



BIBLE BAPTIST

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Chromebook Agreement Policy

As Bible Baptist Christian School continues to provide innovative and engaging learning experiences for our students, we are pleased to offer Google chromebooks to 9-12th grade students who do not have personal access to a device. Students will be provided a chromebook, which will remain the property of BBCS, for their exclusive use for their term of enrollment at the school. Students will be allowed to treat the chromebook as their own, and must follow the policies and procedures outlined below at school and at home.

By signing this Chromebook Agreement Policy, students and parents acknowledge that they have read, understand, and will adhere to the terms, guidelines, and procedures necessary for the continued use of their chromebook.

Chromebook Responsible Use

Students are fully responsible for the care of the school-issued chromebook. Chromebooks that are broken or fail to work properly must be taken to the office staff immediately. If a substitute chromebook is needed, one may be issued to the student until his or her chromebook can be repaired or replaced.

General Policies

1. The chromebook is the property of BBCS. It is intended for academic use, and is to be treated in a fashion similar to a textbook.
2. Chromebooks must be treated with respect at all times. It is mandatory that your assigned chromebook must always be handled with care to prevent damage to the screen, keyboard, ports, etc.
3. Each chromebook has a serial number that is tied to a student ID.
4. Chromebooks must remain free of any stickers, tape, etc. You may purchase a hard shell case, at your own expense, if the case does not make any permanent modifications to the device.
5. Chromebooks may be inspected at any time.
6. The Chromebook Agreement Policy signed by each parent and student must be returned to school before students will be issued a chromebook.

7. Students may not share the chromebook with others without permission. It is for the student's use only.
8. The chromebook is not to be used as a personal entertainment device, for social media, or attempting to access blocked sites during school/education time.

General Care

1. Chromebooks should never be near food or drink.
2. Users must insert cords, cables, and removable storage devices carefully into chromebook ports.
3. Chromebooks must be transported in the closed position (top down) unless a teacher instructs otherwise.
4. Keep the chromebook in an environment with a moderate temperature (60-80 degrees F).
5. Keep the keyboard clear of items (e.g. pens, pencils, books, etc.) when you close the chromebook.
6. Do not place anything on the chromebook that will press against the screen.
7. Only clean the screen with a microfiber cloth. Windex and other liquid cleaners are not permitted.

Using Your Chromebook

At School

The chromebook must be brought to school, fully charged, each and every day. Students are responsible for bringing their chromebook to all classes which accept or require their usage.

At Home

Students are required to take their chromebook home each night for charging. Students who forget their chromebook at home will not be provided a loaner. Repeat violations of this policy will result in referral to administration and potential loss of privilege. Chromebooks should never be stored in a vehicle.

It is recommended that students not carry the power cord (charger) to school. If fully charged at home, the battery will last throughout the day.

Sound

Students must mute their devices at school, unless otherwise instructed by the teacher. Students are required to bring personal headphones to school for any audio-related activities.

Printing

Printing functionality will be available on a limited basis. Teachers will generally use Google Classroom or other digital methods for sharing documents with students. Students may print to their home printers using the Google Cloud Print service. For more information, please visit <http://google.com/cloudprint>

Technical Support

The office staff will serve as the first contact for all technical support issues.

Technical support cannot be provided for use outside of school. If students are experiencing a problem at home that cannot be replicated at school, parents should contact the technical support they would use for other devices at their house.

If technical difficulties occur, office support staff will use the “10-minute” rule. If the problem cannot be fixed in 10 minutes, the Chromebook will be restored to factory defaults. Restoring the Chrome OS will restore the device to the state in which the user originally received it. All student-created files stored on an external miniSD card, USB flash drive, or Google Drive will be intact after the operating system is restored. All files saved on the chromebook that have been synced to Google Drive will be intact. However, all other data (music, photos, documents) stored on internal memory that has NOT been synced will not be restored.

BBCS Chromebook Insurance Policy

BBCS will cover the repair of any accidental damage to your child’s chromebook after the payment of a deductible. For example, if a student accidentally drops his or her Chromebook and the screen is cracked, a new screen will be installed, with the parent paying the \$75 deductible (first claim).

BBCS DOES NOT cover the replacement of a lost, stolen, or intentionally damaged Chromebook.

Deductible Claim #1	Deductible Claim #2	Deductible Claim #3	Claims 4 and beyond
\$75	\$100	\$125	\$230 (Full Device Cost)

Lost, Stolen or Intentionally Damaged Device and Accessories

Parents are responsible for the replacement of a chromebook or any of its accessories that are lost (whereabouts unknown) or intentionally damaged. The replacement costs are listed below. The student will not be given another device or accessory to use until the replacement cost of the lost/damaged device or accessory is paid to the school.

- Replacement of the Chromebook - \$230
- AC Adapter & power cord - \$35

The following document must be signed and submitted prior to obtaining your chromebook.

One form per student must be filled out.

Parent: (read and initial all below)

_____ I have read and discussed the BBCS Chromebook Agreement Policy with my child. I understand that my child's failure to follow the expectations outlined in this document will result in potential loss of privilege and/or fine. I understand that BBCS will take responsible measures to ensure the protection of my child's identity.

_____ I understand the Chromebook Insurance Policy: If damaged accidentally, a deductible of \$75.00 for the first claim, \$100.00 for the second claim and \$125.00 for the third claim will be my responsibility. Claims beyond the third claim, and a lost or stolen chromebook or accessories are the responsibility of the student/family and must be replaced at replacement cost.

Parent Signature:		Date:	
Print Name:			

Student: (read and initial below)

_____ I have read and discussed the BBCS Chromebook Agreement Policy. I understand that my failure to follow the expectations outlined in this document will result in potential loss of privilege and/or fine.

_____ I have read and understand the expectations for Digital Citizenship. I understand that abuse of these expectations will have consequences.

Student Signature:		Date:	
Print Name:		Grade:	

Loaned Chromebook and/or Equipment *(office use only)*

Yes	No	
		Chromebook #
		Chromebook A/C Charger
		Carrying Case with shoulder strap
		Other: