



# ST. FRANCIS DE SALES SCHOOL

*Praying, Learning and Living Together*

Founded in 1964

## CHROMEBOOK AGREEMENT 2018-2019

### Overview

- I. Purpose of the Chromebook Program
- II. Ownership - St. Francis de Sales retains ownership of the Chromebooks
- III. Usage Fee/Liability/Responsibility - \$75 usage fee and parents/students are held liable for all damages and repairs
- IV. Terms of Chromebook loan
- V. Hardware and Software Issued - Chromebook and adapter
- VI. Chromebook Care Guidelines
- VII. Cleaning the Chromebook
- VIII. Screen Care
- IX. Carrying the Chromebook - the Chromebook should be with the student daily for class.

St. Francis de Sales School requires that parents purchase a case (preferably sized specifically for the Chromebook with a zipper, handle, and strong shell) for their student's Chromebook laptop. Dimensions of the Chromebooks are approximately 8 ½ x 11 ½. Allowing for the depth, the case should be at least 10 x 13.

**We have read and agree to all terms and conditions regarding the Chromebook.**

\_\_\_\_\_  
Student Name (Print)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Parent/Guardian Name (Print)

\_\_\_\_\_  
Date

## I. Purpose

The focus of the middle school Chromebook initiative is to prepare students for their future, a world of digital technology through the ability of anywhere connectivity. As we enter the twenty-first century, excellence in education requires that technology is seamlessly integrated throughout the educational program. Increasing access to technology is essential for that future and the individual use of Chromebooks is a way to empower students to learn at their full potential and to prepare them for the real world of college and the workplace. Chromebooks encourage students to solve problems and think critically by stimulating analytical thinking. Learning results from the continuous dynamic interaction among students, educators, parents and the extended community. Technology immersion does not diminish the vital role of the teacher. To the contrary, it transforms the teacher from a director of learning to a facilitator of learning anytime and anyplace.

## II. Ownership

St. Francis de Sales School shall be deemed to have retained title to the equipment at all times, unless St. Francis de Sales School transfers the title. The student shall hold no security or ownership interest in the equipment. Likewise, the student shall hold no security or ownership interest neither in the licenses to the installed software included with the equipment nor in the licenses to any other software St. Francis de Sales School may from time to time install on the Chromebook laptop used by the student.

Each Chromebook laptop is the property of St. Francis de Sales School and is issued as an educational tool and should only be used in that capacity. Failure to comply with the guidelines will result in loss of Chromebook privileges and is subject to disciplinary action. St. Francis de Sales School reserves the right to demand the immediate return of the Chromebook at any time.

## III. Liability

Each student will be assessed a \$75 usage fee to help defray the cost of routine maintenance and software upgrades. **This fee does not cover damage or neglect.**

**If the Chromebook or AC Power Adapter assigned to your child is lost, stolen or damaged through negligence, vandalism, or failure to follow the proper care guidelines, then you are responsible for the cost of repair or replacement.** Replacement costs are as follows: Chromebook (\$350), screen repair (\$200), keyboard replacement (\$150), and the AC adapter (\$60). If the Chromebook is lost or stolen when outside of school grounds, it should be reported to the local police authorities and St. Francis de Sales School personnel immediately.

Students are responsible for all material sent by and/or stored on the Chromebook laptop loaned to them. Students accept responsibility for keeping their Chromebook laptop free from all pornographic material, inappropriate text files, or files dangerous to the integrity of the St. Francis de Sales School network, equipment, or software.

St. Francis de Sales School is not liable for any material sent by and/or stored on Chromebook laptop issued to students via the Chromebook Laptop Agreement.

St. Francis de Sales School reserves the right to monitor or access the hard drives of its Chromebook laptops if it suspects or is advised of possible breaches of security, harassment, or other violations of other school policies, rules, regulations, directives, or law, or evidence exists which demonstrates to the school that its notebook computers may contain information, data, or other intellectual property that belongs to another person.

#### **IV. Terms of Chromebook Loan**

Issues of Chromebooks - All middle school grade students enrolled in St. Francis de Sales School will be issued a Chromebook. The Chromebook will be assigned to individual students and serial numbers will be recorded. The student will retain possession of the Chromebook for the school year in which it was issued, or until the student withdraws from school. Students are responsible for bringing the Chromebook to school, taking them home each day, and ensuring they are charged for use the following day. The laptops are not to be left unsupervised at home or at school in unsecured locations.

#### **V. Hardware and Software Issued**

- a. Laptop
- b. AC Adaptor and Power Cord

Chromebooks are Internet capable. They also have web-filtering and anti-virus services. Chromebooks will not allow the download any software. Any or other software applications may be installed only by authorized personnel. The software installed by the St. Francis de Sales School must remain in usable condition.

***STUDENTS WILL NOT BE PERMITTED TO ADD SOFTWARE OF ANY KIND.***

#### **VI. Chromebook Care Guidelines**

- a. General Care of the Chromebook
  - i. For prolonged periods of inactivity, shut down Chromebook completely before closing the lid. This will help conserve the battery.
  - ii. Please be aware that overloading the backpack or case WILL damage the notebook. Take precaution when placing the case on a flat surface. When using the Chromebook, keep it on a flat, solid surface for air to circulate. For example, using a Chromebook while on a carpet or bed can cause damage due to overheating.
  - iii. Liquid, foods, and other debris can damage the Chromebook. Avoid eating or drinking while using the laptop. DO NOT keep food or food wrappers in the Chromebook case.
  - iv. Take extreme caution with the screen. The screens are susceptible to damage from excessive pressure or weight. In particular, avoid picking up the Chromebook by the screen or placing your finger directly on the screen with any force.

- v. Dimming the LCD brightness of the screen could extend the battery run time.
- vi. Never attempt repair or reconfigure the Chromebook. Under no circumstances are you to attempt to open or tamper with the internal components of the Chromebook: doing so will render our warranty void.
- vii. Take care when inserting cords, cables, and other removable storage devices to avoid damage to the notebook ports.
- viii. Do not expose Chromebooks to extreme temperatures, direct sunlight, or ultraviolet light for extended periods of time. Extreme heat or cold may cause damage to the Chromebook.
- ix. A label has been applied to your Chromebook for ID purposes. Please do not place additional stickers/items on the computer. Remember the Chromebooks are the property of St. Francis de Sales School.
- x. Keep your Chromebooks away from magnets and magnetic fields, which can erase or corrupt your data. This includes, but is not limited to, large speakers, amplifiers, transformers, vacuum cleaners, and older television sets.

#### **VII. Cleaning Your Chromebook**

- a. Always disconnect the Chromebook from the power outlet before cleaning.
- b. Clean the screen with a soft, lightly dampened, lint free cloth, or use LCD approved anti-static screen cleaners or wipes.
- c. Wash hands frequently when using the Chromebook to avoid buildup on the touch pad. Grease and dirt can cause the cursor to jump around on the screen.

#### **VIII. Screen Care**

- a. Do not pick up the Chromebook by the screen.
- b. Avoid touching the screen with fingers, pens, pencils, or any sharp instrument.
- c. Do not lean on top of the Chromebook.
- d. Avoid placing excessive pressure or weight on the Chromebook screen.
- e. Be careful not to leave pencils, pens, or papers on the keyboard when closing the screen.
- f. Clean the screen with a soft, dry cloth, or anti-static cloth.
- g. NEVER clean the screen with glass cleaner.

#### **IX. Carrying the Chromebook**

- a. All Chromebooks and components are to be carried to school daily. Do not place the Chromebook in your backpack at any time.

## **X. Students Responsibilities**

1. Students must bring a fully charged device to school every day and bring their devices to all classes unless specifically advised not to do so by their teacher. If a student does not bring his/her device to school or his/her device is not fully charged, the student will be subject to the classroom teacher's policy regarding coming to class unprepared. Repeated offenses will result in disciplinary action designated by the Dean of Students.
2. Students must not remove or damage the equipment identification labels.
3. Students must not lend the equipment to anyone.
4. Transmitting or creating any material in violation of federal, state, or local laws and ordinances is strictly prohibited.
5. Use of equipment during the school day is governed by teacher classroom expectations.
6. Middle school students must take their Chromebooks home each night.

## **XI. Files and File Management:**

1. Students are responsible for maintaining cloud based file storage through their Google account. St. Francis de Sales is not responsible for the loss of any data or files while using this equipment or during the time when the computer is checked, repaired or serviced.
2. Students must exercise good judgment with regard to content and information shared on the Internet as outlined in our Chromebook Agreement.
3. All students receive a login and password to be used only by the student. If a student suspects that a password has been compromised, he/she must notify the Technology Administrator so that a new password can be created. Students may not change the password on their own.
4. Students must not share login information or protected information with anyone.
5. Students are not permitted to add, delete, or modify other student accounts in any way.

## **XII. Consequences of Violating This Agreement:**

1. A violation of the above terms and conditions may subject the violator to restriction in the use of technological resources and/or other discipline under Student Information & Guidelines as outlined in the Family Handbook.
2. In cases of extreme or illegal violations, legal action may be taken against the student and/or other participants under the law.

## Repaire/Replacement Fees

If the Chromebook or AC Power Adapter assigned to your child is lost, stolen, or damaged through negligence, vandalism, or failure to follow the proper care guidelines, then you are responsible for the cost of repair or replacement.

Replacement costs are as follows:

Chromebook	\$250
Screen Repair	\$100
Keyboard Replacement	\$100
AC Power Adapter	\$60

If the Chromebook is lost or stolen when outside of school grounds, it should be reported to the local police authorities and St. Francis de Sales School personnel immediately.