

**Resurrection Catholic School**  
**Care and Responsibility Form**  
**Chromebook Daily Check Out**



This form is to help students understand the responsibilities that they have for the care of the Chromebook that is being checked-out. **Loss or damage to the Chromebook may result in full financial responsibility to the parent/guardian.** This form must be completed prior to checking out a Chromebook.

Resurrection Catholic School Responsibilities

- Provide a Chromebook for students to check out (based on availability)
- Provide the students with internet access while at school
- Provide internet filters of inappropriate materials
- Notify the parent/guardian if any inappropriate digital content is found on the Chromebook after their student checked it out
- Provide guidance to aid the student in the use of the device and help assure the student complies with school acceptable use policy
- Provide the student with school google account

Parent/Guardian's Responsibilities

- Discuss family values and expectations regarding the use of the internet and email at home
- Report to the school any problems with the Chromebook
- Discuss the importance of taking care of the Chromebook, knowing that if it is damaged or stolen, **the parent/guardian may be responsible for paying the replacement cost of \$200.**

Student's Responsibilities

- Carry the Chromebook by the handle
- Treat the Chromebook with great care, refraining from the following:
  - Dropping the Chromebook
  - Getting the Chromebook wet
  - Using the Chromebook when food or drink is nearby
  - Defacing the Chromebook in any manner
  - Walking around with the Chromebook open
  - Placing heavy objects on top of the Chromebook
- Secure the Chromebook at all times; **if lost or stolen (even on school grounds) the parent/guardian may be responsible for paying the replacement costs.**

Student's Responsibilities (Continued)

- Do not allow anyone else to borrow the laptop while it is checked out to you. Loss or damage occurred by someone else will be the student's full responsibility
- Use the computer in an ethical manner, following the Archdiocesan Acceptable User Policy
- Backup all personal data using Google Drive
- Grades K-5 turn in the Chromebook at the end of each day.
  - Parents will be notified, and participation in this program may be impacted, if a student does not turn in the Chromebook each day.
  - Students in K-5 will take their Chromebook home when instructed by the teacher.
    - Carefully transport in backpack
    - For school use only
    - Return to school with Chromebook
    - For extended home use a charger will be provided
- Grades 6-8 take Chromebook home at the end of the day.
  - Carefully transport in backpack
  - For school use only
  - Charge when finished using
  - Return to school with charged Chromebook
- Follow the guidelines below:
  - Follow guidelines set out by parent/guardian
  - Use the Chromebook for educational purposes
  - Do not participate in cyber-bullying or online harassment
  - Do not load/remove applications onto the Chromebook
  - Do not provide personal information when using the Chromebook
  - Keep all usernames and passwords private

**Above all, use common sense when utilizing the Chromebook and be careful with it. While the Chromebook is a useful learning tool, it is expensive, so care must be executed when using it. Resurrection School retains ownership of the Chromebook and can cancel the program at any time. Failure to use or the misuse of the Chromebook may result in a loss of privileges.**

**I understand the guidelines established and agree that if loss or damage occurs while the Chromebook is checked out to me, I may be held responsible for the full replacement costs.**

Student Printed Name \_\_\_\_\_ Grade \_\_\_\_\_

Student Signature \_\_\_\_\_ Date \_\_\_\_\_

Parent Signature \_\_\_\_\_ Date \_\_\_\_\_