

Shiloh Christian School Chromebook Policies, Procedures, and Contract

Property of Shiloh Christian School (SCS)

- The Chromebook is the property of SCS, but each student is responsible for its use and basic care.
- SCS reserves the right to return the Chromebook to its original software image whenever we feel it is appropriate.
- SCS reserves the right to inspect devices as necessary.
- Students will create and save their school-related files to Google Drive, which is stored in the cloud. Students can access their Google Drive not only from their Chromebooks, but from any computer that has internet access. Students will understand that the Google Drive can be monitored by the district administration and should not contain personal files.
- Backup on an external drive is highly recommended.
- When a student transfers from SCS to another school or leaves for any other reason, the issued device must be returned. If the device is not returned it will be locked and the School Resource Officer will be notified.

Network

- Internet connection will be made on the SCS wireless network during the school day when using an issued device

Unauthorized use of school computer systems (Responsible Use)

- Parents are encouraged to provide a safe environment for students to use their Chromebooks at home for school assignments. **The Chromebook does not have a filter for the internet off campus.**

Security

- Students are responsible for their Chromebook at all times.
- Chromebooks must be in the student's possession at all times or stored safely.
- Chromebooks may not be left unattended. Chromebooks found unattended will be turned into an administrator.

Loaner Chromebooks

- Loaner Chromebooks will only be available for Chromebooks needing repair.
- Loaner Chromebooks **will not** be available for students that forgot to bring their Chromebooks to school.

Stolen or lost

- If the Chromebook is stolen or lost, the family of the student will be required to pay the replacement cost.
- In case of theft, vandalism, or other criminal acts, our School Resource Officer will be involved in the investigation of the situation.

Loaner batteries for uncharged Chromebooks

- It is the responsibility of the students to bring their Chromebooks to school fully charged each day.
- Loaner batteries **will not** be available for uncharged Chromebooks.
- Students are responsible for bringing their power cords with them to school each day.
- If the Chromebook is not charged upon arriving to class and they have forgotten their power cords, students are responsible for all class work missed.

Loaning/borrowing another student's Chromebook

- Students may not loan or borrow another student's Chromebook.

Markings on Chromebooks

- No permanent markings or stickers may be put on the Chromebooks, except those attached by SCS Staff.
- Any SCS identification tags on the Chromebook may not be removed.

Care of equipment

- All Chromebooks should be used in a proper manner. If the Chromebook cannot function as intended and impedes a student's ability to perform in the classroom, the student should notify the IT Coordinator immediately. Repairs that do not affect a student's ability to perform in the classroom should be taken care of before or after school.
- Misuse/abuse of Chromebook will be handled individually by the administration. Severe infractions of this agreement will result in disciplinary actions.

Chromebook bag/sleeve/case

- SCS strongly encourages students to use a Chromebook case to protect the machine and minimize repair costs. The 11" chromebooks come with a case but the 14" chromebooks do not. If you get a 14" chromebook it is highly recommended that you purchase a protective case.

Chromebook deployment

- Parents/Guardians and students must read and sign the Chromebook Contract prior to being issued a Chromebook. Once signed this contract is binding for the remaining years the student is in attendance at SCS.

Chromebook maintenance

- The Chromebook will be issued to the student at the start of each school year. The student will receive the same machine throughout their years at SCS until graduation. Chromebooks are returned at the end of each school year for updating purposes.
- If there are missing components of the Chromebook, the student is responsible for costs of repair.
- If the damage of the machine causes it to be inoperable, the student will be responsible for costs of repair.
- If the Chromebook has cosmetic damage, the student will have the option to pay to fix the damage at that time. However, if the Chromebook becomes inoperable or components are missing, the student will be required to pay for the damage.

Attention: The replacement parts become more costly as the Chromebook gets older. Our best advice is to purchase a high-quality protective case. We strongly suggest fixing components sooner rather than later due to increased part costs.

Chromebook replacement fees

- Estimated costs are listed below and subject to change.
 - AC adaptor and power cord – starting at \$20
 - Screen – starting at \$65
 - Keyboard/touchpad – starting at \$97
 - Chromebook keyboard or touchpad – starting at \$100
 - Replacement Chromebook – starting at \$330

Revisions/Expectations of policies and procedures

- Policies and procedures may be revised by the administration at any time due to the change in replacement parts. If you have questions please contact SCS at 221-2104.

Thank you for supporting your student's school learning experience at SCS.

Student signature

Date

Parent signature

Date

Office staff that received this contract