



## Chromebook Property

The use of a school issued Chromebook is a privilege and all users with that privilege have no expectation of privacy in email, data on the Google Drive, network communications, Internet use, video recording, and all other technologies available on or through the Chromebook. Students must not use the Covenant House Chromebook for unlawful, criminal activity. Visiting drug-related, pornographic, or sexually explicit sites will result in confiscation of the Chromebook, removal from the Remote Program and may also result in further disciplinary actions.

Chromebooks remain property of Covenant House Academy and all users understand that their use of the Chromebook can and may be strictly monitored electronically or otherwise by School District personnel at any time as indicated in the Covenant House Academy Network and Internet Access Agreement in the Student Handbook that was signed at enrollment by students and parents.

## Lost/Damaged Chromebooks

Lost or damaged Chromebooks are the responsibility of the student/family. Students should contact their Guided Study teacher immediately if a Chromebook is lost or damaged. Repair and replacement costs must be paid in full by the parent/student per incident according to the schedule below.

**Lost or Missing Chromebook -- \$150**

**Damaged screen -- \$50**

**Lost Charger -- \$20**

**Lost Case -- \$20**

Chromebooks that are missing should be reported immediately. Broken or malfunctioning Chromebooks must be brought to the school office. Parents will be required to sign the Technology Repair Form and pay replacement fees if needed. If a loaner Chromebook is requested, one may be issued to the student until their Chromebook can be repaired or replaced based upon parent and/or principal approval. **Note: unpaid loss or damage fees will result in a hold on student transcript.**

## Chromebook Return

Student Chromebooks, chargers and cases will be collected at the end of the



## Student/Parent Chromebook Agreement 2022-2023

2020-2021 school year. Any student who transfers out of Covenant House Academy is required to return his or her Chromebook, charger and case upon withdrawal. Transcripts will not be forwarded until all items are returned.

### General Precautions

- No food or drink is allowed next to your Chromebook while it is in use.
- Cords, cables and removable storage devices must be inserted carefully into the Chromebook case.
- Never carry the Chromebook while the screen is open.
- The Chromebook should be shut down when not in use to conserve battery life.
- Never shove or wedge Chromebook into a book bag; this may break the screen.
- Do not expose your Chromebook to extreme temperatures or direct sunlight for extended periods of time. Extreme heat or cold may cause damage to the device.
- Always bring your Chromebook to room temperature prior to turning it on.

The protective shell of the Chromebook will only provide basic protection from everyday use. It is not designed to prevent damage from drops or abusive handling. Carrying the Chromebook in a padded backpack or padded case provided by Covenant House Academy is acceptable provided the backpack or case is handled with care. For example, you shouldn't toss the backpack or drop the backpack if your Chromebook is inside.

### Screen Care

The Chromebook screen can be damaged if subjected to rough treatment. The screens are particularly sensitive to damage from excessive pressure on the screen.

- Do not lean on top of the Chromebook.
- Do not place anything near the Chromebook that could put pressure on the screen.
- Do not place anything in your carrying case that will press against the cover.
- Do not poke the screen.
- Do not place anything on the keyboard before closing the lid, e.g. pens, pencils, notebooks.
- Clean the screen with a soft, dry anti-static or microfiber cloth. Do not use window cleaner or any type of liquid or water on the Chromebook. You can also use pre-moistened eyeglass lens cleaning tissues to clean the screen.

### Managing Your Files and Saving Your Work

Students should save all files and documents to their Covenant House Academy Google Drive.



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Saving to the Google drive will allow students access to their files from any computer with internet access logging in with their Covenant Google email account. Saving to the Google drive also ensures automatic backups. It is the responsibility of the student to maintain the integrity of their files and keep proper backups if they are not using their Google drive (such as saving on other cloud storage account). Students should not save their files directly on the Chromebook.

### Chromebook Identification

Chromebooks will be identified by record of serial number and asset tag. **Under no circumstances are students to modify, remove, or destroy identification labels.**

If the Chromebook name identification label or asset tag is removed, students need to request new labels from their teacher/mentor. DO NOT personalize the Chromebook. Violation of identification policy is subject to having the Chromebook revoked and the student's removal from the Virtual Program.

### Chromebook Security

Students should know where their Chromebook is at all times. When students are not monitoring their Chromebook, it should be stored in a safe and secure place. Nothing should be placed on top of the Chromebook when it is stored.

Under no circumstances should a Chromebook be stored in unsupervised areas. Unsupervised areas include work, library, bus, in a car. Students MUST NOT loan their Chromebook out to other individuals at any time. Students are responsible for any lost or damaged Chromebook, regardless of the circumstances.

### Software on Chromebooks

Students do not have access to install applications from the Chrome Web Store. The technology department will add software applications as needed. The software process will be automatic with virtually no impact on students. Students may need to restart their Chromebook for immediate use of the applications

### Chromebook Technical Support

Students need to report any technical issues with their Chromebook to their Guided Study teacher. The teacher will report the issue to CHA's Technology Department for assistance.



### Student/Parent Chromebook Use Agreement

1. I/We have read and understand the Student/Parent Chromebook Use Agreement 2020-2021
2. I/We understand that we are financially responsible for damage to or loss of the Chromebook
  - a. Lost or Missing Chromebook -- \$150
  - b. Damaged screen -- \$50
  - c. Lost Charger -- \$20
  - d. Lost Case -- \$20
3. I/We understand that the student Chromebook remains the property of Covenant House Academy and must be returned.
4. I/We will follow the Covenant House Academy Network and Internet Access Agreement while using the Chromebook.
5. I/We will not remove my Chromebook label or asset tag and I will not place decorations (such as stickers, markers, etc.) on Chromebook.
6. I/We will never loan my Chromebook to other individuals.
7. I/We will follow the general precautions to protect my Chromebook.
8. I/We will handle Chromebook with care, keeping the screen protected in backpack or other padded case provided by Covenant House Academy
9. I/We will use Chromebook in ways that are educational and consistent with the CHA Student Handbook

#### I/We agree to the Student/Parent Chromebook Use Agreement

Student Name (Please Print): \_\_\_\_\_ Grade: \_\_\_\_\_

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

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

Parent/Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_

#### Office Use Only:

Chromebook Model \_\_\_\_\_

Serial Number \_\_\_\_\_

Asset Tag \_\_\_\_\_

Date Issued \_\_\_\_\_

Staff Sign of Return \_\_\_\_\_

Date Returned \_\_\_\_\_

Deposit Amount Paid \_\_\_\_\_

Date Paid \_\_\_\_\_