

Queen of All Saints School

***Chromebook Usage Policy for 7th & 8th Grade Only 8-15-2019**

Queen of All Saints School loans Chromebooks to our 7th-8th grade students. In order to allow students full use of the Chromebooks, certain policies and procedures must be agreed upon by the school and families. Please read this document carefully as it outlines our policy.

The school will issue students a Chromebook once the Chromebook Usage Policy has been signed by both students and parents. The school will provide each student with a Chromebook, charger, and carrying bag. Students are responsible for providing earbuds. The issued Chromebook, charger, and bag must be returned to the school at the end of the school year in good condition. If the student fails to return the Chromebook, or damages the Chromebook, the student/parents will be responsible for the replacement cost or the cost of repairs. Costs will be determined at that time by the school. Just like a textbook, the Chromebook is on loan to the student and is the property of Queen of All Saints School.

The following actions will result in a violation of the Acceptable Use Policy:

- Any student changing any login information.
- Any student sharing password information provided by the school.
- Any student found using another student's login information.

Chromebook privileges may be revoked if students violate the Acceptable Use Policy.

Chromebook Policy/Procedures

- All users will follow the Queen of All Saints School Acceptable Use Policy, which students and parents sign at the start of the school year.
- The Chromebook and charger issued to students are school property, and the Chromebook is subject to inspection at any time without notice.
- Chromebooks must never be left unattended.
- Chromebooks must be taken home each night and brought back to school each day fully charged. With a full charge at the start of the day and "normal" use (no games, streaming music, etc.) during the school day, the Chromebook will have enough charge to last the day.
- In the event a Chromebook is left at home or not fully charged, students may check out a loaner for the day from the technology office. Loaners may only be checked out between 8:00-8:15 a.m. and must be returned at the end of the school day between 3:00-3:10 p.m. Within each trimester, the first and second loaner check-outs are considered warnings. The third (and any following) loaner check-outs will result in logical consequences for the student.
- Software and operating systems may not be altered, reset, or restored from the original settings. Students are not allowed to alter any software installed by Queen of All Saints.

- Students may not personalize the Chromebook in any way (i.e., adding personal photos, videos, games, music, etc.)
- Chromebooks and bags must remain free of any writing, drawing, stickers, labels, or any other physical alterations.
- The Chromebook's serial number may not be removed or defaced.
- Students are allowed to access the internet on the Chromebooks at home. Please keep in mind that the Acceptable Use Policy applies when using the device in school and at home. Students are to use the Chromebook for educational purposes only both in school and at home. It is strongly recommended that parents monitor their child's Chromebook usage outside of school.
- All discipline policies apply from the Student-Parent Handbook for Chromebook misuse.

Chromebook Care Guidelines

In order to take good care of the Chromebook, students must follow these guidelines:

- Carry the Chromebook in the required bag using the shoulder strap when traveling outside the classroom.
- Always lift the Chromebook by the base - never by the screen.
- Do not tap, poke, or press on the screen.
- Do not place anything on the keyboard before closing the lid (e.g., pens, notebooks).
- Do not lean on or place heavy objects (e.g., textbooks, binders) on top of the closed lid.
- Clean the screen as needed using a soft, dry microfiber cloth – no cleansers of any type.
- Insert and remove cords carefully to prevent damage.
- Keep food and beverages away from the Chromebook.
- Do not expose the Chromebook to extreme temperatures for extended periods of time (over 100 degrees or below 32 degrees).
- Do not disassemble any part of the Chromebook or attempt any repairs.

*This policy may be amended. You will be informed if the policy is amended in any way.

* Chromebooks will be distributed to students when all Chromebook Usage Policy forms are submitted, signed.

CHROMEBOOK PROGRAM DAMAGE AGREEMENT

DAMAGE: Students/parents are responsible for full payment of damages to the Chromebook.

_____ I agree to pay for the replacement of the Chromebook at a cost not to exceed the actual cost of the Chromebook, should the Chromebook be stolen, lost or damaged in any way. I also agree to replace a missing/damaged charger and carrying bag.

Charger & Bag: Current available manufacturer pricing

ADDITIONAL INFORMATION: In cases of theft or vandalism, the student or parent **MUST** file a police/fire report. A copy of the police/fire report must be provided to the principal's office.

Parent/s Name (Please print): _____

Parent/s Signature _____ Date: _____

Student Name (Please print): _____

Student signature: _____ Homeroom #: _____

We have read and agree to the stipulations set forth in this document including the Chromebook Usage Policy, the Acceptable Use Policy, and the Chromebook Care Guidelines.

Parent/s Name (Please Print): _____

Parent/s Signature: _____ Date: _____

Student Name (Please Print): _____

Student Signature: _____ Homeroom #: _____

***By signing this document, I grant my child permission to use online resources and the QAS Chromebook outside of school.**