



## HAVEN SCHOOLS



### **Chromebook Student/Parent/Guardian User Agreement & Educational Workspace Account**

#### **To Student, Parents and Guardians**

Haven Schools require each student to have a touchscreen Chromebook device in 6<sup>th</sup> through 12<sup>th</sup> grades. Our current 12<sup>th</sup> graders will still have the option to continue using an iPad. New students entering 12<sup>th</sup> grade will need a Chromebook. The network, including the Internet, is a tool for research and education. Chromebooks and the network must be used for educational purposes while on campus. Chromebooks and usage are a privilege not a right and may be revoked at any time for inappropriate conduct.

Students are expected to abide by the following rules and behavioral expectations on school campuses:

#### **USE OF EQUIPMENT**

- The Chromebook is to be used for educational purposes only while on campus.
- Student/Parents/Guardians are responsible for the device, and the school is not responsible for breakage nor repair.

#### **THE NETWORK**

- Engaging in online activities that are inappropriate will result in automatic termination of the student's network/Internet privileges at the administrator's determination and discretion.
- Sending messages via school technology with the intent to intimidate, frighten, threaten, or bully another person is considered harassment and will have significant consequences.
- Students may not change, alter, bypass, or attempt to bypass any Chromebook security measures including filtered Internet sites for inappropriate content, or VPN.

#### **PRIVACY**

- It is a violation to share your Chromebook or your password with anyone else or to access any account belonging to other students, faculty, or staff.

#### **MANAGEMENT**

- Havens Schools require the addition of a Google License for each device, and that device will be required to be enrolled in The Haven Google for Education Domain to monitor safety and security of content and state testing requirement from the Department of Education.



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### RESPONSIBILITIES

- **Submit their Chromebook to school Administrators or IT Support upon request.** Such a request may be made to check browser histories and caches for inappropriate content, as well as, to ensure Chromebooks do not contain any unapproved software or files.
- **Chromebooks and Content are monitored while on Campus.** Students and parents need to be aware that Gmail for education account is owned by Haven Schools.
- **Charge Chromebooks overnight each night to ensure that they are fully charged for classes the next day.** Just as students are expected to be prepared for class by having all required materials, students will need to have a charged Chromebook at the start of each day.
- **Protect the Chromebook from damage and theft**  
Parents or guardians are solely financially responsible loss, breakage, or theft.

### STUDENT EXPECTATIONS

As a learner I will:

- Never leave my Chromebook unattended.
- Make sure the Chromebook is not subject to careless or intentional damage (e.g., because of horseplay).
- Ensure that, when the Chromebook is being transported, it is as secure as possible.
- Ensure that my Chromebook is charged every evening and ready for use the next day (i.e., plugging it in for charging overnight).
- Store my Chromebook in a safe place when not in use (e.g., lunch, PE, etc.).
- Use my Chromebook for the task always assigned by my teacher. Chromebooks will **ONLY** be used for educational purposes as directed by Haven Schools staff and faculty while on campus.

### CONSEQUENCES FOR VIOLATION OF CHROMEBOOK RULES:

By agreeing to the User Agreement, you commit to the student expectations and understand the consequences for violation.

### CONSEQUENCES FOR BREACHES OF THE ACCEPTABLE USE AGREEMENT:

In the event a student breaches any part of the agreement, consequences will be imposed by the school administration. Each situation will be considered independently, and consequences will range from a discussion about the rules and expectations regarding Chromebook usage and/or a complete withdrawal of access to all computer technology.



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### Google Workspace for Education Notice to Parents and Guardians Terms of Use

At Haven Schools, we use Google Workspace for Education accounts. Google Workspace for Education is a set of educational tools from Google including Gmail, calendar, docs, and classroom. At Haven Schools, students will use their Google Workspace for Education accounts to complete assignments, communicate with their teachers, and learn 21st century digital citizenship skills. The notice below provides answers to common questions about what Google can and cannot do with your child's personal information, including:

- What personal information does Google collect?
- Does Google use student personal information for users in K-12 schools to target advertising?
- Can my child share information with others using the Google Workspace for Education account?

This notice describes the personal information we provide to Google for these accounts and how Google collects, uses, and discloses personal information from students in connection with these accounts for K-12 Educational accounts.

Using their Google Workspace for Education accounts, students may access and use the following:

- Gmail
- Calendar
- Classroom
- Docs, Sheets, Slides, Forms
- Drive
- Groups
- Google Hangouts, Google Chat, Google Meet,
- Sites
- YouTube

#### **Does Google use student personal information for users in K-12 schools to target advertising?**

No. For Google Workspace for Education users in primary and secondary (K-12) schools, Google does not use any user personal information (or any information associated with a Google Workspace for Education Account) to target ads, whether in core services or in other additional services accessed while using a Google Workspace for Education account.

#### **Can my child share information with others using the Google Workspace for Education account?**

We may allow students to access Google services such as Google Docs and Sites, which include features where users can share information with others or publicly. When users share information publicly, it may be indexable by search engines, including Google.



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Will Google disclose my child's personal information

Google will not share personal information with companies, organizations, and individuals outside of Google.

By signing below, you as the parent/guardian/student agree to all terms and conditions of the Chromebook Student/Parent User Agreement and Workspace Account for Haven Schools.

Please Sign and Return:

Parent/Guardian Name: \_\_\_\_\_

Parent/Guardian Signature: \_\_\_\_\_

Student Name: \_\_\_\_\_

Student Signature: \_\_\_\_\_

Grade: \_\_\_\_\_