



St. Michael School

Fall River, Massachusetts

Chromebook Agreement

Receiving Your Chromebook:

Chromebooks will be distributed to each student (Grade 1 - 8). Parents & Students must sign and return the Chromebook agreement form document before the Chromebook can be issued to their child.

Distribution:

Students will be utilizing their individual Chromebook only at school. At no time will students be able to utilize another student's Chromebook. Each individual Chromebook is specifically issued to individual students. This ensures that each student is fully accountable for their device. Chromebooks will be properly inventoried and labeled for each student. Students will retain their original Chromebook throughout their academic career/enrollment at SMS. If a Chromebook is damaged, the parent/guardian will be held responsible for payment in full. If payment is not received the parent/guardian will be turned over to a collection agency.

Taking Care of Your Chromebook:

Students are responsible for the general care of the Chromebook which they have been issued by the school. Chromebooks that are broken or fail to work properly must be immediately reported directly to the office (Principal Klein/Mrs. Ouellette). If a loaner Chromebook is needed, one will be issued to the student until their Chromebook can be repaired or replaced.

General Precautions

- o Food or drink are never allowed next to your Chromebook.
- o Cords, cables, and removable storage devices must be inserted carefully into the Chromebook.
- o Students should never carry their Chromebook while the screen is open unless directed to do so by a teacher.
- o Chromebooks should be shut down when not in use to conserve battery life.
- o Do not expose your Chromebook to extreme temperature or direct sunlight for extended periods of time. Extreme heat or cold may cause damage to the device.
- o Always bring your Chromebook to room temperature prior to turning it on.

Screen Care:

The Chromebook screen can be damaged if subjected to rough treatment. The screens are particularly sensitive to damage from excessive pressure on the screen.

- o Do not lean on top of the Chromebook.
- o Do not place anything near the Chromebook that could put pressure on the screen.
- o Do not place anything in the carrying case that will press against the cover.
- o Do not poke the screen.
- o Do not place anything on the keyboard before closing the lid (e.g. pens, pencils, notebooks).
- o Clean the screen with a soft, dry anti-static or micro-fiber cloth. Do not use window cleaner or any type of liquid or water on the Chromebook. You can also purchase individually packaged pre-moistened eyeglass lens cleaning tissues to clean the screen. These are very convenient and relatively inexpensive.

Using Your Chromebook At School:

The Chromebook is intended for use at school during academic classes. In addition to teacher expectations for Chromebook use, school email, announcements, calendars, academic courses, student handbooks and schedules will be accessed using

the Chromebook. Students must be responsible for bringing their Chromebook to academic classes, unless specifically advised not to do so by their teacher.

Sound:

Sound must be muted at all times unless permission is obtained from the teacher for instructional purposes.

Managing Your Files and Saving Your Work:

Students may save documents to their Google Drive or they may save to an external memory device such as a SD card or USB flash drive. Saving to Google Drive will make the file accessible from any computer with internet access. Students using Google Drive to work on their documents will not need to save their work, as Drive will save each keystroke as the work is being completed. It will be the responsibility of the student to maintain the integrity of their files and keep proper backups. Students will be trained on proper file management procedure.

Personalizing Chromebooks:

Chromebooks must remain free of any decorative writing, drawing, stickers, paint, tape, or labels that are not the property of Saint Michael School. Spot checks for compliance will be done by administration, teachers, or other staff at any time.

Software on Chromebooks

Originally Installed Software: Chromebook software is delivered via the Chrome Web Store. These are web-based applications that do not require installation space on a hard drive. Some applications, such as Google Drive, are available for offline use. The software originally installed on the Chromebook must remain on the Chromebook in usable condition and easily accessible at all times.

All Chromebooks are supplied with the latest build of Google Chrome Operating System (OS) and many other applications useful in an educational environment. The Chrome OS will automatically install updates when the computer is shut down and restarted.

Virus Protection:

Virus protection is unnecessary on the Chromebook due to the unique nature of its design.

Additional Software:

Students are unable to install additional software on their Chromebook other than what has been approved by Saint Michael School.

Inspection:

Students may be selected at random to provide their Chromebook for inspection. The purpose for inspection will be to check for proper care and maintenance as well as to ensure inappropriate material is not being carried into the school.

Protecting & Storing Your Chromebook

Chromebook Identification:

Chromebooks will be labeled in the manner specified by the school. Chromebooks can be identified in the following ways:

- Record of serial number.
- Individual's Google Account username

Under no circumstances are students to modify, remove, or destroy identification labels.

Storing Your Chromebook:

When students are not monitoring their Chromebook, they should be stored in their appropriate Chromebook cart. Students are responsible for ensuring that they are charging the device when not in use.

Repairing or Replacing Your Chromebook

Chromebooks Undergoing Repair:

- Loaner Chromebooks may be issued to students when they leave their Chromebook for repair.
- If repair is needed due to malicious damage, the school may refuse to provide a loaner Chromebook.
- Repaired Chromebooks will end up with the original factory image as first received. It is important that students keep their school data synced to cloud drives so documents and class projects will not be lost.
- Students and parents will be charged for Chromebook damage that is a result of misuse or abusive handling. Parents will be billed for parts for repair and labor.

Lost or Intentionally Damaged Device and Accessories:

A Chromebook or any of its accessories that are lost (whereabouts unknown) or intentionally damaged is the responsibility of the student and parent involved in the loss of property. The user will not be given another device or accessory to use until the replacement cost of the lost/damaged device or accessory is paid to the school.

- Replacement of the Chromebook at FULL COST - \$250
- Replacement of the Chromebook charger at Full Cost - \$25
- Software licensing at FULL COST - \$50

Saint Michael School Chromebook Agreement Sign-Off and Student Pledge



- I will take good care of my Chromebook and know that I will be issued the same Chromebook each year.
- I will never leave my Chromebook unattended in an unsecured or unsupervised location.
- I will never loan out my Chromebook to other individuals.
- I will know where my Chromebook is at all times.
- I will keep food and beverages away from my Chromebook since they may cause damage to the device.
- I will not disassemble any part of my Chromebook or attempt any repairs.
- I will protect my Chromebook by always carrying it in a secure manner to avoid damage.
- I will use my Chromebook in ways that are appropriate for education.
- I will not place decorations (stickers, markers, writing, etc.) on the Chromebook.
- I understand that the Chromebook I am issued is subject to inspection at any time without notice and remains the property of Saint Michael School.
- I will follow the policies outlined in the Chromebook Agreement.
- I will be responsible for all damage or loss caused by neglect or abuse.
- I agree to pay the full replacement cost of my Chromebook, power cord/charger, in the event that any of these items are lost or intentionally damaged.
- I agree to return the Chromebook, power cord/charger in good working condition at the end of each school year.
- I have reviewed and agree to comply with the full Chromebook agreement.

Student Name: (Please Print) _____

Student Signature: _____

Parent Signature: _____

Date: _____