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 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/Kindle.
- 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:

1. Please assign a Chromebook/Kindles to my student, which they may take home and bring back to school after closure.

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2. I will provide my student, at my expense, a device for use at home.

Chromebook Asset # ____________ Kindle 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:

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