



## **ASCA Student & Parent/Guardian Chromebook User's Guide and Use Agreement**

1. Use the numbered Chromebook that has been assigned to you. Do not allow other students to use your assigned Chromebook unless directed by a teacher.
2. Always carry the Chromebook in the Chromebook case that your parent/guardian has purchased (or you have reused from last year). The Chromebook should NOT be carried like a textbook or stacked with textbooks. Carry the case using the provided handles. The case should be zipped closed when carrying the Chromebook.
3. When carrying your Chromebook to another classroom, always use your Chromebook case and carry it by its handles. Sit down before removing the Chromebook from the protective sleeve.
4. Use the Chromebook on a clean, flat surface. No food or drink should be near the Chromebook. The Chromebook is not to be stacked on textbooks or placed on the floor.
5. Sign in using your @ascaalbany username and your password. Do not share your username or password with other students. Your school issued email is not to be used for personal use.
6. Stay on task using the Chromebook as a learning tool ONLY. You are only permitted to visit websites that your teacher directs you to visit.
7. If you see something inappropriate, raise your hand and notify your teacher. Do not draw attention to it.
8. Always use school appropriate language. All classroom and school rules apply to online spaces/classrooms. YouTube is NOT an approved website.
9. Treat the Chromebook with respect. Please do not bang on the keys or put your fingers on the screen. Any damage or replacement costs will be billed to the family's FACTS account.
10. Chromebooks are not to be stored in OR on top of lockers at any time. Always return Chromebooks to a classroom desk or your charging station.
11. At the end of your use, gently put your Chromebook back into the correct storage space, whether it be your case or charging station. Make sure to charge your Chromebook each night so you are prepared for the following day.

*By signing the ASCA Student and Parent Chromebook User's Guide and Agreement, I understand that the expectations set forth for appropriate usage and care of a school loaned Chromebook. In the event that I violate any of the stated guidelines, I will be held financially responsible for the cost of any repair or replacement fees resulting from the neglect of the Chromebook assigned to me as a student at All Saints Catholic Academy. Neglectful usage of a Chromebook, that does not result in damage, may result in the loss of Chromebook privileges.*

*\*This signature acknowledgement form is required to be returned before a Chromebook will be released to your child.*

Chromebook # Assigned:	
Student's Name (Print):	Date:
Student's Signature:	Date:
Guardian's Signature:	Date: