



## **RCS Chromebook Take Home Agreement**

Rochester Catholic Schools (RCS) makes Chromebook carts accessible to grades 3-5 classrooms each school year. All Chromebooks are maintained in good working order. It is each student's responsibility to care for the equipment and ensure that they are retained and returned in good working order.

During this time of global pandemic, it may become necessary for a device to be sent home with a student for the purpose of continuing education at home. The same care and use of equipment as outlined in this document and the RCS Technology Use Policy is expected from each student.

This equipment is, and at all times remains, the property of RCS and is used by students for educational purposes only for the duration of the school year. The student may not deface or destroy this property in any way. Inappropriate use of the equipment may result in the student losing their privilege to use the device, and the possibility of other appropriate disciplinary or law enforcement action.

The Chromebook may be used by the student only for noncommercial purposes, in accordance with the RCS Technology Use Policy, as well as local, state, and federal laws.

The RCS wireless network is provided for the academic use of all students and staff. The student agrees to take no action that would interfere with the efficient academic use of the network.

Identification labels have been placed on the Chromebook. These labels are not to be removed or modified under any circumstances. If the identification labels become damaged or missing, please contact a teacher or the RCS Department of Technology for a replacement. No additional stickers, labels, tags, or markings of any kind are to be added to the Chromebook.

It is the student's responsibility to ensure that all necessary documents, files and data get successfully stored to the student's Google Drive account, especially after the student has been working "offline."

RCS is not responsible for any viruses or malware that may be transferred to or from the student's Chromebook, the student's Google account or the student's personal external storage device(s). The student understands that the use of RCS technology is a privilege and the student must protect and safeguard the device and maintain it in good condition.

In the event the Chromebook is significantly damaged, the parent and/or legal guardian will be assessed a damage fee.



## Parent/Guardian Responsibilities

Your son/daughter may be issued a Chromebook to improve and personalize his/her education from home. It is essential that the guidelines established herein be followed to ensure the safe, efficient, and ethical operation of this Chromebook.

We strongly encourage you to discuss with your child your family's values and expectations regarding the use of technology, the Internet and email at home and to supervise your child's use of the device, the Internet and email.

We also encourage you to consider providing appropriate filtering or monitoring of home Internet access in addition to the content filtering provided by RCS on the Chromebook.

As the parent/legal guardian of the undersigned student, I agree to the following:

- I will set the expectations with my child for the appropriate use of the device according to our family's values and enforce compliance with those values.
- I will supervise and monitor my child's use of the Chromebook at home.
- I will not attempt to repair the Chromebook, nor will I attempt to clean it with anything other than a soft cloth, dry or lightly dampened with water only. Under no circumstances will I apply or spray any liquid or cleanser on the device.
- I will immediately report to the Rochester Catholic Schools Department of Technology any problems with the Chromebook.
- I will not load or delete any software from the Chromebook.
- I will make sure my child charges the Chromebook battery every night.
- I will make sure my child brings the Chromebook back to school after distance learning has ended.
- I agree to make sure that the Chromebook is returned to the school when requested and upon my child's withdrawal from Rochester Catholic Schools.
- I agree to be financially responsible to cover the cost of any and all repairs caused by damage or loss of the Chromebook.
- I understand that the insurance deductible, starting at \$25 to a maximum \$300.00, will be charged to me to replace the device in the event of a loss, destruction or if the device is rendered inoperable.



## Student Responsibilities

Your Chromebook is an important learning tool and is for educational purposes only. You may be asked to take your Chromebook home for a short duration of the school year. You must be willing to accept the following responsibilities:

When using the Chromebook at home, at school, and anywhere else I may take it, I will follow the policies of Rochester Catholic Schools, especially the RCS Technology Use Policy, and abide by all local, state, and federal laws.

- I will honor my family's values when using the Chromebook.
- I will take advantage of the opportunity the device offers to assist me with my learning.
- I will conduct myself in a socially acceptable and positive manner at all times when using the device, the network, and the Internet.
- I will treat the Chromebook with care by handling it appropriately and carefully, by not dropping it, getting it wet, leaving it outdoors, or using it with food or drink nearby.
- I will not pick up or hold the Chromebook by the screen or screen assembly alone.
- I will not decorate, mark, deface or attach any stickers to the Chromebook.
- I will not lend the Chromebook to anyone, not even my friends or siblings.
- I will not pick at or try to remove any keys, bumpers or screw covers.
- I will keep the Chromebook in my possession at all times.
- I will not remove programs or files from the Chromebook.
- I will not give out personal information when using the Chromebook.
- I will bring the Chromebook back to school when no longer needed for distance learning.
- I will charge the Chromebook battery each night.
- I will immediately comply with any instructions on the use of the device from my teacher.
- I agree that email (or any other electronic communication) should be used only for appropriate, legitimate, ethical and responsible communication.
- I understand that all my interactions and website histories are recorded and subject to review at any time by a qualified staff member.
- I will keep all accounts and passwords assigned to me secure, and will not share these with any other persons.
- I will not attempt to clean or repair the Chromebook.
- I will immediately report any issues with the Chromebook to the Rochester Catholic Schools Department of Technology.
- I will return the Chromebook in the same condition I receive it in, less reasonable wear and usage.
- I will return the Chromebook when requested and upon my withdrawal from Rochester Catholic Schools.



## RCS Chromebook Take Home Agreement

### Parent/Guardian Acknowledgement:

I understand that my child may be issued a Chromebook for distance learning. I have read the Rochester Catholic Schools Chromebook Take Home Agreement above and understand the RCS Technology Use Policy. I agree to the Rochester Catholic Schools expectations and responsibilities of parents for my son's/daughter's appropriate use of the school's Chromebook set forth in the Chromebook Take Home Agreement Policy. I agree to review updates to the RCS Chromebook Take Home Agreement that will be provided at the beginning of each school year.

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Parent printed name

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Parent Signature

Date

### Student Acknowledgement:

I have read the Rochester Catholic Schools Chromebook Take Home Agreement above and understand the policies set forth by this agreement and the RCS Technology Use Policy. If I violate any of the rules, I may lose my privilege to use the device, and may be subject to further discipline or punishment. I agree to review updates to the RCS Chromebook Take Home Agreement that will be provided at the beginning of each school year.

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Student printed name

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Student Signature

Date

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Student Grade Level

School