



Trinity Lutheran Church & School

Red Bud (Prairie), Illinois 62278

SCOTT HOJNACKI
Pastor
(618) 282-2882
trinitypastor@htc.net

DR. ROBIN BOOTH
Principal
(618) 282-2881
office@trinityredbud.com

Chromebook Student User Agreement And Parent Permission Form

The policies, procedures, and information within this document apply to all chromebooks used at Trinity Lutheran School by students, staff, or guests including any other device considered by the Administration to fall under this policy.

Teachers may set additional requirements for chromebook use in their classroom.

Chromebook Loan

The chromebooks are owned and maintained by Trinity Lutheran School. Your use is limited to and conditional upon your full and complete compliance with this chromebook Student User Agreement and Parent Permission Form.

Financial Responsibility for Loss

If the chromebook is lost or stolen, the student's parent or guardian is responsible for the cost of replacement. You must pay all fees promptly. Loss by theft must be reported to Trinity by the next school day after the occurrence.

Insurance

Parents may add insurance coverage for accidental damages, such as theft, fire, or flood, from your insurance company (personal articles policy). Your homeowner's insurance may cover the chromebooks, but it may be subject to a deductible amount. The chromebook comes with a manufacturer's 1 year warranty. The machine must be produced to the school in order to be eligible for warranty coverage and to be repaired.

Chromebook Care

Students are responsible for the general care of the chromebook they have been issued by the school. Chromebooks that are broken or fail to work properly should be promptly reported your child's teacher. Loaner devices may be issued to students when they turn their chromebooks in for repair. Students are also responsible for the care of the loaner while in their possession.

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School Use

Chromebooks are intended for use at school each day. Students are responsible for bringing their chromebooks to school.

Using your Chromebook Outside of School

Students are encouraged to use their chromebooks at home and other locations outside of school. A wireless Internet connection will be required for the majority of chromebook use; however, some applications can be used while not connected to the internet.

Social Networking

Trinity realizes that many students have access to the internet outside of school. Students are reminded that regardless of where their posting originates, any text, photographs, or videos that they put on these sites which would be derogatory to the school or the school community, or threaten, demean, or bully students or faculty is prohibited.

Operating System

Students may not use or install any operating system on their chromebook other than the current version of Chrome OS that is supported and managed by Trinity Lutheran School. The chromebook operating system, Chrome OS, updates itself automatically. Students do not need to manually update their chromebooks.

Privacy

Students have no expectation of confidentiality or privacy with respect to any usage of a chromebook. The school may, without prior notice or consent, log, supervise, access, view, monitor, and record use of issued chromebooks at any time for any reason related to the operation of the district. By using a chromebook, students agree to such access, monitoring, and recording of their use. Faculty and administration may use monitoring software that allows them to view the activity on student chromebooks.

E-mail messages sent from/to students of Trinity are the property of Trinity. Trinity retains the right to scan and monitor student email use. All Trinity students must sign and accept this policy before they are given access to Trinity's Google domain.

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Term of Agreement

Your right to use and possess the chromebook terminates no later than the last day of the school year, unless terminated earlier by Trinity Lutheran School.

Charging Batteries

Chromebooks should be brought to school each day in a fully-charged condition. You need to charge your chromebooks each evening. In cases where use of the chromebook has exceeded battery life during the course of the day, you will be able to connect your computer to a charging station located throughout the school.

Storing Your Chromebooks

You will be provided with a school issued case. Chromebooks must be in a case when moving from one area of the building to another and when taking your chromebook to/from home.

Managing Your Files and Saving Your Work

The majority of student work will be stored in Internet/cloud-based applications and can be accessed from any computer with an Internet connection. Students should always remember to save frequently when working on digital media. The school will not be responsible for the loss of any student work.

Repossession

If you do not timely and fully comply with all terms of this Chromebook Use Agreement, including the timely return of the chromebook, Trinity Lutheran School shall be entitled to direct you to return the chromebook, or come to your place of residence or other location of the device to take possession of the chromebook. Failure to return the chromebook may subject the student to discipline and will make the parent/guardian liable for the replacement cost of the chromebook.

Loaning or Borrowing Chromebooks

The student will not lend their chromebook to another student, borrow a chromebook from another student, and will not share their password with another student. Access to another student's account or chromebook is strictly prohibited and is considered hacking and is unacceptable.

Illegal Downloading

Illegal downloading and distribution of copyrighted works are serious offenses that carry with them the risk of substantial monetary damages and, in some cases, criminal prosecution. Copyright infringement could lead to limitation or suspension of Trinity Lutheran Schools internet services. The

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student's chromebook will be confiscated if the student is found with illegally downloaded or distributed files on his or her issued device.

Chromebook Repairs & Pricing

- Accidental Damage Repair/Deductible Charges
 - \$75 or cost of actual repair, whichever is less

- Estimated Replacement Costs (lost, stolen, or unrepairable due to negligence)
 - Case - \$15
 - Charger - \$ 42
 - Cracked or damaged screen - \$150
 - Total Device Loss/Unrepairable (with or without charger) - \$ 200

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Chromebook Student User Agreement and Parent Permission Form

As a user of Trinity Lutheran School computer network and recipient of a chromebook, I acknowledge receipt of and hereby agree to comply with the Chromebook Student User Agreement and with the Acceptable Use Policy/Internet Protection Act contained in Trinity Lutheran School's Parent/Student Handbook.

Student Name (PRINT) _____

Student Signature _____ Date _____

Parent Permission Form

By signing below as the parent or legal guardian of the student signing above, I agree to the student being issued a chromebook under the terms in this agreement, and I assume financial responsibility for loss of or damage to the chromebook per this agreement. I grant permission for the student named to access networked computer services and school computer hardware.

I acknowledge receipt of and hereby agree to comply with Trinity Lutheran Schools Chromebook Student User Agreement and with the Acceptable Use Policy/Internet Protection Act contained in Trinity Lutheran School Parent/Student Handbook.

I understand that some materials on the Internet may be objectionable, and I understand and accept the risk that the student may access objectionable material. I accept responsibility for guidance of the student's Internet use -- setting and conveying the school's and my own standards, procedures and rules when selecting, sharing, or exploring information and media.

Parent/Guardian Name (PRINT) _____

Parent/Guardian Signature _____ Date _____

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