ACADEMY OF THE SACRED HEART



Middle School Chromebook Agreement 2026-2027

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OUR GIRLS CHANGE THE WORLD

Middle School Chromebook Agreement

1st - 4th Preparatory

2026-2027

4521 St. Charles Ave., New Orleans, LA 70115 | Phone: 504.891.1943 | Fax: 504.891.9939 | ashrosary.org

Middle School students are issued Chromebooks for use in school and at home. This document provides students and their parents/guardians with information about taking care of the equipment, using it to complete assignments, and being a good digital citizen. Students are reminded that use of technology is a privilege and not a right, and that anything done on any device, network, or electronic communication device may be monitored by the school. These guidelines are in place to ensure that this technology serves as an effective instructional tool.

OWNERSHIP OF THE CHROMEBOOK

- The Academy of the Sacred Heart retains sole right of possession of the Chromebook. The Chromebooks are loaned to the students for educational purposes during the academic year.
- Student right of possession and use is limited to and conditioned upon full and complete compliance with the Chromebook Use Agreement, the Middle School Technology Policy, Digital Citizenship Agreement, Responsible Usage Policy, and Honor Code.
- Faculty retain the right to collect and/or inspect Chromebooks at any time, including via electronic remote access and to alter, add, and delete installed apps and files.
- In no event shall the Academy of the Sacred Heart School be held liable for any claim of damage, negligence, or breach of duty.

RESPONSIBILITY FOR THE CHROMEBOOK

Students are solely responsible for the Chromebooks issued to them. The Chromebook is an important learning tool and is to be used for educational purposes only. Students should:

- Bring their Chromebooks to school every day unless advised otherwise by a teacher.
- Charge their Chromebooks at home every evening (battery life powers for 8+ hours).
- Not loan Chromebooks to other students, friends, or siblings.
- Not borrow a Chromebook from another student.
- Treat their device with care.
- Promptly report any problems with the Chromebook to Ms. Aiken and submit a Tech ticket within 2 days.
- Not remove or interfere with the serial number and the school label of identification.
- Not attempt to remove or change the physical structure of the Chromebook, including the keys, screen cover or plastic casing.
- Not use inappropriate media as Chromebook backgrounds or themes.
- Mute sound at all times unless permission is obtained from a teacher.
- Use headphones at the discretion of the teachers.
- Own their own personal set of headphones for sanitary reasons
- Under no circumstances leave the Chromebook in unsupervised areas, including school grounds, vehicles, the dining hall, bathrooms, gym, library, unlocked classrooms, and hallways. If a Chromebook is found in an unsupervised area, it should be taken immediately to Mrs. Durand, Dean of Students or Mrs. Friedrichs, Middle School Division Head.

CARE OF THE CHROMEBOOK

In order to take the Chromebook home each day, the student accepts the following responsibilities:

- Keep the Chromebook in a protective case and/or sleeve that is not attached to her backpack.
- Food or drinks should not be kept next to the Chromebook.
- Chromebook should not be used or stored near pets.
- Chromebook should not be used with the power cord plugged in when the cord could potentially be a tripping hazard.
- Cords, cables, and removable storage devices must be inserted carefully into Chromebooks.
- Disconnect power from the Chromebook by unplugging the power cord from the AC outlet – not by unplugging the power cord from the computer.
- Chromebook must remain free of any writing, drawing, stickers, and labels.
- Heavy objects should never be placed on top of Chromebooks.
- Keep the Chromebook clean and do not touch the screen with anything (e.g., your finger, pen, pencil, etc...) other than approved computer screen cleaners.
- Keep Chromebook away from excessive pressure, heat, and light (screens are particularly sensitive)
- Make sure there is nothing on the keyboard before closing the lid (e.g. pens, pencils).
- While Powered Off - Only clean the screen with a soft, dry microfiber cloth or anti-static cloth. If a more thorough screen cleaning is required, use a clean, water dampened microfiber cloth. Do not use any type of cleaning solvent on your Chromebook. A can of compressed air with a straw extension can be used to blow air around and under the keys to loosen and remove debris. Taking Care Not to Get too close to damage the Keys.
- Do not place the Chromebook near magnets or anything with high electric current.
- Do not store the Chromebook in a very hot or cold place.
- Do not allow the Chromebook to get wet.

LOGGING INTO A CHROMEBOOK

- Student will log into her Chromebook using her school issued ashrosary.org email user name and password.
- Guest mode is not enabled on the Chromebook.
- To ensure the safety of their Google account, students must log out of their Chromebook when not in use.
- Each Chromebook will be a managed device and will be maintained by the Technology Department. The school can pre-install web applications as well as block specific web applications from a centralized management console.

CARRYING CHROMEBOOKS

- Always transport Chromebooks with care and with the screen closed.

- Never lift Chromebooks by the screen.
- Never carry Chromebooks with the screen open.
- Do not put pressure on the top of a Chromebook when it is closed.
- Always support a Chromebook from its bottom with lid closed.
- Do not store the Chromebook with the screen open.
- To prevent damage, Chromebooks should be placed in their protective sleeves between classes.

PRINTING

- Students will be encouraged to digitally publish and share their work with their teachers and peers when appropriate.
- Students will be able to print their work to printers located at school.
- Students may set up their home printers with the Google Cloud Print solution to print from their Chromebooks at home. Note that not all printers are compatible with Chromebooks. Information about Google Cloud Print can be found here: https://support.google.com/chromebook/answer/7225252?hl=en&sjid=148604533397096187-NA

WI-FI

- The Chromebook will automatically pick up the school Wi-Fi on campus.
- Students are encouraged to use their Chromebooks at home and other locations outside of school where Wi-Fi is available.
- The Chromebook does offer the ability through some Apps for users to work in an "offline" mode if Wi-Fi is unavailable.

WHAT DEVICES CAN I CONNECT TO A CHROMEBOOK?

- USB mice and keyboards
- USB storage
- SD Card (Supports micro SD, SDHC, SDXC up to UHS-1)
- Headsets, microphones, and earbuds

Ports

1 USB 3.0
2 USB 2.0
1 HDMI
1 headphone/microphone combo jack
1 4.5 mm AC power connector

Expansion slots

1 multi-format digital media reader (Supports micro SD, SDHC, SDXC up to UHS-1.)

OPERATING SYSTEM AND SECURITY

- Student may not use or install any operating system on their Chromebook other than the current version of Chrome OS that is supported and managed by the school.
- Chromebooks run a modified version of the Chrome browser. It connects to web resources, apps and extensions provided on the internet. It does not run Microsoft/Windows application software or Mac application software.
- When a Chromebook starts up, it updates itself automatically, so it has the most recent version of the Chrome operating system.
- The Chromebook is built with layers of protection against malware and security attacks. There is no need for additional virus protection.
- All Chromebooks will have all internet activity protected and monitored by the school while on campus. If an educationally valuable site is blocked, the student should contact her teacher to request the site be unblocked.
- **Parents/guardians are responsible for filtering and monitoring any internet connection the student receives that is not provided by the school.**

MANAGING AND SAVING YOUR DIGITAL WORK WITH A CHROMEBOOK

- Chromebooks integrate with the Google Apps for Education suite which includes Google Docs (word processing), Spreadsheets (Excel), Presentations (PowerPoints), Drawings, and Forms, Gmail, Calendar and Sites. It allows students to create different kinds of online documents, collaborate in real time with other people, and store documents and files in the cloud.
- All of your old Microsoft Word documents and PowerPoint presentations can be imported directly into Drive, allowing you to work on your files.
- There are often formatting issues when importing third-party documents into Drive. Fortunately, Google Drive allows you to save documents to Microsoft formats, so you will still be able to share files with non-Chromebook users.
- With a wireless Internet connection, you can access your documents and files from your Chromebook, anywhere, at any time.
- All items will be stored online in the Google Cloud environment.
- Students are encouraged to maintain backups of their important work on a portable storage device or by having multiple copies stored in different storage solutions.
- The school will not be responsible for the loss of any student work.

COPYRIGHT AND FILE SHARING

Students are expected to abide by all Copyright restrictions for materials used at the Academy of the Sacred Heart. The following types of media are permissible in the following amounts:

- **Motion media** e.g., movies, film clips, excerpts from television shows, etc.: Up to 10 percent of the total or three minutes, whichever is less.
- **Text material:** Up to 10 percent of the total or 1,000 words, whichever is less.
- An entire **poem** of less than 250 words may be used, but no more than three poems by one poet or five poems by different authors in an anthology. For poems exceeding 250

words, no more than three excerpts from one poet or five excerpts from different poets in the same work may be used.

- **Music, lyrics, and music video:** Up to 10 percent of the work but no more than 30 seconds of the music or lyrics from an individual musical work.
- **Illustrations or photographs**: No more than five images from one artist or photographer. No more than 10% or 15 images, whichever is less, from a collection.
- **Numerical data sets**: Up to 10 percent or 2,500 fields or cell entries, whichever is less, from a copyrighted database or data table.
- **Educator's multimedia project** which contains materials used under fair use: No more than two copies may be made of a project.

CHROMEBOOK IDENTIFICATION

- The school will maintain a log of the Chromebook serial number.
- The school will maintain a log of the name and ID number of the student assigned to the device.

WARRANTY AND INSURANCE

- Chromebooks include a one year hardware warranty from the vendor from defects in materials and workmanship.
- The school will repair or replace damaged equipment resulting from normal use.
- The vendor warranty does not warrant against damage caused by misuse, abuse, or accidents.
- Major breakages will be the responsibility of the student to pay for at a cost price up to $275.00.
- Cost of replacing a lost charger is $50.
- Cost of replacing a cracked screen is approximately $85.
- Chromebooks will be returned when payment for repair is paid in full.
- A loaner can be checked out while the Chromebook is being repaired. If a second loaner is needed, the student may be asked to only use the Chromebook at school, and not be allowed to take it home.
- A student borrowing a Chromebook loaner will be responsible for any damage to or loss of the loaned device.
- Loss or theft of the device is also the student's responsibility. The student will be charged the full $275.00 replacement cost to purchase a new device.

CLAIM/REPAIR PROCEDURES

- Students must report theft (or suspected theft), loss, damage, or malfunctioning of the Chromebook to Ms. Aiken immediately.
- Submit a repair/loss ticket to Ms. Aiken.
- All repairs will be performed by the school.
- Repair should not be attempted by the student or unauthorized person.

- All chargers must be purchased through the school. Off market chargers can cause harm to the Chromebook that might result in the full $275.00 replacement cost.
- The School may disable the Chromebook remotely to protect the device and/or data on the device.
- Chromebooks that are damaged due to student negligence or accident will be repaired at the expense of the student.
- Limited number of loaner Chromebooks will be available to the student when a Chromebook is at school for repair.

TERM OF AGREEMENT

- Student right to use and possession of the property terminates not later than the last day of the school year
- Student must return the Chromebook and Chromebook charger upon withdrawal from the School.
- Student must return the Chromebook and Chromebook charger if agreement is terminated by the School.
- Student must return the Chromebook and Chromebook charger in good working order or pay the full $275.00 replacement cost for the Chromebook and $50.00 for the Chromebook charger.

DIGITAL CITIZENSHIP AGREEMENT

While working in a digital and collaborative environment, students should always conduct themselves as good digital citizens by adhering to the following six rules:

1 RESPECT YOURSELF

I will show respect for myself through my actions. I will select online names that are appropriate. I will use caution with the information, images, and other media that I post online. I will carefully consider what personal information about my life and experience I post. I will not be obscene.

2 PROTECT YOURSELF

I will ensure that the information, images, and materials I post online will not put me at risk. I will not publish my personal details, contact details, or schedule of my activities. I will report any attacks or inappropriate behavior directed at me while online. I will protect passwords, accounts, and resources.

3 RESPECT OTHERS

I will show respect to others. I will not use electronic mediums to antagonize, bully, harass, or stalk people. I will show respect for other people in my choice of websites. I will not visit sites that are degrading to others, pornographic, racist, or inappropriate. I will not abuse my rights of access to the Internet.

4 PROTECT OTHERS

I will protect others by reporting abuse, not forwarding inappropriate materials, or communications. I will avoid unacceptable materials and conversations.

5 RESPECT INTELLECTUAL PROPERTY

I will request permission to use copyrighted or otherwise protected materials. I will cite any and all use of websites, books, media, etc. I will acknowledge all primary sources. I will validate information. I will use and abide by the fair use rules.

6 PROTECT INTELLECTUAL PROPERTY

I will request to use media others produce. I will purchase, license, and register all software. I will use free and open source alternatives rather than pirating software. I will purchase my music and media and refrain from distributing these in a manner that violates their licenses. I will act with integrity.

SCHOOL HONOR CODE

"As a member of the Sacred Heart Community, I pledge to act in a moral, ethical, honest, and honorable way in all that I do."

RESPONSIBLE USAGE POLICY

Students must:

- Respect and protect their own privacy and the privacy of others.
    - Use only assigned accounts.
    - Keep personal information such as name, address, phone number, etc., offline.
    - Keep passwords secret.
    - Have permission to photograph, videotape, and post images or videos of people to the internet.
- Respect and protect the integrity, availability, and security of all electronic resources.
    - Observe all security practices.
    - Conserve, protect, and share these resources with other students and internet users.
    - Treat digital technologies with care.
    - Report any damages, security risks, or violations.
- Respect and protect the copyrighted/intellectual property of others.
    - Cite all sources appropriately.
    - Follow all copyright laws.
    - Use electronic communication devices appropriately to assure academic integrity.
- Respect and practice the principles of community.
    - Communicate only in ways that are kind, responsible, and respectful.
    - Use the Chromebooks for schoolwork only.
    - Use the ashrosary email for schoolwork only.
    - Report threatening or offensive materials to a teacher or administrator.

DISCIPLINARY ACTIONS

Infractions will be given for:

- Unattended Chromebook
- Chromebooks not charged
- Undue care of the Chromebook
- Chromebook not brought in to school

Google Workspace for Education

At Academy of the Sacred Heart, we use Google Workspace for Education, and we are seeking your permission to provide and manage a Google Workspace for Education account for your child. Google Workspace for Education is a set of education productivity tools from Google including Gmail, Calendar, Docs, Classroom, and more used by tens of millions of students and teachers around the world. At Academy of the Sacred Heart, students will use their Google Workspace for Education accounts to complete assignments, communicate with their teachers, sign into their Chromebooks and laptops, and learn 21st century digital citizenship skills.

The notice below provides answers to common questions about what Google can and can't do with your child's personal information, including:

What personal information does Google collect?
How does Google use this information?
Will Google disclose my child's personal information?
Does Google use student personal information for users in K-12 schools to target advertising?
Can my child share information with others using the Google Workspace for Education account?

Please read it carefully, let us know of any questions, and then sign the Chromebook Agreement to indicate that you've read the notice and give your consent. If you don't provide your consent, we will not create a Google Workspace for Education account for your child.

Google Workspace for Education Notice to Parents and Guardians

This notice describes the personal information we provide to Google for these accounts and how Google collects, uses, and discloses personal information from students in connection with these accounts.

Using their Google Workspace for Education accounts, students may access and use the following "Core Services" offered by Google (described at https://workspace.google.com/terms/user_features.html):

Assignments	Google Chrome Sync
Calendar	Google Meet
Classroom	Jamboard
Cloud Search	Keep
Drive and Docs	Migrate
Gmail	Sites
Google Chat	Tasks

In addition, we also allow students to access certain other Google services and third party apps with their Google Workspace for Education accounts based on grade level. As apps become available Academy of the Sacred Heart will evaluate apps for their educational value and age appropriateness for different grade levels.

Google provides information about the information it collects, as well as how it uses and discloses the information it collects from Google Workspace for Education accounts in its Google Workspace for Education Privacy Notice. You can read that notice online at https://workspace.google.com/terms/education_privacy.html You should review this information in its entirety, but below are answers to some common questions:

What personal information does Google collect?

When creating a student account, [insert name of school/district] may provide Google with certain personal information about the student, including, for example, a name, email address, and password. Google may also collect personal information directly from students, such as telephone numbers for account recovery or a profile photo added to the Google Workspace for Education account.

When a student uses Google core services, Google also collects information based on the use of those services. This includes:

- account information, which includes things like name and email address.
- activity while using the core services, which includes things like viewing and interacting with content, people with whom your student communicates or shares content, and other details about their usage of the services.
- settings, apps, browsers & devices. Google collects information about your student's settings and the apps, browsers, and devices they use to access Google services. This information includes browser and device type, settings configuration, unique identifiers, operating system, mobile network information, and application version number. Google also collects information about the interaction of your student's apps, browsers, and devices with Google services, including IP address, crash reports, system activity, and the date and time of a request.
- location information. Google collects information about your student's location as determined by various technologies such as IP address and GPS.
- direct communications. Google keeps records of communications when your student provides feedback, asks questions, or seeks technical support

The Additional Services we allow students to access with their Google Workspace for Education accounts may also collect the following information, as described in the Google Privacy Policy:

- activity while using additional services, which includes things like terms your student searches for, videos they watch, content and ads they view and interact with, voice and audio information when they use audio features, purchase activity, and activity on third-party sites and apps that use Google services.
- apps, browsers, and devices. Google collects the information about your student's apps, browser, and devices described above in the core services section.
- location information. Google collects info about your student's location as determined by various technologies including: GPS, IP address, sensor data from their device, and information about things near their device, such as Wi-Fi access points, cell towers, and Bluetooth-enabled devices. The types of location data we collect depend in part on your student's device and account settings.

How does Google use this information?

In Google Workspace for Education Core Services, Google uses student personal information primarily to provide the core services that schools and students use, but it's also used to maintain and improve the services; make recommendations to optimize the use of the services; provide and improve other services your student requests; provide support; protect Google's users, customers, the public, and Google; and comply with legal obligations. See the Google Cloud Privacy Notice for more information.

In Google Additional Services, Google may use the information collected from all Additional Services to deliver, maintain, and improve our services; develop new services; provide personalized services; measure performance; communicate with schools or users; and protect Google, Google's users, and the public. See the Google Privacy Policy for more details.

Does Google use student personal information for users in K-12 schools to target advertising?

No. There are no ads shown in Google Workspace for Education core services. Also, none of the personal information collected in the core services is used for advertising purposes.

Some additional services show ads; however, for users in primary and secondary (K12) schools, the ads will not be personalized ads, which means Google does not use information from your student's account or past activity to target ads. However, Google may show ads based on general factors like the student's search queries, the time of day, or the content of a page they're reading.

Can my child share information with others using the Google Workspace for Education account?

We may allow students to access Google services such as Google Docs and Sites, which include features where users can share information with others or publicly. For example, if your student shares a photo with a friend who then makes a copy of it, or shares it again, then that photo may continue to appear in the friend's Google Account, even if your student removes it from their Google Account. When users share information publicly, it may become accessible through search engines, including Google Search.

Will Google disclose my child's personal information?

Google will not share personal information with companies, organizations and individuals outside of Google except in the following cases:

With our school: Our school administrator (and resellers who manage your or your organization's Workspace account) will have access to your student's information. For example, they may be able to:

- View account information, activity and statistics;
- Change your student's account password;
- Suspend or terminate your student's account access;
- Access your student's account information in order to satisfy applicable law, regulation, legal process, or enforceable governmental request;

- Restrict your student's ability to delete or edit their information or privacy settings.

With your consent: Google will share personal information outside of Google with parental consent.

For external processing: Google will share personal information with Google's affiliates and other trusted third party providers to process it for us as Google instructs them and in compliance with our Google Privacy Policy, the Google Cloud Privacy Notice, and any other appropriate confidentiality and security measures.

For legal reasons: Google will share personal information outside of Google if they have a good-faith belief that access, use, preservation or disclosure of the information is reasonably necessary for legal reasons, including complying with enforceable governmental requests and protecting you and Google.

What choices do I have as a parent or guardian?

First, you can consent to the collection and use of your child's information by Google. If you don't provide your consent, we will not create a Google Workspace for Education account for your child, and Google will not collect or use your child's information as described in this notice.

If you consent to your child's use of Google Workspace for Education, you can access or request deletion of your child's Google Workspace for Education account by contacting the Middle School Division Head Laurie Friedrichs. If you wish to stop any further collection or use of your child's information, you can request that we use the service controls available to access personal information, limit your child's access to features or services, or delete personal information in the services or your child's account entirely. You and your child can also visit https://myaccount.google.com while signed in to the Google Workspace for Education account to view and manage the personal information and settings of the account.

What if I have more questions or would like to read further?

If you have questions about our use of Google's Google Workspace for Education accounts or the choices available to you, please contact your child's Middle School Division Head Laurie Friedrichs or the Director of Technology Philip Forcier. If you want to learn more about how Google collects, uses, and discloses personal information to provide services to us, please review the Google Workspace for Education Privacy Center (at https://www.google.com/edu/trust/), the Google Workspace for Education Privacy Notice(at https://workspace.google.com/terms/education_privacy.html), and the Google Privacy Policy at https://www.google.com/intl/en/policies/privacy/), and the Google Cloud Privacy Notice at (https://cloud.google.com/terms/cloud-privacy-notice).

The Core Google Workspace for Education services are provided to us under Google Workspace for Education Agreement (at https://www.google.com/apps/intl/en/terms/education_terms.html) and the Cloud Data Processing Addendum (as https://cloud.google.com/terms/data-processing-addendum).