

Chromebook Agreement
Holy Family Catholic School
Granite City, IL
(Revised August 2026)

Students in grades third through eighth will be given Google Chromebooks for use in school and at home (5th-8th). Holy Family School retains the sole right of possession of the Chromebook. The Chromebooks are lent to the students for educational purposes only for the academic year. At the end of the school year, students will turn in their Chromebooks. Failure to turn in your assigned Chromebook will result in the student being charged the full replacement cost of the Chromebook.

Parents and Students must read the following agreement. This document provides students and their parents with the rules and expectations regarding Chromebooks. It also contains important information about caring for the Chromebook and being a good digital citizen.

Holy Family School administration and faculty retain the right to inspect the Chromebooks at any time, including by electronic remote access. Inappropriate use of the equipment may result in restricted or banned computer use or other disciplinary consequences.

STUDENT EXPECTATIONS FOR THE CHROMEBOOK

- ◆ Students must exercise proper care of his or her Chromebook. In the event of damage to the Chromebook, the cost to repair or replace the Chromebook shall be the responsibility of the student and parent. [See repair cost list at the end of document.]
- ◆ Students must bring Chromebooks, **FULLY CHARGED**, to school each day. Failure to do so may result in lower effort grades, late assignments, more homework and/or demerits. According to the Accountability System put in place last school year, technology misuse can result in 5 demerit points.
- ◆ **Students are not permitted to add stickers/decorations to the Chromebook or Chromebook case. Doing so will result in disciplinary action.**
- ◆ Chromebooks should always be used on a desk or table (never just on a lap) and secured properly in its case before moving.
- ◆ **NOTHING SHOULD EVER BE STORED ON TOP OF THE CHROMEBOOK and the device should never have pressure applied to its casing.** i.e., placing under a stack of books, shoving another item/book into it, etc.
- ◆ Students must treat their device with care and never leave it in an unsecured location. Secured locations will be designated while students are at PE or while engaging in other activities outside of the classroom.
- ◆ Students must keep their device in the provided protective case.
- ◆ Students must promptly report any problems with their Chromebook to the teacher(s)/office.
- ◆ Students may not remove or tamper with Holy Family School identification tags.

USING YOUR CHROMEBOOK

- ◆ Students are required to follow copyright laws concerning all media including text, images, programs, music, and video. Downloading, sharing, and posting illegally obtained media is against Holy Family School electronics use policy. If the student is unsure about content, a teacher should be consulted.
- ◆ Inappropriate media may not be used as Chromebook backgrounds or themes. The presence of such media will result in disciplinary action.
- ◆ Sound must be muted at all times unless permission is obtained from a teacher.
- ◆ Personal music is not allowed on the Chromebook. Any music on the device should only be added at the request and discretion of the teacher.

- ♦ Internet Games (Apps) should not be downloaded on Chromebooks. If game apps are installed, it will be by the direction of the teacher.

GENERAL CARE

Chromebooks can be damaged if appropriate care is not given. The following are helpful hints to keep the Chromebook safe.

- ♦ Do not have any food or drinks near the Chromebook at any time.
- ♦ Do not touch the screen with any object, including fingers.
- ♦ Cords, cables, and removable storage devices must be inserted carefully into the Chromebook.
- ♦ Do not place your Chromebook on uneven surfaces where they might be subject to an accidental fall.
- ♦ Avoid placing or dropping heavy objects on the top of the Chromebook
- ♦ Chromebooks do not like excessive heat or cold. Do not leave your Chromebook in your vehicle overnight.
- ♦ Do not block air flow when the device is on. While your Chromebook does not get overly hot like a traditional laptop might, it does need to breathe.
- ♦ **Chromebooks and carrying cases must be free of any writing, drawing or stickers.**
- ♦ Keep your Chromebook in the case provided when not in use.
- ♦ Transport Chromebook with care.
- ♦ Chromebook lids should always be closed and tightly secured when moving.
- ♦ Do not carry your Chromebook while the screen is open.
- ♦ Never move a Chromebook by lifting from the screen. Always support a Chromebook from its bottom.
- ♦ The Chromebook screens can be damaged if subjected to rough treatment. The screens are particularly sensitive to damage from excessive pressure on the screen.
 - Do not place anything on the keyboard before closing the lid (e.g. pens, pencils, etc). ***THIS IS THE MOST COMMON REASON FOR SCREEN BREAKAGE***
 - Do not lean on the top of the Chromebook when it is closed.
 - Do not place anything near the Chromebook that could put pressure on the screen.
 - Do not store the Chromebook with the screen in the open position.
 - Do not poke the screen with anything that will mark or scratch the screen surface.
 - Clean the screen with a soft, dry cloth or anti-static cloth.

MANAGING AND SAVING WORK

- ♦ Students are required to use their assigned email address and password to access their accounts. Students should keep their passwords confidential.
- ♦ The majority of student work will be stored in cloud-based applications, especially the Google Drive, and can be accessed from any computer with an internet connection and most mobile internet devices.
- ♦ Students also have the option to save work to a portable storage device (flash drive).
- ♦ A Wi-Fi Internet connection will be required for the majority of Chromebook use; however, some applications can be used while not connected to the internet.

NETWORK CONNECTIVITY

Holy Family Catholic School makes no guarantee that the network will be up and running 100% of the time. Students will not be penalized if the network is down and a completed assignment cannot be accessed for class projects.

Home Internet Access

- ♦ Students are allowed to set up access to home wireless networks on their Chromebooks. If parents/guardians are interested in providing content filtering at home, it is suggested that parents/guardians contact their internet provider for details and support.
- ♦ **Siblings and other family members should not use the device for personal use.**

SOCIAL MEDIA GUIDELINES AND DIGITAL CITIZENSHIP

- ♦ Students are not to access their social media accounts (Facebook, Instagram, SnapChat, Tik Tok, etc.) on their Chromebooks. Use of these social media accounts should be limited to the students' personal at-home devices. Accessing these accounts at school will result in consequences as stated above.
- ♦ Be aware of what you post online. Websites and social media venues are very public. What you contribute leaves a digital footprint for all to see.
- ♦ Follow the school's code of conduct when writing online. It is acceptable to disagree with other's opinions; however, do it in a respectful way. What is inappropriate in the classroom is inappropriate online.
- ♦ Be safe online. Never give out personal information, including, but not limited to, last names, phone numbers, addresses, exact birth dates, and pictures. Do not share your password with anyone besides your teachers and parents.
- ♦ Do your own work. Do not use other people's intellectual property without their permission. Be aware that it is a violation of copyright law to copy and paste other's work. It is a good practice to hyperlink to your sources. Cite all use of websites, books, and media.
- ♦ If you find material that is inappropriate or disrespectful, tell the teacher promptly.
- ♦ How you represent yourself online is an extension of yourself. Do not misrepresent yourself by using a false name or identity.
- ♦ Show respect to others and their work. The use of electronic mediums will not be used to antagonize, bully, or harass people.
- ♦ Online work should be well-written. Follow writing conventions including proper grammar, capitalization, and punctuation. If you edit someone else's work, be sure it is in the spirit of improving the writing.
- ♦ The following resources can assist in promoting positive conversation(s) between family members regarding digital citizenship as it relates to internet safety:
 - Netsmartz: <https://www.missingkids.org/netsmartz>
 - Common Sense Media: <https://www.common Sense media.org/what-we-stand-for/digital-literacy-and-citizenship>

MISUSE OF CHROMEBOOK

Misuse of the Chromebook includes but is not limited to:

- Improper care
- Habitually forgetting the Chromebook at home.
- Habitually forgetting to charge the Chromebook.
- Misuse of the internet.
- Writing, drawing and decorating Chromebook or Chromebook case.

Disciplinary action is up to the discretion of the teacher/staff member involved.

Disciplinary action for misuse of the Chromebook includes but is not limited to:

- ➔ Demerits on Accountability Card
- ➔ Loss of privileges
- ➔ Detention
- ➔ Lowered effort/conduct grade (this could result in student be kept off honor roll or high honor roll)

PLEASE NOTE: The office has a limited number of chromebooks available for students to use in the event it is needed. Please try to ensure students have their Chromebook at the beginning of each day.

REPAIR COST LIST

- Screen Replacement = \$125
- Keyboard Unit = \$100
- Bottom of Chromebook = \$50
- Hinges = \$50
- Case = \$30
- Battery/Charger = \$40
- Full Unit Replacement = \$335

RIGHT TO AMEND

*Holy Family Catholic School reserves the right to amend this Agreement. Notice of amendments will be sent to parents.

PLEASE SIGN, DETACH, AND RETURN THE LAST PAGE OF THIS AGREEMENT. PLEASE KEEP THE AGREEMENT FOR YOUR RECORDS.

PLEASE RETURN BY THURSDAY, AUGUST 21, 2025

Chromebook Agreement Acknowledgement Form

My child and I have read the Chromebook agreement and understand the outlined expectations and consequences for failure to properly care for and/or use the loaned device.

Student Name (Print) _____ Grade _____

Parent Name (Print) _____

Student Signature _____ Date _____

Parent Signature _____ Date _____

Please return this signed form before August 21, 2025.