



**Chromebook Policy Agreement  
(8<sup>th</sup>-12<sup>th</sup> Only)**

The focus of the Chromebook program at Patriot Preparatory Academy (PPA) is to provide tools and resources to our students. The individual use of Chromebook is intended to empower students to maximize their potential and prepare them for college and beyond. This Policy applies to all Chromebooks used at PPA.

**1. Chromebook Distribution and Care**

**1.1 Issue and Return of Chromebooks.** Chromebooks will be distributed each fall during “Chromebook Orientation.” Parents and students must sign and return this Chromebook Acceptable Use & Damage Policy before the Chromebook can be issued to the student. Chromebooks and accessories must be returned to the PPA office during the final week of school in the spring so they can be checked for serviceability. Students who withdraw, are suspended or expelled, or terminate enrollment at PPA for any other reason must return their individual school Chromebook on the date of termination. If a student fails to return the Chromebook at the end of the school year or upon termination of enrollment at PPA, that student will pay the replacement cost of the Chromebook, which is \$325.00. Failure to return or pay for the replacement cost of such Chromebook will result in a theft report being filed with the Franklin County Sheriff. Student records will not be released until all applicable fees are paid.

**1.2 Care and Maintenance.** Students are responsible for the general care of the Chromebook they have been issued by PPA. Chromebooks that are broken or fail to work properly must be taken to an administrator at PPA for evaluation. By signing below, students and parents acknowledge that they have received, read, and agree to comply with the “*Instructions for Chromebook Care and Maintenance*” attached to this Policy, which are incorporated herein by this reference.

**2. Use of Chromebook**

**2.1 Use of Chromebook at School/Home.** Chromebooks are intended for use at school each day. Students are required to bring their Chromebook to all classes, unless instructed otherwise by their teacher. If students leave their Chromebooks at home, they are responsible for getting the course work completed as if they had their Chromebook present. If a student repeatedly leaves their Chromebook at home, their Chromebook privileges may be suspended or revoked. Students are required to use their Chromebook at home for their digital textbook, coursework, and projects. Students will need access to their home internet or public internet on their Chromebooks.

**2.3 Acceptable Use.** By signing below, students and parents acknowledge that they have received, read, and agree to comply with the “*Standards of Acceptable Use of Chromebooks*” attached to this Policy, which are incorporated herein by this reference. Failure to comply may, in the sole and absolute discretion of PPA, result in disciplinary action, criminal prosecution, or civil liability.

**2.4 Privacy.** Regular inspection of student Chromebooks will occur to determine compliance with this Policy. Students have no expectation of privacy on the device.

**3. Repairing or Replacing the Chromebook.**

**3.1 Insurance/Fee for Damage.** PPA has purchased insurance protection for students and parents to cover Chromebook repair in the event of accidental damage. There is a \$50 deductible for the first and second claims/occurrences of damage or destruction, which will be billed to and paid by students/parents. After the second claim/occurrence of damage or destruction, parents and students will be responsible for the full cost of replacement of the Chromebook, which is \$325.00. For example, if a student damages his/her Chromebook 3 times over the course of a school year (i.e. broken/cracked screen), the student/parents will pay \$50.00 each time for the first two claims/occurrences, and \$325.00 the third time.



### *Instructions for Chromebook Care and Maintenance*

**1. Charging Your Chromebook's Battery.** Chromebooks must be brought to school each day with at least a 95% charge. Chromebooks should be charged at home overnight each night to ensure sufficient battery life to get through a school day.

**2. Screen Care.** 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 close your Chromebook with anything extra in the bag (ie. earbuds)**
- 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 place anything in the carrying case that will press against the cover.
- Clean the screen with a soft, dry cloth or anti-static cloth.
- Do not "bump" the Chromebook against lockers, walls, car doors, floors, etc. as it will eventually break the screen.

**3. General Precautions.**

- The Chromebook is school property and all users will follow this policy and the acceptable use policy for technology.
- Only use a clean, soft cloth to clean the screen; no cleansers of any type are allowed.
- Cords and cables must be inserted carefully into the Chromebook to prevent damage.
- Chromebooks and cases must remain free of any writing, drawing, stickers, or labels that are not the property of PPA.
- Chromebooks must never be left in an unlocked locker, unlocked car or any unsupervised area.
- Students are responsible for keeping their Chromebook's battery charged for school each day.
- Students must keep their Chromebook in the issued bag at all times.



***Standards of Acceptable Use of Chromebooks  
(8<sup>th</sup>-12<sup>th</sup> Grade Only)***

The use of PPA's technology resources is a privilege, not a right. The privilege of using the technology resources provided by PPA is not transferable or extendible by students to people or groups outside the school and terminates when a student is no longer enrolled in PPA. This policy is provided to make all users aware of the responsibilities associated with efficient, ethical, and lawful use of technology resources. If a person violates any of the standards, terms, or conditions named in this policy, privileges may be terminated, access to the school technology resources may be denied, and the appropriate disciplinary action shall be applied.

Violations may result in disciplinary action up to and including suspension/expulsion for student. When applicable, law enforcement agencies may be involved.

- 1. Parent/Guardian Responsibilities.** Talk to your children about values and the standards that your children should follow on the use of the Internet just as you do on the use of all media information sources such as television, telephones, movies, and radio.
- 2. Student Responsibilities.** Students are responsible for:
  - Using Chromebooks in a responsible and ethical manner.
  - Obeying general school rules concerning behavior and communication that apply to Chromebook use.
  - Using all technology resources in an appropriate manner so as to not damage school equipment.
  - This "damage" includes, but is not limited to, the loss of data resulting from delays, non-deliveries, misdeliveries or service interruptions caused by the students own negligence, errors or omissions.
  - Helping PPA protect our computer system/device by contacting an administrator about any security problems they may encounter.
  - Monitoring all activity on their account(s).
  - Turning off and securing their Chromebook after they are done working to protect their work and information.
  - Forwarding any e-mail they receive containing inappropriate or abusive language or if the subject matter is questionable to the administration.
- 3. Screensavers/Background Photos.** Inappropriate media may not be used as a screensaver or background photo. Presence of guns, weapons, pornographic materials, inappropriate language or clothing, alcohol, drug, gang related symbols or pictures will result in disciplinary actions.



**4. Sound, Music, Apps.**

- Sound must be muted at all times unless permission is obtained from the teacher for instructional purposes.
- Music is allowed on the Chromebook. Earbuds/Headphones are not allowed except with teacher approval during work time in class.
- All apps installed on the Chromebook are subject to administrative approval. Loading inappropriate apps will result in disciplinary action.

**5. Prohibited Activities.** The following activities are strictly prohibited:

- Allowing another student, family member, or friends to use your Chromebook.
- Having your Chromebook in the café during lunch time in the 6<sup>th</sup>-8<sup>th</sup> grade.
- Illegal installation or transmission of copyrighted materials.
- Any action that violates existing Board policy or public law.
- Sending, accessing, uploading, downloading, or distributing offensive, profane, threatening, pornographic, obscene, or sexually explicit materials.
- Pictures, video, and audio recordings of any student or staff member without prior consent.
- Inappropriate or unsolicited pictures, video, and audio recordings of any student or staff member at any time in locker rooms or restrooms.
- Spamming-Sending mass or inappropriate emails.
- Gaining access to other student's accounts, files, and/or data.
- Use of the school's Internet/E-mail accounts for financial or commercial gain or for any illegal activity.
- Use of anonymous and/or false communications through messenger services.
- Participation in credit card fraud, electronic forgery or other forms of illegal behavior.
- Vandalism (any malicious attempt to harm or destroy hardware, software or data, including, but not limited to the uploading or creation of viruses or programs that can infiltrate systems and/or damage components of school equipment will not be allowed.
- Transmission or accessing materials that are obscene, offensive, threatening or otherwise intended to harass or demean recipients.
- Bypassing web filter through a web proxy or proxy app.
- Jailbreaking or removing any of the required apps, restrictions, or monitoring services the district has placed on the device.
- Installing another Internet browser on the device.
- Installing blacklisted apps on the device.
- During the school day, the use of chat apps, video games, movies, music or other apps not approved by the teacher for school use.