

Saint Ursula School Chromebook Contract 2025-2026

Technology provides students with unique and powerful ways to enhance their learning. St. Ursula School (SUS) embraces the use of technology to enhance and support 21st-century learning in order to fully prepare our students for the challenges of higher education and employment.

Terms of Agreement

St. Ursula School assigns each student in grades K through 8 a Chromebook device. The school grants permission to the student to fully use the Chromebook, as described in this agreement. The student is responsible at all times for the care and appropriate use of the device. The device remains the property of St. Ursula School and cannot be transferred to any other person without the school's consent. Each Chromebook is inspected prior to distribution to ensure that there is no structural damage and that the Chromebook is in proper working order. If there is any damage, it is noted. The Chromebook will be inventoried before the last day of the school year to ensure that they are returned to SUS in the same condition in which they were issued.

SUS reserves the right to monitor students' online activities and to access, review, copy, store, and/or delete any electronic communication or files it deems necessary. Students should not have any privacy expectations regarding their use of SUS property, network, and/or Internet access or files, including email.

SUS retains sole right of possession of the Chromebooks. Chromebooks will be issued to students according to the guidelines set forth in this document, with each K-8th grade student receiving a specific device identified by a number on the front of the Chromebook. Each student is responsible for the specific Chromebook assigned to him or her throughout the entire academic year. The classroom teacher and school administration retain the right to collect and/or inspect the Chromebooks at any time and to alter, add, or delete installed software or hardware. Usage is a privilege and not a right.

Customization of Equipment

The student is not permitted to install software on the assigned Chromebook unless specifically directed to do so and is under the supervision of a member of the teaching staff/administration. Backgrounds and colors may not be added to the Chromebooks. No stickers or decals can be added to the Chromebook.

Damage or Loss of Equipment

Report any damage or loss to the classroom teacher, who will determine any necessary action. In the event that the Chromebook becomes inoperable due to manufacturer defect or any other means not related to misuse or neglect, SUS will take responsibility for securing a replacement. However, if the Chromebook becomes inoperable due to student misuse or neglect, the school will contact a hardware provider for a replacement, and it is the responsibility of the parent/guardian to pay the purchase price for a replacement device.

General Care

- Do not do anything to the Chromebook that will permanently alter it in any way.
- Do not remove any serial numbers or identification placed on the Chromebook or charger.
- Keep the equipment clean. For example, do not eat or drink while using the Chromebook.
- Make sure your hands are clean before using the Chromebook.
- **Cleaning Instructions: You should clean upon receiving your device and periodically through the year as needed.**
 - Power off your device.
 - Use bleach-free wipes or a solution of 70% rubbing alcohol 30% water.
 - Spray microfiber or linen-free cloth with the alcohol solution or use your bleach-free wipe. Wipe down the entire Chromebook, including the screen.
 - Let the Chromebook dry.
 - If there are smudges on the screen, you may use a dry microfiber or linen-free cloth to wipe them away.

Contractual Agreement

All parties involved (students, parents/guardians, and the school) must agree with the terms and conditions outlined below.

SUS Student Protocols

- Look after the Chromebook carefully at all times.
- Keep username and passwords private (except for sharing with parents and guardians).
- Do not change school-issued usernames and passwords.
- Charge Chromebook each evening to ensure that it is ready for school the next day. Chromebooks will only need to charge for a few hours. The charging light will change from orange to blue. If possible, Chromebook should be removed from the charger once fully charged.
- Bring your Chromebook to school in a Chromebook bag purchased by your family, for the purpose of protection. Only put the Chromebook, charging cord, and mouse (optional) in the Chromebook bag. Put the Chromebook back in the bag both when not in use and also when taking it home at the end of the day. In school, hang your chromebook on the hook when not in use.
- Chromebooks are only to travel in the Chromebook bag purchased for that purpose that must be worn across the body (if available strap). If the Chromebook is being traveled with in another manner, an incident report will be issued.
- Only use Chromebooks for educational purposes.
- Music is not allowed to be streamed on the Chromebook.
- Use Chromebooks only in a classroom—never on the playground or while eating.
- Only use the Chromebooks in lessons when instructed by the teacher and close it or put it away when instructed.
- Only use programs on the Chromebook which are approved by the instructing teacher for instructional purposes.

- Only use the Chromebook to record audio or video with the clear and explicit permission of everyone involved in the recording under the teacher's direction.
- Never access inappropriate content on the Chromebook.
- Only take photos for educational purposes.
- Chromebooks are not to be used during an inside recess or any other non-instructional time unless the student has permission from their teacher to complete school work during that time.
- Never remove any security markings and do not allow the Chromebook to be subject to graffiti, including decals and stickers.
- Immediately report any damage, loss, or theft to a member of the teaching or administrative staff.
- Report any technical problems to a member of the teaching or administrative staff immediately.
- Never use a Chromebook assigned to another student.
- Never leave a Chromebook in school at the end of the day.

Parent/Guardian Protocols

- Ensure that my student cares for and respects his or her Chromebook.
- Support and reinforce the disciplinary code associated with the SUS Chromebook program.
- Support the school's efforts by reinforcing and modeling digital etiquette and safety.
- Provide funding for an *identical* replacement should the Chromebook become inoperable due to my student's negligence, misuse, or malice.
- Remind my child to charge their Chromebook in the evenings to be ready for school the next day. It usually only takes a few hours to charge fully, and if able, should be removed from the charger once fully charged (the charging light will change from orange to blue).
- Assist my child in properly cleaning their Chromebook as outlined above under General Care.

School Protocols

- Provide each student with a Chromebook and charger.
- Provide students with a range of learning opportunities throughout their school experience.
- Ensure that the Chromebook is working and that any repairs (not caused by negligence, misuse, or malice) are dealt with as quickly and effectively as possible.
- Provide wireless access to the Internet across the whole school site.

Acceptable Use

We expect all parties concerned (students, parents/guardians, and the school) to follow all the rules and procedures listed above. If, however, a student breaks these rules, disciplinary action will ensue. This includes, but is not limited to:

- If a student persistently refuses to follow a teacher's instructions or stay on task,
- If a student accesses the Internet inappropriately,
- If a student persistently or seriously misuses their Chromebook

- Non-compliance to any of the rules mentioned under the SUS Student Agreement listed above.

Academic Integrity Policy

This agreement outlines the responsible and ethical use of Chromebooks provided by St. Ursula School to students. The purpose of this agreement is to ensure that students are aware of the guidelines and expectations for using technology, specifically Chromebooks, when completing and submitting assignments. In order to maintain academic integrity and uphold ethical standards, the use of Artificial Intelligence (AI) tools is strictly prohibited when submitting work.

By using a Chromebook provided by St. Ursula School, students agree to adhere to the following terms and conditions:

1. Work Completion and Submission:
 - a. I will complete all assignments and assessments to the best of my own abilities, using only my own knowledge, skills, and efforts.
 - b. I will not use any form of AI, including but not limited to language models, algorithms, or external tools, to generate, modify, or enhance the content of my assignments.
2. Honesty and Integrity:
 - a. I understand that academic honesty and integrity are fundamental values of St. Ursula School.
 - b. I will not engage in any form of plagiarism, cheating, or unauthorized collaboration when completing assignments.
3. Use of Resources:
 - a. I am encouraged to use appropriate resources, such as textbooks, class notes, and educational websites, to enhance my understanding of the subject matter.
 - b. I will not use AI tools to generate, modify, or correct the content of my assignments, as this violates the principles of independent learning and assessment.
4. Assistance and Clarifications:
 - a. If I have questions about assignments or concepts, I will seek clarification from my teacher, peers, or other authorized sources.
 - b. I will not use AI tools to provide answers or explanations for assignments, as this undermines the learning process.
5. Consequences of Violation:
 - a. If I am found to have violated this agreement by using AI to complete assignments, I understand that I may face academic penalties, including but not limited to a reduced grade, assignment nullification, or disciplinary action as determined by St. Ursula School policies.
 - b. Consequences will be in accordance with the school discipline matrix and/or at the discretion of the administration.
6. Ethical Considerations:

- a. I acknowledge that using AI to complete assignments can create an unfair advantage over other students and compromise the integrity of the educational experience.
- b. I will prioritize personal growth, learning, and the development of critical thinking skills over shortcuts provided by AI.

***Please keep contract pages and return this signed page to the school.** Devices cannot be given out until this form is signed.

Student Agreement	<i>I agree to abide by these terms in my use of the Chromebook.</i>
Name	
Signature	
Date	

Parent Agreement	<i>I agree to my child having the use of the Chromebook on these terms.</i>
Name	
Signature	
Date	

Acknowledgement of Academic Integrity Policy for St. Ursula School

Student Name: _____

Student Signature: _____

Parent Signature: _____