



Mission Statement of the SJRCS One-to-One Computing Initiative

St. John Regional Catholic School is committed to preparing students to be literate, responsible citizens in a technological society. The one-to-one computing program will allow our students to learn in a technology-rich instructional environment to become effective users and communicators of information in order to function as a productive citizen of the twenty-first century.

Student/Parent Chromebook Agreement

The integration of Chromebooks into the classroom is very exciting and, if utilized correctly, will create stimulating new opportunities for our students. In an effort to expand our students' learning opportunities St. John Regional Catholic School is implementing a policy that will allow students (in Grades 7 & 8) to use Chromebook in the classroom for educational purposes. It is imperative that these devices be used appropriately and respectfully therefore we have developed this policy to serve as a contract between the school and student families to ensure a safe and productive environment.

Terms of Chromebook Use

Parents/Guardians will be informed of the date and time of a mandatory orientation meeting. The one-to-one computing program and the Student/Parent Chromebook Agreement will be explained. The parent/guardian and student must sign the agreement in order for the student to be issued use of a Chromebook.

A. Terms of Loan

1. St. John Regional Catholic School is the owner of and retains the sole right of possession of the Chromebook and related equipment. The Chromebook will be loaned to students for use according to the guidelines set forth in this document.
2. Legal title to the Chromebook is with SJRCS. A student's right of possession and use is limited to and conditioned upon full and complete compliance with the following school policies:
 - Acceptable Use Policy for Computers
 - Technology guidelines as outlined in the Parent/Student Handbook
3. SJRCS will issue a Chromebook to 7th & 8th grade students upon compliance with the following:
 - Completion of Parent/Guardian Orientation Meeting
 - Submission of signed Student/Parent Chromebook Agreement
4. Students may be subject to loss of privilege, disciplinary action, legal action and/or financial responsibility for the \$275.00 Chromebook and License in the event of intentional damage and/or violation of policies and guidelines.
5. Each Chromebook has an identification label that denotes SJRCS' ownership of the Chromebook that is being registered to each individual student. Under no circumstances are these labels to be modified, removed, or destroyed.
6. Student Chromebooks will be subject to routine monitoring by teachers or administrators. Users shall have no expectation of privacy with respect to the use of student Chromebooks or any other SJRCS electronic information resources, including with respect to the contents of computer files or any communication undertaken by way of electronic resources and/or the SJRCS network. Teachers and/or the SJRCS administration may conduct an individual search of a student's Chromebook, files, or other related items at any time if there is suspicion that SJRCS policies or

guidelines may have been violated. The school retains the right to duplicate any information created by students in a computer system or on any individual Chromebook or computer. Students, who violate this agreement or any other classroom rules relating to Chromebook/computer use, are subject to disciplinary action up to and including suspension/expulsion from school.

7. The Technology Team retains the right to collect and/or inspect the Chromebook at any time and to alter, add, or delete installed software or hardware.
8. SJRCS reserves the right to modify the terms of this contract and/or the SJRCS One-to-One Computing Initiative program.

B. General Care

1. Heavy objects should never be placed or stacked on top of the Chromebook. This includes books, musical instruments, sports equipment, etc.
2. Any inappropriate or careless use of the Chromebook should be reported to a teacher immediately.
3. Never leave your device unattended.
4. Do not do anything to the Chromebook that will permanently alter it in any way. Do not write, draw, paint, place stickers/labels or otherwise deface or personalize your Chromebook. Do not use the Chromebook as a clipboard to take notes on during class. Remember, the Chromebook is the property of SJRCS.
5. Each student is assigned a Chromebook, and is responsible for its care when using and transporting it. Students should not allow any other student to access their Chromebooks.
6. Willful and deliberate damages or neglect of the Chromebooks will cause SJRCS to charge the student/parent replacement and repair costs based on the fair market value, which is currently \$275.
7. Food or beverages are not allowed on the desk/table with the Chromebook.
8. Students may only carry one Chromebook at a time, and must return it to the designated "home base" during lunch, "specials" (if not needed), and the end of the day. The Chromebook must be sufficiently charged before every class.
9. Chromebook sound must be muted at all times unless permission is obtained from the teacher for instructional purposes.
10. Shutdown the device completely before charging the device for the next day. This should occur at the end of every school day; do not plug in the device to charge between classes or during class without teacher permission.
11. Students who have their Chromebooks confiscated for any reason will still be responsible for completing assignments done primarily on the Chromebook. In addition, losing documents through digital transmission is not an excuse for an incomplete assignment.
12. Students are to clean the Chromebook screen with a soft, dry anti-static cloth or with a screen cleaner designed specifically for LCD type screens only.

C. Terms of Use

1. Students will abide by all rules stated in the Parent/Student Handbook and the SJRCS Acceptable Use Policy.
2. The student is required to use the Chromebook exclusively for the work associated with class; Students will use their Chromebooks exclusively to participate in teacher-approved activities, and visit appropriate and qualified websites for educational reasons in support of SJRCS's curriculum. If a student is found perusing the Internet, utilizing any form of social networking or "Gaming," checking email, engaging unrelated media, or doing anything that is not directly related to class, will receive a demerit and possibly have their Chromebook confiscated until the student meets with an administrator who will decide disciplinary action.
3. If at any time, a student is found to be accessing inappropriate media on their Chromebook, the teacher can refer the student for disciplinary action as well as reserving the right to confiscate the Chromebook and turn

it in to a school administrator. The parents of the student will be contacted immediately and appropriate disciplinary action will ensue.

4. Students will practice Internet safety and refrain from using the digital device to cheat on tests or assignments.
5. Students will turn off or close Chromebooks when not being used for instructional purposes.
6. Students are not permitted to violate confidentiality or privacy rights of others by using the webcam or recording functions to take, transmit, or post any photographic images or videos of any person on school property to any public and/or social networking site.
7. The following are **always prohibited**:
 - Pornographic, obscene, or vulgar content
 - Downloading, uploading, sending, or importing inappropriate content
 - Illegal use or transfer of copyrighted materials to any school owned device
 - Deleting any folders or files you did not create or that you do not recognize
 - Sharing login/password with another person
 - Logging on to another person's Chromebook without his/her permission
 - Removing labels and identifying stickers on the Chromebook
 - Attempting to bypass web filtering
 - Videoing or taping on school property (not permitted unless it is related to a school assignment)
 - Emailing or chatting during class when not related to a school assignment
 - Using profanity
 - Providing your personal information to anyone over the Internet.

Consequences for violating this agreement including the terms of use include but are not limited to:

- Discipline up to suspension/expulsion. Demerits will be assigned for minor infractions of this agreement.
- Loss of technology privileges up to a trimester or the remainder of the school year depending on the severity of the offense.
- If the Chromebook is confiscated from a student five times during the course of the school year for infractions detailed in the Chromebook agreement, the student will forfeit all privileges associated with and the use of the Chromebook for the remainder of the school year.

CYBER BULLYING is bullying which is carried out through an Internet service such as email, chat room, discussion group, or instant messaging. It may also include inappropriate use or distribution of images, videos or audios of another person. Any form of cyber bullying will not be tolerated under any circumstances. Students will not access chat rooms or social networking sites and will not give out any personal details over the Internet. Students will be respectful of others when using Chromebooks or any other electronic communication device at school.

Internet Access/Filtering

As required by the Children's Internet Protection Act, a current filtering solution (blocking and monitoring inappropriate websites) is maintained by the school for school use on the Chromebook. The school cannot guarantee that access to all inappropriate sites will be blocked. It is the responsibility of the user to follow guidelines for appropriate use of the network and the Internet.

Parent Expectations

In order for students to experience all the success and benefits that this program can offer, SJRCS encourages parents to:

- Attend and actively participate in the Chromebook orientation (required).
- Share in their child's excitement about this great opportunity for learning.
- Learn along with their child as they use this instructional tool to prepare for their future in the 21st century.
- Reinforce with their student appropriate Internet use and adherence to Internet guidelines when using technology. Parents should ensure that their child adheres to Internet guidelines established at home and at school.

I agree to comply with each term and condition of this Student/Parent Chromebook Agreement.

In consideration for my child being allowed to use a Chromebook for the purpose of enhancing delivery of instruction through advanced technology. I, on behalf of myself and my minor child, hereby RELEASE, HOLD HARMLESS, and INDEMNIFY St. John Regional Catholic School and the Roman Catholic Archdiocese of Baltimore, and each of their directors, officers, agents, trustees, related entities, affiliates, volunteers, and employees from any and all liability, actions, causes of actions, claims, or demands of any kind and nature whatsoever, including attorney's fees and costs, resulting from or arising out of the use of the Chromebook (including claims to bodily injury, illness, death or other damage to persons or property).

Date: _____

Parent Name (Please print) _____

Parent/Guardian Signature: _____

Student Name (Please print): _____

Student Signature: _____

The student has been provided with a Chromebook, serial no. _____.

St. John Regional Catholic School is pleased to be able to offer our families insurance coverage in the event that the Chromebook is damaged while in your child's possession. The cost of this insurance is \$35.00 for the year.

Each Chromebook is insured against damages arising from accidental liquid spills, power surges, flood, fire, smoke, wind, theft and earthquake; as well as, certain damages to batteries and ac adapters.

The insurance provided does not cover damages caused by intentional acts or abuse of the equipment. For any loss/damage not covered by insurance, it is the student's family's financial responsibility to pay any such loss/damage up to the replacement value of the Chromebook and license (approximately \$275.00).

- I accept coverage and enclose a check for \$35.00 made out to SJRCS.
- I decline coverage and assume all responsibility for the Chromebook for a total value of the cost of the Chromebook.

Date: _____

Parent Name (Please print) _____

Parent/Guardian Signature: _____