

St. Joseph Elementary School – Alameda, CA

Chromebook Policy, Procedures, and Information

Grades 5-8

2017-2018 School Year

The focus of the 1:1 Chromebook program at St. Joseph Elementary School (SJES) is to provide students in grades 5-8 with the tools and resources for 21st century learning. Excellence in education requires that technology is easily accessible and seamlessly integrated throughout all areas of curriculum. Increasing access to technology within the classroom is crucial in order to promote college and career readiness skills. The benefit of the individual use of Chromebooks in education is twofold. First, it empowers students to maximize their full learning potential in all areas of curriculum. Second, it provides students with the ability to acquire the technological skills that will prepare them for college and the workplace.

True learning results from the dynamic interaction between students, teachers, parents, and members of the larger community. Use of Chromebooks as an educational tool both inside and outside classroom promotes such interaction. Technology immersion does not diminish the vital role of the teacher. To the contrary, it transforms the teacher from a director of learning to a facilitator of learning. Effective learning and teaching with Chromebooks integrates technology into the curriculum anytime, anyplace.

The policies, procedures, and information detailed within this document apply to all Chromebooks used at and/or issued by SJES. This includes both the Chromebooks owned by students as well as the Chromebooks owned by the school. These policies, procedures, and information apply equally when used by students both on and off campus.

* Please note: Teachers may individually set additional requirements for use of Chromebooks in their classrooms. The Administration reserves the right to modify this document as needed. Failure to adhere to the policies and procedures outlined in this document may result in disciplinary action or restricted Chromebook access, at the discretion of the teacher or the Administration.

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1.

GENERAL INFORMATION

1.1. Receiving Your Chromebook

- Chromebooks will be distributed to students in August
- Parents will be billed by the school for the cost of the Chromebook that is issued to the student. This cost will be deducted from the family's FACTs tuition account. (Please note: The purchase of the Chromebook will likely be a onetime fee for each student. The hope is that if the student handles the Chromebook with care, the device will last the student for all four years throughout their time in grades 5-8. However, there is the possibility that families may need to purchase more than one Chromebook for a student [or cover repair or replacement costs] if the device is misused, neglected, or wears out due to age. Additionally, there will be minimal yearly fees related to the purchasing of software for each device as well as the SJES Insurance Protection plan through Alameda Business Machines.)
- **Students and parents must sign and return the "Signature Verifications for Proof of Understanding of the SJES Chromebook Policy, Procedures, and Information" document (located at the back of this packet) before the Chromebook will be issued to the student. Students/Parents should retain the rest of this packet for their records, for reference throughout the school year.**

1.2. Chromebook Identification

- Student Chromebooks will be labeled with an "identifying sticker." This sticker is to remain intact and in its designated location on the Chromebook at all times. Maintenance of this sticker will help identify the student owner of the device, and will also facilitate any repairs or replacements that are completed on a given device. The "identifying sticker" will include the following identifying information:
 - The school name and logo
 - Student's name and assigned roster number
 - Record of the device's serial number

2.

TAKING CARE OF YOUR CHROMEBOOK

Students are responsible for the general care of the Chromebook that they have purchased through SJES. Chromebooks that are broken or fail to work properly must be repaired in a timely manner.

2.1. General Precautions

- The Chromebook issued to you is your property, and all users will follow the policies and procedures outlined in this document, as well as the school's Student-Family Handbook and the school's Responsible Use Policy (R.U.P.).
- Only use a clean, soft cloth to clean the screen. No cleansers of any type should be used to clean the screen.
- Cords and cables must be inserted and removed carefully in order to prevent damage.
- Chromebooks and Chromebook cases must remain free of any writing, drawing, stickers, or labels that are not issued by SJES.
- The "identifying sticker" must remain on the Chromebook at all times.
- Chromebooks should never be left unattended in an unlocked car or any unsupervised area. Unsupervised areas include but are not limited to: school grounds and campus, unsupervised and/or unlocked rooms in the school and parish buildings, unlocked lockers (locks will be provided to students), the hallways, etc. Any Chromebook left in these areas is in danger of being stolen. If a Chromebook is found in an unsupervised area, it will be taken to the school office.
- Students are responsible for keeping their Chromebook's battery charged for each school day.
- Chromebooks are very sensitive to extreme heat and extreme cold. Therefore, they should not be left in cars, direct sunlight, etc. that may expose them to these conditions because this can be potentially harmful to the device.

- Do not stack any books, heavy materials, etc. on top of the Chromebook as it could cause the device to break. Chromebooks should be handled with care at all times.

2.2. Carrying Chromebooks

- The protective case that the student purchases as part of the SJES Middle School Student Supply List should have sufficient padding to protect the Chromebook from normal wear and tear during storage and transportation. The case should provide suitable means for carrying the device within the school.
- Chromebooks should always be within the protective case when carried at school.
- Some carrying cases are designed to hold other objects in addition to the Chromebook (such as folders and papers), but these must be kept to a minimum to avoid placing too much pressure and weight on the Chromebook screen.
- Chromebooks must remain in the case when not in use, in order to prevent unintended damage.

2.3. Screen Care

The Chromebook screens can be damaged if subjected to weight, pressure, or other rough treatment. Therefore, the following recommendations should be followed.

- Do not lean on the top of the Chromebook when it is closed.
- Do not place anything near or on the Chromebook that could place pressure on the screen.
- Do not put magnets on or near the screen of the Chromebook.
- Do not place anything in the protective carrying case that will press against the screen or cover of the Chromebook.
- Only use a clean, soft cloth to clean the screen. No cleansers of any type should be used to clean the screen.
- Do not “bump” the Chromebook against lockers, walls, car doors, floors, etc. as this may cause damage to the screen.

3. USING YOUR CHROMEBOOK AT SCHOOL

Chromebooks are intended for use at school each day. In addition to teacher expectations for Chromebook use, students may also use the device to access school email, messages, announcements, calendars, and schedules. Students are responsible for bringing their Chromebook to all classes, unless specifically instructed not to do so by their teacher.

3.1. Chromebooks Left at Home

- If students leave their Chromebook at home, they are responsible for getting the coursework completed as if they had the Chromebook present.
- Failure to bring the Chromebook to school does not entitle students to complete or submit assignments late, nor does it exempt students from completing assignments.
- Students are expected to notify the teacher at the beginning of class if they do not have their Chromebook.
- If students leave their Chromebook at home, they will not be allowed to call home to request that a parents brings the device to school. Also, parents should not drop off their child’s Chromebook at the school office if they realize that their child forgot the device at home.
- If a student repeatedly leaves their Chromebook at home, SJES may take the following actions:
 - The student may receive a consequence, as deemed appropriate and meted out by the teacher and/or the Administration
 - The teacher and/or Administration may request a Parent-Student-Teacher conference, in order to create a plan to improve student preparedness for class.
 - In cases where a student still fails to consistently bring the Chromebook to school after several warnings and a Parent-Student-Teacher conference, the student may be required to “check out” their Chromebook. “Checking out” identifies that the student has lost the privilege of transporting the device to and from school, and will now only be able to

utilize the Chromebook during school hours. The Chromebook will be checked out in the morning and then returned at the end of the school day. The student will then be expected to provide their own technological device to use at home for the completion of schoolwork.

- Note: Failure to bring the Chromebook to class may affect the student's ability to fully participate in class activities. This may affect a student's grade on an assignment, as well as their overall grade in the class. This may also affect how a student is assessed in terms of class preparedness on the "life skills" portion of Progress Reports and Report Cards.

3.2. Chromebook Undergoing Repair

SJES will contract with Alameda Business Machines (ABM) to facilitate the repair of all Chromebooks. SJES has pre-paid ABM a fee for each device in order to secure their help in making basic repairs on the Chromebooks. If repairs are extensive, or if they are a result of damage or negligence, or if replacement is needed, it is possible that the repairs/replacement may not be covered by the factory warranty or the pre-paid fee, and therefore the student and parents will incur any related costs.

- Students should immediately notify school personnel if the Chromebook needs repair. The school will then communicate directly with ABM to manage the repair of the Chromebook.
- Loaner Chromebooks may be issued by the school to the student when they leave their Chromebook for repair. Please note that SJES has a limited supply of loaner Chromebooks, and therefore there may be a delay in getting a Chromebook should the school not have enough to distribute at a given time.
- Loaner Chromebooks are given on a first come, first serve (and as needed) basis.

3.3. Charging Your Chromebook Battery

- Chromebooks must be brought to school each day in fully charged condition. Students are expected to charge their Chromebooks each evening at home.
- Repeat violations of this policy may result in phone calls home, Parent-Student-Teacher conferences, or disciplinary action at the discretion of the teacher or the Administration.
- In cases where the Chromebook was brought to school fully charged but the battery has depleted throughout the school day due to use within the classroom, students will have access to a limited number of power outlets in the classroom.

3.4. Photo Library/Screensavers/Background Photos

- Inappropriate media should not be viewed or stored on the device at any time, and may not be used as a screensaver or background photo.
- Presence of guns, weapons, inappropriate or insensitive language, alcohol, drugs, gang related symbols or pictures, or material that implies or infers any of the above is strictly forbidden. It will result in disciplinary actions, and may also result in a loss or limitation of Chromebook privileges (and this may in turn affect a student's grade on an assignment, as well as their overall grade in the class).
- Photos and videos require a large amount of storage space on the device. Only photos or videos that serve an educational purpose for an SJES class should be saved to the device.

3.5. Sound, Music, Games, and Programs

- Sound must be muted at all times unless permission is obtained from the teacher to play sound aloud for instructional purposes.
- Students are expected to bring their headphones to every class. These headphones should be purchased by the student as part of the SJES Middle School Student Supply List. Students should only use their headphones to play sound when permission is obtained from the teacher for instructional purposes.

- Due to limited storage space on the device, personal music is not allowed to be saved or stored on the Chromebook. Any music that is saved or stored to the device should only be done so at the request and discretion of a teacher.
- Due to limited storage space on the device, non-educational internet games are not allowed to be saved or stored on the Chromebook. Any educational games that are saved or stored to the device should only be done so at the request and discretion of a teacher.
- SJES will install several educational applications and programs on the Chromebook prior to the student receiving the device. It is expected that all educational applications and programs that SJES installs to the device will remain on the device, and should never be deleted by the student without prior permission from the teacher or the Administration.

3.6. Printing

- Limited access to printing will be available at school with the Chromebook. Students may NOT print until they have requested and received direct permission from the teacher to print to a specifically designated printer. Repetitive failure to follow this policy may result in disciplinary action at the discretion of the teacher or the Administration.

3.7. Home Internet Access

- Students are allowed and encouraged to set up access to home wireless networks on their Chromebooks. This will assist students with the ability to complete, retrieve, access, etc. educational content used in classes.
- Students are allowed and encouraged to set up home printing capabilities for their Chromebook. This will require a wireless or corded printer and proper settings on the Chromebook using Google Cloud Print.
- Students are expected to access only appropriate and educational content on the Chromebook while using the device at home.

4. MANAGING YOUR FILES AND SAVING YOUR WORK

4.1. Saving to the Chromebook

- Students will save work to their Google Docs (Drive) accounts (or other cloud based storage medium) via the Chromebook. It is recommended that students save their work to the cloud based storage that is provided to them via their school-sponsored Gmail account.
- Limited storage space will be available on the Chromebook. Therefore, it is important that storage space on the device itself be reserved for educational use only.
- It is important to note that Chromebooks will NOT be “backed up” by the school prior to re-setting, reimaging, or repairs. Therefore, it is solely the student’s responsibility to ensure that their work is backed up. This can be done by using cloud based storage, or another storage device. This is important so that the student ensures that their work is not lost due to mechanical failure or accidental deletion.
- Students are highly encouraged to manage their backup data periodically, in order to ensure that enough cloud based storage is available for current school content. SJES recommends that students conduct weekly backups at home.
- Chromebook malfunctions are not an acceptable excuse for not submitting work at all.
- Additionally, in most cases, Chromebook malfunctions are not an acceptable excuse for submitting work late. In rare cases, teachers may grant extensions for long-term projects only due to Chromebook malfunctions. It is the responsibility of the student to request this extension prior to the due date of the assignment.

4.2. Network Connectivity

- SJES makes no guarantee that their network will be up and running 100% of the time. In the rare case that the network is down, SJES is not responsible for lost or missing data.

- Students will not be penalized if the network is down and therefore a completed assignment cannot be accessed for class projects, presentations, etc. as this type of network outage will affect all students and staff in the building. The exception to this policy is if the assignment should have been printed and brought to school in hard copy form prior to the student arriving to class.

5. SOFTWARE ON CHROMEBOOKS

5.1. Originally Installed Software

- The educational applications and programs originally installed by SJES on the Chromebook prior to the student receiving the device, must remain on the device and in usable condition and be easily accessible at all times. These applications/programs should never be deleted by the student without prior permission from the teacher or the Administration.
- From time to time, SJES and its teachers or Administration may choose to add or remove select applications or programs from the Chromebook for use in a particular course.
- SJES reserves the right to conduct periodic checks of the Chromebook, without prior warning being given to the student or parents/guardians, in order to ensure that students have not removed required applications or programs. The school may also conduct such checks in order to determine if any of the other policies or procedures of this document have been violated by the student.

5.2. Additional Software

- Students are allowed to download additional software, applications, and programs onto their Chromebooks, beyond those originally installed on the device by SJES. However, such applications not provided by the school must first be requested by the student and approved for download by the school, as previously mentioned in section 3.5 in this document.
- Any attempt to “jailbreak” the Chromebook or change the configuration will result in immediate disciplinary action and/or loss or limitation of Chromebook privileges, as deemed necessary by the teacher or Administration.
- Any programs, applications, or software that the student downloads that are deemed inappropriate for school use are not to be downloaded or installed on the Chromebook. This includes, but is not limited to, music, games, videos, images, eBooks, and applications as previously mentioned in section 3.5 in this document. Immediate removal of material (or full reset of the device), contact with parents, and disciplinary action will take place. If a full reset of the device is deemed necessary by the school, SJES will not be responsible for lost or missing data that occurs as a result of this reset. See section 4.1 for related information about the importance of saving data periodically.

5.3. Inspection

- Students are entrusted and empowered with the responsibility of maintaining their Chromebook so that it functions well and follows the policies and procedures in this document. Therefore, inspections will NOT occur regularly.
- In rare occasions, as previously noted in section 5.1 of this document, SJES reserves the right to conduct inspections of Chromebooks if there is suspicion that any of the policies or procedures of this document have been violated by the student.
- Reasons for Chromebook inspection include but are not limited to: functionality, maintenance, serviceability, and suspicion of any violations of student responsibilities when using the Chromebook.

5.4. Procedure for Reloading Software

- If technical difficulties occur or if a device needs to be reset due to improper student use, the Chromebook may be reset and restored to its original condition. As mentioned previously in section 5.2 in this document, the school will not be responsible for lost or missing data that occurs as a result of this reset.

- Students are highly encouraged to create and maintain a backup of all Chromebook documents and work, as mentioned in more detail in section 4.1 in this document

5.5. Software Upgrades

- Upgraded versions of programs, applications, and software may become available from time to time. SJES may manage some updates remotely, but students should also periodically check for and install updates in order to ensure that all software is in working condition. This is especially important for students to do if they are prompted by the Chromebook to complete a specific upgrade.
- Chromebooks run Chrome OS (Operating Software) Web browser. OS updates are conducted automatically on the OS.

6. ADDITIONAL RESPONSIBILITIES AND EXPECTATIONS

6.1. Parent/Guardian Responsibilities

- Talk to your children about the values and standards they should follow when using the Chromebooks, both at school and at home, and when using the device to access the internet.
- Support the school in explaining to your children that the Chromebook is to be used solely as an educational tool for schoolwork. Impress upon your children the importance of following the policies and procedures outlined in this document; support the school in upholding these policies and procedures, and meting out consequences if a student violates any of these policies or procedures.
- Become active participants in the technological component of your child's education. Ask your child to show you what assignments they are working on, what sites they are accessing, and what applications they are using for educational purposes. Some resources to help you conduct these conversations with your child about internet safety, conduct, and Netiquette include:
 - NetSmartz: <https://www.netismartz.org/Parents>
 - CommonSense Media on Digital Citizenship: <https://www.commonsense.org/education/digital-citizenship>
- Ensure that your child is using the Chromebook only for school-related activities, and therefore not for personal, not school-related use. This same rule applies to any other family members or friends.
- Accept timely financial responsibility for both the initial purchase of the Chromebook, as well as any additional maintenance or replacement fees that are necessary in the event that:
 - Such costs are not covered by the device warranty
 - Such costs are not covered by the pre-paid fee to Alameda Business Machines that covers only basic repairs on the Chromebooks
 - Such costs are a result of damage or negligence to the student's device

6.2. School Responsibilities

- Provide initial educational programs, applications, and software for Chromebooks for student use in the classroom.
- Provide students with access to wireless internet, so that students use their Chromebooks to the fullest potential within the classroom.
- Provide students with cloud based storage via Google Docs (Drive) that is linked to the student's school Gmail account.
- Provide students with access to select online course materials and subscriptions that may be used in the classroom and/or at home.
- Provide internet filtering and blocking of inappropriate and non-educational materials, as able.
- Support and assistance with daily usage and troubleshooting. This includes minor support provided by the school, and facilitation of any maintenance or repairs through Alameda Business Machines (ABM) that are required in order to make the device run at optimal function.

- Conduct checks and inspections when necessary, as outlined in sections 5.1 and 5.3 in this document, in order to ensure that all devices are functioning optimally, and that all devices are being used appropriately for the safety and security of all students and the school network.
- Provide school faculty and staff with guidance to aid students in using the Chromebooks as an educational tool.

6.3. Student Responsibilities

- Use the Chromebook in a responsible and ethical manner.
- Take good care of the Chromebook so that it functions optimally and is not damaged.
- Take a proactive approach in alerting the school if the device malfunctions or is damaged, so that it can be repaired as quickly as possible.
- Notify a teacher immediately if you forget your device at home.
- Fully charge your Chrome Book at home every night, and bring it with you to school everyday.
- Regularly use cloud based storage (or another storage device) to “back up” your work.
- Always keep the “identifying sticker” on your device.
- Update applications and programs when prompted and necessary.
- Comply with checks and inspections of the device that are conducted by school personnel.
- Comply with trademark and copyright laws and all license agreements.
- Take an active approach in immediately reporting to school personnel about any websites that you unintentionally access that include inappropriate material, or any emails that you receive that contain questionable, inappropriate, or abusive language or content. You will not receive any punishment for alerting personnel to such situations where you are on the receiving end of questionable or inappropriate material that you did not seek nor elicit.
- Follow all school policies and procedures listed in this document. Accept responsibility and/or potential consequences meted out by the school for any intentional violations of any of these policies and procedures.

6.4. Prohibited Student Actions

Students are strictly prohibited from the following actions while using the Chromebook, both inside and outside of school (and SJES reserves the right to modify or add to this list at any time as needed):

- Using the Chromebook at recess time, lunchtime, or on the playground (either before, during, or after school), unless a onetime exception has been granted and prior permission has been given by school personnel.
- Illegal installation or transmission of copyrighted materials.
- Any action that violates a school policy or applicable laws.
- Sending, accessing, uploading, downloading, or distributing any offensive, intolerant, profane, threatening, obscene, or otherwise materials.
- Use of non-academic chatrooms, messaging services, or social media websites and applications.
- Visiting websites that sell intellectual property such as paper, book reports, etc.
- Use of outside data disks or external attachments via devices such as thumb drives without prior approval from the teacher or Administration.
- Changing of Chromebook settings (exceptions include minor changes to personal settings such as the background picture, font size, and screen brightness).
- Using the device to spam or send mass or inappropriate emails and/or messages.
- Using the school internet to access personal (non-school related) accounts. Examples of such accounts include but are not limited to: non-school email accounts, Facebook, Instagram, other social media sites, etc.
- Using the device to access school email in order to send casual, non-school related emails (School email accounts should only be used to send and receive emails that are related to school assignments; they should not be used for casual conversations that are unrelated to a class, homework, project, etc.).
- Gaining access to other students’ accounts, files, and/or data.

- Use the school’s internet or email accounts for financial or commercial gain, or for any illegal activity.
- Using school internet or accounts to send anonymous or misleading communications for any inappropriate or immoral purpose.
- Give any personal information over the internet, without the prior permission of either parents or school personnel, depending on the adult in charge at the location where the Chromebook is being used.
- Using the device as a tool for online bullying or harassment of any individual within or without the school community.
- Using the Chromebook for personal reasons, or allowing others to use the device for personal reasons. This is important since the Chromebook is meant to be used solely as an educational tool for school purposes only.
- Downloading any new programs or applications to the device prior to receiving clear permission from school personnel.
- Printing at school unless you’ve received clear permission from the teacher to do so.
- Using the Chromebook as a means to commit plagiarism, as this is a violation of student expectations at SJES and will result in serious punishment as deemed appropriate by the teacher or Administration, as outlined in the SJES Student-Family Handbook.
- Bypassing the SJES web filter through a web proxy, in order to access websites that are meant to be blocked at school.

6.5. Chromebook Care

Students are held responsible for maintaining their individual Chromebooks and keeping them in good working order.

- Chromebook batteries must be fully charged and ready for each school day.
- Only the “identifying sticker” and any other stickers approved by SJES school administration may be applied to the device. No other stickers, drawings, etc. should be applied to the device.
- All tools and devices related to the Chromebook (case, headphones, etc.) should be properly maintained and brought to every class along with the Chromebook.
- Chromebooks that malfunction or are damaged must be immediately reported to school personnel so that repairs can be done quickly to return the device to optimal working order. The school will be responsible for facilitating the repair of the device with ABM, although the cost may be incurred by the student and his/her family, depending upon the nature of the malfunction or damage. Chromebooks that have been damaged from student misuse, neglect, or intentional damage will be repaired with the cost being incurred by the student and his/her family. All repairs or replacements made to the Chromebook that are not covered by the device warranty or the limited pre-paid servicing fee to ABM, will automatically become costs that must be paid by the student and their family. Students/families are responsible for the entire cost of repairs to Chromebooks that are intentionally damaged or lost, or are damaged due to student misuse or neglect.
- In the event that a Chromebook is lost or stolen, students must report this occurrence to the school, and the student/family will incur the cost of purchasing a new Chromebook through the school within a timely manner. SJES also recommends reporting the theft to Alameda Police Department or the correct jurisdictional police department.

6.6. Legal Propriety

- When using the Chromebook, students are expected to follow all applicable laws at all times. This includes but is not limited to trademark and copyright laws, and license agreements.
- Plagiarism is both illegal and in violation of student expectations as outlined in the Student-Family Handbook. Students must follow all laws and school policies to avoid plagiarism. Give credit to all sources used, whether quoted or summarized. This includes all forms of media, text, graphics, websites, movies, and music.

- Use or possession of hacking software is strictly prohibited and violators will be subject to both school disciplinary action as well as legal action based on local and federal laws.

6.7. Student Discipline

If a student violates any part of the policies, procedures, or expectations outlined in this document or in the SJES Student-Family Handbook, he/she will face disciplinary action. The nature and execution of this disciplinary action will be determined by the school Administration or other school personnel who are tasked to do so.

7. REPAIRING OR REPLACING YOUR CHROMEBOOK

7.1. SJES Insurance Protection through Alameda Business Machines (ABM)

- In addition to the factory warranty, SJES has purchased a private insurance package through Alameda Business Machines (ABM). This insurance package covers each Chromebook for one school year. Parents will be required to pay a renewal fee each school year to be reenrolled in this protection plan, as long as they have a student who is in grades 5-8 who has a school-issued Chromebook. The renewal fee will be roughly \$30-40 dollars per year, although this is subject to change.
- This protection covers but is not limited to the following services:
 - Factory resets or reinstallation of OS
 - Rejoining to Chrome management license domain
 - Any repairs or replacements covered by the factory warranty (which are NOT due to damage as a result of misuse or neglect)
 - Screen repair or replacement (which is NOT due to physical damage as a result of misuse or neglect)
 - *** ABM will serve as a resource for advice for students for at home issues related to connecting the Chromebook with home printers, home wireless internet, etc. This support comes in two forms:
 - Phone support: Call ABM at 510-522-4921, ask for Kiyomi Miller, available Monday-Friday @ 9:00am-5:30pm & Saturday @ 10:00am-4:00pm
 - In person support: Go in person to ABM (recommended). Address is 2309 Santa Clara Ave, Alameda 94501.
- This protection plan does NOT cover everything, especially repairs or replacements that are a result of misuse, damage, or neglect. A list of repairs and replacements not covered by the protection plan include but are not limited to:
 - Any damages that result from misuse or neglect
 - Spilled liquids on the Chromebook
 - Broken screens due to pressure or impact

7.2. Personal Home or Homeowners Coverage

- Students or parents may wish to carry their own personal insurance to protect the Chromebook in cases of theft, loss, or damage. If interested, please consult directly with your insurance agent for details about your personal coverage of the Chromebook.

7.3. Student/Parent Liability for Costs Not Covered by Warranty or Insurance

- Covered/insured costs of repair and replacement to the Chromebook are limited. Costs that are not covered by the factory warranty, the pre-paid insurance plan through ABM, or personal insurance coverage (if applicable) will automatically be incurred by the student/family. The school is not responsible for ANY costs related to repairing or replacing the Chromebook. The school will not cover or subsidize any device repairs or replacements. ALL COSTS are covered either by warranty, insurance, or at the expense of the student/family that owns the device that needs to be repaired or replaced. Absolutely NO EXCEPTIONS will be made to this policy.

Student Pledge for Chromebook Use

1. I will take care of my Chromebook.
2. I will never leave my Chromebook unattended, and I will know where my Chromebook is at all times.
3. I will never use my Chromebook for personal, non-educational purposes.
4. I will never loan out my Chromebook to other individuals.
5. I will fully charge my Chromebook's battery at home every night.
6. I will bring my Chromebook to school every day.
7. I will keep food and beverages away from my Chromebook since they may cause damage to the device.
8. I will not disassemble or any part of my Chromebook or attempt any repairs myself.
9. I will protect my Chromebook by only carrying it around school in its protective carrying case.
10. I will use my Chromebook in ways that are appropriate and follow the rules in the *Chromebook Policy, Procedures, and Information* packet, the St. Joseph Elementary School Student-Family Handbook, and the Responsible Use Policy (R.U.P.). I will do this when using my Chromebook both at school and at home.
11. I will ensure that the "identifying sticker" stays intact and on my Chromebook at all times.
12. I will not place any stickers, doodles, decorations, etc. on my Chromebook.
13. I understand that school personnel may conduct checks or inspections if they deem necessary.
14. I will be proactive and responsible digital citizen when using my Chromebook.
15. I understand that my parents and I are responsible for all loss or damage caused by misuse or neglect of my Chromebook.
16. I understand that I may receive disciplinary consequences if I violate any of the school policies or procedures while using my Chromebook at school and at home.

Parent/Guardian Pledge for Chromebook Use

1. I/we understand that Chromebooks purchased through SJES are intended solely for educational use, and that students are not permitted to use the Chromebook for personal purposes or to download any applications that are not previously authorized by their teachers or approved by SJES Administration.
2. I/we understand and agree to my/our responsibilities with respect to the care and maintenance of the Chromebook, including my/our financial obligations in this area.
3. I/we understand the terms and conditions of the SJES Insurance Protection Plan through Alameda Business Machines as they relate to what is and is not covered under this plan for any repairs or replacements made to the Chromebook.
4. I/we understand that students may take their Chromebook home in the evenings for school related use and to charge the device.
5. I/we understand that all students are expected to bring their fully-charged Chromebook with them to school every day.
6. I/we understand that my child or I must report any problems or damage to the Chromebook to school personnel in a timely manner, so that proper repairs or replacements can be made.
7. I/we understand that St. Joseph Elementary School and its personnel reserve the right to conduct unannounced checks and inspections of any student Chromebook at any time.
8. I/we understand that the use of Chromebooks both inside and outside of school will be governed by all terms and conditions of both the SJES *Chromebook Policy, Procedures, and Information* packet and the SJES *Student-Family Handbook*.

Signature Verifications for Proof of Understanding of the SJES *Chromebook Policy, Procedures, and Information*

*Please detach this form and return it to your Homeroom teacher by Thursday, 8/24/17. Maintain the rest of the packet for your records.

Student Signature

I, _____, agree that I have read St. Joseph Elementary School's *Chromebook Policies, Procedures, and Information* packet in its entirety. I understand all of the policies, procedures, and expectations outlined in this document. If necessary, I have asked a parent, teacher, or school administrator to explain any policies or procedures about which I needed clarification. I have also read my assigned pledge (*Student Pledge for Chromebook Use*). By signing my name below, I agree that I will follow all policies and procedures outlined in both the *Chromebook Policy, Procedures, and Information* and the *Student Pledge for Chromebook Use*. I understand that failure to follow any of these policies, procedures, or expectations may result in disciplinary action at the discretion of school personnel and administration.

Student Name (please print): _____ Grade: _____

Student Signature: _____ Date: _____

Parent Signature

I, _____, agree that I have read St. Joseph Elementary School's *Chromebook Policies, Procedures, and Information* packet in its entirety. I understand all of the policies, procedures, and expectations outlined in this document. If necessary, I have asked a school administrator to explain any policies or procedures about which I needed clarification. I have also read my assigned pledge (*Parent Pledge for Chromebook Use*). By signing my name below, I agree that I will follow all policies and procedures outlined in both the *Chromebook Policy, Procedures, and Information* and the *Parent Pledge for Chromebook Use*. I understand my responsibility in helping to ensure that my child uses his/her Chromebook responsibly and follows all school rules surrounding the use of this device for educational purposes. I understand that failure to follow any of these policies, procedures, or expectations may result in my child receiving disciplinary action at the discretion of school personnel and administration. I also understand my financial responsibilities related to purchasing, repairing, and replacing my child's Chromebook.

Parent Name (please print): _____

Parent Signature: _____ Date: _____