



RCS Chromebook Loan Agreement

Rochester Catholic Schools (RCS) provides each student enrolled in grades 6-12 a Chromebook and accompanying power supply/charger. These devices are re-issued annually at the beginning of each school year. All Chromebooks are issued to students in good working order. It is the student and parents' responsibility to care for the equipment and ensure that it is retained and returned in good working order when requested or at the end of the school year collection.

This equipment is, and at all times remains, the property of RCS and is loaned to the student for educational purposes only for the duration of the school year. The student may not deface or destroy this property in any way. The equipment must be returned when requested by a representative of RCS. Inappropriate use of the equipment or failure to return the equipment when requested may result in the student losing their privilege to use the device, and the possibility of other appropriate disciplinary or law enforcement action.

The Chromebook may be used by the student only for noncommercial purposes, in accordance with the RCS Technology Use Policy, as well as local, state, and federal laws.

The Chromebook assigned to you will have one student Google account with specific privileges and capabilities that have been previously installed for the exclusive use of the student entering into this agreement. The student agrees to make no attempts to change or allow others to change the privileges and capabilities of this user account.

The student may not share the device with any other person, except to allow RCS faculty and staff or the student's parents and guardians to review and monitor the content and activities on the device. RCS will not allow any other Google accounts to be logged onto the device beyond the assigned student's RCS provided G Suite for Education account.

The RCS wireless network is provided for the academic use of all students and staff. The student agrees to take no action that would interfere with the efficient academic use of the network.

Identification labels have been placed on the Chromebook. These labels are not to be removed or modified under any circumstances. If the identification labels become damaged or missing, please contact the RCS Department of Technology for a replacement. No additional stickers, labels, tags, or markings of any kind are to be added to the Chromebook.

It is the student's responsibility to ensure that all necessary documents, files and data get successfully stored to the student's Google Drive account, especially after the student has been working "offline."

RCS is not responsible for any viruses or malware that may be transferred to or from the student's Chromebook, the student's Google account or the student's personal external storage device(s).



The student understands that the use of RCS technology is a privilege and the student must protect and safeguard the loaner device and return it in good condition when requested.

In the event the Chromebook is lost, stolen or is significantly damaged, the parent and/or legal guardian will be assessed an insurance deductible fee.

Parent/Guardian Responsibilities

Your son/daughter has been issued a Chromebook to improve and personalize his/her education. It is essential that the guidelines established herein be followed to ensure the safe, efficient, and ethical operation of this Chromebook.

We strongly encourage you to discuss with your child your family's values and expectations regarding the use of technology, the Internet and email at home and to supervise your child's use of the device, the Internet and email.

We also encourage you to consider providing appropriate filtering or monitoring of home Internet access in addition to the content filtering provided by RCS on the Chromebook.

As the parent/legal guardian of the undersigned student, I agree to the following:

- I will set the expectations with my child for the appropriate use of the device according to our family's values and enforce compliance with those values.
- I will supervise and monitor my child's use of the Chromebook at home.
- I will not attempt to repair the Chromebook, nor will I attempt to clean it with anything other than a soft cloth, dry or lightly dampened with water only. Under no circumstances will I apply or spray any liquid or cleanser on the device.
- I will immediately report to the Rochester Catholic Schools Department of Technology any problems with the Chromebook.
- I will not load or delete any software from the Chromebook.
- I will make sure my child charges the Chromebook battery every night.
- I will make sure my child brings the Chromebook to school every day.
- I understand that if my child comes to school without the Chromebook, I may be called to bring it to school.
- I agree to make sure that the Chromebook is returned to the school when requested and upon my child's withdrawal from Rochester Catholic Schools.
- I agree to be financially responsible to cover the cost of any and all repairs caused by damage or loss of the Chromebook.
- I understand that the insurance deductible, starting at \$25 to a maximum \$300.00, will be charged to me to replace the device in the event of a loss, destruction or if the device is rendered inoperable.



Student Responsibilities

Your Chromebook is an important learning tool and is for educational purposes only. In order to take your Chromebook home each day, you must be willing to accept the following responsibilities:

When using the Chromebook at home, at school, and anywhere else I may take it, I will follow the policies of Rochester Catholic Schools, especially the RCS Technology Use Policy, and abide by all local, state, and federal laws.

- I will honor my family's values when using the Chromebook.
- I will take advantage of the opportunity the device offers to assist me with my learning.
- I will conduct myself in a socially acceptable and positive manner at all times when using the device, the network, and the Internet.
- I will treat the Chromebook with care by handling it appropriately and carefully, safely and securely storing it in my locker or in a protective backpack, by not dropping it, getting it wet, leaving it outdoors, or using it with food or drink nearby.
- I will not pick up or hold the Chromebook by the screen or screen assembly alone.
- I will not decorate, mark, deface or attach any stickers to the Chromebook.
- I will not lend the Chromebook to anyone, not even my friends or siblings.
- I will not pick at or try to remove any keys, bumpers or screw covers.
- I will keep the Chromebook in my possession at all times.
- I will not remove programs or files from the Chromebook.
- I will not give out personal information when using the Chromebook.
- I will bring the Chromebook to school every day.
- I will charge the Chromebook battery each night.
- I will immediately comply with any instructions on the use of the device from my teacher.
- I agree that email (or any other electronic communication) should be used only for appropriate, legitimate, ethical and responsible communication.
- I understand that all my interactions and website histories are recorded and subject to review at any time by a qualified staff member.
- I will keep all accounts and passwords assigned to me secure, and will not share these with any other persons.
- I will not attempt to clean or repair the Chromebook.
- I will immediately report any issues with the Chromebook to the Rochester Catholic Schools Department of Technology.
- I will return the Chromebook in the same condition I receive it in, less reasonable wear and usage.
- I will return the Chromebook when requested and upon my withdrawal from Rochester Catholic Schools.



RCS Chromebook Loan Agreement

Parent/Guardian Acknowledgement:

I understand that my child will be issued a Chromebook. I have read the Rochester Catholic Schools Chromebook Loan Agreement above and understand the RCS Technology Use Policy. I agree to the Rochester Catholic Schools expectations and responsibilities of parents for my son's/daughter's appropriate use of the school's Chromebook set forth in the Chromebook Loan Agreement Policy. I agree to review updates to the RCS Chromebook Loan Agreement that will be provided at the beginning of each school year.

Parent printed name

Parent Signature Date

Student Acknowledgement:

I have read the Rochester Catholic Schools Chromebook Loan Agreement above and understand the policies set forth by this agreement and the RCS Technology Use Policy. If I violate any of the rules, I may lose my privilege to use the device, and may be subject to further discipline or punishment. I agree to review updates to the RCS Chromebook Loan Agreement that will be provided at the beginning of each school year.

Student printed name

Student Signature Date

Student Grade Level School