



**Mobile Learning Program
KH and MSG Grades 5 - 6
CHROMEBOOK AGREEMENT
2018-2019**

Students in Grade 5 and Grade 6 at the Academy of the Sacred Heart will be issued school-owned Chromebooks for use in school and at home. This document constitutes an agreement between the Academy of the Sacred Heart (“the Academy”), students and their parents/guardians in relationship to these Chromebooks.

Equipment Subject to Agreement:

- One Lenovo Chromebook
- One AC Adapter with Power Cord
- One Carrying Case with Bag Tag

Ownership of the Equipment: Academy of the Sacred Heart retains sole ownership rights to the equipment. The equipment is LOANED (much like a textbook) to students for educational purposes for the academic year. Moreover, Academy staff members retain the right to collect and/or inspect Chromebooks at any time.

Term of Equipment Use: The student shall return all equipment itemized above in good operating condition to the IT Helpdesk at the end of the school year or immediately in the event the student is no longer enrolled at the Academy. Furthermore, the Academy may require the student to return the equipment at any time for any reason.

Use of Equipment: The primary use of the equipment by the student is for his/her educational program. The student may use the equipment for other purposes as long as the use abides by the KH/MSG Technology Appropriate Use Policy.

Care of Equipment: Students are expected to keep their Chromebooks in good working condition. Students are to follow these proper care guidelines.

- Chromebooks must be carried and transported appropriately. Chromebooks should be carried in their cases to and from school and in between class periods. Other times, two hands should be used when transporting a Chromebook from one location to another.
- No food or drink should be in the immediate vicinity of a Chromebook. Chromebooks may not be used in the Cafetorium during lunch.
- Students may not put personal stickers or write on Chromebooks or carrying cases.
- Students may not borrow or lend Chromebooks.
- Students are to charge their Chromebooks at home before each school day.
- Students must never leave the equipment in an unsecured location.
- Students are to keep passwords secure and only share passwords with their parents and school personnel.
- Students are to never alter the management settings on the Chromebook.

Internet Use: Outside of the Academy, parents accept the responsibility for the same guidance of Internet use as they exercise with other technology information sources.

Equipment Damage: If the machine issued to a student becomes damaged, the student must immediately report the incident to the school's IT Helpdesk located in the Media Center. (The student may ask his or her advisor to help report the incident.) The Chromebook will be repaired and the family will be charged a \$64 deductible for the incident.

Equipment Loss/Theft: The school has no coverage on the equipment for loss or theft. Families assume all risks of loss for the equipment. Theft insurance may be purchased from a third party. (Worthavegroup.com does insure K12 laptops against theft for a low cost.) The cost of replacing equipment is provided below.

Complete Equipment Replacement:	\$305
Replacement Charger:	\$21
Replacement Case and Strap:	\$30
Replacement Strap Only:	\$10
Single Replacement Keyboard Key	\$5
Replacement Bag Tag:	\$5

As the student, I will take safe care of the equipment and report any damage to IT Helpdesk as outlined in this agreement. I understand violations of this agreement may result in the loss of my Chromebook privilege.

Student Name (Please Print): _____

Student Signature: _____ Date: _____

As the parent/guardian, I understand and accept my family's responsibilities as stated by this agreement, including the deductible fee in the event of accidental damage and the cost of replacing the equipment in the event of loss or theft. Furthermore, I accept full responsibility for my child's use of the Chromebook while not at the Academy. I understand that my child's Chromebook privileges may be suspended or revoked for violation of this agreement.

Parent Name (Please Print): _____

Parent Signature: _____ Date: _____