



## Parent and Student Home Use Agreement: Chromebook



All students will receive a Chromebook for their use at school and home. This document outlines an agreement between Camperdown Academy, parents, and students, for the care and instructional use of the Chromebook. A & C Groups will only bring Chromebooks home during a required quarantine.

### **Chromebook Management**

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 be accessed with other devices or computers with an Internet connection. Chromebooks are being monitored using a filtering service, GoGuardian.

### **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.

### **Care and Maintenance**

Students are responsible for the general care of the Chromebook. The Chromebooks are designed for school use and should be treated with care. Here are some expectations when handling the Chromebook:

- Chromebook must remain in protective case at all times
- Close the screen before transporting your Chromebook, do not hold by the screen
- Never put anything, except your hands, on the keyboard
- Never have food, drinks, or gum near your Chromebook
- Do not alter your Chromebook – no stickers, no drawings/writings, and no punctures
- Do not press on the screen of your Chromebook or lean on the top of the Chromebook when it is closed
- Do not lay anything on top of Chromebook
- Do not loan your device to friends or family members
- Do not disassemble or attempt to repair the device
- Do not leave the Chromebook in an unsecure location or near water or food
- Do not take your Chromebook in the restroom or in an eating space
- Always leave your Chromebook in a safe location (away from small siblings, not on the floor, etc.)
- If something is wrong with your Chromebook, let your teacher know immediately
- Do not place Chromebook in your backpack

Students are to understand that this Chromebook does not belong to them, but is being loaned out to them by Camperdown Academy.

## **AGREEMENT**

### **The student agrees to:**

- Take good care of the Chromebook at all times
- Bring the Chromebook to school each day, fully charged
- Keep Chromebook in protective case at all times
- Keep Chromebook charging equipment in bag at all times when not charging
- Use the Chromebook for educational purpose only
- 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
- Return the Chromebook and charger to Camperdown Academy at the end of each school year. Students who withdraw for any reason must return the Chromebook on or before the date of withdrawal

### **Parents agree to:**

- Ensure your student understands appropriate care of the Chromebook
- Ensure that any damage or loss is reported to the school immediately
- Report vandalism or theft to the appropriate police department
- Pay for all replacements and damages at the following rates:
  - Chromebooks: \$300.00
  - Chargers: \$27.00
  - Cases: \$30.00

### **Repercussions**

- Students that damage devices will be required to replace them
- Students that fail to bring their laptops to class at all or charged can come see the Director of Operations for a single day replacement that must be returned by the end of the day. After the 3<sup>rd</sup> offense, they will lose this privilege and be without technology for the day

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

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

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

Date: \_\_\_\_\_