**MSACA Student and Parent Chromebook Use Contract**

**Equipment**

Murrieta Springs Adventist Christian Academy (MSACA) retains sole right of possession of the Chromebook and related equipment. The Chromebook will be issued to students according to the guidelines set forth in this document. The classroom teacher and school administration retain the right to collect and/or inspect the Chrome Book at any time and to alter, add or delete installed software or hardware. Usage is a privilege and not a right.

**Substitution of Equipment**

In the event that the Chromebook is inoperable, MSACA has a limited number of spare Chromebooks  for use while the Chromebook  is repaired or replaced. This agreement remains in effect for the substitute. If a student forgets to bring their Chromebook or power charger to school, a substitute will not be provided.

**Customization of Equipment**

The student is permitted to alter or add files/apps. to customize the assigned Chromebook to their own working styles (i.e. System Preferences) within the limits of school approved policy. The student is not permitted to install software on the assigned Chromebook. To submit a program/application for approval, please consult your teacher who will then consult the administration.

**Damage or Loss of Equipment**

Students will report any damage or loss to the classroom teacher, who will determine necessary action. Loss, damage, negligence or abuse will require total replacement of the Chromebook at current market cost including fees and licensing required for reinstatement to the school.  The total replacement cost will be the immediate financial responsibility of the student’s family.   For example, throwing the Chromebook or using the Chromebook as an umbrella would be considered examples of neglect and abuse. Due to the integral nature of the Chromebook for curricular use, the Chromebook will need to be replaced immediately and is the responsibility of the student’s family to do so.

**On- Campus or Off-Campus Policy**

All students will be responsible for the Chromebook during the school day and any damage that occurs will be the student’s responsibility. The Chromebook is an integral part of the curriculum for MSACA for use on and off campus. Student participation is required.

Chromebook Care

Student Responsibilities:

- Bring the Chromebook in its case with its charging unit to school every day.

- Use good judgment when determining who uses your Chromebook, as each student is responsible for his or her own Chromebook. Parents and/or guardians should be the only other persons using the Chromebook.

- Follow the MSACA Acceptable Use Policy.

- Report any problems, damage or theft immediately to your teacher.

- Arrive to school each day with a fully charged battery.

General Care:

- Do not do anything to the Chromebook that will permanently alter it in any way (skins are acceptable, unapproved stickers are not).

- Do not remove any serial numbers or identification placed on the Chromebook.

- Keep the equipment clean.

- Transport the Chromebook using the Chromebook case that was approved by MSACA administration.

- Clean the screen with a soft, dry anti-static cloth or with a screen cleaner designed specifically for LCD type screens only.

Personal Health & Safety:

- Avoid extended use of the Chromebook while resting directly on your lap. The bottom of the Chromebook can generate significant heat.

- Take frequent breaks when using the Chromebook for long periods of time. Look away from the Chromebook approximately every fifteen minutes.

- Do not provide your personal information to anyone over the Internet.

- Do not share your passwords with anyone.

- Keep the Chromebook in a secure location when it is not at school.

Restricted Use

Students placed on restrictive use must only use the Chromebook on the school’s campus during days of regular instruction. Students must retrieve a Chromebook provided in their core classroom prior to the start of regular instruction and return it at the end of each instructional day if instructed.

Students who violate one or more of the conditions below may, at the Principal’s, Teacher’s or School Board’s discretion, be placed on Restricted Use until the administration determines the student has satisfied the conditions for non-restrictive use.

Reasons for placing a student on Restrictive Use include the following:

- Excessive damage

- Excessive loss

- Non-acceptance of user agreements

- Excessive interruptions in service due to repair of local modifications

- Violation of Board of Education Policies and/or Administrative regulations (Chromebook is considered an instructional material and MSACA property and subject to damaged or lost instructional materials policies found in school board policy MSACA under Student Fees and Charges).

- Violation of the MSACA Acceptable Use Agreement.

- Inappropriate, defamatory, inaccurate, abusive, obscene, profane, or illegal material or participation in actions found on student Chromebook

- Violating Standards for Personal Chromebook Care

- Repeated failure to bring to class daily/failure to bring charged

- Lack of minimum attendance requirement

- Excessive class tardiness

- This list is non-exclusive and can be changed as administration deems necessary.

\*I have read, understand, and agree to follow all responsibilities as outlined in the Chromebook User Agreement.  I understand that if my student damages the Chromebook, either accidentally or due to neglect, I will be responsible for replacing the Chromebook at current market cost including fees and licensing required for reinstatement. I understand that my student is required to have an approved and separate carrying case specifically for the protection of the Chromebook.  **I understand that I will need to provide a $150 check as a deposit that will only be cashed upon damage or loss of Chromebook.** I understand that the check will be deposited as a partial payment towards total reinstatement of the Chromebook.

Student’s Name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (Please print)

Student’s Signature:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Parent/Guardian’s Name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (Please print)

Parent/Guardian’s Signature:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Parent/Guardian’s Signature:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

If you have any questions regarding the EMIT - Chromebook Initiative please contact the MSACA Administration.