

Immanuel Lutheran Christian Academy
**Student Parent Chromebook
Policy and Contract**

General Care of the Chromebook:

- Do not place food or drink near the device.
- Insert cords, cables, and removable storage devices carefully to prevent damage.
- Do not deface the device with writing, drawings, stickers, labels, etc. that have not been approved in writing by Mrs. Hendricks.
- Do not place heavy objects on the device
- Always carry the device with care; the screen should not be open when being carried, AND the device should be in its protective case when not in use. **This includes transport to and from school AND between classes.**
- Do not lift the device by the screen.
- Do not store the device where other items can place pressure on the screen (e.g. backpack).
- Clean the screen only with a soft, dry microfiber cloth or anti-static cloth. **DO NOT USE CLEANING SOLVENTS OR OTHER LIQUIDS ON THE SCREEN.**
- Do not deface or remove any ILCA labeling.

Damaged Chromebooks: Students with damaged or malfunctioning Chromebooks may take them to Mrs. Hendricks and borrow a device while theirs is being repaired or replaced. ILCA will cover the cost of the first repair. **Further repairs are the responsibility of the student and the parent/guardian.** Parents/guardians are responsible for the full cost of any repair or replacement of all damage to or loss of the Chromebook and the charge cord. Acts of intentional damage **WILL** be the sole responsibility of the student/parent, including the first-time damage report.

Students will:

- Use the Chromebook and other district technology resources only for academic purposes..
- Use appropriate language and graphics when posting and publishing from home or school, whether using blogs, podcasts, email, or other communication tools.
- Use only assigned accounts.
- Maintain confidentiality about usernames and passwords.
- Communicate only in ways that are kind and respectful.
- Remember that making illegal copies of music, games, movies, and other copyrighted material is prohibited.
- Give credit when using the words or works of others.
- Prevent damage to the Chromebook by following the “General Care” guidelines provided above.
- Report the loss or damage of the device immediately to Mrs. Hendricks and/or the office..
- **Charge the device at home and have it ready to use every day, every class period.**
- Keep the sound muted or use **school-provided** headphones when the noise might disturb others.

Students will NOT:

- Remove any identifying stickers or labels placed in or on the device by ILCA.
- Allow other people to use their assigned device.
- View, use, or copy passwords, data, or networks to which they are not authorized.
- Reveal personal information (telephone numbers, addresses, passwords, etc.) about themselves or others.
- Leave computers unsupervised or logged in to any ILCA-managed system.
- Harass, bully, or threaten anyone.
- Use offensive or inflammatory language of any kind.
- Misrepresent themselves or others.
- Destroy or damage data, programs, networks, or any other system or component of a system owned or managed by ILCA.
- Attempt to override, bypass, or otherwise change the Internet filtering software, Google Management, or other network configurations.
- Reset or wipe their device.

Guidelines for Appropriate Use:

With the opportunity afforded by using ILCA technology comes the responsibility to use that technology appropriately. Failure to use ILCA devices, networks, or other resources responsibly may result in disciplinary action.

ILCA will:

- Provide a device to enhance the student's learning experience.
- Filter web content at the school site and filter devices on any network worldwide.
- Monitor student internet usage using GoGuardian.
- Abide by COPPA, FERPA, and CIPA regulations.
- Track and retain stolen devices.

ILCA will NOT:

- Use programs that do not adhere to COPPA, FERPA, and CIPA.
- Access or control student devices remotely unless specifically authorized.

Parent Signature and Date _____

Student Signature and Date _____

More Information about ILCA Chromebooks

Why is ILCA moving to digital learning, especially at the MS/HS level?

ILCA utilizes the latest technology to enhance student learning, engagement, and achievement. Digital learning provides every student in grades 9-12 with a personal device to explore and utilize educational resources both inside and outside the classroom – from accessing class content and textbooks online, to communicating and collaborating with classmates and teachers. With digital learning, students have access to the best teacher-facilitated instruction combined with the latest technology at their fingertips.

What is a Chromebook?

The Chromebook is the student device that ILCA has purchased for its students. ILCA researched various possibilities for student devices, and the Chromebook proved to be durable, dependable, and versatile, making it the perfect resource for students. The Chromebook is an internet-enabled laptop designed to be interactive. These devices are similar to library books: they will be checked out to students for long-term use, but they remain the property of ILCA. These devices will accompany students to and from school each day, allowing learning to continue wherever the student may be.

How is my student protected while using the internet?

ILCA has invested in GoGuarian, which filters web content at the school site, as well as on any network worldwide. This means that, regardless of where your student chooses to go online with their device, they are protected. GoGuarian also monitors student internet usage to ensure that students use the device appropriately and responsibly, and adhere to student privacy protection regulations, such as COPPA, FERPA, and CIPA. We recognize, however, that there is no better protection than human, in-person, monitoring. We encourage parents and students to discuss their families expectations for digital citizenship.

How will my student's education change and improve through digital learning?

Student learning experiences will be elevated to new levels, further engaging and preparing them for their future. Students will have access to information and creative resources to present their knowledge, understanding, and application of the content they learn throughout the school year in each course. The skills they will acquire through the use of Chromebooks and Google Apps for Education will guide them to success in future learning and career opportunities, as they become knowledgeable and proficient users of technology.

Additionally, the teaching experience will change to enhance engagement and productivity in the classroom. Students will have controlled internet access at their fingertips, allowing teachers to expand upon current instruction to provide students with a more enriched learning experience. Through FACTS, students can keep their class schedules, homework assignments, and online class resources all in one place. Teachers will be able to post, collect, and grade assignments online, as well as send announcements and update their course calendar. The teacher will also have the ability to host digital class discussions and administer online exams, so learning can follow them everywhere they go!

What is Google Apps for Education?

Google Apps for Education will be utilized by students for creating work, storing files, and collaborating. Students will be able to access and create work in their Google Drive cloud storage from any device with an internet connection. Through the Chromebook, students will even have the ability to work offline on Google Drive assignments. Students can utilize a suite of programs, including but not limited to, Google Docs, Sheets, Calendar, Classroom, and more! They can also take the pre-ACT and ACT online, allowing quicker access to scores.