



Chromebook Student/Parent Agreement

1. Receiving your Chromebook

All incoming parents and students **must sign and return this agreement before** the Chromebook can be issued to the student. This includes the incoming freshman class as well as transfer students.

2. Chromebook Ownership/Management and Responsibility

2.1a Ownership

1. The Chromebook is owned by St. Joseph's Prep and will remain the property of The Prep.
2. Students who terminate enrollment at St. Joe's Prep for any reason must return their Chromebook, its case and its power cord.
 - a. If a student fails to return the Chromebook and accessories upon termination of enrollment he will be billed for a replacement unit, accessories, and shipping costs.
 - b. Transcripts will be held back until payment is made or the Chromebook is returned.

2.1b Management

1. The Chromebook is managed by the St. Joseph's Prep IT Department who, via a program called GoGuardian, has the ability to monitor and limit browser activity.
 - a. GoGuardian is a tool which allows us to block sites that we deem inappropriate or unnecessary in an academic setting.
 - b. Monitoring of activity happens both while the student is at school and while he is at home.
 - c. Any activity that is inappropriate or violates the Acceptable Use Policy will be brought to the attention of the administration.

2.2 Care and Responsibility

1. The student is responsible for the general care of the Chromebook that has been issued by the school. A case will be provided by The Prep and **MUST** be put on and **KEPT on** as a preventative measure.
2. Chromebooks that are broken or fail to work properly must be taken to the Help Desk, located in Mr. Kiesel's Office, 2nd floor McShain Library, for an evaluation of the equipment.
 - a. HOURS:
 - i. Break/Fix 8:00-8:25AM OR After school until 3:00PM
 - ii. For Immediate assistance during the school day
students should email support@sjprephawks.org
 - b. Chromebooks that can be repaired on the spot will be repaired and returned to the student. In some cases a loaner may be issued for the duration of the school day.
 - c. If the Chromebook must be sent out for repair a loaner will be provided.
 - i. It will take 10-15 days to repair the unit and ship it back for repairs by Lenovo. Shipping is covered under warranty.
 - d. The warranty covers 1 repair per year due to accidental damage.
 - e. Any cost associated with the repair or replacement of a unit that is not covered in the warranty described in b. c. and d. above will be the responsibility of the student/family.
3. Chromebooks that are lost or stolen must be reported immediately to the Information Technology Department and to the Dean's Office if the theft occurred at school or at a school related event or

activity. The school will provide a replacement Chromebook and any cost associated with the replacement of the unit will be the responsibility of the student/family.

4. Replacement cost for lost charger or styluses will be the responsibility of the student/family.
 - a. Cost for replacement charger - \$30 - **We recommend leaving charger at home**
 - b. Cost for replacement stylus - \$15
5. Both the serial number and name stickers on the the Chromebook will be used to identify its assigned student in case of loss or theft. These stickers **must not be removed**.
6. Student will not attempt to disassemble any part of his or anyone else's Chromebook nor will he attempt any repairs.
7. Any attempt to alter data, the configuration of a Chromebook, or the files of another user, without the consent of the individual, building administrator, or technology administrator, will be considered an act of vandalism and subject to disciplinary action in accordance with the student handbook and other applicable school policies.
8. Chromebooks must remain free of any writing, drawing, stickers or labels that are not the property of St. Joe's Prep.
9. The student is responsible for keeping the Chromebook's battery charged in preparation for each school day. Loaners will **NOT** be provided for uncharged Chromebooks.
10. The student must bring the Chromebook to school every day. A loaner will **NOT** be provided to those who forget.
11. The Chromebook is school property and all users must follow this policy and the Acceptable Use Policy for Technology that is located in the Student Directives.

2.3 General Precautions

1. Take care when carrying the Chromebook so as not to drop it. If it is in your backpack be sure not to throw your backpack or put anything heavy on top of it.
2. Take care when leaving the Chromebook in your locker. If it is in your locker be sure that your locker is neat and organized so that the Chromebook does not fall out when the locker is opened.
3. Do not drink or eat while using your Chromebook as liquid spilled on the keyboard will damage the computer.
4. When not using your Chromebook always store it in a secured location.
5. Chromebooks should be taken home every night and **not** left in your locker over nights, weekends or holidays.
6. Chromebooks must never be left in an unlocked locker, an unlocked car or any unsupervised area.

3. Using your Chromebook

1. **You must bring your Chromebook to school every day with a fully charged battery.** *The battery life on this Chromebook is 10 hours. If charged at night at home it will last the school day.
2. Your teachers will determine whether or not use of the Chromebook is appropriate for the day's lesson, and it is up to their discretion as to when it is used.
3. Inappropriate media may not be used as background images, screensavers or profile pictures. Visual representation of guns, weapons, pornographic materials, inappropriate language, alcohol, drug, gang related symbols and other inappropriate content is not acceptable and use of such material may result in disciplinary actions and/or loss of privileges.
4. Sound and music must be muted at all times in class unless permission is obtained from the teacher for instructional purposes.
 - a. If used in the library, dining hall or other public area, headphones must be used.

3.1 Printing

1. Printing will not be available from the Chromebook in school.
2. Printing can be done from home. Google provides documentation to configure your printer at home using Google Cloud Print. Please see the student help site under student resources of <http://www.sjprep.org> for further information regarding printing at home.
 - a. If necessary, printing can be done from the computers in the library or the 3rd floor PC lab.

Please complete and return this portion of the form. This signed form **MUST** be received **BEFORE** the Chromebook will be issued to the student.

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St. Joseph's Preparatory School

I agree to the stipulations set forth in the above agreement and have read and agree to the Acceptable Use Policy in the Student Directives.

Student Name (Please Print) _____

Graduation Year: _____

Student Signature _____ **Date:** _____

Parent Name (Please Print) _____

Parent Signature _____ **Date:** _____

Mail this portion to:
St. Joseph's Preparatory School
Attn: Colleen McManus
1733 W. Girard Ave.
Philadelphia, PA 19130

Or scan and email to cmcmanus@sjprep.org OR
Fax to 215-765-1710 ATTN: Colleen McManus