

Evangelical School



One-to-One Technology Chromebook Handbook & User Agreement

Read, Sign, and Return by August 30, 2020

Taking Care of Your Chromebook

Students are responsible for the general care of the Chromebook they have been issued by the school. Chromebooks that are broken or fail to work properly must be taken to the Computer Lab for technical support as soon as possible for a troubleshooting evaluation. Care must be taken to protect the screen. Students are responsible for *anything* done using their assigned Chromebook or their login. Chromebooks are the property of Evangelical School and all users will follow these procedures and the Evangelical Internet Acceptable Use Policy signed at registration.

General Precautions

1. Students are assigned the same Chromebook for the duration of his/her time at Evangelical.
 - a. The responsibility for the care of the Chromebook solely rests with that individual.
2. Never leave the Chromebook unattended.
3. Students should not lend their Chromebooks to another student or individual.
4. Chromebooks must be charged for school each day. This is the student's responsibility.
5. Do not attempt to repair or gain access to the internal electronics of a Chromebook.
6. Cords, cables, and removable storage devices must be inserted carefully.
7. Chromebooks must remain free of any writing, drawing, stickers, and labels.
8. Chromebooks have a unique identification numbers and labels should not be removed.
9. Avoid using any sharp object(s) on the Chromebook.
10. There is no "jailbreaking" of this device.

Carrying Chromebooks

1. Always transport Chromebooks with care. Failure to do so may result in disciplinary action.
2. Never put Chromebooks in your locker, use them in the gym, or take them to lunch.
3. Never lift Chromebooks by the screen. It may crack or the webcam may get damaged.
4. Never carry Chromebooks with the screen open
5. Never throw or slide Chromebooks.

Screen Care

1. No food or liquids should be next to or applied to the Chromebook.
2. Chromebooks may be cleaned with a dry soft, lint-free cloth.
3. Students may use customized background and themes. Inappropriate media will result in disciplinary action.
4. Make sure there is nothing on the keyboard before closing the lid.
5. Heavy objects (Like textbooks) should never be placed on top of Chromebook.

Accessories

1. Students MUST have their own personal set of headphones.
2. Students MUST purchase their own protective case.
3. Students may purchase a mouse for an alternative to the touchpad.

Software, Websites & Apps

1. All students have been assigned an account with the Google Apps for Education suite of productivity and collaboration tools. This suite includes Google Docs (word processing), Spreadsheets, Presentations, Drawings, and Forms.
2. Students MUST ONLY sign in to the device with their assigned evangelical school accounts.
3. Students should never share their account passwords with others, unless requested by a teacher.
4. All work is saved and stored in the cloud.
5. Students are only allowed to install appropriate Chrome web apps from the “Evangelical School” chrome web store.
6. Students are responsible for any web apps and extensions they install on their Chromebooks. Inappropriate material will result in disciplinary action.
7. Students may not install or download software not approved by administration.

Printing

1. Students will be encouraged to digitally publish and share their work with their teachers and peers when appropriate.
2. Printing solutions will be available in the computer lab, library, and a mobile station. Because all the student work should be stored in the cloud, students will not print directly from their chromebooks at school.

Expectation of Privacy

1. Teachers, school administrators, and staff may use monitoring software that allows them to view the students’ activity.

Estimated Cost of Repair/Replacement

● Chromebook	\$199.00
● Screen	\$ 90.00
● Keyboard/Touchpad	\$ 52.00
● Power Cord	\$ 32.00
● Excessive Wear & Tear	\$ 25.00

Appropriate Uses and Digital Citizenship

School-issued Chromebooks should be used for educational purposes and students are to adhere to the Internet Acceptable Use Policy for Evangelical Schools and all of its procedures at all times. While working in a digital and collaborative environment, students should always conduct themselves as good digital citizens by adhering to the following:

1. Respect Yourself.

I will show respect for myself through my actions. I will select online names that are appropriate. I will use caution with the information, images, and other media that I post online. I will carefully consider what personal information about my life, experiences, or relationships I post. I will not be obscene. I will act with integrity.

2. Protect Yourself.

I will ensure that the information, images, and materials I post online will not put me at risk. I will not publish my personal details, contact details, or a schedule of my activities. I will report any attacks or inappropriate behaviour directed at me while online. I will protect passwords, accounts and resources.

3. Respect Others.

I will show respect to others. I will not use electronic mediums to antagonize, bully, harass, or stalk people. I will show respect for other people in my choice of websites. I will not visit sites that are degrading to others, pornographic, racist, or inappropriate. I will not enter other people's private spaces or areas.

4. Protect Others.

I will protect others by reporting abuse and not forwarding or continuing inappropriate materials or communications. I will avoid unacceptable materials and conversations.

5. Respect Intellectual Property.

I will request permission to use copyrighted or otherwise protected materials. I will suitably cite all use of websites, books, media, etc. I will acknowledge all primary sources. I will validate information. I will abide by the fair use and copyright rules.

Chromebook Discipline Cycle

Consequences for Violation of Evangelical's Policies

In the event a student violates any of the Acceptable Use Policy or Chromebook Student User Agreement, consequences will be imposed by the school, consistent with the policies in the Parent/Student Handbook. Each situation will be considered independently and consequences will range from a discussion about the rules and expectations regarding Chromebook usage and/or a complete withdrawal of access to all computer technology, and/or a referral to the administration, or appropriate law enforcement agency.

Disciplinary action/consequences do not have to be sequential. The teacher has the discretion to move among these consequences in any order they may deem appropriate dependent upon the severity of the infraction and the situation at hand.

- Non-Verbal Reminder
- Verbal Reminder
- Loss of Chromebook for that class period
 - Assignments done using pencil and paper.
- Silent Lunch
- Detention
- Suspension of Chromebook
 - Time of loss determined by administration
- Total loss of Chromebook
 - No longer allowed to use Chromebook for rest of school year.
- Student Suspension from School
- Referral to the administration and/or law enforcement

CHROMEBOOK STUDENT & PARENT AGREEMENT SIGN AND RETURN BY AUGUST 30, 2020

This Agreement is made by and between Evangelical School and the student. The Chromebook remains the property of Evangelical Schools and use of the device is subject to all school policies and procedures. The device is for the Student's use during the school day. The student is expected to take proper care of the equipment. Please see the above Chromebook procedures manual for how to care for the device. In the event that the Chromebook is lost, stolen, or damaged the student agrees to pay the school the associated cost of repair and/or replacement. By signing this Agreement, you commit to the student behaviors and expectations and understand the consequences for violations.

Student Signature

Date

Parent Signature

Date

Chromebook Bag Form

3rd - 8th Grades

This year you MUST purchase, or rent a laptop bag for your student's chromebook. Please complete this form and return it to the school office along with your check made payable to the school by AUGUST 30, 2020.

If your student does not have a bag by AUGUST 30th, your student will be issued a bag from the school and be charged the rental fee of \$10.

____ I will pay \$10 for my child to rent a bag from the school to carry their chromebook.

____ I will purchase a bag (with a shoulder strap) for my child. (NOT A SLEEVE) The chromebook screen size is 11.6".

Child's Name _____

Grade _____ Teacher _____

DUE BY AUGUST 30, 2020