

August 23, 2021

Dear St. Gregory School Parents/Guardians,

Students at St. Gregory School will be given Chromebooks to be used throughout the year. St. Gregory students will now be able to collaborate and share documents with each other and the teachers. To log in to the Chromebooks, students are given the use of a stgregzelie.org email address. This email account can be accessed at home and will allow students to access documents and files.

How can a parent be sure of what material their child is sending /receiving from another student?

The benefit of having a school email account, and not a personal Gmail account, is that the account is the property of the school and can be monitored anytime a parent or teacher has a concern. Unlike Gmail, teachers and parents can have access to the students' password. If the student had a public email account, the school would not have the ability to monitor account activity.

What if my child does not have internet at home?

If you do not have internet at home please just let the classroom teacher know. They can still have access to the documents at school and use the Chromebooks in class.

What is included in the email account?

The email account gives your child access to various Google Apps. This will allow your child to type papers, create presentations, websites, and spreadsheets all within the account. Your computer does not need to have special software.

If you have any questions, feel free to talk to your child's teacher. I would also suggest watching tutorial videos online to familiarize yourself with the platform.

Please fill out the Chromebook Technology Pledge for each student, along with the insurance paper (which you will pay through FACTS). The teacher can fill in the information about the mode and make.

Thank you,

Mrs. Rice

St. Gregory School

CHROMEBOOK TECHNOLOGY PLEDGE

Student Pledge:

I, _____, (print student's name) agree to the following conditions:

1. I will follow all of the policies and regulations included in the Chromebook Policy, Procedure, and Information handbook while at school.
2. I agree to return the Chromebook and power cord in good working condition every day.

Parent Pledge:

I, _____, (parent's name) will not hold St. Gregory School or its employees or agents responsible for any materials acquired by my child. I agree to the stipulations set forth in these policies. I will take full responsibility for any damage that occurs to the Chromebook while the device is in my child's possession.

Student Signature _____ Date _____

Parent Signature _____ Date _____



Insuring Personal Property Since 1971

Worth Ave. Group Insurance Coverage

Saint Gregory School, Daphne, FL has chosen Worth Ave. Group as the vendor of choice to insure school issued Chromebooks distributed to students. Insurance with Worth Ave Group will protect the device against ACCIDENTAL DAMAGE, FIRE, FLOOD, NATURAL DISASTERS, POWER SURGE, and VANDALISM. This insurance policy will provide full replacement cost coverage and will protect the item worldwide (on and off school grounds). The policy is also transferable to a replacement unit. In the event of Theft or Vandalism, a police report from the jurisdictional Law Enforcement agency is required.

About Us

Worth Ave. Group is affiliated with National Student Services, Inc. Since 1971, WAG has been the leader in providing personal property insurance designed specifically for students, faculty and staff of colleges and universities. Our expertise has now expanded to include K-12 education, businesses and individuals. Our corporate headquarters is located in Stillwater, Oklahoma. We are licensed in all states, including Alaska and Hawaii. Our underwriter, Hanover Insurance Company in Worcester, Massachusetts, has an Excellent rating of A from A.M. Best Company, an organization rating insurance companies based on operating performance and financial strength.

Unlimited Incidents For:

Accidental Damage (Drops/Spills)	✓
Cracked Screens	✓
Liquid Submersion	✓
Fire	✓
Flood	✓
Natural Disasters	✓
Power Surge Due to Lightning	✓
Vandalism	✓

Chromebook Insurance

Term	Deductible	Premium
1 Year	\$0.00	\$23.00

Policy will be effective 8/25/2021 - 8/25/2022

Please make check payable to:
Saint Gregory School

To purchase coverage, please provide the following:

Parent name	Student name
Make, model, and serial number of device	

St. Gregory School Chromebook Agreement

Chromebooks are designed to help students and teachers get things done faster and easier. Chromebooks have built-in cloud storage, popular Google products for education, apps, and much more to better students' learning experience.

With the Chromebooks, our students will have technology incorporated in their daily learning. With the implementation of Chromebooks, we will have a larger focus on technology and it will give the teachers more flexibility in their instruction.

The policies, procedures and information contained in this document apply to all Chromebooks used at St. Gregory School. Teachers may set additional requirements for computer use in their classrooms.

USING YOUR CHROMEBOOK AND TAKING CARE OF YOUR ASSIGNED CHROMEBOOK

Students are responsible for the general care of the Chromebook that was issued to them by the School. Chromebooks that are broken or fail to work properly must be taken immediately to their teacher.

General Policies

- Chromebooks are intended for use at school each day. Students are responsible for bringing their Chromebooks to all of their classes, unless specifically instructed not to do so by their teacher.
- Protect the Chromebook screen by following the rules below. The Chromebook screen can be damaged if subjected to rough treatment. Chromebooks are particularly sensitive to damage from excessive pressure on the screen.
 - Close the Chromebook screen before moving it.
 - Do not lean on the top of the Chromebook when it is closed.
 - Do not place anything near the Chromebook that could put pressure on the screen.
 - Do not poke the screen.
 - Do not place anything on the keyboard before closing the lid (e.g. pens, pencils, or disks).
 - Clean the screen with a soft, dry cloth or anti-static cloth.
 - Do not bump the Chromebook against lockers, walls, floors, etc. as it will eventually break the screen.
 - No food or drink is allowed next to your Chromebook while it is in use.
 - To conserve battery life Chromebooks should be shut down before moving them.
- Chromebooks must remain free of any writing, drawing, stickers, or labels.
- Chromebooks must never be left in any unsupervised area.
- Students are responsible for charging their Chromebook's battery.
- Students may be selected at random by teachers or administrators to provide their Chromebook for inspection for damages or misuse.

policies be followed. Misbehavior could result in temporary or permanent loss of access to the Internet, email, or other technology privileges. Violations may result in disciplinary action up to and including suspension/ expulsion for students. When applicable, law enforcement agencies may be involved.

The use of the St. Gregory School's technology resources is a privilege, not a right.

User Terms and Conditions

The use of St. Gregory School's technology resources is subject to the following terms and conditions:

- The use of technology resources must be for educational and/or research purposes consistent with the mission, goals, and objectives of St. Gregory School. The school will make reasonable efforts to restrict access to inappropriate materials.
- User accounts are considered the property of St. Gregory School.
- Do not go into chat rooms or send chain letters without permission. If applicable, teachers may create discussion groups for communication among students for educational purposes.
- Do not open, use, or change files that do not belong to you.
- Do not reveal your full name, phone number, home address, social security number, credit card numbers, password or passwords of other people.
- Remember that storage is not guaranteed to be private or confidential as all Chromebook equipment is the property of St. Gregory School.
- If you inadvertently access a website that contains obscene, pornographic or otherwise offensive material, exit the site immediately.
- Always use appropriate and proper language in your communication.
- Do not transmit language / material that may be considered profane, obscene, abusive, or offensive to others.
- Do not send mass e-mails, chain letters or spam.
- Email & communications sent / received should be related to educational needs.
- Email & communications are subject to inspection by the school at anytime.

Cyberbullying

- Cyberbullying involves the use of information and communication technologies such as email, cell phone, instant messaging, defamatory personal websites, and defamatory online personal polling websites to support deliberate behavior that is intended to harm others.
- Cyberbullying is all forms of harassment over the Internet or other forms of electronic communications, including cell phones.

Damages:	Price:
Screen	\$150
Generic Charging Cord replacement	\$30
Protective Case	\$30
Hinges	Cost of the Chromebook
Lost Chromebook	Cost of the Chromebook
Water Damage	Cost of the Chromebook

PROTECTING & STORING YOUR CHROMEBOOK COMPUTER

Student Chromebooks will be labeled in the manner specified by each homeroom teacher.

Storing Your Chromebook

When students are not using their Chromebooks, they should be stored safely. Nothing should be placed on top of the Chromebook. Students are **NOT** to take their Chromebooks home.

Under no circumstances should Chromebooks be left in unsupervised areas. Unsupervised areas include the school grounds, the cafeteria, computer lab, lockers, and hallways. If a Chromebook is found in an unsupervised area, it will be taken to the Principal.



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email schooloffice@stgregzelie.org
www.stgregzelie.org

EXAMPLE

Date: _____

Dear Parent/Guardian of: _____

This is to inform you that your son/daughter has violated the Chromebook device policy of St. Gregory School for the second time. In an effort to keep parents informed and reduce the number of repeat offenses, we are requesting you and your son/daughter sign this letter indicating your awareness of the consequences for repeated violations and return it to the office. Your son/daughter is using the Chromebook for reasons other than academics during class time. He/she lost Chromebook privileges for one week.

Thank you,

Mrs. Harris

Student signature

Parent/Guardian signature

You'll receive this
only if your child
violates the policy!