

Dear Parent/Guardian,

We are pleased to announce that your child will be a part of a program to provide Google Chromebooks for use as a classroom tool during the 2018-19 school year. Research has shown that 1 to 1 access to technology improves student learning by focusing on several factors:

- Enhancing and innovating instructional strategies
- Providing students with more choices for how they learn and how they show learning
- Improving student engagement
- Collaboration on projects—a 21<sup>st</sup> century skill

Chromebooks were chosen for several reasons, including:

- Quick boot-up time (approximately eight seconds).
- Battery life—up to eight hours on a charge
- Ease of collaboration with teachers and peers through use of Google Apps for Education
- Web-browser basis (Chrome OS)—everything is stored online. No more lost or unsaved work, and students and teachers can simply log onto their machine to access documents and email from home.
- Automatic updates with latest features and fixes
- Integrated security system protects device from malware and viruses
- Management of devices by administrators—they can configure and manage devices through a web-based console

On the following pages, you will find a student/parent contract for use of the Chromebooks. Please read over the document, sign the last page, and return it with your child to his or her homeroom teacher. Completion of this agreement is a prerequisite for distribution of a Chromebook to your child.

We look forward to a rewarding experience for our students and teachers involved with this program.

Sincerely,

Ms. Susan Nakaba  
Principal, Kearns-Saint Ann School

# Chromebook Agreement for Grades 4 through 8

Students will be given Google Chromebooks for use in school. 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 *Internet Acceptable Use Policy* to understand the expectations of the school.

Kearns-Saint Ann Catholic School retains sole right of possession of all Chromebooks. 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. Failure to pay for a broken Chromebook or its repair will result in loss of access until the fine is paid.

KSA 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

- Students must remember at all times that the Chromebook is the property of Kearns-Saint Ann School, much like a textbook.
- 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.
- Students must charge their Chromebook every day. Failure to do so may result in disciplinary action. In grades 6 through 8, this will result in a reduction in the student's Effort grade.
- Students may not place their Chromebook in their desk, on the shelf in the hall, in their backpack, or on the floor. It should be placed either on the desktop or on the counter in the classroom.
  - Students must treat their device with care and never leave it in an unsecured location.
  - Chromebooks and carrying cases must be free of any writing, drawing or stickers.
  - Students must keep their device in a protective case when traveling between classes.
  - Students must promptly report any problems with their Chromebook to the teacher(s).
  - Students may not remove or tamper with Kearns-Saint Ann identification tags. If the number falls off, they should notify a teacher for a replacement.
  - Students are required to use their assigned domain user ID to access their accounts.
  - Students will be given a password that may not be changed without teacher approval.

## Using the 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 Kearns-Saint Ann electronics use policy. If the student is unsure about content, a teacher should be consulted.

Students are only to work on the assigned project for that class, no games, music, etc. without the current teacher's permission. If given permission, student is responsible to keep everything "school appropriate".

- Inappropriate media may not be used as Chromebook backgrounds or themes. The presence of any unacceptable media will result in disciplinary action.
- Sound must be muted at all times or with the use of earbuds, 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.
- Students are to use the Chromebook for school work only, not for personal use.
- Internet Games are not allowed on the Chromebooks, unless permitted by a teacher.
- Students may only share a document or interact with another student with teacher permission.

## 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 carefully inserted into and removed from the Chromebook.
- Do not place your Chromebook on uneven surfaces or on the edge of a desk where it might be subject to an accidental fall.
- Avoid placing or dropping heavy objects on the top of the Chromebook. The screens are delicate.
- Chromebooks do not like excessive heat or cold. They should not be exposed to over 100 degrees or under 32 degrees Fahrenheit.
- Place the Chromebook only on a hard surface so as not to 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.
- 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 KSA.

## 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 only with a soft, dry cloth or anti-static cloth.

## **Carrying Chromebooks**

- Keep the Chromebook in the case provided when not in use.
- The Chromebook is to be transported with care. It is to be carried by the handles or shoulder strap of the provided case. This will help to avoid it sliding off of your books and dropping.
- Chromebook lids should always be closed and tightly secured when moving the Chromebook.
- The Chromebook is not to be carried 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 G-Suite, which 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**

Kearns-Saint Ann 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.

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

*Students, you are to:*

- NOT sign into Facebook, Snapchat, Twitter, Instagram, etc. during the school day. Social media venues such as these, are very public and are not to be used on a school device. At home, remember that what you post leaves a digital footprint for all to see, and it **never** goes away.
- 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 face-to-face in the classroom is inappropriate online.
- Be safe online. Never give out personal information, including, but not limited to:
  1. last name
  2. phone numbers
  3. address
  4. exact birthdate
  5. school name
  6. pictures
- Do not share your password with anyone besides your teachers and parents.

- You will be assigned a Google address by the school, and may not change it.
- 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 or at the very least, cite all use of websites, books, and media.
- If you find any material that is inappropriate or disrespectful, tell the teacher or your parents promptly.
- Remember, how you represent yourself online is an extension of yourself. What a middle school student thinks is "cool" often is inappropriate in the long run.
- 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.

***Any violations of the above agreement could result in the revocation of the privilege of use of the Chromebook and or computers for a period up to the remainder of the school year.***

## **Kearns-Saint Ann Catholic School Chromebook Use Agreement**

Please read and discuss the KSA Chromebook agreement with your student. It can be found on the school website, [www.ksaschool.org](http://www.ksaschool.org), under the Parent Pages menu and In the Classroom submenu. Then, sign this page and have your student return it to his/her homeroom teacher.

### **Please sign and return this page.**

I agree to accept and follow the guidelines set by Kearns-Saint Ann Catholic School in the Chromebook Use Agreement. I understand that inappropriate use of the equipment may result in restricted or banned computer use or other disciplinary consequences. This agreement is for the 2018-19 school year only.

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

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

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

The assigned Chromebook will be issued and the student username and password will be provided upon receipt of this signed agreement.

\_\_\_\_\_ has been assigned Chromebook number \_\_\_\_\_.