

CHROMEBOOK & CELL PHONE USE POLICIES

STUDENT AGREEMENT

As a learner, I agree that I will:

- ✓ use my assigned Chromebook for educational purposes only;
- ✓ follow the procedures and policies outlined in the St. Mary's School Acceptable Use Policy at school;
- ✓ protect my assigned Chromebook by carrying it securely and safely;
- ✓ never leave my assigned Chromebook unattended in an unsecure or unsupervised location;
- ✓ charge my assigned Chromebook's battery to full capacity each night;
- ✓ report all damages to or issues with my assigned Chromebook to the school personnel;
- ✓ never alter or attempt to change the management setting on my Chromebook;
- ✓ and never share my assigned Chromebook with other students or individuals.

I understand that any violation of this agreement may result in the suspension or loss of my Chromebook and school network privileges.

PARENT/GUARDIAN AGREEMENT

I understand that my family's responsibilities include:

- > ensuring my child meets the expectations outlined in the St. Mary's School Acceptable Use Policy;
- > protecting my student's assigned Chromebook, within reason, against damage, loss or theft while it is at home or outside of school; and ensuring my child reports damage to the school personnel.

In consideration of the privileges and opportunities afforded by the use of St. Mary's technology resources, I hereby release St. Mary's School and its employees from any and all claims of any nature arising from my child's use or inability to use these resources, including but not limited to claims that may arise from unauthorized use of a Chromebook.

I also understand that it is impossible for St. Mary's School to restrict access to all controversial materials and I will not hold the school responsible for materials accessed with a Chromebook.

I accept full responsibility for my student's use of his/her assigned Chromebook while not in a school setting and understand that my student's Chromebook use is subject to the same rules and requirements when used off-campus. I understand that my student's Chromebook privileges may be suspended or revoked for violation of this agreement.

I understand that replacement of the Chromebook is at the discretion of the principal. Students will be responsible for the full cost of replacement (\$340.00) if it is determined that damage has been caused by intentional abuse and/or misuse.

I understand that should damage occur to the Chromebook assigned to a student due to intentional damage, the family will be solely responsible for reimbursing the school for repair or replacement costs.

CHROMEBOOK USE (AT SCHOOL)

The Chromebook is intended for use at school each and every day. In addition to teacher expectations for Chromebook use, students may be asked to access school messages, announcements, calendars, handbooks, and grades using their Chromebooks. Students are responsible for bringing their Chromebooks to all classes, unless specifically advised not to do so by their teacher. While in class, students are expected to comply with all school rules, policies, and teacher directives when using their Chromebooks.

If a student leaves the Chromebook at home, he/she is responsible for getting the coursework completed as if the Chromebook were present. Loaner Chromebooks may not be issued to students who forget to bring their Chromebooks to school. Other school technology may be available for student use.

CHROMEBOOK USE (AT HOME)

Students are encouraged to use their Family Purchased Chromebooks at home and other locations outside of school. A Wi-Fi Internet connection will be required for the majority of Chromebook use. However, some applications can be used while not connected to the Internet. Students are bound by the St. Mary's School Acceptable Use Policy and all Chromebook policies regardless of where they use their Chromebooks and regardless of the source of the Internet connection.

GOOGLE ACCOUNT

Each student in grades 1-6 will be provided with their own St. Mary's School Google Account. Student accounts are managed by the principal who has full access to the account. Student Google Accounts should be used for schoolwork and communications. Students should share their passwords with their parents. Parents may request a password change at any time.

GENERAL PRECAUTIONS

Personalization: Students may not personalize the outside of their Chromebooks, even family purchased ones.

Chromebook Safety:

- ✓ No food or drink should be placed next to the Chromebook.
- ✓ Cords, cables, and removable storage devices must be inserted carefully into the Chromebook.
- ✓ Heavy objects should never be placed on top of the Chromebook.
- ✓ The Chromebook should never be exposed to extreme temperatures or direct sunlight for extended periods of time.
- ✓ The Chromebook should never be carried with the screen open.
- ✓ Students should never disassemble their Chromebook and attempt their own repairs

Charging: Chromebooks should be charged each night whether on the school Charging Cart or at home.

Storage: School Chromebooks must be stored in the classroom charging station each night, family-purchased Chromebooks can be stored in the charging station or brought home each night.

*purchased through the school

CELL PHONE USE/IPods/Gizmos

Students are not allowed to use cell phones/IPods/Gizmos on school grounds during school hours without permission. If a cell phone/IPod/Gizmo has not been turned in and is seen by any faculty or staff member, the device will be confiscated and turned into the Principal's office. The student can pick up the device at the end of the school day. Should there be a second offense; the device will be held until the student's parent/guardian can pick it up from the Principal, where a plan will be set up for any further offenses.

If students need to contact family members during the school day, they should do so using the school phone. Parents should call the school if they need to get in contact with their child/ren.



CHROMEBOOK POLICY FORM

Student Name: _____

Grade: _____ Birth date: _____ Home Phone: _____
24-25 SY

For the 2024-2025 School Year:

- My child will use a school provided Chromebook
- My child has purchased their own Chromebook from another location

Agreement:

(please check each box)

- I agree to follow all Chromebook use policies.
- I understand that should damage occur to the Chromebook assigned to my child due to intentional damage, I will be solely responsible for reimbursing the school for repair or replacement costs.

Signatures:

Student

Date

Parent

Date

****Please return this form to the St. Mary's School Office by Open House or September 3rd, 2024.**