



St. Mary Catholic School

CHROMEBOOK POLICY AND PROCEDURE PROGRAM

I have received a copy of the St. Mary Catholic School “*Chromebook Policy and Procedure Program*” for the 2018-2019 School Year and have reviewed all the information. Therefore I agree to the following:

- I will use my Chromebook in ways that are appropriate, meet St. Mary expectations and are educational.
- I will use appropriate language when communicating. I will not use electronic communication to spread rumors, gossip, or engage in any activity that is harmful to other persons.
- I understand that my Chromebook is subject to inspection at any time without notice and remains the property of St. Mary.
- I will follow the policies outlined in the *Chromebook Acceptable Use Policy*.
- I will take good care of my Chromebook.
- I will never leave the Chromebook unattended and I will know where it is at all times.
- I will protect my Chromebook by only carrying it while in a suitable protective case.
- I will never loan out my Chromebook or give my password to other individuals.
- I will not let anyone else use my Chromebook other than my parents or guardians.
- I will charge my Chromebook’s battery daily and arrive at school with my device charged.
- I will keep food and drink away from my Chromebook.
- I will clean the screen with a soft antistatic cloth ONLY; no cleaners.
- I will not disassemble any part of my Chromebook or attempt any repairs.
- I will not place decorations on the Chromebook or do anything to permanently alter the Chromebook in anyway.
- I will not remove or deface the serial number or other identification on any Chromebook.
- I will file a police report in case of theft, vandalism, and inform the Technology Department/Principals Office immediately.
- I will be responsible for all damage or loss caused by neglect or abuse.
- I agree to return the Chromebook and power cord in good working condition.

*1st violation - Chrome book will be taken away for 24 hours/next school day.**

*2nd violation - Chrome book will be taken away for 1 week.**

*3rd violation – Parents must come in for conference before Chrome book is given back. Serious discussion and thought will be given to whether Chrome book will be returned to student.**

**With loss of device, students are responsible to complete assignments via home computer or in a handwritten manner.*

I agree to the stipulations set forth in the above “*Chromebook Policy and Procedure Program*”

Date _____ Student Name (Please Print) _____

Student Signature _____

Parent/ Guardian Witness (Please Print) _____

Parent/Guardian Signature _____