



St. Augustine Catholic School

Chromebook

Student/Parent Agreement

Revised August 2018

St. Augustine Catholic School is providing a Chromebook to students in grades 6 to 8. All users of the Chromebooks will be required to review this document, as well as sign an agreement with the school to protect the device.

Goals for Student Users

- To increase student productivity in the classroom when completing assignments, projects and other activities assigned in all classes.
- To capitalize on the convergence of academic resources.
- To promote leadership in one's own learning by establishing access to educational resources and providing a host of tools to craft information in ways that support specific curricular areas.

General Information

Student use of the Chromebook falls under the guidelines of St. Augustine School Electronic Information Access and Use for Educational Purposes Policy. Access to the internet is monitored through the school's content filtering software and all rules and expectations are applied to the use of the Chromebook. Apps, activities and documents stored on the Chromebook are subject to regular review and monitoring by St. Augustine Catholic School. In order to ensure student safe usage, students will not be allowed to remove the devices from the building.

Modification of Chromebook

Students should not:

- Modify the Chromebook in any way other than instructed by school personnel. This includes restoring or resetting the Chromebook, which is strictly prohibited.
- Exchange a Chromebook with another student.
- Allow other students to retain or remove the Chromebook from their presence.
- Apply any permanent marks, decorations, or modifications to the Chromebook.
- Synchronize the Chromebook with another computer.
- Clear or disable browsing history.
- Set a password on the device.
- Disable the Chromebook or its apps. Not following these guidelines will be treated as failure to comply with St. Augustine School Electronic Information Access and Use for Educational Purposes Policy and will be dealt with as specified in the school's discipline code. Infractions may result in loss of Chromebook use and/or suspension as well as monetary fees if the incident results in damage to the Chromebook.

Using the Chromebook

Use of the Chromebook will require a few necessary tasks to keep the device performing well.

- Clean the screen often with approved cleaning towels only, no cleaning chemicals should be used on the Chromebook.
- Make sure hands are clean before using.
- Keep away from food and drink.
- Charge the Chromebook only with the included charger while placed in the storage cart using a standard wall outlet for the power source.
- Document any software/hardware issues to your teacher as soon as possible.
- Keep the Chromebook in the storage cart, plugged in, when not in use.

Saving Documents

Saving documents with your Chromebook is done using virtual document sharing capabilities. This requires you to have an account with Google Drive. Using this account, you can save and export your documents in different formats for later use. This allows access to your documents from other computers via the internet. You can also share your documents with others in your class or your instructor.

Damage, Replacement and Reporting Technical Issues

Any errors or problems with the Chromebook should be reported as soon as practical. The teacher/office/administration should be informed about the issue so it can be addressed in a timely manner. Damage due to negligence will result in the student/parent assuming the financial responsibility of replacement of the Chromebook and its case. Current replacement cost is \$299.00 which does not include taxes, shipping or console fee.

Student Signature

Date

Parent Signature

Date