



Holy Family Regional School

Chromebook Use Policy

The policies, procedures, and information within this document applies to all Chromebooks used by students at Holy Family Regional School. Students in grades Y5 through 5 use Chromebooks which are stored in carts in each classroom and are not taken out of the school buildings. Middle School students are issued Chromebooks at the beginning of the school year which they use both inside and outside of school. These 1:1 program devices are collected at the end of each school year for maintenance.

Receiving Your Chromebook:

Parents must complete and sign the Chromebook Use Policy and for Middle School Students, the Chromebook Rental Agreement before a Chromebook may be used by their student. Students must agree that they have read and agreed to the HFRS Technology Acceptable Use Agreement. This agreement is available during registration and on the school website, at www.holyfam.org. Middle School students who do not attend the start of school distribution session must complete the required paperwork prior to receiving a device. Middle School students will receive a Chromebook case with strap the first time they receive a 1:1 Chromebook. Students will keep the case and re-use it each time they receive a Chromebook. Only school provided cases meet the Chromebook Use Policy. If a student's case is lost or damaged a new case will be provided at the family's expense.

Your Chromebook:

When asked to do so, students must surrender/return the Chromebook and charger to Holy Family Regional School. Any student who transfers out of HFRS will be required to return their Chromebook and accessories before leaving school. If such Chromebook and accessories are not returned, the parent/guardian will be held responsible for the full replacement cost of the device. If payment is not received within 60 days from transfer the matter will be turned over to local law enforcement.

Taking Care of Your Chromebook:

Students are responsible for the care of the Chromebook they have been issued or assigned. Chromebooks should be always maintained and kept clean.

- No food or drink is allowed next to your Chromebook at any time. Cords, cables, and removable storage devices must be inserted carefully into the Chromebook to prevent damage to ports.
- 1:1 Chromebooks may not be taken out of the school-issued case at any time. They must be opened using the case handles rather than the Chromebook screen.
- No additional materials or equipment may be closed into the Chromebook case, such as but not limited to earbuds or pencils.

- Chromebooks should never be shoved into a locker or wedged into a book bag/backpack as this may damage the screen.
- 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 Chromebook. Only approved wipes should be used on the screens.
- Never pick up the Chromebook by the screen as this may break the screen.
- Never leave a Chromebook unattended in a vehicle.
- Always bring your Chromebook to room temperature prior to turning it on.
- The Chromebook screen 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 top of the Chromebook.
 - Do not place anything near the Chromebook that could put pressure on the screen.
 - Use minimal pressure when using the touch screen with either a finger or stylus.
 - Clean the screen with a soft, dry anti-static, or micro-fiber cloth or a school approved wipe. Do not use any alcohol or ammonia-based cleaners on the Chromebook.

Using Your Chromebook:

- Chromebooks are web-based devices. Wireless Internet access is necessary for full functionality.
- Chromebooks are intended for use at school every day.
- All Middle School students are required to take their Chromebook home each night throughout the school year for charging. Power supplies must be kept at home to facilitate nightly charging.
- 1:1 Chromebooks must be brought to school each day in a fully charged condition. Loaner Chromebooks will not be available to replace uncharged Chromebooks. Chromebooks may not be charged at school at any time.
- If a Middle School student leaves their Chromebook at home, he/she must immediately phone parents to bring the Chromebook to school. If this is not possible, the student will be required to spend the day without a Chromebook, and complete classwork at home, due the following school day.
- Students will not switch devices with another student or borrow another student's device.
- Middle School students are responsible for bringing their Chromebook to all classes, unless specifically advised not to do so by their teacher.
- In addition to teacher expectations for Chromebook use, school messages, announcements, calendars, academic handbooks, student handbooks and schedules will be accessed using the Chromebook.
- Use of the school issued Chromebook is a privilege and made available to you as a tool for learning and assessment.
- Chromebook microphones and cameras are only allowed to be used at the teacher's direction.
- Use of chat rooms **and social media** while on the Chromebook is not allowed. YouTube is to be accessed only at the teacher's specific direction.
- Students must have earbuds or earphones for use with the Chromebooks during the school day.
- Students must report any damage or malfunction of their Chromebook to the school technology staff as soon as detected.
- Repeat violations of this policy will result in referral to administration and possible detention violation.

Applications:

HFRS provides Google Workspace for Education credentials to students for use with Chromebooks. Passwords should never be shared. If a password needs to be reset, the student must contact the HFRS technology staff. Students are not allowed to modify any settings or the operating system (Chrome OS) in any way. The Chrome OS updates itself automatically and is managed by the school. Students found to be changing settings inappropriately or resetting the established school settings by *wiping* the device will face consequences up to the loss of device privileges. HFRS automatically installs apps and extensions to the student Chromebooks via the Chromebook Management System. **Installation of apps by students is not permitted.** HFRS reserves the right to remove or disable any student-installed apps. File-sharing, including downloading music, or any other activity that violates copyright laws is not permitted. **Teachers, school administration, and the HFRS technology staff use monitoring software to view and interact with the screens and activity on student Chromebooks.**

Printing:

At School:

Printing functionality will not be available at school. During the school day students will submit all assignments electronically via Google Workspace applications.

At Home:

The Chromebook will not support a physical printer connection. Instead, users, if they choose, may print to their home printers using the Papercut Mobility Print (<https://www.papercut.com/products/free-software/mobility-print/>). A wireless home network is required for this. Setting up printing at home is not supported by Holy Family Regional School.

Managing Your Files and Saving Your Work:

Chromebooks are equipped with ports to allow connection of USB storage devices, SD cards, headphones/earbuds, microphones and styluses. Students will create and save files in Google Drive. **Google Drive** is a cloud storage service that allows students to store their documents, photos, videos, and more online in one place. From **Drive**, students can also access **Google's G-Suite Applications**, where they can create, share, and collaborate on documents, spreadsheets, presentations, and more from anywhere while online. You can learn more about Google Drive at this address: <http://goo.gl/7uM7SX>.

Documents created in Google Drive are automatically stored online. The Chromebooks have a limited amount of storage. Nothing should be stored directly on the device. In the event that a Chromebook requires technical service, it is very likely that the device may need to be erased and reset to factory settings. The student is fully responsible for any files lost or unsaved to a backup or the cloud.

Personalizing Your Chromebook:

Chromebooks must remain free of any decorative writing, drawing, stickers, paint, tape, or labels that are not the property of Holy Family Regional School. Spot checks for compliance may be done by teachers at any time. Chromebooks are

labeled with stickers created by HFRS which must not be removed, modified or damaged in any way.

Storing Your Chromebook:

- When students are not using their 1:1 Chromebooks at school, they must be stored in their lockers **with the locks engaged**. Nothing should be placed on top of the Chromebook when stored in the locker. Cart Chromebooks must be stored in their appropriate cart when not in use in the classroom.
- Middle School students must take their 1:1 Chromebooks home with them every night. Chromebooks are not to be stored in lockers or anywhere else at school outside of school hours.
- Chromebooks should **never** be stored in vehicles.
- Students are responsible for securely storing their Chromebook during extra-curricular events.
- Under no circumstance should a Chromebook be stored in an unsupervised area on the school grounds. Unsupervised Chromebooks will be confiscated by staff and turned in to administration.

Internet Use Rules and Expectations:

- Holy Family Regional School's Student Telecommunications Acceptable Use Agreement must always be followed.
- Any inappropriate web or email activity may result in loss of the Chromebook privilege.
- If you unintentionally link to an inappropriate website, report it to your teacher immediately.
- All activity conducted on HFRS devices is monitored and can be tracked/traced. All use of the Internet/Network should be to further the student's education and enrich the student's educational resources.

Parent Information:

- The Chromebook is meant for the assigned student use only. It is not meant to be a family computer or to be used by siblings or other students.
- Parents should monitor the use of the Chromebook at home to ensure that its primary function is academic and that students are completing assigned school work.
- Use of Internet resources - including online curriculum content purchased by the school- will be an integral part of the learning activities in your child's classes.

Repairing or Replacing Your Chromebook:

HFRS has partnered with a service provider for Chromebook repair services. During school hours, students may bring their Chromebook to the campus Media Center or Technology Department where the school technology staff will troubleshoot and coordinate repairs. Outside of school hours, parents should bring Chromebooks that are broken or fail to work properly to the service company for diagnosis of issues and potential repairs. If diagnosis deems an extensive repair will be required or an issue cannot be resolved in a reasonable wait time, a loaner Chromebook will be issued for use until repairs are completed. Please see the provided information sheet outlining the service locations and hours of operation.

Our service provider will perform standard repairs on the Chromebooks, including repairs resulting from accidental damage and careless handling. If repair is needed due to malicious damage, HFRS may refuse to provide a loaner Chromebook, and parents will be charged for replacement parts or devices.

Updated 2022-08-22

As with textbooks, team uniforms and other school property issued to students, there comes a responsibility to take appropriate care of these valuable resources. The Chromebook is no different. School practices require fees to be levied to cover the repair or replacement cost of its property. While understanding that accidents do happen, the school will hold families liable for damage due to intentional misuse, careless handling or neglect by any household members. If the student did not exercise proper care and/or take appropriate precautions, as described in this document, and this behavior resulted in damage to or loss of the Chromebook, the cost of the repair or replacement will be the responsibility of the family.

Holy Family Regional School Chromebooks are designed for education with durability in mind. The damages in the table below extend beyond warranty guidelines and the effects of normal usage.

Table of costs for which the families will be liable:

Repair/Replacement Fees	First Occurrence	Second Occurrence	All Further Occurrences
DAMAGE to Chromebook			
Cracked Screen	none	\$100	Full cost to Repair
Other Damage (keyboard, bent hinges, damaged ports, cracked plastics, etc.)	none	\$25	Full Cost to Repair
DAMAGE to Charger	Full Cost to Replace	Full Cost to Replace	Full Cost to Replace
THEFT (with Police Report)	none	\$100.00	Full Cost to Replace
LOST			
Chromebook/Charger/ School Issued Case and/or Strap	Full Cost to Replace	Full Cost to Replace	Full Cost to Replace

Upon return/surrender of the device and accessories, non-school issued chargers will not be accepted and a replacement fee will be assessed. All billing and payment are conducted through the family FACTS account, pricing subject to change based on market availability.



Holy Family Regional School

Middle School Chromebook Rental Agreement

STUDENT SIGNATURE

TERMS:

- You will comply with the Holy Family Regional School Middle School Chromebook Policy and its guidelines as well as the Holy Family Regional School Student Telecommunications Acceptable Use Agreement. Any failure to comply may terminate your rights of possession.
- Chromebooks are assigned to a single individual and are not to be shared.

TITLE:

- Legal title to the Chromebook belongs to Holy Family Regional School. The student's right of possession and use is limited to and conditioned upon full and complete compliance with this Agreement.

LOSS OR DAMAGE:

- If the Chromebook is accidentally damaged, Holy Family Regional School will assess the Chromebook damage and repair or replace the device at the family's expense per the Holy Family Regional School Chromebook Use Policy.
- If the Chromebook is lost or stolen, a police report must be filed by the student's parents/guardian. The parent/guardian will incur the cost of replacing the lost or stolen device. Loss or theft of the Chromebook must be reported to Holy Family Regional School by the next day after the occurrence.

REPOSSESSION:

- Students not complying with all terms of this Agreement, including the timely return of the Chromebook, will be declared to be in default and authorities may be sent to your place of residence, or other location of the Chromebook to take possession.

TERM OF AGREEMENT:

- Your right to use and possession of the Chromebook terminates no later than the last day of classes during the school year unless earlier terminated by Holy Family Regional School or upon student withdrawal from Holy Family Regional School.

STUDENT AGREEMENT:

- I will never leave my Chromebook unattended in an unsecured or unsupervised location.
- I will never loan out my Chromebook to other individuals.
- I will always know where my Chromebook is.
- I will charge my Chromebook's battery to full capacity each night.
- I will keep food and beverages away from my Chromebook since they may cause damage to the device.
- I will not disassemble any part of my Chromebook or attempt any repairs.
- I will protect my Chromebook by always carrying it in a secure manner to avoid damage.
- I will keep my Chromebook in its school-provided case whenever I am not using it.
- I will use my Chromebook in ways that are appropriate for education.
- I will not place decorations (stickers, markers, writing, etc.) on the Chromebook or case.
- I understand that the Chromebook I am issued is subject to inspection at any time without notice and remains the property of Holy Family Regional School.
- I will follow the policies outlined in the Chromebook Use Policy and the Holy Family Regional School Student Telecommunications Acceptable Use Agreement while at school as well as outside the school day.
- I will file a police report in case of theft or damage caused by fire.
- I will be responsible for all damage or loss caused by misuse or abuse.
- I agree to pay the full replacement cost of my Chromebook, power cord/charger, if any of these items are lost or intentionally damaged.
- I agree to return the Chromebook, power cord/charger in good working condition at the end of each school year.

Student Name Printed: _____ Grade Level: _____ Date: _____

Student Signature: _____