

Holly Hill Academy  
Chromebook Agreement  
2022-2023



**Students at Holly Hill Academy will be issued Chromebooks for use in school and/or at home. This document provides students and their parents/guardians with information about taking care of the equipment, using it to complete assignments, and being a good digital citizen.**

Students and their parents/guardians are reminded that use of TECHNOLOGY is a privilege and not a right and that everything done on any device, network, or electronic communication device may be monitored by the school authorities. Inappropriate use of the TECHNOLOGY can result in limited or banned computer use, disciplinary consequences, removal from course, loss of credit, receiving a failing grade, and/or legal action. Students and their parents/guardians are responsible for reviewing the Chromebook Agreement. No student will be issued a Chromebook without a signed agreement between the school and the parents/guardians as delineated in this booklet.

### **Ownership of the Chromebook**

Holly Hill Academy retains sole right of possession of the Chromebook. The Chromebooks are LOANED to the students for educational purposes for the academic year. Moreover, HHA administrative staff and faculty retain the right to collect and/or inspect Chromebooks at any time, including via electronic remote access and to alter, add, delete installed software or hardware.

### **Responsibility for the Chromebook**

Students are solely responsible for the Chromebooks issued to them and must adhere to the following:

A student

- must comply with the Chromebook Agreement, HHA Acceptable Use Policy, and all policies of the school when using the Chromebook issued by the school;
- must bring the Chromebook to school every day and make sure it is fully charged. Failure to do so may result in disciplinary action. NOTE: A fully charged Chromebook should last 6.5 hours;
- must treat the device with care and never leave it in an unsecured location;
- must keep the device in a protective case when traveling;
- must promptly report any problems with the Chromebook to tech support;
- may NOT remove or interfere with the serial number and other identification associated with the Chromebook;
- may NOT attempt to remove or change the physical structure of the Chromebook, including the keys, screen cover, or plastic casing;
- may not attempt to install or run any operating system on the Chromebook other than the ChromeOS operating system supported by the school.

## Taking Care of Your Chromebook

Students are responsible for the general care of the Chromebook which they have been issued by the school. Chromebooks that are broken or fail to work properly must be reported to a teacher or tech support (Mrs. Shannon Strickland). If a loaner Chromebook is warranted and available, one will be issued to the student until his/her Chromebook can be repaired or replaced.

## Carrying the Chromebook

The protective shell of the Chromebook will only provide basic protection from everyday use. It is not designed to prevent damage from drops or abusive handling. The Chromebook should be transported in the individual protective case provided by the school. Do not toss the bag or drop the bag if your Chromebook is inside. Do NOT leave the Chromebook in the breezeway or on the school grounds. **Do not stuff the Chromebook into your regular backpack - this results in screen damage.**

## Screen Care

Clean the screen with a soft, dry anti-static or micro-fiber cloth. Do not use window cleaner or any type of liquid or water on the Chromebook. You can purchase individually packaged pre-moistened eyeglass lens cleaning tissues to clean the screen. These are very convenient and relatively inexpensive.

## Using Your Chromebook

### At School:

The Chromebook is intended for use at school each and every day. In addition to teacher expectations for Chromebook use, school messages, announcements, calendars, academic handbooks, student handbooks, and schedules may be accessed using the Chromebook. Each student must be responsible for bringing the Chromebook to all classes, unless specifically advised not to do so by his/her teacher.

### At Home:

Students in grades 6 – 12 are required to take the Chromebook home each night throughout the school year for charging. Chromebooks must be brought to school each day in a fully charged condition. The student needs to charge his/her Chromebook each evening. If a student leaves his/her Chromebook at home, he/she must immediately phone a parent to bring the Chromebook to school. Chargers must be left at home and not carried in cases where they could incur damage. Repeat violations of this policy may result in the following consequences:

- **1<sup>st</sup> Offense:** Student will call parent to bring the Chromebook to school;

- **2<sup>nd</sup> Offense:** Student will call parent to bring the Chromebook to school and will serve after-school detention;
- **3<sup>rd</sup> Offense:** Student will serve two consecutive after-school detentions

When connecting from home, students and parents should be aware that a school account is still being used. **While** website monitoring is always being done, **Chromebook use at home will not be strictly monitored. Parents/guardians will need to monitor home activity on Chromebooks.** No matter the location, students are always using their account assigned by Holly Hill Academy.

### **Working offline:**

Students without Internet access at home, or students in special situations have several options for working “offline,” including:

- Google Drive (Docs and Sheets) allows students to switch to offline editing functionality, where preloaded documents can still be viewed and edited;
- Students may read and answer email offline, with changes being synchronized back to their online account when the Chromebook is re-connected to an Internet connection.

### **Personalizing the Chromebook**

Chromebooks must remain free of any decorative writing, drawing, stickers, paint, tape, or labels that are not the property of Holly Hill Academy. Spot checks for compliance will be done by administration or technical support at any time.

### **Software on Chromebooks**

All Chromebooks are supplied with the latest build of Google Chrome Operating System (OS), and many other applications useful in an educational environment. The Chrome OS will automatically install updates when the computer is shut down and restarted. From time to time the school may add software applications for use in a particular course. This process will be automatic with virtually no impact on students. Applications that are no longer needed will automatically be removed by the school as well.

### **Virus Protection**

Virus protection is unnecessary on the Chromebook due to the unique nature of its design.

### **Additional Software**

Students are unable to install additional software on their Chromebooks other than what has been approved by Holly Hill Academy.

### **Inspection**

Students may be selected at random to provide their Chromebook for inspection. The purpose for inspection will be to check for proper care and maintenance as well as inappropriate material being carried into the school. School Administration has the right to inspect all property on school premises.

### **Monitoring of Use**

Holly Hill Academy uses third party solutions to monitor content for threats, violence, illegal activity, hate speech, racial slurs, vulgarity, pornography, etc. GoGuardian and G-Suite notifications alert tech support and administration regarding suspicious activity. When concerns are identified, disciplinary action and/or parent contact will occur. Students should be aware that there should be no expectation of privacy when using Holly Hill Academy's network or equipment. GoGuardian offers a parent app to monitor activity as well. Parents will be able to restrict use after school hours, monitor activity during school hours, and schedule use time after school hours. Look for the app in the AppStore or Google Playstore.

### **Chromebook Identification**

Chromebooks will be labeled in the manner specified by the school.

Chromebooks can be identified in the following ways:

- Record of serial number
- Individual's Google Account username
- ID tags for carrying cases

**Under no circumstances are students to modify, remove, or destroy ID labels. There will be a \$10 fee for new ID tags.**

### **Chromebooks Left in Unsupervised/Unsecured Areas**

Under no circumstances should a Chromebook be stored in an unsupervised area.

Unsupervised areas include the school grounds, the cafeteria, unlocked classrooms, library, locker rooms, dressing rooms, hallways, the breezeway, gymnasium, or any other entity that is not securely locked or in which there is no supervision. Unsupervised Chromebooks will be confiscated by staff and taken to the Head of School's office. Disciplinary action will be taken for leaving a Chromebook in an unsupervised location:

- **1<sup>st</sup> Offense:** Letter or Phone Call to the Parent and conference with student;
- **2<sup>nd</sup> Offense:** After-school detention
- **3<sup>rd</sup> Offense:** Student will serve after-school detention and will be required to check Chromebook in and out with the office during break and lunch time.

Students and parents will be charged for Chromebook damage that is a result of misuse or abusive handling. Parents will be billed for parts and labor. Charges can range from \$100-\$300 depending on the repair.

### **Copyrights and File Sharing**

Students are required to follow all copyright laws around media including text, images, programs, music, and video. Downloading, sharing, and posting online illegally obtained media is against the Acceptable Use Policy.

### **Damage, Repair, Sanitize**

The school will repair or replace damaged equipment resulting from normal use. All other breakages will be the responsibility of the student or parent to pay for. The school will make its best attempt to purchase replacement parts at the best possible price. Loss or theft of the device is also the student's responsibility and will result in the student being charged the full replacement cost to purchase a new device. Any damage that is incurred while assigned to a student is the student's responsibility.

#### **REPLACEMENT**

|            |       |
|------------|-------|
| Chromebook | \$300 |
| Charger    | \$ 30 |
| Case       | \$ 20 |

#### **REPAIR**

- 1<sup>st</sup> Repair: \$100 or up to cost of repair
- 2<sup>nd</sup> Repair: \$100 or up to cost of repair
- 3<sup>rd</sup> Repair: \$300

## FREQUENTLY ASKED QUESTIONS, HINTS, AND TIPS FOR PARENTS

1. **What are my responsibilities as a parent/guardian in terms of replacement of the Chromebook if it is damaged, lost, or stolen?**

Holly Hill Academy will be responsible for the repair of the Chromebook for normal wear of the unit. If the Chromebook is damaged, stolen, or lost, the student/parent/guardian is responsible for the repair or replacement. HHA regards the Chromebook as all other materials that are checked out to a student (i.e. textbooks, library materials, sports equipment, etc.).

2. **What are the replacement and repair costs of the Chromebook and accessories?**

### REPLACEMENT

|            |       |
|------------|-------|
| Chromebook | \$300 |
| Charger    | \$ 30 |
| Case       | \$ 20 |

### REPAIR

1<sup>st</sup> Repair: \$100 or up to cost of repair

2<sup>nd</sup> Repair: \$100 or up to cost of repair

3<sup>rd</sup> Repair: \$300

3. **As a parent/guardian, how do I monitor my student's use of the Internet?**

Please see the attached document entitled "Parents' Guide to Safe and Responsible Student Internet Use" for suggestions on monitoring your student's use of the Internet. Parents may also download the GoGuardian Parent app to monitor Chromebook use at school and at home.

4. **What if we don't have Wi-Fi at Home?**

A Chromebook's use is maximized with Wi-Fi, but it can be used in an offline mode should Wi-Fi not be available. It will automatically connect to Wi-Fi and upload work upon entering HHA.

5. **What if a student forgets to charge the Chromebook?**

Our classrooms have a very limited number of power outlets, so students must charge their Chromebooks at home. Students who consistently (three or more times) come to class unprepared without a charge will be assigned detention.

6. **Will students keep the Chromebook for the summer?**

Chromebooks and all HHA accessories will be returned during the final week of school so they can be checked for any service needs and prepared for use the following year. Returning students will be reissued their same Chromebook the following year. Chromebooks not turned in at the end of the year will be charged a summer charge of \$40 per week.

7. **What is my child's school email address?**

All students are assigned a @hollyhillacademy.org address which will remain active while they are enrolled in Holly Hill Academy. When a student graduates, or when his/her time at HHA ends, the email will be deactivated. Students graduating from Holly Hill Academy will need to contact tech support if they need information from their account before it is deactivated. Please contact the Technology Department with any questions regarding student use of Chromebooks.

## **Parents' Guide to Safe and Responsible Student Internet Use**

Holly Hill Academy recognizes that with new technologies come new challenges to both teachers and parents. Below is a series of suggestions drawn from a wide variety of professional sources that may aid you, the parent, in effectively guiding your student's use of the Chromebook.

- Take extra steps to protect your child. Encourage your child to use and store the Chromebook in an open area of your home, such as the kitchen or family room, so you can monitor what your child is doing online. Use the Internet with your son/daughter to help develop safe surfing habits. Children often model adult behavior.
- Go where your child goes online. Monitor the places that your child visits. Let your child know that you're there, and help teach him/her how to act as he works and socializes online.
- Review your child's friends list. You may want to limit your child's online "friends" to people your child actually knows and is working with in real life.
- Understand sites' privacy policies. Internet sites should spell out your rights to review and delete your child's information.
- Limit the time your student is on the Chromebook. While the Chromebook is a very engaging device, it is a school work device. Care and constant monitoring will reduce your child's exposure to excessive use.
- Report unwelcome or malicious online threats. Report immediately to the school any online interactions that can be considered threatening.
- Help your child develop a routine. Many parents have found success by helping create a routine for their child's computer use. Define a routine as to how the Chromebook is cared for and when and where its use is appropriate.
- Take a look at the apps or programs. It is to the advantage of the students, parents, and school that the parents have a working understanding of the programs and student work found on the Chromebook.
- Read and share with your child the Chromebook Student User Agreement and Parent Permission Form. By reading and discussing the care and use policies, you can create a clear set of expectations and limitations for your child.

### **General Tips for Parents for Internet Safety**

- Talk with your child about online behavior, safety, and security early on and continually. Set rules for the internet just as you do on use of all media sources such as television, phones, movies, and music.
- Monitor your child's computer use. Know his/her passwords, profiles, and blogs. When the Chromebook is taken home by the student, it is strongly recommended that it will always be used in a common family location.
- Let children show you what they can do online and visit their favorite sites.
- Set limits and clear expectations for computer use.
- Look into safeguarding programs or options your online service provider may offer; these may include filtering capabilities.



## Holly Hill Academy Chromebook Policy Handbook

### Student Pledge

- I will take good care of my Chromebook and know that I will be issued the same Chromebook each year.
- I will never leave my Chromebook unattended in an unsecured or unsupervised location.
- I will never loan out my Chromebook to other individuals.
- I will know where my Chromebook is at all times.
- I will charge my Chromebook's battery to full capacity each night.
- I will keep food and beverages away from my Chromebook since they may cause damage to the device.
- I will not disassemble any part of my Chromebook or attempt any repairs.
- I will protect my Chromebook by always carrying it in a secure manner to avoid damage.
- I will use my Chromebook in ways that are appropriate for education.
- I will not place decorations (stickers, markers, writing, etc.) on the Chromebook.
- I understand that the Chromebook I am issued is subject to inspection at any time without notice and remains the property of Holly Hill Academy.
- I will follow the policies outlined in The Chromebook Policy Handbook while at school as well as outside the school day.
- I will file a police report in case of theft or damage caused by fire.
- I will be responsible for all damage or loss caused by neglect or abuse.
- I agree to pay the full replacement cost of my Chromebook, power cord/charger, in the event that any of these items are lost or intentionally damaged.
- I agree to return the Chromebook, power cord/charger in good working condition at the end of each school year.
- I will make sure to turn in my Chromebook cleaned and ready for the next school year.

## Holly Hill Academy

### Student/Parent Chromebook Use Agreement 2022-2023

In this agreement, "Chromebook" means Chromebook and all its components, software, battery, and charger. Parents and students please initial each section:

- ✓ **TERMS:** You will comply at all times with the Holly Hill Academy Chromebook Policy Handbook and its guidelines and Technology Acceptable Use Policy. Any failure to comply may terminate your rights of possession effective immediately and the school may repossess the property. Chromebooks are assigned to a single individual and are not to be shared.
- ✓ **TITLE:** Legal title to the Chromebook is Holly Hill Academy and it shall remain the possession of HHA. The student's right of possession and use is limited to and conditioned upon full and complete compliance with this Agreement and the Chromebook Policy Handbook.
- ✓ **LOSS OR DAMAGE:** If the property is accidentally damaged or incurs loss due to an act of nature, Holly Hill Academy will assess the Chromebook damage and repair or replace the device under the accidental loss or damage policy. If the property is stolen, a police report must be filed by the student or student's parents/guardian involved in the loss of property. Loss or theft of the property must be reported to Holly Hill Academy by the next school day after the occurrence. Fraudulent reporting of theft will be turned over to the police for prosecution.
- ✓ **REPOSSESSION:** Students not complying with all terms of this Agreement and the Chromebook Policy Handbook, including the timely return of the property, will be declared to be in default and authorities may be sent to your place of residence, or other location of the Chromebook, to take possession.
- ✓ **TERM OF AGREEMENT:** Your right to use and possession of the property terminates no later than the last day of classes during the school year unless earlier terminated by Holly Hill Academy or upon student withdrawal from Holly Hill Academy.
- ✓ **APPROPRIATION:** Your failure to timely return the property and the continued use of it for non-school purposes without the school's consent will be considered unlawful appropriation of school property.

#### Student Agreement

Rules and regulations are necessary in order to offer technology opportunities to the students. In order to use technology resources, I agree to abide by the Holly Hill Academy Acceptable Use Policy Guidelines as stated in this document. **Under no circumstances are students to modify, remove, or destroy ID labels. There will be a \$10 fee for new ID tags.**

#### Parent/Guardian Agreement

In consideration of the privileges and opportunities afforded by the use of the Holly Hill Academy technology and computer resources, I hereby release Holly Hill Academy and its agents from any and all claims of any nature arising from my student's use or inability to use Holly Hill Academy's technology and computer resources. I have read all eleven pages of the Holly Hill Academy Chromebook Agreement and understand all rules, fees and charges associated with use of my child's Chromebook from Holly Hill Academy.