

## CLA Chromebook Usage Agreement

CLA families will rent a chromebook for use at the school. Chromebook fees will be \$75 per year, and at the end of 4 consecutive school years, the student will own the device. School monitoring and filtering software will remain on the device until the student graduates or leaves CLA, at which time it will be removed. Students will receive a chromebook once the appropriate forms (purchase or rental agreement, fees, and signed use agreement) are returned to the office.

### General Chromebook guidelines:

- **New for the 2022-2023 school year:**
  - ***Students with school owned devices are not allowed to decorate them with stickers or put adhesives of any kind on their device.*** Students will be charged a \$30 fee at the end of the year for adhesive removal if there are stickers or any adhesives used on their school owned chromebook.
  - ***Students who return their chromebooks with missing, incorrect, or damaged chargers will be charged for the replacement.*** Replacement costs will vary between \$60-80 per charger depending on brand/type. Please see Mrs. Stribling for more information.
- Rented chromebooks remain the property of CLA until 4 years of payments are completed.
- Rented chromebooks and charge cords must be returned at the end of the school year in good working order. ***Failure to return the chromebook will result in the parents/guardians being charged the full replacement cost.***
- If something happens to the chromebook, the student/parents must let Mrs. Stribling know right away.
  - Chromebooks that do not work must be returned to Mrs. Stribling as soon as possible for repair.
  - School owned chromebooks are not to be taken to an outside service for repair.
- Students are to take care to secure their device at all times to avoid loss or theft.
  - If the chromebook is stolen, the parents must file a report with the police department and notify the school immediately.
  - If the chromebook is misplaced, the student/parents have one week to find the device before being charged the full replacement cost.
- Students who transfer out of CLA before the end of the school year must return the chromebook and charge cord before their last day of attendance.
- Students are not permitted to remove the school identification tags on rented devices.
- Students may not use or install any operating system on their chromebook OTHER THAN the current version of Chrome OS that is supported/managed by the school.

### Taking care of the Chromebook

- Students are responsible for general care of their chromebook
- No food or drink should be placed next to, on or around any device.
- Devices are sensitive to liquids and should not be used near a pool, bathtub, etc.
- No objects should be placed on top of the chromebook.
- Never lift the chromebook by its screen
- Never carry chromebooks with the screen open.
- Students are expected to bring a fully charged device and its power cord to school each day.

### Cases

- Each student will be issued a case for his/her chromebook that should be used whenever the chromebook is transported or not in use.
- Although the cases are padded, it is not a guarantee to prevent damage. It remains the student's responsibility to care for/protect the device.

### Screen Care

- The chromebook can be damaged if subjected to heavy objects, rough treatment, and some cleaning solvents or other liquids.
- The screens are sensitive to extreme pressure- **DO NOT CLOSE YOUR CHROMEBOOK WITH ANYTHING ON THE KEYBOARD.**
- Do not put pressure on top of the chromebook when it is closed.
- Do not store/place anything in the protective case that will press against the cover.
- Only clean the screen with an anti-static or soft, dry microfiber cloth.

### Repairs

- If student-owned chromebook is in need of repair and it is within 3 years of the purchase date, the repair may be handled through the manufacturer's warranty center. \*Note: This does not apply to all devices. Please contact Mrs. Stribling to see if your device qualifies.
  - If it is past the warranty coverage, parents may seek independent repair of the device or contact CLA to take care of repair arrangements. Financial responsibility shall be borne by the family.
- If a school-owned chromebook is in need of repair, CLA will take care of the repair arrangements.
  - If the necessary repair is required due to student negligence, the family will bear the financial responsibility of the balance or will be charged the cost of a replacement chromebook if the repair exceeds \$250.

### Loaner chromebooks

- A loaner chromebook may be issued to students whose chromebook is in need of repair or if the student forgets his/her chromebook
- Students are responsible for the loaner just like their regular chromebook
- Loaner chromebooks must be returned at the end of the school day.

- When a student requires a loaner chromebook 3 or more times a quarter, the student will receive a red slip (middle school students only).

### **Chromebook Usage Outside of School**

- Students are encouraged to use their chromebooks outside of school **for educational purposes only**.
- Chromebooks are for student use only; they are not to be loaned to others.
- An internet connection will usually be required for Chromebook use; however there are some applications that can work offline.
- Students are bound by the CLA's acceptable use policy and school guidelines whenever they use their chromebooks.

### **Virus Protection**

- Chromebooks use a principle of “defense in depth” to provide multiple layers of protection against viruses and malware.
- No additional antivirus protection is needed.

### **Filtering and Student privacy**

- All devices, whether school owned or student owned, regardless of physical location, will have all internet activity protected and monitored by the school. If a website is blocked in school, it will be blocked out of school.
- As long as the device is provisioned by the school, CLA reserves the right to log, supervise, access, view, and monitor use of the Chromebook at any time for any reason related to the operation of the school and student safety and security.
- Students are not allowed to attempt to bypass school security and monitoring settings on their chromebook, whether school owned or personally owned. If tampering is suspected, students will lose the privilege of using a chromebook at school.
- Parents will have access to a parent portal through GoGuardian which will show limited browsing history, how often a student has had tabs closed, and more. Login info will be distributed after the start of the school year.

### **CLA Acceptable Use Policy**

The use of technology at Christian Life Academy is a privilege that, like all others, comes with responsibility. Students using the internet, school network, and equipment are responsible for good behavior and communication online just as they are responsible for good behavior in a classroom. Any violation of this policy and rules may result in the loss of access to the internet, network, or equipment, and additional disciplinary measures may be determined in keeping with the CLA discipline policy.

General terms and conditions:

1. Privilege- The use of the school's network/equipment/internet is a privilege, not a right, and inappropriate use may result in a cancellation of those privileges.

2. Privacy- student created documents/files, emails, and messages that are stored on school based computers or the school based Google drive are not private, and administrators and teachers may review files to maintain system integrity and ensure that users are acting responsibly.
3. Unacceptable use- the following uses of school provided network/internet/equipment are not permitted:
  - transmission of obscene, abusive, or threatening language,
  - transmission of explicit material,
  - vandalize, damage, or disable another person or organization's property,
  - use of social media/social networking sites, including but not limited to Facebook, Instagram, LinkedIn, FourSquare, etc.
  - to access another individual's account, materials, or information without school permission,
  - to violate copyright or otherwise use intellectual property of another individual/organization without permission.
4. Network Etiquette- students are expected to abide by generally accepted rules of network etiquette, to include but not be limited to:
  - be polite
  - use appropriate language
  - not reveal the telephone number or address of him/herself or others.
5. Copyright Web and Publishing rules- Copyright law prohibits republishing of text or graphics found on the web without explicit written permission from the author/creator. Any ideas, pictures, or content used for school assignments must have credit given to the original author/creator and be included in the student's assignment at the time of submission.
6. Students are not to log in as another student, "borrow" or use another student's accounts. Students who steal another student's or teacher's password to obtain access to accounts will face disciplinary action including but not limited to severely restricted chromebook access during the school day and may include further action from the school administration.
7. Students who do not abide by or follow CLA's use policy will receive disciplinary action, including but not limited to loss of chromebook privileges and account suspension.

**\*\*Please sign and return the bottom portion to the office\*\***

We have carefully read, agreed to and signed this Agreement and the CLA Acceptable Use Policy. The acceptable use agreement applies to the use of any CLA-provisioned devices used on and off campus. Some safeguards/filters against inappropriate websites are available on the device, but they do not replace parental monitoring in off-campus use, and all Chromebooks must be used appropriately. Students and parents will be liable for the cost of replacement or repair for damaged or lost chromebooks. **Parents also understand that monitoring of student devices/school account activity will take place outside of school hours.**

Parent name: \_\_\_\_\_ Date: \_\_\_\_\_

Student name(s): \_\_\_\_\_

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