



Chromebook Policy Parent and Student Form

OLPH School Google Chromebook 1:1 Program is offered for 2nd to 8th-grade students to use during regular class schedules. The use of Chromebooks will allow each student to access the required educational materials during class such as **Google Apps for Education, Math and Reading programs, Educational web-based tools**, and many other valuable sites. All Chromebooks are monitored by GoGuardian regularly. This helps to keep our students safely engaged in their academics.

Google Chromebook Regulations include but aren't limited to:

1. Students should use their assigned Chromebook only.
2. Students should log in with their school Google account only.
3. Students will use the Chromebook for schoolwork only.
4. Students should not personalize their devices in any way. This includes but is not limited to decals, screensavers, and downloading any software, application, or shortcuts that have not been explicitly allowed by the teacher.
5. The assigned asset label needs to be kept in place at all times.
6. Follow the teacher's instructions about labeling documents prior to sharing or printing.
7. Students are solely responsible for the care and use of their Chromebooks.
 - a. Carry the Chromebook closed and with two hands
 - b. Do not place books or other items on top of the device.
 - c. Never leave your device unattended.
 - d. No food or drinks are allowed around the devices.
 - e. When finished using the Chromebook; the student needs to make sure to log off
 - f. Gently store the Chromebook in the Chromebook cart in its assigned area and make sure it's plugged into the power.
8. Students are not allowed to take Chromebooks home unless the student needs a device to bring home for online instruction and has signed the *Temporary Device Usage Policy Form*. (Find it on our website under (Find on our website under [Parent Resources](#)> [Annual Forms](#)> [Technology Policy Forms](#))
9. Chromebooks are at all times the property of OLPH School. If you notice something is wrong with a device, report it to your teacher immediately.

It is the responsibility of the **Student** to protect the assigned device from damage, loss, or theft. The assigned device will be returned in the same condition it was issued by the end of the school year (except for everyday wear and tear). In the case, the device is lost, stolen, or damaged, the **parent/guardian or student** agrees to contact the school or homeroom teacher so that appropriate procedures can be put into action to ensure replacement. **Parent/Guardian will reimburse the cost of up to \$350 to Our Lady of Perpetual Help School for a replacement should the student's device be damaged, lost, or stolen.** The costs incurred will not exceed the original cost of the device and the charger. Our Lady of Perpetual Help School reserves the right to add this cost to the student's tuition bill in the event the device is damaged, lost, or stolen.

*I have read the **Chromebook Use Policy** and I understand its significance, and I agree to voluntarily abide by all regulations. I further understand that a violation of this agreement would be unethical. Should I choose to violate this agreement, my privileges will be revoked, and disciplinary action may be taken.*

Parent/Guardian's Name (Please print.) _____ Grade _____ Date _____

Student's Name (Please print.) _____ Grade _____ Date _____