

DIOCESE OF ALLENTOWN
St. Ann School
CHROME BOOK AGREEMENT

Part 1: Overview

The world around us is continually changing and requires citizens to be able to function in a world that calls upon 21st Century Skills such as:

- Critical Thinking and Problem Solving
- Collaboration
- Communication
- Creativity and Innovation

We are committed to preparing students to be faith filled, life-long learners, future leaders and responsible citizens in an ever changing world. The St. Ann School Chrome Book Initiative will help prepare students to be literate and responsible citizens in a 21st century world. The use of Chrome Books will enhance academic excellence, excite 21st century learners and engage students in a digital environment. We are providing students with instant access to information all over the world and preparing them to be effective and responsible users of technology. By teaching students to think critically, collaborate and be creative we are developing skills needed to be 21st century learners and citizens.

This exciting initiative is a tremendous educational opportunity and a privilege that comes with much responsibility. We believe that our students are able to handle this incredible responsibility with appropriate guidance from both teachers and parents. Much care will be taken to properly instruct students about how to use the device and to communicate our expectations governing it.

Students must understand that they represent St. Ann School whenever they use computing resources. Students may be held responsible for any online behavior or content that connects them to school or implicates St. Ann School, fellow students, faculty, staff, or other members of the community, in that behavior. Students may also be held responsible for any statements, posts, communications, online behavior or content that is not consistent with the School's mission and philosophy, regardless of whether they were on campus or away from campus.

All students will receive training on how to safely and effectively use the device before the Chrome Books are issued. Students will use their devices for academic purposes only. While using the Chrome Books, the expectation is that the student will be in the presence of adult supervision at all times.

This agreement is made effective upon receipt of the Chrome Book, between St. Ann School ("School"), the student receiving the Chrome Book ("Student"), and his/her parent(s) or legal guardian ("Parent"). The Students and Parents, in consideration of being provided with a Chrome Book, software, and related materials (the "Chrome Book") for use while a student at St. Ann School, hereby agree as follows:

Part 2: Requirements

St. Ann School will issue a Chrome Book to students upon compliance with the following:

- Submission of signed Acceptable Use Policy
- Chrome Book Agreement.

Part3: Ownership:

St. Ann retains sole right of possession of the Chrome Book and grants the permission to the Student to use the Chrome Book according to the guidelines set forth in this document.

Part 4: Equipment:

All Chrome Books include a power supply and apps. St. Ann School will retain record of the serial number on a student's Chrome Book. St. Ann School retains ownership of all supplied equipment. Students will be responsible for maintaining the equipment provided and keeping it in good working condition. All devices will be returned to Technology Coordinator at the conclusion of the school year for maintenance. Missing items will result in a fee.

Part 5: Proper Care of Equipment:

Chrome Books will need to be placed safely in their carry bag for transportation. Students will receive proper instruction on how to transport devices. They may not be used while walking. Students may only use the devices in the classroom. Devices must be returned to the Chrome Book charging carts at the end of the day. The carry bag is to be left in the classroom each day.

Never attempt to repair or reconfigure the Chrome Book. Under no circumstances are you to open or tamper with the internal components of the Chrome Book. Student Chrome Books in need of repair must be reported to the technology department immediately.

General Care Guidelines:

- Do not write, draw, paint, place stickers or labels or otherwise deface your Chrome Book or Chrome Book bag. Remember, the Chrome Book is the property of St. Ann School.
- Never put weight on the Chrome Book.
- Always carry the Chrome Book in a safe manner.
- Do not place any books or items on top of the Chrome Book.
- Be careful when transporting your Chrome Book .
- Liquids, food and other debris can damage the Chrome Book. Avoid eating or drinking while using the Chrome Book.
- Never leave your Chrome Book unsecured. Chrome Books should be kept in designated areas within the classroom. Chrome Books will be returned to the charging carts at the end of every day by the technology department. Unsupervised Chrome Books will be confiscated by staff, and disciplinary action may be taken.
- Students must transport their Chrome Books securely from class to class in the carrying bag provided by St. Ann School.
- DO NOT attempt to remove or interfere with the serial number or any identification placed on your Chrome Book.

Part 6: General Use of the Chrome Books

- Students are expected to have their Chrome Book in class every day.
- A lost document is not an excuse for late or missing work.
- Chrome Book sound must be muted at all times unless permission is obtained from the teacher for instructional purposes.
- Do NOT delete any folders or files that you did not create or that you do not recognize. Deletion of files could result in Chrome Book failure and may result in your Chrome Book being re-imaged.
- Student Chrome Books will be subject to routine monitoring by teachers, administrators, and the Technology Coordinator. Users shall have no expectation of privacy while using St. Ann School electronic information resources including the contents of computer files or communication undertaken by way of the computers and/or network. Teachers and administrators may conduct an individual search of a student's computer, files, music, video, email or other related items if there is a suspicion that the School's policies or guidelines have been violated.
- **Obtain teacher permission before accessing the internet.**
- **During class time, students will only access apps or websites designated by the teacher.**
- Obtain teacher permission before printing.
- Under NO circumstances will the student install or uninstall any hardware, software or peripherals on the Chrome Book.
- Keep personal information about yourself or others off the Chrome Book.
- Keep all passwords to yourself.
- Do not allow others to use your personal accounts.
- Do NOT loan your Chrome Book to anyone.
- Notify a teacher or the Technology Coordinator if you suspect a problem with your Chrome Book.
- To prevent loss or damage, NEVER leave your Chrome Book unattended.

Examples of Inappropriate Use

- **Transporting the Chrome Book without the carry bag.**
- **Accessing an app or website during class time that is not designated by the teacher.**
- **Arriving to class without their Chrome Book.**
- Deleting any folders or files you did not create or you do not recognize.
- Sharing login/password with another person.
- Logging on to another person's device without his/her permission.
- Using Chrome Books not assigned to you (teachers may allow students to look on with another student for instructional purposes).
- Removing labels and identifying stickers from the Chrome Book.
- Using proxy sites to bypass web filtering.
- Videoling or taking photographs on school property (not permitted unless related to a school assignment).
- Emailing during class when not related to a school assignment.
- Using profanity
- Gaming
- Cheating

Consequences include but are not limited to:

- Level V Discipline Points
- Loss of technology privileges duration to be determined by teacher or administrator.
- Suspension
- Fee for repairs/replacement

Examples of Unacceptable Use

- Repeat offense of any of the above.
- Inappropriate communication to the faculty or staff.
- Threats and/or cyber bullying of any kind.
- Using a Chrome Book to cause harm or commit a crime.
- Logging into a Chrome Book/application using a stolen login.
- Possession of inappropriate files.
- Pornography can be a felony offense and if so will be turned over to authorities.
- Manufacturing - using a camera to create inappropriate pictures/movies.
- Distributing- sending/sharing inappropriate files with other individuals.
- Images of weapons.
- Gang related files.
- Bootleg movies or music.
- Intentional actions which are harmful or potentially harmful to the Chrome Book, charger, and/or Chrome Book bag.
- Habitual and intentional disregard for the Chrome Book.

Consequences include but are not limited to:

- Loss of technology privileges duration to be determined by teacher or administrator.
- Suspension
- Expulsion
- Reporting to authorities

Part 7: Substitution of Equipment

In the event that a Chrome Book is inoperable, a loaner Chrome Book will be issued for use while the Student's Chrome Book is being repaired or replaced. This agreement remains in effect for such a substitute.

Part 8: Software Installation

Students downloading apps on St. Ann School issued Chrome Books is a direct violation of the St. Ann School Acceptable Use Policy. Students who violate this policy will be subject to disciplinary action. All of the apps necessary for use with the device will be managed by St. Ann School personnel and will be downloaded on the device for students. Any apps downloaded by a student will be permanently erased from the device when detected. A list of educational apps to be used in the classroom will be made available for parents as they are identified by grade level teachers.

Part 9: Malfunction, Damage or Loss of Equipment

Limited student Chrome Book repairs will be covered by Lenovo Services at no cost to parents. In the event that the Chrome Book malfunctions due to a manufacturer defect, contact the School Technology Coordinator immediately.

Willful and deliberate damage or neglect to the Chrome Book will cause St. Ann School to charge parents the full cost to replace the device if necessary.

St. Ann School reserves the right to charge the Student/Parent the full cost of repair or replacement when damage occurs due to gross negligence. Examples of gross negligence are listed in the exclusions section below.

Lenovo Services coverage does not include:

Failure or damage resulting from misuse, abuse, accident modifications, an unsuitable physical or operating environment or use not in accordance with the product information materials. Products with an altered identification label or from which the identification label has been removed are also no covered under Lenovo Services.

St. Ann School will have access to a limited number of loaner devices for use by students whose device is being repaired or replaced. Students in need of a loaner device will visit the Technology Coordinator for a temporary replacement.

Part 10: Printing

Students may use designated printers as directed by the teachers with permission. However, printing will be limited to those things needed directly for instruction.

Part 11: End of Year Collection Procedure

Equipment will be collected at the end of the school year. The 'equipment' consists of the Chrome Book, power cable/charger, and case. The Chrome Books will be cleaned and repaired over the summer.

Part 12: Parent Expectations

In order for students to experience all the success and benefits that this program can offer, St. Ann School encourages parents to:

- Share in your child's excitement about this great opportunity for learning.
- Learn along with your child as they learn to use this instructional tool the google classroom platform to prepare for their future in the 21st century.

St. Ann School reserves the right to amend this document. Future addendums will automatically be binding. Signing this document includes future addendums.

CHROME BOOK AGREEMENT

St. Ann School has chosen to permit students access to Chrome Books to further its educational goals and objectives. I have read and understand all the terms of the Student/Parent Chrome Book Agreement. I have either explained it to my child ("student") or I have assured myself the student understands it. I also understand my own and the student's responsibilities regarding the use of Chrome Books at St. Ann School.

I agree to allow my child to participate in St. Ann School Chrome Book program.

In addition, I hereby indemnify and hold harmless The Diocese of Allentown and St. Ann School from any claim or loss resulting from any infraction by the student of the policy or any applicable law.

St. Ann School reserves the right to amend this document. Future addendums will automatically be binding. Signing this document includes future addendums.

Parent's/Guardian's Signature

Date

Name of Parent/ Guardian (please print)

Student's Signature

Date

Name of Student (please print)
