Sumner Academy Chromebook

Requirements:

You will be required to have a Chromebook Handbook Agreement form signed by both you and your parent/guardian and have a protective case prior to receiving a Chromebook.

Any failure to comply with the Chromebook Handbook Agreement may result in disciplinary action.

Ownership:

The Chromebook is owned by Sumner Academy for educational use and is on loan to you, the student. This Chromebook is not a replacement machine for your home computer, but a school resource.

You will return the Chromebook that was issued to you in good condition at the end of your 8th grade school year or when you leave Sumner Academy.

Care and Maintenance:

You are responsible for ensuring that your Chromebook does not get damaged, lost or stolen.

Do not write on, alter or put stickers on the Chromebook. Stickers that are on the Chromebook when it is issued should NOT be removed.

Parents, guardians or students should not attempt repairs themselves or contract with any other individual or business for the repair of the Chromebook. Only Sumner Academy Tech Support is authorized to make repairs. Sumner Academy Tech Support includes DeAnna Ball and Sheree' Zobl.

Cooling vents on the underside of the Chromebook should not be obstructed when it is on or being charged. Without this cooling, the Chromebook can quickly overheat and be permanently damaged.

Please keep the Chromebook in a case at all times when not in use.

Liability:

In case of damage, loss or theft, student or parents should notify the school as soon as possible.

Parents will be responsible for any repair or replacement cost. The actual amount will depend on the individual circumstances of the loss or damage.

If a Chromebook is lost, damaged or stolen parents will be asked to pay for the repair or the replacement cost of $279.00 plus shipping, whichever is lower.

Tech Support:

As this is an essential tool for classroom learning, the Sumner Academy Tech Department will aim to provide 100% uptime to students during the school day. If a problem cannot be fixed immediately, the student will be issued a loaner computer until their computer can be repaired or replaced.

Transport, Usage and Storage of Chromebooks In and Out of School:

You are to bring your Chromebook to school fully charged every day. This is considered a required item, just like a pencil or pen, notebook or textbook. Failure to come to school with a charged Chromebook will be considered an "unprepared for class." Students with a continuous problem of this nature could face other disciplinary action.

When not in use, your Chromebook must be in its protective carrying case.

When using a Chromebook, you should always be sitting at a table and not walking around, unless the class activity specifically calls for movement. Don't carry the Chromebook by the screen.

Never leave your computer unattended. Unattended Chromebooks will result in a demerit.

When not in use, the computer must be kept in a secure place, such as your locker.

Never leave your Chromebook in a car for extended periods. The extreme heat and cold can damage the Chromebook. Temporarily leaving it in the car, such as during transit between school and home, is acceptable, but it should be placed in the trunk or in a secure location to avoid possible theft.

Loaning or Borrowing Chromebook:

Do not loan your Chromebook to other students.

Do not borrow a Chromebook from another student.

Do not share passwords or usernames.

Privacy and Supervision:

Parents are responsible for monitoring use of the computer outside of school hours.

Parents, guardians, and students do not have the right or expectation of privacy for any use of the school Chromebooks or school network. Sumner Academy Tech support needs to be able to easily access all files. Monitoring outside of the school network occurs through software that looks through the Chromebooks historical records. Sumner Academy has no ability to remotely monitor a student's Chromebook outside of the school network.

Batteries and Charging:

A fully charged battery will last 6 to 10 hours, depending on use.

Students should bring their Chromebook to school charged and ready to use.

Video and Sound:

The Chromebook has a built in microphone and webcam. **Webcams must not be used at school at any time unless specifically instructed to do so by a teacher.**

You must always obtain permission before recording a person on video or audio.

Sound will be muted during class time unless permission is obtained from the teacher for instructional purposes.

Software:

Recreational software, especially non-educational games, should not be used at school.

Inappropriate media, including videos, pictures, music and games, may not be stored anywhere on the Chromebook.

All copyright laws should be observed. Do not install any pirated software. Use special care when downloading music and pictures to your Chromebook. Illegal use of copyright media is **<u>stealing</u>** and is a crime.

Use special care when answering any prompt from your computer. Read carefully before clicking a response.

Saving Files and Using Shared Resources:

It is important to also have a personal USB drive to transfer files from your computer when necessary.

The network at Sumner Academy is a shared resource. Students should be respectful of other users. Downloading large files and other bandwidth intensive activities, like radio streaming, is not permitted.

Computer Vandalism ("hacking") is a deliberate attempt to circumvent protection measures, gain access to unauthorized files or computers or any attempt to alter or disrupt the proper functioning of a computer system. Such behavior will be treated very seriously, even if the intent was not malicious, or if the system was not adequately protected. Deliberate attempts to access sites/files that are restricted will be treated with disciplinary action. This is against the law and police may be called to investigate.

At school, Internet usage is monitored and blocking software is used that denies many unsuitable sites. The software records details of any violations. At home, parents are responsible for monitoring Chromebook and Internet use. The school can view historical internet records from the Chromebook but has no ability to monitor the Chromebook outside the school network. The Sumner Academy Tech Team will conduct random spot checks of Chromebook Internet usage.

Respectful Communication:

The usual standards of respect, tolerance and decorum that we expect from interpersonal communication also apply to e-mail and other forms of electronic communication and publishing. This includes communication between students during school hours as well as electronic communication conducted outside of school.

SUMNER ACADEMY CHROMEBOOK HANDBOOK AGREEMENT
PLEASE PRINT ALL INFORMATION

Student Name

_____   _____
Last Name   First Name

Parent Name

_____   _____
Last Name   First Name

CHROMEBOOK SERIAL NUMBER _____

TERMS

You will comply at all times with the Sumner Academy's Chromebook Handbook. Failure to comply may result in discipline measures and may terminate your rights of possession effective immediately. Sumner Academy may repossess the Chromebook.

TITLE

Legal title to the Chromebook belongs to Sumner Academy. Your right of possession and use is limited to and conditioned upon your full and complete compliance with this agreement and the Chromebook Handbook.

LOSS or DAMAGE

If a Chromebook is lost, damaged or stolen parents will be asked to pay for the repair or the replacement cost of $279.00 plus shipping, whichever is lower.

TERM OF USE

Your possession of the Chromebook terminates not later than the last day of the school year or upon your withdrawal from Sumner Academy.

USERS' SIGNATURES _____
Parent or Guardian

STUDENTS WRITE THE FOLLOWING SENTENCE ON THE LINE PROVIDED
I understand that the school owns the Chromebook, it is on loan to my parents, and I am responsible for its care.

_____

_____

_____

_____   _____
Student Signature   Date