
- Do not put your Chromebook in your backpack or any other book bag, other than your Chromebook carrying bag.

Screen Care

- The Chromebook screen can be damaged, including but not limited to, if the screen is subjected to heavy objects, rough treatment, some cleaning solvents, or other liquids.
- The screens are particularly sensitive to damage from excessive pressure.
- Do not put pressure on the top of a Chromebook when it is closed.
- Open your Chromebook by lifting the screen by the top edge not the sides.
- Make sure there is nothing on the keyboard before closing the lid (i.e. pens, pencils, flash drive, etc.).
- Only clean the screen with a soft, dry microfiber cloth or anti-static cloth.

Using Chromebooks at School

- Chromebooks must be stored in the charging cart at the end of each school day.
- Students will log into their Chromebooks using their school-issued Google Apps for Education account.
- Students shall not share their account passwords with others, including faculty and staff.
- Inappropriate media may not be used as Chromebook backgrounds or themes. The presence of such media will result in disciplinary action.
- Sound must be muted at all times unless permission is obtained from a teacher.
- Students shall not share their headphones for sanitary reasons.

Managing and Saving Digital Work with a Chromebook

- Students will digitally publish and share their work with teachers and peers when appropriate.
- The majority of student work will be stored in Internet/cloud based applications and can be accessed from any computer with an Internet connection and most mobile Internet devices.
- While Google Apps for Education is designed to save automatically, students should always remember to save frequently when working with other digital media tools.
- SPSL is not responsible for the loss of any student work.
- Students are encouraged to maintain backups of their important work on a portable storage device or by having multiple copies stored in different Internet storage solutions.

Operating System and Security

- Students may not use or install any operating system on their Chromebook other than the current version of ChromeOS that is supported and managed by SPSL.
- The Chromebook operating system, ChromeOS, updates itself automatically.

- Chromebooks use the principle of “defense in depth” to provide multiple layers of protection against viruses and malware. There is no need for additional virus protection.
- SPSL utilizes an Internet content filter that is in compliance with the federally mandated Children’s Internet Protection Act (CIPA).

Software - Google Apps for Education

- SPSL students will use Google Apps for Education.
- Chromebooks seamlessly integrate with the Google Apps for Education suite of productivity and collaboration tools.
- This suite includes Documents, Spreadsheets, Presentations, Drawings, and Forms.
- Students shall not download any web apps or software without prior approval from a teacher.
- Students are responsible for any web apps and extensions installed on their assigned Chromebook.
- Inappropriate downloads and/or installed material will result in disciplinary action.

Loaner Chromebooks

- If deemed necessary by SPSL, loaner Chromebooks may be issued to students.
- Availability of loaner Chromebooks is on a first come, first served basis, and is not guaranteed.
- Chromebooks on loan must be signed in and out daily.
- There is no guarantee that students will receive the same loaner Chromebook each day.

Estimated Costs of Repair

Students and their parents or guardians are responsible for the cost of required Chromebook repair(s) resulting from neglect, misuse, abuse, accident, or any deliberate damage caused to the Chromebook. There may be a charge for damage or missing components.

Students must report any case of theft, vandalism, accident, repairs needed, and/or any other issue with the Chromebook(s) working properly to the teacher as soon as possible. If damage to a Chromebook is not reported, the cost of repairs will be assessed against the last student who used the Chromebook in question.

The following are approximate costs of Chromebook parts and replacements:

- Replacement - \$200.00
- Cracked outer shell/case \$150.00
- Screen - \$60.00
- Keyboard/Touchpad - \$85.00
- Power Cord - \$45.00
- Chromebook Bag - \$15.00

These estimated repair costs are subject to change at any time without notice.

Privacy Expectations

School-issued Chromebooks have been configured to optimize the educational experience for students and staff as well as protect students from harmful content per federally mandated guidelines. All devices on the SPSL network go through a content filter intended to prevent students from accessing harmful and/or inappropriate content online. This filter also logs user activity, including but not limited to, websites accessed by the end user. The filtering policies are a requirement of the Children’s Internet Protection Act

(CIPA). We do NOT share student information outside of SPSL. However, student email is able to be reviewed by SPSL personnel. SPSL administrators can read all emails that students send or receive with their school email account to ensure appropriate use. For regulatory purposes, student email is automatically archived, so there is a copy of every email students send or receive for administrators to review, even if the student deleted the email message from their email account.

Appropriate Uses

SPSL issued Chromebooks shall be used for educational purposes only. By way of example only, Chromebook(s) shall not be used to play video games, watch music videos, or listen to music videos unless it is for an educational purpose. Students must adhere to the SPSL School Handbook, including but not limited to the Technology Use Policy, at all times.

Student Agreement for Classroom Chromebook Use

By signing this Agreement, the student agrees to:

- Take good care of the assigned Chromebook.
- Use the Chromebook in ways that are appropriate, lawful, and educational.
- Keep the Chromebook clean and dry and away from food and liquids.
- Not use any cleaning products on the Chromebook.
- Not place decorations (such as stickers, markers, etc.) on the Chromebook.
- Not disassemble any part of the Chromebook or attempt any repairs.
- Report to SPSL any case of theft, vandalism, accidents, and repairs needed
- Do not use any personal accounts with a SPSL owned Chromebook without teacher permission

We have read and agree to the terms of the St. Pius X / St. Leo School Chromebook Care and User Agreement. We accept and affirm the student duties and obligations under the Agreement and accept all responsibilities and/or liabilities arising from the undersigned student's compliance or non-compliance with the Agreement. The undersigned parent(s)/guardian(s) have discussed the terms of this Agreement with the undersigned student.

Student Name (Please Print): _____

Student Signature: _____ Date: _____

Parent/Guardian #1:

Parent/Guardian Name (Please Print): _____

Parent/Guardian Signature: _____ Date: _____

Parent/Guardian #2:

Parent/Guardian Name (Please Print): _____

Parent/Guardian Signature: _____ Date: _____