

St. Teresa High School

Chromebook Guide & Usage Agreement 2025-26

The policies, procedures, and information within this document apply to all Chromebooks and other technology-able devices used at St. Teresa High School.

Program

Students enrolled at St. Teresa High School will be issued Chromebooks for use at school and at home. This document provides students and their parents/guardians with information about taking care of the equipment and using it to complete assignments.

Students and parents are reminded that use of any technology at school is a privilege and not a right. Everything done on any school owned computer, network, or electronic communication device may be monitored by school authorities.

Inappropriate use of any technology at school will result in disciplinary consequences.

GENERAL INFORMATION

What is a Chromebook?

A Chromebook is an inexpensive lightweight personal computer. Chromebooks run the Chrome OS, are designed to be used while connected to the Internet, and support the use of Google Apps for Education.

Receiving Your Chromebook

- Chromebooks will be distributed during selected dates in August and early September.
- Parents and students must sign a Chromebook Agreement.
- Chromebooks will be labeled in a manner specified by St. Teresa High School; this will include the serial number. **Labels are not to be removed or destroyed.**
- The Chromebook and school-issued email account are property of St. Teresa High School and as a result are subject to inspection at any time.
- The student should have NO expectation of privacy of materials found on a Chromebook or school supplied or supported email service.

Returning Your Chromebook

- Chromebooks and accessories owned by St. Teresa High School will be returned during the final two weeks of school. Chromebooks will be checked for service at this time.

- If a student transfers or his/her enrollment is terminated, Chromebooks must be returned immediately to St. Teresa High School. Failure to return the Chromebook may result in a delayed release of student records.
- Students will be required to turn in Chromebooks prior to the end of school. Returning students will be issued the same Chromebook for the following year. All items included when disbursed, including but not limited to carrying cases, carrying straps, power cords, etc., will be required to be returned undamaged.

Fines Related to a Chromebook

- Chromebooks, AC charger will be turned in to the technology support staff, when requested, in satisfactory condition. Chromebooks will be inspected for damage. In the case of abuse, neglect, or intentional damage, the student/parent/guardian will be charged a fee for needed repairs, not to exceed the replacement cost of the Chromebook. The St. Teresa High School Administration will make the final determination of any fees assessed.
- If a student fails to return the Chromebook, the student/parent/guardian will pay the replacement cost of the Chromebook, or, if applicable, any insurance deductible.

TAKING CARE OF YOUR CHROMEBOOK

Students are responsible for the general care of the Chromebook they have been issued by St. Teresa High School. Chromebooks that are broken or fail to work properly must be given to the technology support staff for an evaluation of the equipment. Care must be taken to protect the screen. Students are responsible for any action or anything viewed on their assigned Chromebook. Students are also responsible for any action or anything viewed with their assigned login. Chromebooks are the property of St. Teresa High School and all users will follow procedures of the St. Teresa High School Acceptable Use Policy.

General Precautions

- Avoid using sharp objects on the Chromebook.
- Avoid using liquids around the Chromebook. Only clean the Chromebook with a soft, lint-free cloth.
- Do not try to repair a Chromebook yourself. Do not contact Dell for repairs. Please report any problem to the technology/library support staff.
- Do not attempt to change the operating system of the device.
- Do not pick up a Chromebook by its screen.
- Carefully plug cords into the Chromebook.
- Chromebooks should never be left in an unlocked locker, in a car, or in any unsupervised area. Exposing the Chromebook to extreme heat, humidity, or cold

will damage the device. Store the Chromebook in a dry area. Do not leave a Chromebook unattended on the floor or hallway area.

- Avoid any type of pressure on the screen.
- Chromebooks should be fully charged each school day.
- Do not lend your Chromebook to another student.

Carrying Chromebooks

- Do not pick up a Chromebook by its screen.
- Chromebooks will be closed during transport from one class to another to prevent damage.

Screen Care

- Only use a soft lint-free cloth to clean the Chromebook screen.
- Do not use window cleaners, household cleaners, aerosol sprays, solvents, alcohol, ammonia, or abrasives to clean the Chromebook or screen.

USING YOUR CHROMEBOOK AT SCHOOL

The Chromebook is intended for use during the school day. Students are required to bring the Chromebook to each class every school day unless instructed to do otherwise.

Chromebooks Left at Home

If a student leaves a Chromebook at home, he/she may check-out a loaner device. Only a set number of loaner devices are available each day. If a loaner device is not available, all student work is still expected to be completed. Teachers may choose to give an alternative assignment if a student is unable to use a Chromebook for a period of time.

Chromebook Undergoing Repair

In the case of a repair, a set number of loaner Chromebooks will be available to check-out. Students will sign a Loaner Agreement. Only a small number of Chromebooks are set aside for this purpose. There is no guarantee that a loaner will be available. In the case of damage due to neglect or abuse, a loaner device may not be permitted. A loaner fee of \$30 will be assessed for the use of a loaner due to damages.

Charging Your Chromebook's Battery

- Students are responsible for making sure their Chromebooks are fully charged each school day.
- Repeated violations of this charging procedure (for a minimum of 3 days) will result in students being required to "checkout" their Chromebook from the technology support staff every day for 3 weeks. In these cases, students will not

be allowed to use their school issued Chromebook or take the device home during the 3 week period.

- In the case where the battery does run down, students may be able to charge their device in a classroom.

Photo Library/Screensavers/Background Photos

Personalized backgrounds and screensavers are permitted, however inappropriate or provocative images including but not limited to pornographic images, guns, weapons, inappropriate language, threatening language, drug, alcohol, or gang related images are not permitted and will result in disciplinary action.

Sound, Music, Games, or Programs

- Sound must be muted at all times on the device unless a teacher would give permission.
- Students at St. Teresa High School are encouraged to purchase their own headsets/earbuds. Headphones with microphones are encouraged as well.
- Listening to music on the Chromebook is only allowed with permission from a teacher. Software and apps will be provided by St. Teresa High school. Data will be stored through different apps on the Chromebook such as Google Drive.
- Internet games that are not assigned by the classroom teacher are prohibited.

Legal Propriety

- Comply with all trademark and copyright laws and all license agreements. If you are unsure of these laws, please refer to technology support staff.
- Plagiarism is a violation of St. Teresa High School rules. Give credit to all sources used, whether quoted or summarized. This includes all forms of media.
- Use or possession of hacking software is strictly prohibited and violators may be subject to disciplinary action. Violation of applicable state or federal law may result in criminal prosecution.

Printing

Students will be able to print directly from their Chromebooks at school. Students will also have the opportunity to print from other computers at school.

Home Internet Access

St. Teresa High School will install Internet filtering on the school network that meets the federally regulated Child Internet Protection Act. Although the school does make every effort to block inappropriate material on school systems, it's important for parents/guardians to monitor activity on their child's electronic devices and understand that nothing is foolproof. We recommend that parents/guardians take an active role to

view what content students are viewing on Chromebooks outside the classroom setting. Students removing filtering software and/or bypassing filtering (proxy redirectors, etc.) will be disciplined in accordance with the School Acceptable Use Policy and Parent/Student Handbook. Each student is responsible for the content viewed on their Chromebook.

Using the Chromebook Camera

Chromebooks are equipped with a camera and recording device. Before posting any picture or video online, ask permission of any individuals appearing in the media. Cameras may never be used in a locker room or restroom per state statute or for taking inappropriate photos and/or videos.

MANAGING YOUR FILES AND SAVING YOUR WORK

Saving to the Chromebook

Student files are stored in the cloud. All work is automatically backed up to the cloud, Google Drive, when connected to the Internet.

Network Connectivity

St. Teresa High School makes no guarantee that the school's network will be up and running 100% of the time. In the rare case that the network is down, the school will not be responsible for lost or missing data. Students are strongly encouraged to back-up their work to Google Drive.

SOFTWARE ON CHROMEBOOKS

Originally Installed Software

- Software and apps installed by St. Teresa High School must remain on the Chromebook at all times.
- Any attempt to jailbreak the Chromebook will result in disciplinary action.

Inspection

Chromebooks may be selected at random for inspection. Reasons may include maintenance, serviceability, and various violations of the District Acceptable Use Policy when using the device.

REPAIRING OR REPLACING YOUR CHROMEBOOK

School District Insurance Protection

- St. Teresa High School assumes responsibility for Chromebook repairs or replacement due to normal or typical daily use.
- The school will provide students with instructions regarding the procedures for handling requested repairs.

- School/QNS technology staff will provide repair and replacement services and will notify the student when the Chromebook is again available for use.
- Do not attempt to repair the Chromebook yourself.
- Do not take the device to a third party for services.

Personal Home or Homeowners Coverage

Lost, damaged, or stolen Chromebooks in the care, custody, and control of a student may be covered by the homeowners'/renters' policy of the parent. Most homeowner/renter policies will provide some limit of coverage for the "damage to the property of others" under the comprehensive personal liability coverage part of the policy and is not normally subject to any deductible. Please consult your insurance agent for details about your homeowners'/renters' coverage or a personal articles policy.

Incidental Damage

In the case of damage to a Chromebook or device accessory, the student/parent/guardian will be charged a fee for needed repairs, not to exceed the replacement cost of the Chromebook. The St. Teresa High School Administration will make the final determination of any fees assessed.

Claims

All insurance claims must be reported to St. Teresa High School Administration. In cases of theft, vandalism, or other acts covered by insurance, the student/parent/guardian must file a report with the Principal's Office before a Chromebook can be repaired or replaced.

Failure to report a lost or stolen Chromebook in a timely manner may result in a request for compensation for the replacement cost of the Chromebook.

Student Discipline

If a student exhibits a pattern of negligence, the Technology Support Staff will report the student to the administration for discipline in accordance with the Acceptable Use Policy and Parent/Student Handbook. The student and/or his/her parents/guardians will be held responsible for the full cost to replace or repair a damaged Chromebook.

St. Teresa High School Chromebook Agreement - Summary

St. Teresa High School will provide a Google Chromebook to all enrolled students. By accepting the Chromebook, the student and parents/guardians understand and agree to:

- Adhere to St. Teresa High School rules and regulations governing the use of St. Teresa High School computers and network and will comply with all applicable copyright and other regulations regarding the use of the device.
- Will not sell, lease, or otherwise grant anyone rights to the computer and/or peripheral devices.
- Provide reasonable care and maintenance of the Chromebook.
- Will not remove any factory or school label from the machine or charger. Chargers returned at the end of the school year without labels will not be credited to the students' account.

If the Chromebook is damaged in any way, the student and/or his/her parents/guardians will be held responsible for the repairs. Any needed repairs will be addressed on a first come first served basis with the Technology Support Staff. The Technology Support Staff will provide:

- Loaner devices while inoperable devices are being repaired (fees apply)
- Replacement devices for lost or stolen Chromebooks (fees apply)
- If a student exhibits a pattern of negligence, the Technology Support Staff will report the student to the administration for discipline in accordance with the Acceptable Use Policy and Parent/Student Handbook. The student and/or his/her parents/guardians will be held responsible for the full cost to replace or repair a damaged Chromebook. In case of theft, the student is responsible to promptly contact the local authorities and file the appropriate police report. Should the theft take place on the St. Teresa campus, the student should immediately contact the office and file a theft report.