



## Student Chromebook Contract

The use of school-supplied Chromebooks at Notre Dame Academy is a privilege that comes with responsibility. Remember, the device is at all times property of Notre Dame Academy, not a student's personal device. If students notice that something is wrong with the device, they are expected to report to a teacher immediately. Your technology equipment is an important learning tool and is to be used for educational purposes only. In order to take your technology equipment home each day, you must be willing to accept the following responsibilities.

1. Students must bring their Chromebook to school every day and make sure it is fully charged.
2. Students must treat their device with care and never leave it in an unsecured location.
3. NO stickers are to be put on the device or case. A cleaning charge will be assessed to remove them. (\$20 – cleaning fee)
4. Families will be financially responsible for the repair or replacement of lost, abused hardware or cases. (eg. Power cords) (\$15 – charger / \$35 - case)
5. Students must keep their Chromebook in their possession or in their backpack when not in use.
6. Students may not allow other students to borrow or use their Chromebook at any time.
7. Students must keep their device clean and should only touch the screen with a finger or stylus pen. No food or drinks allowed around the devices.
8. Do not place books or other items on top of the device. Make sure nothing is between the screen and keyboard when the Chromebook is shut.
9. Students should not personalize their devices in any way. This includes backgrounds, name icons, decals, screensavers, and downloading any software, application or short cuts that have not been explicitly allowed by the IT Administrator.
10. Students should never share their account passwords with others, unless requested by an IT administrator.
11. Students will not take photos or record video of any persons unless they have the specific consent of a teacher and all persons in the photo or video.
12. Only use the device for school work. You must sign into your school issued Google education account. No other accounts (Google or otherwise) may be accessed on the school-issued Chromebooks at any time.
13. Student email is provided by the school and Notre Dame Academy reserves the right to monitor, and/or review all use of its email system, and users should not have any expectation of privacy in any electronic message created, sent, or received on the "notredamebuffalo.org" email system. School email is for school purposes only and should not be used to sign up for subscriptions or any social media sites.
14. At school, students are to use the school email accounts provided. All communication using email and comments on another's work is expected to be business professional. Students should



maintain high integrity with regard to e-mail content such as using appropriate language that is not abusive, offensive, or profane. Do not send mass emails, chain letters, or spam.

15. Notre Dame Academy reserves the right to do periodic checks and/or review of Internet site visits.
16. Students are required to follow all copyright laws around all media including text, images, programs, music, and video. Downloading, sharing, and posting online illegally obtained media is against Notre Dame Academy's Use of Technology policy.
17. Please review the Technology and Acceptable Use Policy found in Notre Dame Academy's Parent-Student Handbook.
18. Students found fooling around with their Chromebooks or damaging them will have to spend time volunteering to help maintain the technology at NDA.

Chronic misbehavior and violation of the terms and conditions outlined above could lead to a student losing technology privileges, including possession of their school-issued Chromebook. A student's Chromebook may be "suspended" or "revoked" at any time for violation of this contract.

By signing below I acknowledge that I have read and fully understand the expectations outlined in this contract and I agree to all terms and conditions associated with the issuance of the school owned Chromebook.

Received Charger: \_\_\_\_\_

Student Name (printed): \_\_\_\_\_

Student Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Parent Signature: \_\_\_\_\_