



Chromebook User Agreement

We believe integrating technology as a part of the education program improves teaching and learning and increases student engagement in the classroom. Teachers incorporate technology so students learn to communicate, collaborate, think critically, and be creative. A Chromebook is a personal computer running Google Chrome OS as its operating system. Chromebooks are designed to be used while connected to the Internet and support applications like Google Docs and Google Classroom that reside on the Web, rather than traditional PC applications like Microsoft Office and Photoshop that reside on the machine itself.

Caring for Chromebooks:

Students are responsible for general care and reasonable handling of the Chromebooks. Under no circumstances should a student share his or her Chromebook or charger with another individual, family and friends. These devices are user specific and should only be used by the assigned student. The Chromebook should NEVER be taken to an outside computer service for any type of repair or maintenance.

Using Your Chromebook:

The Chromebook is intended for everyday use at school and home. Students are expected to bring their Chromebooks to school in a fully charged condition and to efficiently manage/conservate power usage throughout the day. Students are also expected to have their Chromebooks with them for each class, unless otherwise instructed by the teacher. Students will not leave the Chromebook unattended. When not in the student's possession, the Chromebook should be in a secure, locked environment. Unattended Chromebooks found at school will be collected and stored in the Media Center. Do not lend your Chromebook to another person. Each Chromebook is assigned to an individual and the responsibility for the care of the Chromebook rests solely with that individual. Students will not change the configuration of the Chromebook, including the network and security settings. Policy settings are preconfigured on all Chromebooks and are managed by the Administration. Any attempt to bypass these preconfigured settings is prohibited. Students will log into the Chromebook ONLY with their school assigned Google account. Students may not log into the Chromebook using a non-SJA account.



Return of Chromebooks:

Any student who transfers out of St. Joseph Academy will be required to return their Chromebook and charger. If the Chromebook and accessories are not returned in fully functional condition with minimal cosmetic damage, the parent/guardian will be held responsible for the repair/replacement cost.

The following list of general precautions should be adhered to at ALL TIMES:

- Students are expected to use the device and accessories provided in a responsible, ethical and legal manner.
- No food or drink is allowed near the Chromebook while it is in use.
- Power adapters, headphones, and removable storage devices should be inserted and removed carefully.
- Chromebooks should never be shoved into a locker or wedged into a book bag, as this may break the screen.
- Do not expose Chromebook to extreme temperature or direct sunlight for extended periods of time, such as leaving the device in a vehicle, outside, etc. as extreme heat or cold may cause damage.
- Students are advised not to leave Chromebooks unattended for any reason to reduce the possibility of theft.
- Care should be taken to avoid applying pressure to the screen. Never place heavy objects on top of Chromebook.
- Caution should be exercised when the device is carried in a personal backpack. Overloading can cause damage to the Chromebook.
- Do not use a window cleaner or any other solvent-based cleaner to clean the screen. Screen should only be cleaned with a solution/wipe that is specifically designed for LCD/LED flat screens.
- Do not poke/touch the screen with fingers or writing utensils.
- Before closing the Chromebook, ensure the keyboard/trackpad area is free of any objects or debris, as that may crack the screen when closed.



Internet Content Filtering:

St. Joseph Academy currently utilizes LineWize for Internet content filtering. It should be noted that filtering capabilities outside of the school system network (e.g. home networks or other public networks) are more limited than what is available on the inside. Parents who sign this agreement acknowledge this limitation and accept that there will be an increased risk (of accessing inappropriate material) when the Chromebook is utilized outside of the school system's network. Students assume full responsibility for the web sites they access, regardless of the effectiveness of filtering.

Loss of Privilege/Use:

Students must use their Chromebooks in an appropriate and responsible manner in accordance with the Diocese of St. Augustine Internet Policy Agreement, in addition to the conditions set forth in this document. Any student who fails to utilize his/her Chromebook in an appropriate and responsible manner will forfeit the privilege of being provided this tool and must return the Chromebook immediately. Students may also be required to temporarily (or permanently) surrender their Chromebooks due to disciplinary or behavioral issues/problems. This is on a case-by-case basis and should be decided by the Principal/Dean.

Chromebook repair/replacement options:

Chromebooks that are broken or fail to work properly must be reported to a teacher or administrator as soon as possible so that they can be taken care of in a timely manner. Students will report loss/theft of the Chromebook to their parents/guardians, St. Joseph Academy Administration, and proper authorities within 24 hours. You may be issued a temporary Chromebook until your Chromebook is working properly or replaced. If the Chromebook is experiencing technical difficulties outside of school hours, you will need to wait until you return to school to fix it.



Chromebook repair/replacement options:

- If the Chromebook is lost or stolen, a replacement fee of \$250 will be assessed for a complete replacement (Chromebook, AC power cord)
- If the Chromebook is physically damaged beyond traditional wear and tear, and the repair exceeds the warranty price threshold, the student will be charged according to St. Joseph Academy's escalating fee structure. Parent notification will occur after each offense.
 - First offense = no charge to the student/family
 - 2nd offense = \$50.00
 - 3rd offense = total cost of device
- Additional costs for lost accessories are as follows (these do not count as offenses) and will be replaced upon collection of the fine.
 - A replacement charger will cost \$50.



Chromebook Agreement Signature

Please complete the entire form, including all required signatures and information.

The undersigned understands and agrees to all conditions/stipulations identified in the Chromebook User Agreement.

Student Name (please print): _____ Grade: _____

Student Signature: _____ Date: _____

Chromebook Issue date: _____ Return date: _____ Chromebook Serial # _____

Parent Name (please print): _____

Parent Signature: _____ Date: _____