



St. Mark's Catholic School-Owned Technology Policy

"Chromebook" means a St. Mark's School owned computer or other technology which is checked out to a student, the School's Front Office, and IT Department.

Receiving and Returning a Chromebook

Usage of a St. Mark's Catholic school provided Chromebook is a privilege. The Chromebook is the property of St. Mark's Catholic School and may be subject to inspection at any time.

Receiving a Chromebook

- Parents must sign and return the user agreement before a Chromebook will be issued to a student.
- Chromebook is barcoded through the IT system and checked out to the student for the school year, just like a textbook.
- St. Mark's Catholic School has the right to repossess, take back, inspect, view or otherwise access the Chromebook at any time, whether or not Chromebook is in student's possession with or without notice, and with or without permission.

Returning a Chromebook

- Chromebooks and all accessories connected to the Chromebook will be returned to St. Mark's Catholic School Front Office or at the book return during the final two weeks of school so the Chromebook can be checked for serviceability.
- Chromebooks must be returned immediately when a student transfers out of St. Mark's Catholic School or terminates enrollment for any reason.

Fines and Fees Related to Chromebook

- Chromebooks not returned to St. Mark's Catholic School, when requested, and in satisfactory condition will be charged a replacement fee of \$235.
- There is a \$30 replacement fee for a damaged or lost charger.

Caring for the Chromebook Students are responsible for the general care of the Chromebook they have been issued by St. Mark's Catholic School. Chromebooks that are broken or fail to work properly must be immediately returned to the Front Office at St. Mark's Catholic School.

Students are solely responsible for anything done using their assigned Chromebook.

- Chromebook will scratch. Avoid using any sharp objects on the Chromebook or sliding Chromebook against any other surface.
- Chromebooks must be stationary on a solid, stable surface when in use.
- Student shall not cause Chromebook to come into contact with liquid.
- Chromebook may be cleaned with a soft, lint free cloth. Do not use sanitary wipes, window cleaners, household cleaners, aerosol sprays, solvents, alcohol, ammonia, or abrasives to clean the Chromebook.
- Failure to observe these rules may cause parent to become responsible for the cost of the replacement Chromebook.
- If a Chromebook fails to work or is damaged, student/parent must immediately report the problem to our IT Department or the student's teacher.
- Attempting to change the operating system or district settings on the device will be subject to student discipline.
- Never throw, toss or carelessly move Chromebook under any circumstances. Do not slide, lift, or move a Chromebook by its screen. Shoving into a book bag and then tossing said book bag to the ground typically results in damage to the Chromebook.
- Cords and cables must be inserted carefully into the Chromebook to prevent damage.



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- Chromebooks must remain free of writing, drawing, stickers, or labels that are not the property of St. Mark's Catholic School or with prior approved in writing by the principal.
- Chromebooks have a unique identification number, and at no time should the numbers or labels be modified, damaged or removed.
- Chromebooks must never be left in a car, or in any unsupervised area.
- Exposing the Chromebook to pressure, weight, heat, humidity or cold will damage the Chromebook.
- Never turn a Chromebook on when it is not dry and at room temperature. Chromebooks must be stored in a dry area.
- Students are responsible for fully charging their Chromebooks for school use each day.
- Chromebooks are assigned to the student who is solely responsible for its care. Students should not lend their Chromebook to another person.
- It is the responsibility of the student who is issued the Chromebook to protect that Chromebook.
- Chromebooks that are lost, damaged or stolen while in the student's possession will result in the parent replacing the device, whether or not the damage or loss was the student's fault.

Screensavers/Background Photos

- Personalized screensavers or backgrounds are never permitted.

Network Connectivity

- St. Mark's Catholic School makes no guarantee that the network will be running, accessible or reliable at any time.
- St. Mark's Catholic School will not be responsible for missing or lost data. Students should save and back up all files regularly.

No Loaning or Borrowing Chromebooks

- Do NOT loan Chromebooks or other equipment to other students under any circumstance.
- Do NOT borrow a Chromebook from another student under any circumstance.
- **Do NOT share password, access, or username with others under any circumstance.**

Appropriate Use of Digital Citizenship

- St. Mark's Catholic School issued Chromebooks should be used for educational purposes only and students are to adhere to the St. Mark's Catholic School rules at all times.
- Student will not use the Chromebook to bully or harass other people.

By signing this agreement, I am accepting the terms of this agreement.

I agree to be financially responsible for the replacement cost should the Chromebook be lost, stolen, or damaged.

This includes any damage or loss that occurs on campus.

Chromebook Serial Number:

Student Name: _____

_____ **Student Signature**_____

Date: _____ **Parent/Guardian Name:** _____