

# **2018-2019 Chromebook Agreement for Grades 4 through 8**

## **Ss. Peter and Paul Catholic School Collinsville, IL**

Students will be given Google Chromebooks for use in school and at home. This document provides students and their parents with information about taking care of the Chromebook and being a good digital citizen. Students and parents are encouraged to review the *Policy for the Use of Computers, Internet, and Electronic Mail* for Ss. Peter and Paul Catholic School to understand the expectations of the school.

Ss. Peter and Paul Catholic School retains sole right of possession of the Chromebook. The Chromebooks are lent to the students for educational purposes only for the academic year. At the end of the school year, students will turn in their Chromebooks. Failure to turn in your assigned Chromebook will result in the students being charged the full cost of the Chromebook.

Ss. Peter and Paul School administration and faculty retain the right to inspect the Chromebooks at any time, including by electronic remote access. Inappropriate use of the equipment may result in restricted or banned computer use or other disciplinary consequences.

### **Responsibility for the Chromebook**

- It is the responsibility of the student to exercise proper care of his or her Chromebook. In the event of damage to the Chromebook, the cost to repair or replace the Chromebook shall be the responsibility of the student and parent. The invoice must be paid within 30 days or the student will lose the privilege of taking the Chromebook home.
- Students must bring their Chromebooks to school every day and make sure it is fully charged. Failure to do so may result in disciplinary action. In grades 6 through 8, this will result in a “checkmark”.
- If students leave their Chromebook at home, they are responsible for getting the course work finished as if they had their Chromebook present.
- Do not place your Chromebook in your locker, in your desk, in your backpack, or on the floor. It should be placed either on your desk or in the desk tray under your seat.
- Students must treat their device with care and never leave it in an unsecured location.
- Students must keep their device in a protective case when traveling.
- Students must promptly report any problems with their Chromebook to the teacher(s).
- Students may not remove or tamper with Ss. Peter and Paul School identification tags.
- Students are required to use their assigned domain user ID and password to access their accounts. Students should keep their passwords confidential.

## **Using Your Chromebook**

- Students are required to follow copyright laws concerning all media including text, images, programs, music, and video. Downloading, sharing, and posting illegally obtained media is against Ss. Peter and Paul School electronics use policy. If the student is unsure about content, a teacher should be consulted.
- Inappropriate media may not be used as Chromebook backgrounds or themes. The presence of such media will result in disciplinary action.
- Sound must be muted at all times unless permission is obtained from a teacher.
- Personal music is not allowed on the Chromebook. Any music on the device should only be added at the request and discretion of the teacher.
- Only educational internet games are to be used on the Chromebooks at the discretion of the classroom/computer teacher (s).

## **General Care**

Chromebooks can be damaged if appropriate care is not given. The following are helpful hints to keep the Chromebook safe.

- Do not have any food or drinks near the Chromebook at any time.
- Do not touch the screen with any object, including fingers.
- Cords, cables, and removable storage devices must be inserted carefully into the Chromebook.
- Do not place your Chromebook on uneven surfaces where they might be subject to an accidental fall.
- Avoid placing or dropping heavy objects on the top of the Chromebook.
- Chromebooks do not like excessive heat or cold. They should not be exposed to over 100 degrees or under 32 degrees.
- Do not block air flow when device is on. While your Chromebook does not get overly hot like a traditional laptop might, it does need to breathe.
- Chromebooks and carrying cases must be free of any writing, drawing or stickers. Cases and Chromebooks have been labeled with a specific number assigned to each student. Nothing else should be carried inside the case.
- Damage, loss, or theft must be reported immediately to the Ss. Peter and Paul computer teacher.

## **Screen Care**

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

- Do not lean on the top of the Chromebook when it is closed.
- Do not place anything near the Chromebook that could put pressure on the screen.
- Do not store the Chromebook with the screen in the open position.
- Do not poke the screen with anything that will mark or scratch the screen surface.
- Do not place anything on the keyboard before closing the lid (e.g. pens, pencils, etc).
- Clean the screen with a soft, dry cloth or anti-static cloth.

## **Carrying Chromebooks**

- Keep your Chromebook in the case provided when not in use.
- Carry your Chromebook by the handles of the provided case. This will help to avoid it sliding off of your books and dropping.
- Transport Chromebook with care.
- Chromebook lids should always be closed and tightly secured when moving.
- Do not carry your Chromebook while the screen is open.
- Never move a Chromebook by lifting from the screen. Always support a Chromebook from its bottom with lid closed.

## **Managing and Saving Work**

- The majority of student work will be stored in cloud based applications, especially Google Docs, and can be accessed from any computer with an internet connection and most mobile internet devices.
- Students also have the option to save work to a portable storage device (flash drive).
- A Wi-Fi Internet connection will be required for the majority of Chromebook use; however, some applications can be used while not connected to the internet.

## **Network Connectivity**

Ss. Peter and Paul Catholic School makes no guarantee that the network will be up and running 100% of the time. Students will not be penalized if the network is down and a completed assignment cannot be accessed for class projects.

## **Home Internet Access**

- Students are allowed to set up access to home wireless networks on their Chromebooks. If parents/guardians are interested in providing content filtering at home, it is suggested that parents/guardians contact their internet provider for details and support.
- Siblings and other family members should not use the device for personal use.
- The following resources will assist in promoting positive conversation(s) between family members regarding digital citizenship as it relates to internet safety:

Netsmartz: <http://www.netsmartz.org/Parents>

A Parent's Guide to Internet Safety:

<http://www.fbi.gov/stats-services/publications/parent-guide>

## **Social Media Guidelines and Digital Citizenship**

- What you contribute leaves a digital footprint for all to see.
- Follow the school's code of conduct when writing online. It is acceptable to disagree with other's opinions; however, do it in a respectful way. What is inappropriate in the classroom is inappropriate online.
- Be safe online. Never give out personal information, including, but not limited to, last names, phone numbers, addresses, exact birthdates, and pictures. Do not share your password with anyone besides your teachers and parents.
- Linking to other websites to support your thoughts and ideas is recommended. Be sure to review the entire website prior to linking to ensure that all information is appropriate and reputable.
- Do your own work. Do not use other people's intellectual property without their permission. Be aware that it is a violation of copyright law to copy and paste other's work. It is a good practice to hyperlink to your sources. Cite all use of websites, books, and media.
- If you find inappropriate material that is inappropriate or disrespectful, tell the teacher promptly.
- How you represent yourself online is an extension of yourself. Do not misrepresent yourself by using a false name or identity.
- Show respect to others and their work. The use of electronic mediums will not be used to antagonize, bully, or harass people.
- Online work should be well written. Follow writing conventions including proper grammar, capitalization, and punctuation. If you edit someone else's work, be sure it is in the spirit of improving the writing.

**2018-2019**  
**Ss. Peter and Paul Catholic School**  
**Chromebook Use Agreement**

**Please sign and return this form.**

I agree to accept and follow the guidelines set by Ss. Peter and Paul Catholic School in the Chromebook Use Agreement.

Student  
Name: \_\_\_\_\_

Grade/Homeroom: \_\_\_\_\_

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

Date: \_\_\_\_\_

Parent Signature: \_\_\_\_\_

Date: \_\_\_\_\_

***The following is to be completed by Ss. Peter and Paul Technology Department***

Student User Name:  
\_\_\_\_\_

Student Password:  
\_\_\_\_\_