

## Ss. John Neumann & Maria Goretti Catholic High School Chromebook User Agreement 2017-2018

This contract is in addition to and in conjunction with all the policies and procedures outlined in the Acceptable Use Policy for Technology for the Catholic Schools of the Archdiocese of Philadelphia.

### **CHROMEBOOK USER AGREEMENT**

*Please read this entire section carefully.*

This agreement is made effective upon receipt of Chromebook, between Ss. Neumann Goretti Catholic High School ("NG"), the student receiving an Chromebook("Student"), and his/her parent(s) or legal guardian ("Parent"). The Student and Parent(s), in consideration of being provided with an Chromebook and software for use while a student is at Ss. Neumann Goretti High School, hereby agree as follows:

#### **1. Equipment:**

**1.1 Ownership:** NG retains sole right of possession of the Chromebook and grants permission to the Student to use the Chromebook according to the guidelines set forth in this document. Moreover, NG administrative staff retains the right to collect and/or inspect the Chromebook at any time, including via electronic remote access; and to alter, add or delete installed software or hardware.

**1.2 Equipment Provided:** Efforts are made to keep all Chromebooks configurations the same; ample RAM and hard-disk space, software, and other miscellaneous items. NG will retain records of the serial numbers of provided equipment. Do not remove labels or identifying information.

**1.3 Substitution of Equipment:** In the event the Chromebook is inoperable, NG has a limited number of spare Chromebooks for use while the Chromebook is repaired or replaced. However, it cannot guarantee a loaner will be available at all times. This agreement remains in effect for such a substitute. The Student may NOT opt to keep a broken Chromebook, or to avoid using the Chromebook due to loss or damage. Please note that if the Student forgets to bring the Chromebook or power adapter to school, a substitute will not be provided and disciplinary action may be taken.

**1.4 Responsibility for Electronic Data:** The Student is solely responsible for any non-NG installed software/apps and for any data stored on the Chromebook. It is the sole responsibility of the Student to backup such data as necessary. Students will be provided with a file share folder accessible via traditional computer labs only.

**1.5 Return of Equipment:** At the end of each school year the student's Chromebook will be collected for maintenance and reimaging. Students should back up all documents, music and other information stored on the device. If a student leaves NG during the school year, it is the responsibility of the student and parent to return the Chromebook to the Technology Office prior to departure. Failure to do so will result in the full charge for the Chromebook and its accessories (\$300 for device and \$35 for charger).

#### **2. Damage or Loss of Equipment:**

**2.1 Responsibility for Damage:** The Student is responsible for maintaining a 100% working Chromebook at all times. Major components are covered by warranty. Warranty coverage does not include damage that is intentional or the result of accident, neglect or misuse. There is no cost for warranty repairs. The warranty does not cover lost/ power supply, lost battery or cosmetic damage. The student is responsible for the full cost of replacing these items, if needed. The Student shall use reasonable care to ensure that the Chromebook is not damaged. Refer to the Standards for Proper Care document for a description of expected care. In the event of damage not covered by the warranty, the Student and Parent will be billed a fee according to the following schedule:

- **Damage Charge** – \$125. Damage may include but is not limited to the following: cracked screened, damaged ports, hardware problems due to a drop/fall, water damage, missing keys and dents to unit.
- **Replacement Charge** - \$300. Replacing a device may be necessary due to the extent of the damage to the device. If it is necessary to replace a device due to gross negligence of the student a replacement charge will be incurred on a student's account. The student is fully responsible for their issued device and they should not leave it unattended or an unlocked location. Devices that are lost or stolen will require the student/family to pay the replacement charge. See the *Standards for Proper Care Guidelines*.
- NG reserves the right to charge the Student and Parent the full cost for repair or replacement when damage occurs due to gross negligence as determined by Technology Office and administration. Examples of gross negligence include, but are not limited to:

**2.3 Responsibility for Loss:** In the event the Chromebook is lost or stolen, the Student and Parent will be billed the full cost of replacement.

**2.4 Actions Required in the Event of Damage or Loss:** Report the problem immediately to the Technology Office. If the Chromebook is stolen or vandalized while not at NG sponsored event, the Parent shall file a police report and inform the Technology Office.

**2.5 Technical Support and Repair:** NG does not guarantee that the Chromebook will be operable, but will make technical support, maintenance and repair available.

### **3. Legal and Ethical Use Policies:**

**3.1 Monitoring:** NG will monitor Chromebook use using a variety of methods for monitoring. The Technology Office, in addition to the faculty has the ability to monitor student use while on campus and connected to the NG-Internet network. The school will not monitor students remotely while off campus. On site, the Chromebook is subject to routine monitoring by teachers, administrators and technology staff. NG reserves the right to examine all data stored on the Chromebook to assure compliance with NG's AUP. Email and file folders are property of the school and are subject to school monitoring as needed.

**3.2 Legal and Ethical Use:** All aspects of NG Chromebook Use Policy remain in effect, except as mentioned in this section.

**3.3 File-sharing and File-sharing Programs:** File-sharing and File-sharing Programs: The installation and/or use of any Internet-based file-sharing tools is explicitly prohibited. File-sharing programs and protocols like BitTorrent, Limewire, Kazaa, Acquisition and others may not be used to facilitate the illegal sharing of copyrighted material (music, video and images). Individuals with legitimate, school-related needs to use these tools may seek prior approval from the Director of Technology.

#### **3.4 Allowable Customizations**

The Student is permitted to alter or add files to customize the assigned Chromebook to their own working styles (i.e., background screens, default fonts, and other system enhancements).

Students are not permitted to change or modify the Operating System at the system level in anyway. Students are permitted to apply software updates for the installed operating system and applications.

## Addendum

### **STANDARDS FOR PROPER CHROMEBOOK CARE**

This document is an important addendum to the Student Chromebook Program Acknowledgement Form. Read it carefully prior to signing. You are expected to follow all the specific guidelines listed in this document and take any additional common sense precautions to protect your assigned Chromebook. Loss or damage resulting in failure to abide by the details below may result in full-financial responsibility.

#### **Your Responsibilities:**

- Treat this equipment with as much care as if it were your own property. Unsupervised Chromebooks will be confiscated. Bring the Chromebook and charging unit to NG every school day. (If you forget them, substitutes will NOT be provided.) Students without Chromebooks will need to complete assignments via alternate means and maybe subject to disciplinary action.
- Chromebooks are able to be used in the school for academic reasons. If, however, the teacher requests that Chromebooks be temporarily put away students are to comply. The use of the Chromebook must support the instructional activities currently occurring in each classroom and lab. Chromebook sound must be muted at all times unless permission is obtained from the teacher for instructional purposes.
- The student should never use another student's Chromebook.
- At school, connect only to the school network. Do not connect to auxiliary networks such as personal or private cell networks.
- Keep the Chromebook either secured (i.e., home or other secure place where others do not have access) or attended (with you or within your sight) at all times. Keep the Chromebook stored in a secure place (i.e., locked in the locker room or other suitable place) when you cannot directly monitor it. For example, during athletic events, games, practices and trips, store the Chromebook in a secure place assigned by your coach/moderator and arrange to return to school to retrieve it after the activity. Chromebooks left in bags and backpacks, or in unattended classrooms are considered "unattended" and may be confiscated by school personnel as a protection against theft. Unattended and unlocked equipment, if stolen – even at school – will be your full financial responsibility.
- Avoid use in situations that are conducive to loss or damage. For example, never leave Chromebooks in school busses/vans, in the gym, unsecured in locker room, on playing fields or in other areas where it could be damaged or stolen. Avoid storing the Chromebook in a car other than in a locked trunk. Avoid leaving the Chromebook in environments with excessively hot or cold temperatures.
- Adhere to NG School's Acceptable Use Policy at all times and in all locations. When in doubt about acceptable use, ask an administrator, technology coordinator or teacher.
- Backup your data. Never consider any electronic information safe when stored on only one device. Since all students will have accounts in Google Docs as well as network storage, they are encouraged to utilize these areas to store important files.
- Read and follow general maintenance alerts from school technology personnel.
- If the student withdraws from NG, all equipment must be turned in to the Technology Office prior to departure or will be charged the full amount to replace the Chromebook with a new Chromebook.

#### **How to Handle Problems**

- Promptly report any problems to the Technology Office
- Complete a claim notification form.
- Report to the Technology Office to pick up any repaired Chromebook within 3 days of notice.
- Don't force anything (e.g., connections, buttons). Seek help instead.
- When in doubt, ask for help.

### **General Care**

- Do not attempt to remove or change the physical structure of the Chromebook screen cover or plastic casing. Doing so will void the warranty, and families will be responsible for 100 percent of the repair or replacement cost.
- Do not remove or interfere with the serial number or any identification placed on the Chromebook.
- Do not do anything to the Chromebook that will permanently alter it in any way.
- Keep the equipment clean. For example, don't eat or drink while using the Chromebook.

### **Carrying the Chromebook**

- Always place the Chromebook in a backpack prior to moving from one class to the next.

### **Screen Care**

- The Chromebook screen can be easily damaged if proper care is not taken.
- Clean the screen with a soft, dry anti-static cloth or with a screen cleaner designed specifically for LCD type screens.

### **Battery Life and Charging**

- Arrive to school each day with a fully charged battery. Establish a routine at home whereby each evening you leave your Chromebook charging overnight. A full charge should last approximately 12 hours. Failure to come to school with a charged device may incur disciplinary action.
- Avoid using the charger in any situation where you or another is likely to trip over the cord.
- Don't let the battery completely drain. Immediately shut down if you are unable to connect to the charger.
- For best battery life, do not recharge until the battery reaches a low level.

## Student Chromebook Contract – 2017/2018

I have received a copy of the Neumann Goretti High School Chromebook Use Agreement for 2017-2018. 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 the Archdiocesan Secondary School System and Neumann Goretti High School Catholic High School reserve the right at any time to amend or to 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.

### **Contract procedures:**

- Student and Parent/Guardian review Chromebook Contract
- Student and Parent/Guardian review the Acceptable Use Policy as list on the school website under “Current Students” and “Resources”
- Student and Parent/Guardian sign Chromebook contract
- Student and Parent/Guardian sign Acknowledgement Form.
- Student brings Student Chromebook Contract and Chromebook Program Acknowledgement Form to school for Chromebook distribution on the assigned day. Student must present this signed Contract, the signed Acknowledgement Form to the Technology Office in order to receive their device.

<b>Date:</b>	
<b>Student Number:</b>	
<b>Student Homeroom:</b>	
<b>Print Name of Student:</b>	
<b>Signature of Student:</b>	
<b>Print Name of Parent:</b>	
<b>Signature of Parent:</b>	