



***Empowering today's students with skills for tomorrow***  
**Parent and Student Home Use Agreement: Chromebook**

**Goal: Expand Greater Castle Academy Learning Opportunities:** The goal of our project is to improve student achievement by personalizing learning and increasing students' ownership of their learning. For the remainder of the 2020-2021 school year all students are eligible to receive a Chromebook for their use at school and home. This document outlines an agreement between Greater Castle Academy, parents and students for the care and instructional use of the Chromebook.

**Educational Resources on the Chromebook:** The Chromebook is managed by Google Apps for Education. Along with a login for the device, Google Apps provides online tools for writing, calculating, presenting, drawing and many other applications. Your child may use these tools for a variety of purposes in classroom assignments. Google Apps can also be accessed with other devices or computers with an Internet connection. In addition to Google Apps, many teachers will begin using Homeschool Planet, an online learning management system & Class Dojo which improves learning through better communication, collaboration, and increased access to resources.

**Accessing the Internet at Home:** The Chromebook is a webbased device. While some documents created at school may be edited offline at home, Internet access is important for full functionality. If wireless internet is not available at home, various locations in the community provide free wireless Internet, including public libraries.

**Care and Maintenance:** Students are responsible for the general care of their Chromebook. The Chromebooks are designed for school use and should be treated with care. Here are a few recommended precautions:

- Treat your Chromebook as you would any valuable electronic device.
- When not being used, store the Chromebooks in a secure place, out of sight.
- Don't touch the screen, and be gentle with the keyboard, trackpad, and ports.
- Don't add stickers or markings to the Chromebook.
- Don't eat or drink near the Chromebook.
- Avoid extreme heat or cold.
- Do not lend your Chromebook to anyone.
- Report any damage to your teacher or school leader immediately.

**Responsible Use:** Digital citizenship is an essential 21st century skill. During the school year, your teachers will be reviewing appropriate online behavior and acceptable use of resources. It's important to maintain a family dialogue about educational, recreational and social use of the Chromebook and other devices your student accesses. Chromebooks are connected to a network that is filtered for inappropriate material, but user responsibility is still the best way to avoid pitfalls in the online world. Remember Chromebook use is monitored.

**Here are a few tips:**

- Use Internet devices in a central location at home, rather than behind closed doors.
- Help your student to focus on completing tasks and assignments before any recreational activities.
- Help your student solve technical glitches by recording exactly what went wrong and when.
- Ensure that your child understands that he or she should not give personal information to any person or any website without checking with an adult first.
- Talk with your student about cyberbullying, encouraging him/her to be kind and to communicate clearly online.
- Advise your student that anything they post, text, or upload may be forwarded, copied, and published to anyone including future education admissions offices and employers.
- Only registered users in ISD 728 will be able to login to the Chromebook, and all usage can be monitored.

**Parent and Student Use Agreement: Chromebook**

Student Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_

School: \_\_\_\_\_ Grade \_\_\_\_\_

Greater Castle Academy agrees to:

- Provide a Chromebook for each student, including a loaner device(if available) if a Chromebook needs repairs.
- Provide filtered Internet access on the Chromebook.
- Provide Google Apps for Education and other educational applications that support learning in the classroom and at home.

The Student agrees to:

- Take good care of the Chromebook in all locations.
- Bring the Chromebook to school every day, fully charged.
- Be a responsible digital citizen.
- Use the Chromebook for educational purposes. Only pursue personal interests that align with school policies.
- Report any damage or loss, whatever the cause, to your teacher as soon as possible.
- Take responsibility for any damage or loss caused by neglect or abuse.
- Return the Chromebook and Charger to Greater Castle Academy at the end of each school year. Students who withdraw enrollment for any reason must return the Chromebook on or before the date of withdrawal.

Parents/Guardians agree to:

- Ensure your student understands appropriate care of Chromebook in all locations.
- Review responsible digital citizenship with your student.
- Support student learning and the exploration of personal interests that align with school policies.
- Ensure that any damage or loss is reported to school immediately. Report vandalism or theft to the appropriate police department. There is a \$50 Personal Device Insurance Deductible Fee. Any damage above a \$50 repair will be at the cost of the student/family If it is a **user error** for example, broken screen, broken parts, etc. The pricing varies depending on the issue per the Nerdit Now Foundation.

I have fully read, understand and agree with the above information. Furthermore, I have discussed all procedures and responsibilities with my student.

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

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

I agree to pay the \$50.00 Personal Device Insurance Fee by clicking here \_\_\_\_\_

Parent Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Office Use: \_\_\_\_\_

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**\*\*\*Pay Device Insurance Fee, Print, Sign, & Keep A Copy of this Page for Your Records\*\*\***  
**[This form must be turned in on Receipt day in an exchange for a Chromebook].**