

Portland St. Patrick School Student and Parent Chromebook Guidelines & Agreement

The following policy refers to the use of an individual student computing device, a Chromebook. Students are also required to follow all the guidelines outlined in the Portland St. Patrick School's current Technology Acceptable Use Policy. As PW's technology initiative centers on new devices, software, and educational methodologies, additional policies will continually be reviewed and this policy updated. Please refer to the Portland St. Patrick School's website (<https://portlandstpats.com>) for the most up-to-date information.

Care and Maintenance of the Chromebook

1. Do not attempt to gain access to the internal electronics or to repair your Chromebook. If your Chromebook fails to work or is damaged, report the problem to your school's technology department as soon as possible. Chromebook repair/replacement options will be determined by school's administration. You may be issued a temporary Chromebook or other materials until your Chromebook is working properly or replaced.
2. Never leave the Chromebook unattended. When not in your personal possession, the Chromebook should be in a secure, locked environment. Unattended Chromebooks will be collected and stored in the school's main office and turned over to the Technology Department for secure storage.
3. Never expose a Chromebook to long-term extremes in temperature or direct sunlight. An automobile is not a good place to store a Chromebook.
4. Keep water, milk, and other liquids away from the Chromebook. The Chromebook can be cleaned with a soft, dry, lint-free cloth. Do not use window cleaners, household cleaners, aerosol sprays, solvents, alcohol, ammonia, or abrasives to clean the Chromebook. Use of unapproved cleaners may damage the Chromebook.
5. While the Chromebook is scratch resistant, it will scratch. Avoid using any sharp object(s) on the Chromebook.
6. Avoid placing weight on the Chromebook – do not place in backpack under heavy books.
7. Never throw or slide a Chromebook.
8. Your Chromebook comes with ports for charging and other accessories. Care must be exercised when plugging and unplugging accessories. Student-issued Chromebook accessories are the responsibility of the student.
9. Each Chromebook has the ability to be remotely located. Modifying, disabling, or attempting to disable the locator is a violation of the acceptable use policy and grounds for disciplinary action.
10. Each Chromebook has a unique identification number and at no time should the numbers or labels be modified or removed.

11. Do not lend your Chromebook to another person. Each Chromebook is assigned to an individual and the responsibility for the care of the Chromebook solely rests with that individual.

12. The Chromebook is an electronic device and care must be exercised when handling the Chromebook. Never throw a book bag that contains a Chromebook. Never place a Chromebook in a book bag that contains food, liquids, heavy, or sharp objects.

13. The Chromebook is designed for daily use; therefore, it must be charged and ready for use each school day. Chromebooks should be charged at home.

14. The Chromebook must remain free of stickers, writing, painting, or any other forms of adornment. You may not decorate or personalize the actual Chromebook in any way.

Cost of Chromebook, Apps, and Accessories

1. The replacement cost of the Chromebook is approximately \$550 and includes: the Chromebook, Chromebook charger, and software applications (apps, including management software) including assorted programs/accessories specific to individual classes.

2. The district offers insurance through a group policy against loss, theft, or accidental damage to a Chromebook or Chromebook accessories at a cost of \$30 per year with a \$30 deductible for first time damage, and a \$20 deductible for each following incident requiring repair and/or replacement. If the insurance is accepted and paid for at the time the student takes the device home, the Chromebook will be replaced in case of accidental damage, theft, loss, liquid damage, fire/flood, vandalism, natural disasters, or power surges. If your family has more than two children receiving devices through PWCS, the total amount for insurance is capped at \$60.

3. It is the parent/guardian responsibility to cover the cost of district-issued Chromebooks should they choose not to pay the annual fee for insurance. Portland St. Patrick School will order the replacement equipment as necessary; parents and guardians are not to purchase any broken/lost equipment, including the charger, to replace their student's original materials.

4. If Portland St. Patrick Schools has no record of your insurance purchase through our program, you are assumed to have accepted full responsibility for the replacement cost of your child's Chromebook.

5. District-issued software applications (apps) are needed for student learning and should not be deleted. Parents and students may be required to cover the cost of deleted apps that are necessary for instruction.

6. Modifying the settings of the district-issued Chromebook or deleting district-issued software applications (apps) may result in student discipline and/or the need for reformatting at a cost to the student.

Damaged, Lost, or Stolen Chromebooks

1. In the event that a district-issued Chromebook is damaged, lost, or stolen, the student and parent/guardian should immediately notify the school administrator. The filing of a police report by the parent/ guardian will be required at that time.

2. In the event that a police report is filed for a lost or stolen Chromebook, Portland St. Patrick Schools, in conjunction and only in conjunction with police, may deploy location software, which may aid the police in recovering the Chromebook.

3. Students who exit from Portland St. Patrick Schools during the school year must return the Chromebook, along with any issued accessories, at the time they leave the district. The Chromebook and all accessories should be returned to the school's main office. Failure to return a Chromebook in a timely fashion may result in legal action.

Distribution of Chromebooks

1. Each student will receive a Chromebook formatted by Portland St. Patrick Schools.

2. A parent/guardian may choose not to have their child participate in the Chromebook take-home program by sending written notification to the Building Principal. In this event, students will be issued a Chromebook, but will not be able to take the device home. Students who do not participate in the Chromebook takehome program will pick up and return their Chromebook to an area designated by the Building Principal on a daily basis. Portland St. Patrick Schools cannot guarantee equal access to materials and/or quality of materials to students opting out of the Chromebook take-home program.

Student Use of the Chromebook

1. The Chromebook is the property of Portland St. Patrick Schools and as a result may be seized and reviewed at any time. The student should have NO expectation of privacy of materials found on a Chromebook or a school supplied or supported email service.

2. The Chromebook comes equipped with a front-facing camera and video capacities. As with all recording devices, it is best practice and common courtesy to ask permission before recording an individual or group. Students must obtain school permission to publish a photograph or video of any school related activity.

3. Students are responsible for bringing their Chromebook to school every day unless otherwise directed by a staff member. Failure to bring a Chromebook or any other class material(s) does not release the student from their responsibility for class work. If a student repeatedly fails to bring materials to class, including a Chromebook, the student will be subject to disciplinary action.

4. It is the student's responsibility to bring their Chromebook to school fully charged. A student's repeated failure to bring their Chromebook charged may result in disciplinary action.

5. While personalized screensavers or backgrounds are permitted, inappropriate or provocative images are not permitted. This includes but is not limited to: pornographic images, guns, weapons,

inappropriate and/or threatening language, drug, alcohol, and/or gang related images. Discovery of such images is subject to disciplinary action.

6. The district-issued Chromebook is designed as a tool for learning; misuse of the Chromebook may result in disciplinary action.

. All students should recognize and guard their personal and private information. While on the Internet, students shall not reveal personal information, including home address or phone number, or the address or phone numbers of other students.

8. Portland St. Patrick Schools encourages students to take their Chromebook home at night for class work and recharging. All care, handling, and appropriate use that is in effect during the school day shall extend to the use of the Chromebook at home.

9. Portland St. Patrick Schools makes no guarantee, written or implied, that materials on the Chromebook, including student work, will be safe from deletion, accidental or otherwise.

10. To help keep students safe from inappropriate content on the Internet, student Chromebooks are filtered through our district's servers, regardless of where the Chromebook is physically located. Any attempt to reconfigure the settings to access an outside, unfiltered connection is a violation of the Technology Acceptable Use Policy and will be subject to the appropriate consequence outlined in that policy.

By signing this policy, the student is agreeing to leave the filtering system intact and in place. The Portland St. Patrick School Parent and Student Guidelines for the Chromebook are designed for using the device in the classrooms and at home. Students will also be connected with educational resources from around the world through the Internet. Please read the policy together. If you have questions, please ask your student's teacher, building administrator and/or direct any questions to technology at support@pwschools.org In accepting access, your child and you accept the responsibility of using the Chromebook and the network in an appropriate manner. It is important that both of you understand these responsibilities. Your signatures below indicate that you have read, understand and agree to the terms outlined in this document (Student and Parent Chromebook Guidelines & Agreement). Your signatures are necessary before a Chromebook will be assigned.

Student Name (please print) _____

Student Signature _____ Student grade _____

Parent or Guardian Name (please print) _____

Parent or Guardian Signature _____ Date _____

Portland St. Patrick Middle/High School 2017-2018 School Year
Chromebook Take Home Insurance Policy
(Please fill one sheet out for each child's device you are insuring.)

Insurance will protect the device against accidental damage (drops/spills), theft, vandalism, fire, flood, natural disasters, and power surge due to lightning strikes. This Chromebook insurance policy will provide replacement cost coverage and protect the Chromebook worldwide (on and off school grounds.) Please make checks payable to Portland St. Patrick School and write: Chromebook insurance/your child's name in the memo area. If you would like to purchase insurance but are experiencing financial difficulty, please speak with the building administrator.

Please Print Name of insured student: _____ Grade level: _____

Parent/guardian name: _____

Mailing address: _____

City, State, Zip: _____

Home phone: _____

Cell phone (mom): _____

Cell phone (dad): _____

Email (mom): _____

Email (dad): _____

Parent/guardian signature: _____

I have other children at SPS who will be receiving a device for whom I am also purchasing insurance.
Names and grades of other SPS students:

SPS Office Use Only

• Cash _____

• Check Number _____