



# St. Andrew Avellino Catholic Academy

September 12, 2018

The Chromebook program at St. Andrew Avellino Catholic Academy, herein, provides tools and resources to the students. Effective teaching and learning with Chromebooks integrates instructional technology into the curriculum at any place and time. It also prepares students for future electronic testing as mandated by the New York State Education Department. Furthermore, as many high schools are now expecting students to be proficient with the academic use of technology, this Chromebook system will prepare our sixth through eighth graders with the necessary 21st century skills.

Students must abide by the policies of the school as well as this contract to use the Chromebook to enhance learning in the classroom. The policies, procedures and information within this document apply to all Chromebooks used by students at St. Andrew Avellino Catholic Academy. The use of the Chromebook is a privilege, not a right. Teachers may set additional requirements for use in their respective classroom(s). Above all, the Chromebook program at SAACA is an academic program and the policies governing the use of the Chromebook are for the support of its academic use.

Please read through this contract carefully and thoroughly with your son or daughter, and sign and initial all necessary areas. Thank you and I look forward to beginning this wonderful initiative.

Sincerely,

Mrs. Debora Hanna

Principal

## A. Chromebook Distribution and Care

1. Students are issued Chromebooks at the beginning of the school year. The Chromebooks are the property of SAACA while the students are in attendance. Students are expected to use the Chromebooks in conformity with this contract and the student handbook. Students are responsible for the general care of the Chromebook they have been issued. Chromebooks that are broken or fail to work properly **MUST** be taken to the PRINCIPAL'S OFFICE for an evaluation of the equipment and repair when needed.
2. Students/Parents/Guardians are solely responsible for the care and safekeeping of the Chromebook. Any loss or damage to Chromebooks regardless of the cause, will be the strict financial responsibility of the students/parents/guardians.
3. The cost of replacing the Chromebook and software if it is lost or damaged will be \$250. We highly recommend that you purchase insurance.
4. Insurance: Insurance is not mandatory, but it is available to protect your Chromebook against damage and theft. **Insurance is purchased by the parent/guardian directly from a private company.** [Click here](#) for details.

## B. General Rules:

1. Students must have their fully charged Chromebooks with them at school every day. Do not carry the AC Adapter power cord (charger) to school. If fully charged at home, the battery will last throughout the day.
2. Students will transport their Chromebook to and from school in their backpack.
3. Students may not remove or circumvent the management system/software installed on each Chromebook. This includes removing restrictions or "jailbreaking" the device. Students who tamper with the device will face strict disciplinary action and may face a monetary penalty to re-configure the device.
4. We recommend that you purchase a protective case for the Chromebook.
5. Only use a soft cloth to clean the screen, no cleansers of any type.
6. Cords and cables must be inserted carefully into the Chromebook to prevent damage. Students **may not** bring their Chromebooks to the cafeteria during lunch.
7. Chromebooks must never be left in an unlocked car, or any unsupervised area.
8. Students may not remove or alter the "asset tag" located on the Chromebook's back cover.
9. Students are not to deface the Chromebook in any way.
10. When students attend a special class (gym, Art, computer, etc) or are at lunch/recess, the Chromebooks will be locked in the students' homeroom class.
11. No food or drink is allowed next to your Chromebook while it is in use.
12. Do not expose your Chromebook to extreme temperature or direct sunlight for extended periods of time. Extreme heat or cold may cause damage to the device.
13. Student must use earbuds when sound is needed for academic purposes.

### **C. Music, Games, Pictures, or Programs**

1. Internet games and game apps are not allowed on the Chromebooks.
2. Software/apps will be installed by SAACA must remain on the Chromebooks in usable condition and be easily accessible at all times. From time to time, the school may add/update software applications for use in a particular course.
3. Students are **not allowed** to load extra software/apps on their Chromebooks..
4. Students may not store their own photographs and music on their Chromebooks.

**D. Prohibited Use:** Students must adhere to the same code of conduct as agreed to in the SAACA Internet Contract in the Student Handbook as well as refraining from the items below:

1. Illegal installation or transmission of copyrighted materials
2. Any action that violates existing school rules or public law.
3. Sending, accessing, uploading, downloading, or distributing offensive, profane, threatening, or obscene materials.
4. No communication made by students except for academic purposes only, and must be authorized by a teacher or school administrator during school hours.
5. Gaining access to other students' accounts, files, and/or data.
6. Bypassing the SAACA web filter.
7. Photographing or video recording on campus without the permission of a teacher for academic purposes or in support of a school program.
8. Student sharing of their passwords, addresses, or other personal information on the Internet without the authorization of SAACA.
9. Plagiarizing academic materials.

### **E. Students Responsibility for Chromebook Use**

1. Students that fail to charge the battery on their Chromebook or forget to bring the Chromebook to school on a regular basis will face disciplinary action.
2. Students **MAY NOT** use another student's Chromebooks **OR** have it in their possession.
3. This Chromebook Acceptable Use Policy applies to SAACA students at all times. Students must adhere to this contract whenever and wherever they are using their Chromebooks.
4. Parents/Guardians are responsible for monitoring content and student use of the Chromebooks when they are not at SAACA.
5. Individual school Chromebooks **and accessories** must be returned to St.Andrew Avellino Catholic Academy at the end of each academic year in June or if requested by the Principal at other times.
6. When the student graduates eighth grade, the student will be able keep their Chromebook. The Chromebook will no longer be monitored by SAACA and all features will be unlocked.

## **F. Repairing or Replacing Your Chromebook:**

### **Chromebooks Undergoing Repair:**

1. Loaner Chromebooks may be issued to students when their Chromebook is undergoing repair and/or maintenance.
2. If repair is needed due to malicious damage, the school may refuse to provide a loaner Chromebook.
3. Repaired Chromebooks will end up with the original factory image as first received. It is important that students keep their school data synced to cloud drives so documents and class projects will not be lost. Personal information that cannot be replaced should be kept at home on an external storage device.
4. Parents will be charged for Chromebook damage that is a result of **misuse** or **abusive** handling. Parents will be billed for Lenovo parts and labor.

**St. Andrew Avellino Catholic Academy Chromebook Acceptable Use Contract 2018- 2019**

**ALL students & parents must sign and submit this form in order for their child to receive a Chromebook for the 2018-2019 academic year.**

I have received a copy of the St. Andrew Avellino Catholic Academy Contract for the 2018-2019 school year. 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 all students will be held accountable for their responsibilities and behavior as listed in the contract. Failure to abide by these responsibilities and behaviors can result in the consequences outlined in the contract. I am aware that St. Andrew Avellino Catholic Academy reserves the right at any time to amend or add to the policies, rules, and regulations 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.

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

Print Name of Student: \_\_\_\_\_ Student Homeroom: \_\_\_\_\_

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

Print Name of Parent/Guardian: \_\_\_\_\_

Signature of Parent/Guardian: \_\_\_\_\_

**St. Andrew Avellino Catholic Academy Student Chromebook Acknowledgement Form  
2018- 2019 School Year**

The following items reiterate some of the most important points covered in the St. Andrew Avellino Catholic Academy Chromebook Agreement and Acceptable Use Policy.

<b>Review and initial each statement below</b>	<b>Student Initial</b>	<b>Parent Initial</b>
<p>The student will not leave his/her Chromebook unattended unless it is locked in a secure place. The student's family is fully responsible for the cost of replacement should his/her Chromebook become lost, stolen, or damaged.</p>		
<p>Students must have their Chromebooks with them at school every day and the Chromebooks' batteries must be charged for school each day. Chromebooks must be transported to and from school in their backpacks or a protective case.</p>		
<p>This Chromebook Acceptable Use Policy applies to SAACA students at all times. Students must adhere to this contract whenever and wherever they are using their Chromebooks. Parents/Guardians are responsible for monitoring content and student use of the Chromebooks when they are not at SAACA.</p>		
<p>The Chromebook is the property of SAACA and the student is not allowed to load extra software/apps on her Chromebooks. Students may not store their own photographs and music on their Chromebooks.</p>		