



## **Chromebook Agreement and Information**

The purpose of the Chromebook program at the Christian International School of Prague (CISP) is to provide 21st century tools and resources that will equip our students to impact the world for Christ. Having a 1 to 1 device program gives students access to learn anywhere, anytime -- both in class and at home.

We believe it is our responsibility to assist our families in teaching students how to use these tools well. As we navigate through this school year, we will be governed by three questions that will help CISP assess how well it is performing this function: Does this tool enhance learning? Does this tool enhance the interaction between the student and teacher? And finally, does this tool teach students to use technology effectively and redemptively?

This device is provided for the purpose of supporting the educational mission of CISP. It is our desire that it enhances resource sharing, innovation, research, creativity, communication, increased productivity and mobile learning.

The CISP reserves the right to confiscate and search a student's device to ensure compliance with the school's **Acceptable Use Policy**. Students in breach of the Acceptable Use Computer Policy may be subject to but not limited to: disciplinary action, overnight confiscation, removal of content or referral to external agencies in the event of illegal activity. In the event of disciplinary action, completion of all class work remains the responsibility of the student.

### **OWNERSHIP**

The Chromebook is the property of the Christian International School of Prague. It has been configured specifically for school use. As such, each student will be assigned a school device regardless of whether or not they own one already.

As property of the CISP, Chromebooks and all assigned peripherals must be returned in the same condition in which they were received after completion of the student's last exam. Deep scratches, cracks, or dents are considered damage, and a damage claim must be filed with Business Manager or Librarian. All damages deemed outside of normal usage will be billed to the student for repair or replacement. Any lost device will be billed at the current replacement cost to the student. Grades and transcripts will be held until all CISP devices are satisfactorily returned. In the event a student leaves CISP before the end of the school year, the device must be returned, in good condition, before a final transcript will be provided.

### **GENERAL GUIDELINES**

- Use caution when attaching cords, cables, USB devices, etc. so as not to damage the connections.
- The device screens are glass and are subject to cracking and breaking if misused. Never drop or place heavy objects (books, laptops, etc.) on top of any of the devices.
- Do not subject the devices to extreme heat or cold (do not store in vehicles).
- Keep the device clean and free of stickers, writing, skins, or any other personal branding.

- Make reasonable efforts to minimize the possibility of theft: never leave the device in an unsupervised area, an unlocked locker, etc.
- Avoid situations that may damage the devices such as stacking items on it, putting it in a backpack where it may be stepped on, slinging it across the room, dropping it from stairs, etc.
- Clean the screen with a lint free cloth (papír nepouštějící vlákna). Microfiber cloths or camera lens cleaners work well.
- Chromebooks and school-provided accessories such as chargers must be turned in during the last week of school. If a student does not finish the school year, the device and accessories must be returned immediately or the Chromebook may be reported as stolen.

## **CHROMEBOOKS AT SCHOOL**

- CISP has invested in wireless access points to provide resilient access throughout the school.
- Every student will be issued a Google Gmail Account that is owned by the school. These managed accounts are part of the Google G Suite for Education . Google G Suite allows the school to provide educational tools that benefit the student. CISP reserves the right to monitor any activity on any device issued by the school.
  - Teachers may request additional apps to be loaded on the Chromebook for academic purposes. Students may not load apps on the device at any time without teacher or IT administrative supervision and approval.
  - Chromebooks are intended to be used at school each day. Students must be responsible to bring their Chromebooks to all classes, unless specifically instructed not to by the teacher.
  - If a Chromebook is left at home, the student is responsible for getting the class work completed as if the Chromebook had been present, and will be graded according to the same requirements. Additional Chromebooks are not available for those who have already had devices checked out to them.
  - Chromebooks must be brought to school each day fully charged. Students need to charge their Chromebooks each evening.
  - Technical difficulty or device malfunction is not an acceptable excuse for late or missing assignments. Students should use due diligence to ensure that their work is in the proper format, in the proper location and is backed up.
  - Chromebooks belonging to other students are not to be tampered with in any manner. If so, financial consequences may be applied.
  - Students must ask permission *prior* to printing from their Chromebooks at school. One of the benefits of the Chromebooks is the decreased need to print copies, thus saving paper.

## **UNACCEPTABLE USE**

- 'jailbreaking' is strictly prohibited and will result a fine of 8 000 CZK and loss of Chromebook privileges.
- All material on the Chromebooks must adhere to the CISP Acceptable Use Computer Policy. Students are not allowed to send, access, upload, download, or distribute offensive, threatening, pornographic, obscene, or sexually explicit materials.
- Students are not allowed to use their personal accounts on school Chromebooks.
- Each Chromebook has a school profile installed on it. This profile allows CISP to monitor the Chromebook and place certain restrictions on the device. The removal of this profile will be considered a discipline issue and will be handled as such.
- Students must use good judgment when using the Chromebook camera. The student agrees that the camera will not be used to take inappropriate, illicit, or sexually explicit photographs or videos, nor will it be used to embarrass anyone in any way. Any use of the

Chromebook camera in bathrooms or locker rooms, regardless of intent is strictly prohibited. A violation in this manner will be treated as a serious disciplinary offense.

- Use of the camera and microphone are strictly prohibited in the classroom unless permission is given in advance by the teacher.
- Inappropriate media may not be used as a screensaver or background photo. The presence of pornographic materials, inappropriate language, alcohol, drug or gang related symbols or pictures will result in disciplinary actions.

### **DAMAGE - THEFT - LOSS**

- Each student is responsible for the care of their individual Chromebook and issued peripherals. If a Chromebook is not working properly, is damaged, lost, or stolen, the student should report this immediately to the IT administrator.
- These devices have a warranty against defects in materials and workmanship when used normally in accordance with Google and CISP published guidelines. The student will be charged the full cost for any necessary repairs or reconditioning not covered under the standard warranty. This includes wear and tear that may not cause operational loss but that may be considered "beyond reasonable" as determined by the school.
- Chromebooks are not covered for theft or loss. Students are responsible for the replacement cost of a device that is lost or stolen.

### **DEPLOYMENT**

- Chromebooks will be distributed at the beginning of the school year as needed. Students and Parents/Guardians are expected to sign the Chromebook Agreement and Information form.
- Students should not share this password with anyone else except their parents.
- The Chromebooks will be configured with a custom profile to allow our technicians to manage them. The profile must not be altered or deleted.
- Chromebooks will be issued with many of the books and apps needed at the beginning of the year. Teachers and the IT administrator may request and install additional apps or books to be added throughout the year. Chromebooks will be monitored to ensure that this data is not removed.

### **USE AT HOME**

- Parents may allow the student to access their home wireless network and printers. However, CISP does not filter Internet access for off-campus use.
- The student and parents agree that only the student may use the Chromebook. Siblings and friends should not have use of the devices.
- Students and parents acknowledge that the CISP may search school-issued devices at any time to verify contents.

## **Student Pledge for Chromebook Use**

1. I will take good care of my Chromebook.
2. I will never leave the Chromebook unattended.
3. I will never loan out my Chromebook to other individuals.
4. I will know where my Chromebook is at all times.
5. I will come to school everyday with my Chromebook fully charged.
6. I will keep food and beverages away from my Chromebook since they may cause damage to the device.
7. I will not disassemble any part of my Chromebook or attempt any repairs.
8. I will use my Chromebook in ways that are appropriate, meet CISP expectations and are educational.
9. I will not place decorations (such as stickers, markers, etc.) on the Chromebook. I will not deface the exterior of the Chromebook in any manner. I will not change the name that has been given to the Chromebook.
10. I will follow the policies outlined in the CISP Acceptable Computer Use Policy and Chromebook Policy while at school, as well as outside the school day.
11. I understand that my Chromebook is subject to inspection at any time without notice and remains the property of CISP.
12. I will be responsible for all damage or loss caused by neglect or abuse.
13. I agree to return the Chromebook and power cord in good working condition.

I agree to the stipulations set forth in the above documents including the the CISP Acceptable Computer Use Policy.

**Student Name** (Please Print):

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**Student Signature:**

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

**Parent Name** (Please Print):

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**Parent Signature:**

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

Individual school Chromebook and accessories must be returned to the Christian International School of Prague at the end of each school year. Students who graduate early, withdraw early, are suspended or expelled, or terminate enrollment at CISP for any other reason must return their school Chromebook on the date of withdrawal.