

Parent / Guardian Consent Form

Acceptable Use of School Technology by Student

I/ We have read the school technology guidelines, and have discussed them with my child (ren). In consideration of the privilege of my child (ren) using the school's electronic communications system* and in consideration of having access to the public networks, I/ we hereby release the school, its operators, and any institutions with which they are affiliated from any and all claims and damages of any nature arising from my child's use of, or inability to use, the system, including, without limitation, the types of damage identified in the **Acceptable Use Procedures (AUP)**.

I/ We understand that access to the school technology resources is not a private activity and that the school will monitor student activity on any of the school resources including but not limited to the computer system, e-mail system, other electronic devices and programs.*

I/ We have read the school's technology procedures and regulations and agree to abide by these provisions. Violation of these provisions may result in suspension or revocations of system access. I/ We also understand that any actions taken through the school network that are in violation of the school disciplinary code will be handled in accordance with the code. Appropriate legal authorities may be contacted if there is any suspicion of illegal activity.

Parents/Guardian: (Please initial in space provided below)

_____ I/ We **do give** permission for my child to participate in the school's electronic communications system including the Internet and certify that the information contained on this form is correct.

_____ I/ We **do not give** permission for my child to participate in the school's electronic communications system including the Internet and certify that the information contained on this form is correct.

Student: (Please initial in space provided below)

_____ I have discussed, with my parent/guardian, how I may appropriately use the school's technology tools.

Name of Student:

Grade:

Print name of parent/guardian

Signature of parent/guardian

Date: _____

***Including but not limited to Internet access fax, e-mail, stand-alone computer, Chromebook, iPad, SMART Board, and telephone. The parent/guardian is responsible for any damages caused through the student's inappropriate use of the school's devices and Internet system.**

(Place additional student name, grade and their initials indicating they have read and agree to the SES Technology Acceptable Use Policy on the back of this form.)

St. Eugene School Parent and Student Chromebook Agreement

Giving our students and teachers the tools they need to succeed in a digital world is an important endeavor for St. Eugene School. To be college and career ready, our students will need to be adept at using technology for critical thinking, problem-solving, collaboration, multi-media research and sharing, as an essential tool for interaction in a global environment.

We are excited to launch our 1:1 initiative in support of these goals, in which each 6th, 7th, and 8th grader will lease a Chromebook at the beginning of the 2017-2018 school year. To help our students successfully navigate the 1:1 learning environment and take full advantage of the investment in this technology as a tool for learning and engagement, St. Eugene School has developed the following guidelines. It is vital that all students and their parents understand and abide by these guidelines.

Responsibility for the Chromebook:

Students are solely responsible for the Chromebooks issued to them and must adhere to the following:

- Students must comply with St. Eugene School's Acceptable Use of Technology Policy.
- Unless otherwise instructed, the Chromebooks are intended for use at school each day. Students are responsible for bringing their fully charged Chromebook to school every day. (Note: A fully charged Chromebook should last at least 8 hours).
- Student should treat their device with care and never leave it in an unsecured location.
- Devices must be kept in a protective case at all times. Please see the Frequently Asked Questions document or the Chromebook Policies and Procedures.
- Students must promptly report any problems with their Chromebook to their homeroom teacher.
- The serial number and other identification tags, which includes the student's name and grade must not be removed or interfered with. If a student loses a Chromebook while at school, it will be returned to either the student's homeroom or to Ms. Adamson.
- Students may not attempt to remove or change the physical structure of the Chromebook, including the keys, screen cover, or plastic casing.
- Students may not attempt to install or run any operating system on the Chromebook other than the ChromeOS operating system.
- The devices should be kept clean, and nothing (i.e. pen, pencil, etc.) should touch the screen other than approved computer screen cleaners. Careful closure of the Chromebook includes not leaving any items on the keyboard which causes breakage.

Chromebook Care:

- Do not place heavy items including textbooks on the Chromebook.
- Keep food and liquids away from the Chromebook.
- Cords, cables, and removable storage devices must be inserted and removed carefully.
- Never lift the Chromebook by the screen or carry the device with the screen open.
- The Chromebook screen can be damaged if subjected to heavy objects, rough treatment, some cleaning solvents and other liquids.
- Do not put pressure on the top of the Chromebook when closed.
- Do not store the Chromebook with the screen open.
- Make sure there is nothing on the keyboard before closing the lid (pen, pencils, etc.)

Spare Equipment and Lending:

If a student's Chromebook is inoperable, the school has a limited number of devices for use while the student's Chromebook is repaired or replaced. These guidelines remain in effect for loaner computers. Students must have a fully functional Chromebook to work with at all times. If a student experiences problems with his/her Chromebook, they must immediately report the issues and request a spare device. If a student does not bring his/her Chromebook to school, the student may be required to borrow a device from school based on the directions from his/her teacher.

Ownership of the Chromebook:

Chromebooks are the property of St. Eugene School. To ensure their use as a positive learning tool in coordination with the school’s curriculum, St. Eugene School administrative staff and faculty retain the right to collect and/or inspect the Chromebooks at any time, including via electronic remote access and alter, add, or delete installed software or hardware during the school enrollment.

Warranty and Insurance:

The Chromebook includes a one year hardware warranty from the manufacturer. This does not cover accidental breakage or theft. The cost of the most breakages and repairs will be covered by the 3 year insurance policy through **Worth Ave. Group**. The cost of this policy is included in the student’s annual leasing cost from the school. *The insurance plan will cover accidental damage (drops/cracked screens/liquid spills), liquid submersion, theft fire/flood damage, vandalism, natural disasters, and power surge due to lightning.* Families will be charged for parts when there is a mechanical issue. Loss of the device will result in the student being charged full replacement cost in addition to the outstanding balance of their original Chromebook.

Cost of Chromebook:

Parents/Guardian/Students are responsible for paying \$140.00 leasing cost per device per year. Upon payment students will be issued a Chromebook that will be used by them for the entire school year. Chromebooks will be collected before summer vacation. When students graduate from St. Eugene School, St. Eugene School takes ownership of the Chromebook. If the student ceases to be enrolled in St. Eugene School, the student must return his/her device to St. Eugene School in its original box. The original leasing fee is nonrefundable.

***Important:** Please do not throw away the original box the Chromebook comes in. We ask that you return your Chromebook in its original box for storage each summer.

July, 2017

Signature below indicates that the parties have read the Access Use Policy document and understand their responsibilities pertaining to the ownership and proper utilization of the Chromebook.

Parent/Guardian Name: _____

Parent/ Guardian Signature: _____ Date: _____

Student Name: _____ Student Grade: _____

Student Signature: _____ Date: _____

Student Name: _____ Student Grade: _____

Student Signature: _____ Date: _____