

# Parent and Student Chromebook Agreement 2023-2024

SACRED HEART SCHOOL - LYNDHURST, NJ

## Goal: Expand Digital Learning Opportunities

The goal of our school is to improve student achievement by personalizing learning and increasing students' ownership of their learning. For the 2022-2023 school year all students in grades 5-8 will receive a Chromebook for their use at school and home. This document outlines an agreement between Sacred Heart School, Parents and Students for the care and instructional use of the Chromebook.

## Educational Resources on the Chromebook

The Chromebook is managed by Google Apps for Education. Along with a login for the device, Google Apps provides online tools for writing, calculating, presenting, drawing and many other applications. Your child may use these tools for a variety of purposes in classroom assignments. Google Apps can also be accessed with other devices or computers with an Internet connection.

## Accessing the Internet at Home

The Chromebook is a web based device. While some documents created at school may be edited offline at home, internet access is important for full functionality. If wireless internet is not available at home, various locations in the community provide free wireless Internet, including public libraries.

## Care and Maintenance

Students are responsible for the general care of their Chromebook. The Chromebooks are designed for school use only and should be treated with care. Here are a few recommended precautions:

- Treat your Chromebook as you would any valuable electronic device.
- When not being used, store the Chromebooks in a secure place, out of sight.
- Don't touch the screen, and be gentle with the keyboard, trackpad, and ports.
- Do not load movies, games, apps or any other software on the Chromebooks.
- Chromebooks should remain free of any writing, stickers, drawings, labels, or similar, unless applied by staff.
- Don't eat or drink near the Chromebook.
- Avoid extreme heat or cold.
- Do not lend your Chromebook to anyone.
- Report any damage to your Homeroom teacher and Technology teacher immediately.

## Responsible Use

Digital citizenship is an essential 21st century skill. During the school year, your teachers and technology specialist will be reviewing appropriate online behavior and acceptable use of resources. It's important to maintain a family dialogue about educational, recreational and social use of the Chromebook and other devices the student has access to. Chromebooks are connected to a network that is filtered for inappropriate material, but user responsibility is still the best way to avoid pitfalls in the online world. Remember Chromebook use is monitored.

### Here are a few tips:

- Use Internet devices in a central location at home, rather than behind closed doors.
- Help your child to focus on completing tasks and assignments before any recreational activities.
- Help your child solve technical glitches by recording exactly what went wrong and when.
- Ensure that your child understands that he or she should not give personal information to any person or any website without checking with an adult first.
- Talk with your child about cyberbullying, encouraging him/her to be kind and to communicate clearly online.
- Advise your child that anything they post, text, or upload may be forwarded, copied, and published to anyone, including future education admissions offices and employers.
- Only registered users in SHS will be able to login to the Chromebook, and all usage can be monitored.

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### ● FORMS MUST BE SIGNED AND SUBMITTED IN ORDER TO RECEIVE A CHROMEBOOK.

Student First & Last Name: \_\_\_\_\_ Grade \_\_\_\_\_

#### SHS agrees to:

- Provide a Chromebook for each student, including a loaner device if a Chromebook needs repairs.
- Provide filtered Internet access on the Chromebook.
- Provide Google Apps for Education and other educational applications that support learning in the classroom and at home.

#### The Student agrees to:

- Take good care of the Chromebook in all locations.
- Bring the Chromebook to school every day, fully charged.
- Be a responsible digital citizen.
- Use the Chromebook for educational purposes. Only pursue personal interests that align with school policies.
- Report any damage or loss, whatever the cause, to your teacher as soon as possible.
- Take responsibility for any damage or loss caused by neglect or abuse.
- Follow the school's Acceptable Use Policy and the Technology Policy outlined in the [Parent/Student Handbook](#).
- Return the Chromebook and Accessories to Sacred Heart School at the end of each school year. Failure to do so will result in the parent/student being charged with the full replacement cost.
- If a student ceases to be enrolled for any reason, the parent/student must return the Chromebook in good working order or incur its full cost.

#### Parents/Guardians agree to:

- Ensure your student understands appropriate care of Chromebook in all locations.
- Review responsible digital citizenship with your student.
- Support student learning and the exploration of personal interests that align with school policies.
- Ensure that any damage or loss is reported to school immediately. Report vandalism or theft to the appropriate police department.

I assume full responsibility for theft or damage of the Chromebook I am assigned. # \_\_\_\_\_

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

Parent Name: (Please Print) \_\_\_\_\_

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