

# CHROMEBOOK TAKE-HOME USAGE AGREEMENT

## St. Mary School System

This form must be completed and returned to SMSS in order to pick up your Chromebook.

**Introduction:** Technology is vital for student learning. SMSS utilizes Chromebooks to support academic work for school and home use. SMSS has an online learning environment (including Google and other resources) through which students access their grades, assignments, activities, resources and various textbooks that are necessary to complete their schoolwork. It is expected that students will have Chromebooks with them and charged during academic classes, and they can take their Chromebooks home to complete assignments, with the exception of Christmas break and summer vacation.

**Take-Home Usage Description:** All students participating in the Take-Home Usage Program are responsible for their assigned device and charging cord throughout the usage period. A user fee of \$50 per semester will be collected and used for repair and maintenance of the Take-Home Usage Program. Repairs, including replacement if necessary, will be the responsibility of the students/parents as outlined in this agreement.

**Acceptable Use Policy & Procedures:** All SMSS policies and procedures will be in effect when school-issued Chromebooks are used, both on and off-campus. School Chromebooks and school accounts may be checked at any time by school staff to assure compliance with the school's policies and procedures. The SMSS Chromebook Take-Home Usage Agreement is available on the SMSS website.

**Case for Chromebook:** The protective shell of the Chromebook will only provide basic protection from everyday use. It is not designed to prevent damage from drops or abusive handling. Students/Parents are required to purchase a case for additional protection for the device.

**Software:** The technology used at SMSS is 100% web-based, so no software installation is necessary, and installation of Windows or Mac-based software is not possible on school Chromebooks. Downloads will be blocked.

**GOOGLE FOR EDUCATION and other EDUCATIONAL APPS/Programs:** SMSS provides access to Google Apps for Education for cloud-based storage. SMSS issued emails are created for educational work and a collaborative online workspace. Students will have access to Google Apps and web-based programs on their device for educational purposes that have been authorized by the teacher and/or school. Parents agree to provide consent for the use of these programs such as Google Apps for Education, district cloud storage, and collaborative educational workspace. SMSS does not allow any third party programs to collect any data it should not be allowed to collect. SMSS will use geolocation services to locate a lost or misplaced device.

**Battery Charging:** The Chromebooks come with a charging cable. It is the SMSS expectation that Chromebooks are charged nightly at home so that "plugging in" during the school day can be avoided. The student needs to have a fully charged Chromebook each day for school.

### Chromebook Care:

- Chromebooks should be handled with care.
- Chromebooks should not be loaned to or used by any person, including family members, other than the assigned student.
- Students are responsible for securing Chromebooks when not in use.
- The SMSS label and the barcode should not be damaged, removed or covered.
- Personal stickers are not to be placed on Chromebooks.
- Chromebooks should NOT be left in the car for extended periods of time. This applies during both hot and cold weather. Aside from temperature concerns, a Chromebook is an easy target for theft.
- Clean the screen with a soft, dry anti-static cloth or with a screen cleaner designed specifically for LCD type screens only. Clorox-type wipes cannot be used on Chromebook screens. The keyboard and outside of the Chromebook may be cleaned with a little disinfectant sprayed on it.

**Filtering:** School networks are filtered for inappropriate content as required by law, but filtering will NOT be present when Chromebooks are taken off-campus. Using or attempting to use sites that bypass the school filtering is against district policies and may result in SMSS reclaiming the device from the student.

**Damage Costs:** Damage to a Chromebook and/or its accessories, cosmetic damage, or damages caused by intentional or unintentional misuse and abuse will be the sole responsibility of the parent. SMSS will bill the parent for any necessary repair to return the Chromebook to its original working condition. If it is determined that the Chromebook cannot be repaired, the parents will be responsible for the full replacement cost. Accidental damage will be assessed by the SMSS Technology Coordinator to determine how the repairs will be completed. If the Chromebook is damaged due to an act of nature, SMSS will assess the Chromebook damage and repair or replace the device. Students must never attempt to tamper with, physically disassemble or service their Chromebooks. All issues must be reported to the SMSS Technology Coordinator immediately. Students will not be eligible for the Take-Home Program until the repair or replacement cost has been paid.

**Loss:** In the event of lost or stolen equipment, the student will not be eligible for the take-home program until the replacement cost has been paid. Loss or theft of the property must be reported to SMSS by the next school day after the occurrence. Law enforcement must be contacted by the parent to report the theft and a copy of the police report must be submitted to the SMSS Technology Coordinator. Please make sure to keep the Chromebook in a safe and secure location when it is not at school.

**Chromebook Undergoing Repair:** A loaner Chromebook may be issued to students when their Chromebook is sent out for repair. If repair is needed due to malicious damage, the school may refuse to provide a loaner Chromebook.

**Disciplinary Measures:** Inappropriate use of Chromebooks will be dealt with through standard disciplinary practices. SMSS reserves the right to monitor and inspect the devices consistent with the policies and procedures outlined in the Student Handbook. Any inspection of graphics, videos, written content, or the like shall be reviewed by SMSS administrators. A student's noncompliance with the expectations outlined herein will result in SMSS reclaiming the device from the student; in such a case the offending individual would face disciplinary measures consistent with the policies and procedures outlined in the Student Handbook. Use will be terminated if inappropriate, defamatory, abusive, obscene, profane, or illegal material is found on the school-issued Chromebook. Teachers, upon approval from the principal, may set additional requirements for Chromebooks. Usage is a privilege, not a right.

**Personal Health & Safety:** Take frequent breaks when using the Chromebook for long periods of time. Look away from the Chromebook approximately every fifteen minutes. Do not provide personal information to anyone over the Internet. Do not share your passwords with anyone. Parents/guardians will be given the student's login name and password so they can supervise the student's use of the Chromebook.

**Technology Equipment Financial Agreement:** The cost for usage is \$50 per semester (due at the beginning of each semester). If the Chromebooks is not returned or is returned damaged, borrowers will be financially responsible for replacement or repairs.

I have read and understand the Chromebook Take Home Usage Agreement.

Student Name (please print): \_\_\_\_\_ Grade: \_\_\_\_\_

Student Signature: \_\_\_\_\_

Parent or Guardian Name (please print): \_\_\_\_\_

Parent or Guardian Signature: \_\_\_\_\_ Date