



## **Saint Margaret School Chromebook Program 2020-2021 Student Parent Agreement**

Parents and students must sign and return this agreement before the Chromebook can be issued to the student.

### **Goals of the Chromebook Initiative**

The major goals of this program are to provide students with 21st Century learning environments both at home and in school, and to give all students access to technology resources:

- Provide digital access for all students.
- Support parents and guardians with tools, resources, and strategies to manage technology use in their home.
- Prepare students with essential digital literacy skills to choose and use technology for learning.
- Create interdisciplinary connections through rigorous, engaging, and meaningful instructional strategies.
- Promote and facilitate student critical thinking, creativity, and innovation for lifelong learning. Cultivate leadership, collaboration and teamwork through digital communication and productivity tools.

### **Ownership**

- The Chromebook is owned by St. Margaret School and will remain the property of Saint Margaret School.
- Students are responsible for the appropriate use of their Chromebooks both at school and at home.
- The Chromebooks are for the use of students for educational purposes only.
- Students who terminate enrollment at St. Margaret School for any reason must return their Chromebook, its case and its power cord.
- If a student fails to return the Chromebook and accessories upon termination of enrollment he or she will be billed for a replacement unit, accessories, and shipping costs.

### **Care and Responsibility**

- The student is responsible for the general care of the Chromebook that has been issued by the school.
- Chromebooks that are broken or fail to work properly must be taken to the teacher.
- Chromebooks that are lost or stolen must be reported immediately to the teacher if the theft occurred at school or at a school related event or activity. The school will provide a replacement Chromebook and any cost associated with the replacement of the unit will be the responsibility of the student/family.

- Lost power adapters will be replaced by the student/family and any cost associated with the replacement will be the responsibility of the student/family.
- Both the serial number and name stickers on the Chromebook will be used to identify its assigned student in case of loss or theft. These stickers must not be removed.
- Student will not attempt to disassemble any part of his or anyone else's Chromebook nor will he attempt any repairs.
- Any attempt to alter data, the configuration of a Chromebook, or the files of another user, without the consent of the individual, building administrator, or technology administrator, will be considered an act of vandalism and subject to disciplinary action in accordance with the student handbook and other applicable school policies.
- Chromebooks must remain free of any writing, drawing, stickers or labels that are not the property of St. Margaret School.
- The student is responsible for keeping the Chromebook battery charged in preparation for each school day. Loaners will not be provided for uncharged Chromebooks.
- The student must bring the Chromebook to school every day. A loaner will NOT be provided to those who forget.
- The Chromebook is school property and all users must follow this policy and the Acceptable Use Policy for Technology that is located in the Saint Margaret School Handbook.

### **Emailing and Digital Footprint**

- 4th, 5th and 6th grade students will NOT have the privilege of emailing.
- 7th and 8th grade students will have the privilege of emailing within the Saint Margaret School domain only and for academic or Saint Margaret School related communication only.
- Students will receive instruction as to how emailing privileges may be utilized. Any infraction of the instruction of the teacher will result in the loss of email privileges and/or appropriate consequence as deemed appropriate by the teacher and/or principal.
- Students will receive instruction concerning internet safety and digital citizenship
- Students may not go to inappropriate/questionable websites or click on questionable links.
- The use of anonymous proxies or other technologies to bypass Saint Margaret School filtering programs is prohibited.

### **Security and Transparency**

- Chromebooks will remain the property of Saint Margaret School at all times.
- Chromebooks will be labeled numerically and students will be assigned according to their last name's alphabetical placement to **USE THE SAME CHROMEBOOK EACH TIME IT IS USED**
- Students will be assigned a username using the domain **@smsnarberth.org**. The student will create his/her own password.
- The students' usernames and passwords will be known by the teacher and parents.
- Students may **AT NO TIME CHANGE OR ATTEMPT TO CHANGE ANY PART OF THE USERNAMES OR PASSWORDS** unless instructed by the teacher.

- EVERY CHROMEBOOK IS SUBJECT TO RANDOM SCREENINGS BY SAINT MARGARET SCHOOL STAFF, WHICH MAY OCCUR AT ANY TIME, AND WILL OCCUR AT LEAST ONCE PER MONTH.
- The students (excluding grade 4 and 5) will be assigned to take the Chromebooks home at the discretion of the teacher.
- THE CHROMEBOOKS ARE ONLY TO BE USED FOR THE INTENDED ACADEMIC PURPOSES ONLY AND IN ACCORDANCE WITH THE ASSIGNMENTS OF THE TEACHER.
- Parents are encouraged to frequently sign in to their student's accounts and witness their student's web browsing activity AND stored work in their students Google Drive.

I have reviewed a copy of the Saint Margaret School Chromebook Use Agreement for 2018-2019 and agree with its stated conditions. I have reviewed the information in the contract and understand that the contract contains information that my child and I may need during the school year. I also understand that my student(s) will be held accountable for his/her responsibilities and behavior as listed in the contract. Failure to abide by these responsibilities and behaviors will result in the consequences outlined in the contract.

I am aware that Saint Margaret School reserves the right at any time to amend or to add to the policies, rules, and regulation contained in this contract, and to make such changes applicable to current as well as new students when the situation dictates. To find current policies, rules, and regulations I will reference the school website.

Student Name (print clearly) \_\_\_\_\_

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

Parent/Guardian Name (print clearly) \_\_\_\_\_

Parent/Guardian Signature \_\_\_\_\_ Date \_\_\_\_\_