

St. Marcus Lutheran School Chromebook User Agreement

KINDERGARTEN & PRIMARY GRADES: 2020/2021 SCHOOL YEAR

We are blessed to be able to provide your scholar with a chromebook to use during Friday virtual learning. Please read the information below and sign in order to receive a chromebook.

→Primary Families ONLY: If you have a device at home that you plan to use instead, please indicate this on the user agreement below. In case of emergency (ie your device at home breaks and you need to use a school chromebook), we do ask that you still complete and sign the agreement for us to keep on file.

Receiving and Returning Chromebooks

1.1 Receiving a Chromebook

1. Each student will receive a chromebook, protective case, and AC charger.
2. Parents/guardians and students must sign and return the chromebook User Agreement before a chromebook is issued to the student.
3. Chromebooks will be labeled in a manner specified by the St. Marcus computer department (or Rescue Dog); this will include the serial number. Labels may not be removed from the laptop. Personal customization of the device is prohibited.
4. The chromebook is the property of St. Marcus. The student should have no expectation of privacy of materials found on a chromebook.
5. Please note: Students are not allowed to install other operating systems or alter the Chrome OS on the device.
6. **Primary Families:** Students will keep the chromebook and accessories at school Monday through Thursday. They will bring their chromebook home Thursday night so they are able to access virtual learning on Friday. (Note: Chargers will be left at school) Students must return their chromebook to school the following Monday.
7. **Kindergarten Families:** Students will leave their chromebooks and accessories at home once they receive it. They will not need to transport it to and from school. They will be given other devices to use within the classroom.

1.2 Returning a Chromebook

1. Chromebooks and all STM-owned accessories will be returned during the final week of the school year (or sooner depending on the situation with COVID) so they can be checked for serviceability.

Taking Care of a Chromebook

Students and families are responsible for the general care of the chromebook they have been issued by STM. Chromebooks that are broken or fail to work properly must be serviced by the St. Marcus Computer Department (Rescue Dogs) staff for an evaluation of the equipment.

2.1 General Precautions

1. Avoid using any sharp object(s) on the chromebook. The chromebook will scratch, leading to the potential for needed repairs.
2. Chromebooks do not respond well to liquids. Avoid applying liquids to the chromebook.

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- 3. The chromebook can be cleaned with a soft, lint-free cloth. Avoid getting moisture in the openings. Do not use window cleaners, household cleaners, aerosol sprays, solvents, alcohol, ammonia, or abrasives to clean the chromebook.
- 4. Do not attempt to gain access to the internal electronics or repair of a chromebook. If a chromebook fails to work or is damaged, report the problem to your teacher or administrator immediately.
- 5. Never throw or slide a chromebook.
- 6. Always open the chromebook from the center of the screen and not from the corners. Opening the device from the corners creates additional stress on the screen and may lead to the screen cracking.
- 7. Cords and cables must be inserted carefully into the chromebook to prevent damage.
- 8. Chromebooks and cases must remain free of any writing, drawing, or labels that are not the property of STM.
- 9. Chromebooks have a unique identification number and at no time should the numbers or labels be modified or removed.
- 10. Chromebooks must never be left in the open, in an unlocked car, or in any unsupervised area.
- 11. Chromebooks should be placed vertically on a locker shelf or in a backpack/book bag to avoid putting any pressure on the screen.
- 12. Chromebooks must not be left in a vehicle or a location that is not temperature controlled.
- 13. PLEASE DO NOT ATTEMPT TO CONTACT THE CHROMEBOOK MANUFACTURER DIRECTLY FOR SERVICE OR REPAIR QUESTIONS. PLEASE CONTACT THE STM COMPUTER DEPARTMENT THROUGH YOUR TEACHER OR ADMINISTRATOR.

Repair Costs:

We know you will take excellent care of your chromebook! If any damage does happen to your chromebook or charger please communicate with your administrator. **Please see below for estimated repair costs. These may increase due to high demand.**

Chromebook Repair Items	Cost
Screen Damage	\$50
-Bezel	\$30
-Cables & Camera	\$25
Keyboard/Palm rest	\$75
Bottom/ Top Cover	\$60
Charger	\$25
Battery	\$60
Protective Case	\$10
Full Replacement	\$300

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IMPORTANT 2020/2021 AGREEMENT NOTE

EACH STUDENT RECEIVING A CHROMEBOOK MUST BE FILL OUT AND ELECTRONICALLY "SIGN" THIS AGREEMENT ONLINE AT <https://forms.gle/eqqJXwbcvhyhCuEd8>

DO NOT FILL OUT THIS PRINTED PAGE - IT IS FOR YOUR REFERENCE ONLY

By submitting the form electronically, both the student and parent/guardian have agreed to the 2020-2021 School Chromebook User Agreement.

**If you have any questions, please email your student's director:
Main Campus K4-K5- Kristy Wegner-kristy.wegner@stmarcus.org
Main Campus 1st-4th - Mrs. Smessaert - maria.smessaert@stmarcus.org
North Campus -Lisa Rouse - lisa.rouse@stmarcus.org**

STUDENT INFORMATION:

Student Name: (First & Last)	Grade:
Teacher Name:	Campus:

PARENT / GUARDIAN

As the parent or guardian of the student listed above, I adhere to the guidelines outlined below:

1. I have read and understand the information provided in the School Chromebook User Agreement.
2. I understand the chromebook issued should only be used to complete virtual learning tasks.
3. I understand that St. Marcus technology usage is monitored by GoGuardian. Any inappropriate content is flagged and addressed by the St. Marcus administration.
4. I understand that I may be held liable for equipment damage to the chromebook and/or charger.
5. I acknowledge receipt of the chromebook, protective case, & charger and commit to returning both in their current condition.

Parent/Guardian Name: (First & Last)	Phone Number:
Parent/Guardian Signature:	Date:

Please check this box if:

- + My scholar will be using our family's device, but I have signed the agreement in case I need to use a school chromebook in the future.