



## St. Joseph Regional Catholic School Chromebook Parent-Student User Agreement

2023-2024

### School 1:1 Program Vision

St. Joseph Regional Catholic School has initiated a 1:1 program for students and teachers in an effort to embrace technology skills needed for the current and future world. Students will be using the Chromebooks in their classes and after reading and returning the required agreement, they will be allowed to take their designated Chromebook home to continue schoolwork. The Chromebook is the property of St. Joseph Regional Catholic School, and its use will be monitored by St. Joseph staff to gauge use and effectiveness of the device in the classroom. **Chromebooks are school owned devices, and the contents on the account can be viewed at any time. These devices are to come with the student every day, fully charged. Chromebooks will be turned in to the school at the end of the school year or the date in which a student withdraws or leaves the school for any reason. Returning students will have their Chromebooks returned to them at the beginning of the next school year.**

### Goals for Student Users

1. To prepare students for a 21<sup>st</sup> century environment
2. To increase productivity and engagement for all learners
3. To make student-centered learning a priority
4. To increase creativity, collaboration, and critical thinking in our students

### What Students Will Receive

1. School owned Chromebook
2. Protective case (already on)
3. Charger for the Chromebook

### Guidelines

Student use of the Chromebooks falls under the school acceptable use of technology policy. Internet and Chromebook use will be monitored through school management software by school personnel. Anyone found violating acceptable use will be disciplined. Any software, applications, and documents stored on the Chromebook are the property of the school and subject to monitoring and viewing.

Students should NOT:

- Modify the Chromebook in any way other than instructed by the administrator or other school personnel. No embellishing of the Chromebook case.
- Apply stickers, marks, or other decoration to supplied Chromebook or its cover unless he/she is willing to pay the replacement cost of the Chromebook and/or cover when he or she leaves the school.
- Exchange Chromebooks with any other student nor loan their power cords to another student.
- Remove the supplied cover from the Chromebook.
- Clear or disable browsing history on the device
- Disable or change the Chromebook or its applications on the Chromebook assigned to them or anyone else's Chromebook. Students are not allowed to reset the Chromebook themselves.
- Circumnavigate the school protections.



Failure to comply with these guidelines will be treated as a violation of the school acceptable use policy and will be handled according to the school's discipline code.

### Using the Chromebooks

- Clean the screen with approved, soft, lint-free cleaning towels. Do not use spray cleaners or liquids.
- Make sure hands are clean before using the Chromebook.
- Keep Chromebook away from food and drink
- Charge the Chromebook only with the included charger and using a standard wall outlet for your power source. Have the device fully charged and ready for use during the school day.
- Document any software/hardware issues to your teacher as soon as possible.
- Keep the Chromebook in a well-protected, temperature controlled environment when not in use. Do not leave the Chromebook in a vehicle or location that is not temperature controlled.

### Unacceptable Use of the Chromebooks

- Installing apps without school approval
- Possession or distribution of pornography of any kind
- Possession of gang-related files
- Possession of illegal (boot-leg/pirated) copies of music or movies
- Cheating
- Threatening or bullying others (subject to regular school policy regarding bullying/threatening others)
- Hacking the school or any other network
- Adding additional email accounts (more than the school-approved student email account)
- Allowing other students to use your device or trading devices
- Illegal installation or transmission of copyrighted materials
- Sending, accessing, uploading, downloading or distributing offensive, profane, threatening, pornographic, obscene, violent, or sexually explicit material
- Use of unauthorized chat rooms, message boards, or sites selling student work
- Unauthorized recording of St. Joseph's faculty and staff
- Unauthorized messaging services
- Spamming or sending mass or inappropriate emails
- Gaining access to other students' email account or Chromebook data without permission
- Resetting Chromebook to factory defaults/formatting
- Setting inappropriate background images including, but not limited to: weapons, sexually provocative or explicit images, inappropriate or offensive language, alcohol, drugs, gang-related symbols or pictures.
- Use of headphones when a teacher is teaching or has not given permission to do so.

If a student violates any part of the policies set forth above, he/she will be subject to the following consequences:

**1<sup>st</sup> Offense:** verbal/written warning and violation will be recorded. The device will be held in the Principal's office and returned at the end of the school day.

**2<sup>nd</sup> Offense:** detention, violation will be recorded, device will be confiscated and turned in to the Principal until the end of the school day. Parent/guardian must retrieve it from the school office.



**3<sup>rd</sup> Offense:** required parent/guardian conference. The student may lose the use of the device for a period of time determined by SJS administration. Other disciplinary measures may follow in accordance with the behavioral guidelines set forth in the student handbook or in accordance with school Acceptable Use Policy.

#### **Loss or Damage**

If a Chromebook is damaged outside of school, the damage must be reported to school personnel by 8 a.m. the following morning.

If a Chromebook is damaged during school, it must be reported to a teacher or administrator immediately.

#### **General Rules**

- The use of headphones or earbuds during class time will be left up to the discretion of each teacher.
- Devices may be monitored by school officials at any time for misuse.
- Administration reserves the right to inspect/take a Chromebook at any time if misuse or inappropriate use/content is suspected.
- Teachers reserve the right to restrict Chromebook use during class if misuse is suspected.

#### **Cost of Use and Replacement: Current Market Costs**

**A usage fee of \$75 will be assigned to each student for general wear and tear of the machines per school year. This is a nominal fee for the use of the computer for the year. This fee is due to St. Joseph Regional Catholic School by August 31, 2023.**

**Chromebook lost/broken beyond repair: \$350**

**Chromebook screen: \$70**

**Damaged/lost case: \$50**

**Damaged/lost charger: \$20**

**Battery: \$70**

Proper care of Chromebooks through the school year and returning at the end of the assigned period with all accessories are the responsibility of the student. Students not returning their Chromebook will be assessed the value of replacement of all assigned gear.

#### **Care and Responsibility**

Care and responsibility involves:

- Not letting another student use your assigned Chromebook
- Having Chromebook in the school issued cover at all times
- Not using Chromebook around food or drink



- Not putting pressure/weight on the Chromebook
- Not leaving the Chromebook unattended:  
Devices should not be taken to the gym during PE or after-school practices. Students should keep their Chromebooks in a locker or classroom. Chromebooks should not go to the lunchroom during lunch or on the stage.
- Not playing games or visiting a site not approved by the teacher during instructional time
- Not clearing/disabling browser history on the student's own device or that of another student
- Adequately charging the battery enough to get through the entire school day
- No intentional damage/destruction to device or the components of the device or to that of another student
- No unauthorized games, music, images, video, or social networks are allowed on the Chromebook.

Intentional destruction of a device or component of the device will result in disciplinary action which will include replacement cost of the device.

### **Applications (Apps)**

Student Chromebooks will be given to students with key applications already installed or instruction to install will be given by the teacher in class. If there is an application a student would like installed he or she may discuss the educational merits of the application with his/her teacher who will coordinate with the IT department on the installation. Students are not to install their own apps.

### **Saving Documents**

Saving documents with your Chromebook is accomplished using "cloud" storage. This is done through a Google Drive email account which has been assigned to each 1:1 student. Using this account, you can save, export, and import documents in a couple of different formats. This allows you to access your documents from other computers via the internet. You can also share your documents with other students or your teacher.

### **Reporting Technical Issues**

Any errors or problems with the Chromebook should be reported as soon as practical. The following procedure should be exercised when reporting Chromebook issues:

1. Let your regular classroom teacher know of your issue.
2. Your teacher will direct the problem to the IT department.
3. If the issue can be solved immediately, the school will do so. If the issue is not quickly or easily resolved, the student will be issued a temporary replacement Chromebook until we can repair and return your device to you. All policies and procedures apply to the loaner Chromebook as well. SJS is not responsible for the loss of student work and data.

Damage due to a determined accidental cause will be addressed by the school through normal procedures. Damage due to negligence may result in the student assuming the financial responsibility of replacement of the Chromebook. Students taking the Chromebook from school property must sign and return the Parent-Student Chromebook Use Agreement form. Student use of the Chromebook off school grounds may be revoked at any time by the administration.



## Security Codes Set By the Student

The student will log into the Chromebook using his or her Google email user name and password. The school has the right to change the password and access the account with justifiable reason. This security protects the student's work and email on the device. The password for the account must be given when leaving the Chromebook for support or when asked for by SJS faculty and staff.

## School Responsibilities

The school will provide and maintain internet and email access to its students. The school will also provide internet filtering and blocking of inappropriate content to the best of its ability on campus. The school will maintain, repair, or replace all devices.

St. Joseph School reserve the right to amend these policies and procedures as required. A notice of amendment will be sent to all parents/guardians of students in the 1:1 program and take effect upon announcement. All attempts to have the most current information and data will be made prior to publishing. Any suggested corrections to this document should be made in writing to the St. Joseph Regional Catholic School administration.

### Student

Please read and check (✓) each statement before signing:

- ( ) I will not modify or disable the Chromebook in any way unless instructed by school personnel, including the defacing (writing, stickers, etc.) the Chromebook, its charger, or its case.
- ( ) I will not add email accounts other than the school-issued account.
- ( ) I will not take the Chromebook out of the school-provided case
- ( ) I will not use the internet inappropriately as defined by this acceptable use policy.
- ( ) I will report any technical issues to my teacher as soon as possible.
- ( ) I will not leave my Chromebook unattended or have my device around food or drink.
- ( ) I understand that my absences and my actions may cause for the removal of my Chromebook privileges (either temporary or long-term).

I understand and will follow all policies and procedures in the Chromebook Parent-Student Agreement. I further understand that should I commit any violation, my access privileges may be revoked and disciplinary action taken.

User's full name \_\_\_\_\_

User's signature \_\_\_\_\_

Date: \_\_\_\_\_



**Parent or Guardian**

Please read and check (✓) each statement before signing:

( ) I give my child permission to take his/her designated Chromebook outside of school.

( ) I assume all financial responsibility should my child be deemed responsible for damage to the Chromebook, case, or charger. I understand that a \$5 per day fee will be assessed for every day my child is late in turning his/her Chromebook at the end of the designated time period.

( ) I understand that this access is designed for educational purposes. Therefore, my child's actions may cause for the removal of his/her Chromebook privileges (either temporary or long-term).

( ) Since the Chromebook is a school-owned device, I understand that my child's Chromebook can be searched at any time for improper material or evidence of improper use.

As the parent or guardian of \_\_\_\_\_, I have read the user agreement.

Parent or Guardian's full name \_\_\_\_\_

Parent or Guardian's signature \_\_\_\_\_

Date: \_\_\_\_\_

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