



## ONLINE LEARNING

### **Pacific Heritage Academy Chromebook/Kindles Use Agreement**

#### **Rationale:**

Technology is an integral part of online learning at Pacific Heritage Academy. During the school dismissal time period families will have the option to be issued a Chromebook/Kindles, which will allow for continued student learning opportunities. The purpose of the Chromebook/Kindles is to help students at home to complete academic tasks, collaborate more effectively and further their education.

#### **The Chromebook/Kindle is the property of Pacific Heritage Academy. Student use of the Chromebook/Kindle is dependent on the following:**

- Students will follow Pacific Heritage Academy Network Policy (03-113) in the Policies and Procedures Manual found on our website:  
[https://www.phlearning.org/uploads/8/2/7/0/82702740/pha\\_pp\\_manual.pdf](https://www.phlearning.org/uploads/8/2/7/0/82702740/pha_pp_manual.pdf)
- Students must bring their Chromebook/Kindles back to the school. If the Chromebook is not returned, the student and parents/guardians will be responsible for the replacement cost.
- Chromebook/Kindles is for academic purposes only. Students will use their Chromebook/Kindles to complete academic tasks and further their education.
- Students must keep passwords and usernames secure and never share passwords with other students or individuals.
- Keep the Chromebook/Kindles away from extreme temperatures.
- Always close the lid before transporting the Chromebook/Kindles, and do not carry it by the screen. The screen and keyboard are susceptible to damage through misuse.
- Students will not modify user settings on their Chromebook/Kindles.
- Students are not permitted to download any content onto their Chromebook/Kindles, other than class assignments, without permission from the school.
- Students will not use the Chromebook/Kindles webcam to photograph any other student, teacher, or person unless for academic purposes, and only with the other persons' consent.
- Students will not use the Chromebook/Kindles microphone to record any other student, teacher, or person unless for academic purposes, and only with the other person's consent.

- Students will not stream any music (Pandora, spotify, Youtube, etc.) or play any games on the Chromebook/Kindles.
- Sound should not have food or drinks (including gum) near the Chromebook/Kindles.
- Students must use only the Chromebook/Kindles assigned to them and should never leave their Chromebook/Kindles unattended or allow others to use their Chromebook/Kindles.
- Students should not remove any school identifying labels.

### **Beginning and School Closure Procedures**

- At the beginning of school dismissal, students will be assigned a Chromebook/Kindles.
- Students and parents will need to sign indicating they have read the Chromebook/Kindle agreement and are liable for any damages.
- If a student withdraws during the school dismissal, they will return the Chromebook/Kindle to the school or be fined the cost of the Chromebook/Kindle.
- At the end of the school dismissal, students will return the Chromebook/Kindle for servicing, and fines will be assessed for any damage to the Chromebook/Kindle.

### **Expectations of Privacy**

Chromebooks/Kindles are the property of PHA, and are not subject to the same privacy expectations as private property. For this reason, there is no expectation of privacy with the Chromebooks/Kindles.

- PHA may repossess and search the Chromebook/Kindles at any time. This includes any violation of school policies (03-113—Technology and Network Protection Policy)
- All internet activity on the Chromebook/Kindles, at or away from school, will be filtered by PHA content filters.

### **Taking Care of the Chromebook/Kindle**

- Students and parents accept responsibility for safeguarding the Chromebook/Kindles.
- Students should never attempt to repair the Chromebook/Kindles.
- If the Chromebook becomes damaged or broken due to negligence, the student and parents will be held liable for the repair or replacement of the Chromebook/Kindles.
- If the student loses the Chromebook/Kindles, or it is stolen, they are responsible for the replacement fee. For stolen Chromebook/Kindles, a police report must be filed.
- Repair and Replacement costs are as follows;
  - Lost device: \$250.00
  - Stolen device with police report: \$150.00
  - Stolen device without police report: \$250.00
  - Power cords and chargers: \$20.00
  - Damage (intentional or accidental): Cost of replacing damaged item



## Acknowledgement of the Chromebook/Kindle User Agreement

**Options for Student and Parents** - Please **initial** for the following:

**Parent initials**

1. Please assign a Chromebook/Kindles to my student, which they may take home and bring back to school after closure.
2. I will provide my student, at my expense, a device for use at home.

Chromebook Asset # \_\_\_\_\_

### Acknowledgement of Chromebook Use Agreement

I agree with the guidelines and expectations outlined in this Agreement and I understand that violation of the Chromebook/Kindles Use Agreement and/or Pacific Heritage Academy Policy (03-113—*Technology and Network Protection Policy*) will result in disciplinary action, the revoking of Chromebook and network privileges, and the replacement of the damaged device (if applicable).

\_\_\_\_\_  
Student Name (printed)

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

\_\_\_\_\_  
Student ID

\_\_\_\_\_  
Parent/Guardian Name (printed)

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Parent/Guardian Email Address

\_\_\_\_\_  
Date

**Office use only:**

Chromebook ID# \_\_\_\_\_

Issuing teacher \_\_\_\_\_

Please note any damage/issues with the chromebook at the time of checkout:

\_\_\_\_\_

