CHROMEBOOK STUDENT USER AGREEMENT & PARENT PERMISSION FORM

ABOUT THE SHS-ADC CHROMEBOOK PROGRAM

The focus of the Chromebook Program in Sacred Heart School – Ateneo de Cebu is to prepare students for their future in a world of digital technology and information. In the 21st century, excellence in education requires that technology be seamlessly integrated throughout the educational program. One of the primary learning tools of the 21st century students in schools is the Chromebook. The individual use of Chromebooks is a way to empower students to learn and to prepare them for the world and the workplace.

RULES AND APPROPRIATE USAGE

Sacred Heart School – Ateneo de Cebu encourages the use of 1:1 devices and the Internet, as tools for research and education. Chromebooks and Internet access, like any other school property, must be used for the educational purposes for which they are intended. The Chromebooks that will be used by the students are property of Sacred Heart School – Ateneo de Cebu. **The use of Chromebooks is a privilege, not a right, and may be revoked at any time for inappropriate conduct**. **Before a Chromebook is issued for use by any class, students and parents or guardians must sign the Student User Agreement and Parent Permission Form**.

This document is provided to make all Chromebook users aware of the responsibilities associated with efficient, ethical, and lawful use of the devices. If a student violates any provision stipulated on this document, privileges will be terminated, access to the school's technology resources will be denied, and appropriate disciplinary action shall be applied. The school Code of Conduct shall be applied for student infractions.

CHROMEBOOK IDENTIFICATION

Chromebooks will be labeled through a QR code sticker containing its model, serial number and other information by the school. **This identification must not be removed** from the unit.

USE OF EQUIPMENT (Hardware and Software)

- Students must have the Student User Agreement and Parent Permission Form signed by a parent/guardian on file with SHS-AdC ICT Department in order to use the Chromebook in the class.
- The school Chromebook is to be used for educational purposes only.
- A student shall not destroy, deface, or alter the Chromebook configuration or files not belonging to the student.
- Students shall not hide files on the Chromebook.

THE NETWORK

- Chat lines, bulletin board, forums, social networking sites, video uploading and downloading sites, etc. shall not be accessed by students without prior consent from a teacher or person monitoring Internet use.
- Engaging in online activities that are inappropriate will result in automatic termination of the student's network/Internet privileges.
- Sending messages via school technology with the intent to intimidate, frighten, threaten, or bully another person is considered harassment and will have significant consequences per the Student Handbook.
- Students shall not change, alter, bypass, or attempt to bypass any Chromebook security measures including filtered Internet sites.

PRIVACY

- Chromebooks or passwords must not be shared with anyone else. Students must not access any account belonging to other students, faculty, or staff.

MANAGEMENT

- Since the Chromebooks belong to SHS-AdC, the ICT Department will be monitoring all devices. SHS-AdC ICT Department also reserves the right to search Internet accounts accessed with school equipment without permission from the student concerned.

RESPONSIBILITIES

By signing the Student User Agreement and Parent Permission Form, students and parents or guardians agree to:

- **Submit the Chromebook to school authorities upon request.** Such a request may be made in order to check browser histories and caches, as well as to ensure Chromebooks do not contain any unapproved software or files.
- **Accept monitoring of student usage of the Chromebooks at any time, when requested by school personnel.** Students and parents need to be aware that files created using the Chromebook or stored on school servers are not private.
- **Protect the Chromebook from damage and theft.** Required precautions include the use of the protective case. If the Chromebook is lost or stolen, it should be reported immediately to the teacher or personnel concerned. **If the damage is intentional, willful or purposeful, the parents or guardians will pay the full replacement cost of the Chromebook, AC power adaptor and other accessories.**

Student's Google Apps for Education Domain account can be used in school, at home or any place where there is Internet access; Parents/Guardians are encouraged to obtain their child's username and password in order to monitor the student's computer usage and online activities.

TAKING CARE OF YOUR ASSIGNED CHROMEBOOK

Students are responsible for the general care of the Chromebook assigned to them during class use. Chromebooks that are broken or fail to work properly must be taken immediately to the EdTech Specialist.

- **Protect the Chromebook screen by following the rules below.** The Chromebook screen can be damaged if subjected to rough treatment. Chromebooks are particularly sensitive to damage from excessive pressure on the screen.
  - Close the Chromebook screen before moving it, unless directed to do so by the teacher.
  - Do not lean on the top of the Chromebook when it is closed.
  - Do not place anything near the Chromebook that could put pressure on the screen.
  - Do not poke the screen.
  - Do not place anything on the keyboard before closing the lid (e.g. pens, pencils, or disks)
  - Clean only the screen with a soft, dry cloth or anti-static cloth.
  - Do not bump the Chromebook against lockers, walls, car doors, floors, etc. as it will eventually break the screen.
- No food or drink is allowed next to the Chromebook while it is in use.
- To conserve battery life, Chromebooks should be shutdown before returning them to the cart.
- Chromebooks must remain free of any writing, drawing, stickers, or labels that are not the property of Sacred Heart School - Ateneo de Cebu.

CHROMEBOOK STUDENT USER AGREEMENT AND PARENT PERMISSION REPLY SLIP

(Please fill out completely the information below)

I have read and understood the information contained in this document and agree to abide by the rules set forth in same.

Student's Name: _____ **Signature:** _____

Grade Level & Section: _____

I have read and understood the information contained in this document. As the parent or legal guardian of the minor student signing above, I grant permission for the student named to access networked computer services and school computer hardware. I understand that some materials on the Internet may be objectionable, but I grant permission to my child for Internet use as may be required during their class meetings/sessions, under the supervision of his/her teacher.

Parent/Guardian's Name: _____ **Signature:** _____

Date: _____

E-mail: _____

Phone: _____