Chromebook Expectations for Students and Parents

St. Matthew Catholic School has been fortunate to expand our Chromebook use to one to one device per student. We continue to be dedicated to teaching students to use technology (devices, software, internet, programming) safely and as a tool for instruction, communication, and future use in the workforce.

The following expectations and guidelines have been set for the students at St. Matthew School, in order to use the devices at school as an educational tool.

1. No food or drinks should be out when devices are in use.
2. Teachers will monitor your work. Students are expected to stay on teacher approved sites only.
3. Never lift Chromebooks by the screen or carry a Chromebook with the screen open.
4. Do NOT put pressure on the top of the Chromebook when it is closed. Heavy objects should never be placed on top of the Chromebooks. Students may use protective sleeves to carry Chromebooks throughout the building.
5. Do NOT try to clean the Chromebook screen. Ask your teacher for help with this and he/she will use a special soft, dry microfiber cloth or anti-static cloth.
6. Do NOT change ***any*** device settings without teacher approval.
7. You will only use the Chromebook that has been assigned to you. You will be responsible for the care of that Chromebook. Your Chromebook must be returned undamaged to the same location on the cart each day; failure to do so may result in a violation or detention.
8. You will log into the Chromebook using your school issued username and password.
9. Using computer applications to text, chat, email, etc. without the direction of the teacher will NOT be allowed.
10. You MUST close all running apps and log out completely before returning your Chromebook.
11. You should never share personal information, including phone number, address, social security number, birthday, or financial information, over the Internet without adult permission.
12. Removable storage devices or external drives are NOT allowed.
13. Do NOT save anything on the Chromebook.
14. You may only use the applications that are already on the Chromebooks. Do NOT download any software or other programs.

15. Chromebooks are for school use only and will not be taken home by students **unless approved by the administration.** In the case of a Chromebook going home, it will be sent in a case provided by the school with a cord from the school and all parts should be returned together. All attempts to keep it in a temperature controlled environment when not at school should be made.
16. You must follow the Diocesan Internet Acceptable Use Policy.

Using the Chromebooks during class is a privilege. If you do not abide by the Chromebook expectations, then you will lose your Chromebook privilege.

LIMITATION OF LIABILITY

St. Matthew Catholic School will not be responsible for damage or harm to persons, files, data, or hardware. Devices employ filtering and other safety and security mechanisms, but there is no guarantee as to their effectiveness. St. Matthew School will not be responsible, financially or otherwise, for unauthorized transactions conducted over the school network.

Repair costs may include:

- Damaged or broken screen may cost up to $200
- Replacement cost for the entire Chromebook is $550
- Replacement cost for the provided case is $25
- Replacement cost for the provided wall charger $25

-PARENTS AND STUDENTS ARE REQUIRED TO READ AND SIGN THIS DOCUMENT-

I have read, understand, and agree to all terms of the St. Matthew Catholic School Chromebook Expectations/Instructions for students.

I have discussed these expectations with my child and will support the school in guiding my child in using the device at school as an educational tool.

I understand that I am responsible for any costs due to damage or vandalism.

Student's Signature: _____ Date: _____

Parent's Signature: _____ Date: _____