

# Chromebooks User Agreement

## Our Lady of Humility School

2021-2022

Students at Our Lady of Humility School (OLH) in grades PK – 8 will be issued a Chromebook to be used at his/her desk throughout the school day and the school year. Students in grades 4-8 will be responsible for bringing their Chromebooks to and from school daily. Students in PK-3rd grade will only bring Chromebooks home as needed. This document provides students and their parents/guardians with information about taking care of the equipment, using it to complete assignments, and being a good digital citizen.

Students and their parents/guardians are reminded that use of TECHNOLOGY is a privilege and not a right and that everything done on any device, network, or electronic communication device may be monitored by the school authorities. Inappropriate use of the TECHNOLOGY can result in limited or banned computer use, disciplinary consequences, receiving a failing grade, and/or legal action. Students and their parents/guardians are responsible for reviewing and signing the Chromebook User Agreement.

### **Ownership of the Chromebook and charger**

Our Lady of Humility School retains sole right of possession of the Chromebook and charger. The Chromebooks are LOANED to the students for educational purposes for the academic year. Moreover, OLH administrative staff and faculty retain the right to collect and/or inspect Chromebooks at any time, including via electronic remote access and to alter, add, delete installed software or hardware.

### **Receiving Your Chromebook**

- Chromebooks and chargers will be distributed in the fall. 4th-8th grade students will be issued a charger with their Chromebooks.
- Parents & students must sign and return the Chromebook User Agreement documents before receiving his/her Chromebook.
- Every Chromebook is distributed to the student in working condition without defects.
- **Students are responsible for inspecting their Chromebooks the day they are assigned AND reporting any imperfections or damage within 24 hours. Failure to do so may result in charges to the student's parent/guardians.**
- The Chromebook Inspection will be used to determine any damages incurred by the student.

### **Taking Care of Your Assigned Chromebook**

**Students are solely responsible for the Chromebooks issued to them at all times during the school day as well as at home. Students are responsible for any and all accidental or intentional damage to the Chromebook and must adhere to the following:**

Students:

- must comply with the Chromebook User Agreement, OLH Acceptable Use Policy, and all policies of the school.

- must treat their device with care and never leave it in an unsecured location (such as on the floor, playground, etc.).
- must keep their device in the OLH-issued blue protective case **at all times, both at home and at school.**
- must promptly report any problems with their Chromebook to the Technology Coordinator.
- may NOT remove or interfere with the serial number and other identification.
- may not attempt to remove or change the physical structure of the Chromebook, including the keys, screen.
- may not attempt to install or run any operating system on the Chromebook other than the Chrome OS.
- must keep their device clean and must not touch the screen with anything (e.g., your finger, pen, pencil, etc.) other than approved computer screen cleaners (soft, dry anti-static or micro-fiber cloth).
- must not apply excessive pressure to the screen.
  - for example placing things on the Chromebook or closing it with things in it.

#### **General Precautions:**

- No food or drink is allowed while using a Chromebook.
- Cords, cables, and removable storage devices must be inserted carefully into the Chromebook.
- Chromebook should be closed and the case zipped when students are carrying it.
- Chromebooks should never be shoved into a locker or wedged into a book bag as this may break the screen.

#### **Chromebook Repairs**

- Any technical issues or damaged Chromebooks or chargers must be reported immediately to the homeroom teacher AND the Technology Coordinator. Students will then fill out a Chromebook Repair Report.
- Loaner Chromebooks may be issued to students when they leave their Chromebook for repair. Once ordered Chromebook parts arrive at OLH, if there is an outstanding invoice due to OLH, OLH may revoke loaner Chromebook.
- If repair is needed due to malicious damage or any other misuse, the school may refuse to provide a loaner Chromebook.
- Parents will be charged for Chromebook damage that is a result of accidental, intentional, misuse, or abusive handling. Parents will be billed for Chromebook parts and labor.

#### **Storing Your Chromebook:**

- When students are not using their Chromebook, they should be stored appropriately in the classroom.
- Nothing should be placed on top of the Chromebook. The Chromebook is **not to be stored in student lockers.**

- It is the responsibility of the student to bring their Chromebook fully charged each day to school.

#### **Chromebooks Left in Unsupervised / Unsecured Areas:**

- Under no circumstance should a Chromebook be stored in unsupervised areas. Unsupervised areas include the school grounds, the cafeteria, unlocked classrooms, library, locker rooms, dressing rooms, hallways, or any other entity that is not securely locked or in which there is not supervision.
- Unsupervised Chromebooks will be confiscated by staff and taken to the Principal's office. Disciplinary action may be taken for leaving a Chromebook in an unsupervised location.

#### **Personalizing the Chromebook:**

- Chromebooks and cases must remain free of any decorative writing, drawing, stickers, paint, tape, or labels that are not the property of OLH.
- Spot checks for compliance will be done by administration or OLH Technicians at any time.

#### **Software on Chromebooks:**

Originally Installed Software are web-based applications that do not require installation space on a hard drive. Some applications, such as Google Drive, are available for offline use. The software originally installed on the Chromebook must remain on the Chromebook in usable condition and easily accessible at all times.

All Chromebooks are supplied with the latest build of Google Chrome Operating System (OS), and many other applications useful in an educational environment. The Chrome OS will automatically install updates when the computer is shut down and restarted. From time to time the school may add software applications for use in a particular course. This process will be automatic with virtually no impact on students. Applications that are no longer needed will automatically be removed by the school as well.

#### **Sound, Music, Games, or Programs**

- Sound must be muted at all times at school unless permission is obtained from the teacher for instructional purposes.
- Personal music is not allowed on the Chromebook. Any music on the device should only be added at the request and discretion of a teacher.
- Internet Games are not allowed on the Chromebooks. If game apps are installed, it will be by the direction of OLH staff only and will be educational in nature.
- All software/Apps must be OLH provided or requested in writing for school approval. Data Storage on the Chromebook is limited and should be managed by the students so that the full educational potential of the Chromebook is available. Any instance of downloading apps that have not been approved by the school are carefully monitored and will result in deletion of the program from the Chromebook device and disciplinary action.

#### **Additional Software:**

- Students are unable to install additional software on their Chromebook other than what has been approved by OLH.

**Printing**

- Printing may be available with the Chromebook. Students should talk to their teachers about which printer to print to. Students will be given information and instruction on printing with the Chromebook at school.

**Virus Protection:**

Virus protection is unnecessary on the Chromebook due to the unique nature of its design. OLH will utilize Relay by Lightspeed Systems to provide filtering of content on Chromebooks at all times, both on campus and off.

**Inspection:**

Students may be selected at random to provide their Chromebook for inspection. The purpose for inspection will be to check for proper care and maintenance as well as inappropriate material being carried into the school.

**Monitoring of Use:**

In compliance with state and federal regulations, OLH utilizes CIPA (Children's Internet Protection Act) compliant filtering through Relay by Lightspeed Systems. OLH also uses third party solutions to monitor content for threats, violence, illegal activity, etc. Notifications come to OLH tech support and administration regarding suspicious activity and, when concerns are identified, disciplinary action and/or parent contact may occur. Students should be aware that there should be no expectation of privacy when using the school network or equipment.

**Parents' Guide to Safe and Responsible Student Internet Use****General Tips for Parents for Internet Safety:**

- Talk with your child about online behavior, safety, and security early on and continually. Set rules for the internet just as you do on use of all media sources such as television, phones, movies, and music.
- Monitor your child's computer use. Know their passwords, profiles, and blogs.
- Let children show you what they can do online and visit their favorite sites.
- Set limits and clear expectations for computer use.
- Look into safeguarding programs or options your online service provider may offer; these may include filtering capabilities.
- The following resources will assist in promoting positive conversation(s) between you and your children regarding digital citizenship as it relates to Internet safety, conduct, and Netiquette.
  - NetSmartz: <http://www.netsmartz.org/Parents>
  - CommonSense Media: <http://www.commonsensemedia.org/blog/digital-citizenship>

# Our Lady of Humility - Student Pledge for Chromebook Use

- I will take good care of my Chromebook and charger.
- I will not leave my Chromebook unattended in an unsecured or unsupervised location.
- I will not loan out my Chromebook to other individuals, including other students, nor use another student's Chromebook.
- I will know where my Chromebook is at all times.
- I will keep food and beverages away from my Chromebook since they may cause damage to the device.
- I will not disassemble any part of my Chromebook or attempt any repairs.
- I will protect my Chromebook by keeping it always in the case and carrying it in a secure manner to avoid damage.
- I will use my Chromebook only in ways that are appropriate for education.
- I will not place decorations (stickers, markers, writing, etc.) on my Chromebook or case.
- I understand that the Chromebook I am issued is subject to inspection at any time without notice and remains the property of OLH.
- I will follow the policies outlined in the Chromebook User Agreement and the OLH Acceptable Use Policy while at school as well as outside the school day.
- I will be responsible for all damage or loss caused by accidental, neglect or abuse.
- I agree to pay the full replacement cost of my Chromebook, power cord/charger, in the event that any of these items are lost or intentionally damaged.
- I agree to bring my Chromebook fully charged each day.

Student Name (Please Print): \_\_\_\_\_

Signatures:

I/We agree to the stipulations set forth in the above document including the Chromebook User Agreement; the Acceptable Use Policy; and the Student Pledge for Chromebook Use.

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Date

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

\_\_\_\_\_  
Date