Our Lady of Perpetual Help Middle School
Google Chromebook 1:1 Program: Policy, Procedures, and Information
2020-2021

The focus of the Chromebook program at OLPH is to provide tools and resources for the 21st century learner. Excellence in education requires that technology is seamlessly integrated throughout the educational curricula. Increasing access to technology is essential to build upon college and career readiness skills. The individual use of Chromebooks is a way to empower students to maximize their full potential and to prepare them for college and the workplace.

Learning results from the continuous dynamic interaction among students, educators, parents and the extended community. Technology immersion does not diminish the vital role of the teacher. To the contrary, it transforms the teacher from a director of learning to a facilitator of learning. Effective teaching and learning with Chromebooks integrates technology into the curriculum anytime, anyplace.

The scope of this document applies to all Chromebooks, iPads, and other technology devices as determined by the school administration.Teachers may set additional requirements for use in the classroom.

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1. GENERAL INFORMATION

1.1 Overview of Program

- The policies and procedures listed in this document are intended for all students using Chromebooks that are a part of the school's 1:1 initiative. All students are still fully accountable for the restrictions, appropriate care, usage, and other expectations expressed within this document as well as other technology policies outlined by the administration (e.g. Acceptable Use, Use of Technology, and Diocese provided Technology to Students).

1.2 Receiving Your Chromebook

- Chromebooks will be distributed each fall after the student/parent/teacher informational meetings. The following must be presented before a Chromebook is released to the student:

  - ❖ A signed copy of the Student and Parent Pledge
  - ❖ A printed copy of his/her Certificate of Completion of the Diocese of Knoxville Digital Driver's License that is to be completed over the summer (The Certificate is good for three years once completed.)
  - ❖ an appropriate, protective case for the Chromebook

1.3 Chromebook Check-in
- Chromebooks will be returned prior to the end of the school year, on a date to be provided, so they can be checked for serviceability and to be stored for the summer. If a student transfers out of OLPH during the school year, the Chromebook, Chromebook charger, Chromebook case, and any other peripheral devices/tools provided will be returned at that time.
- Students who graduate early, withdraw, are expelled, or terminate enrollment at OLPH for any other reason must return their individual school Chromebook, Chromebook charger, Chromebook case, and any other peripheral devices/tools provided on the date of termination.
- If a student fails to return the Chromebook, Chromebook charger, Chromebook case, and any other peripheral devices/tools provided at the end of the school year or upon termination of enrollment at OLPH, the student's parents will be invoiced for the full replacement cost of the device and peripherals. Furthermore, records will be withheld until the device is returned, or the invoice is paid in full. Failure to pay invoices as due or failure to return the devices and peripherals upon due date of the invoice will result in a theft report being filed with the East Ridge Police Department.
- Furthermore, the student will be responsible for any damage to the Chromebook, consistent with the Chromebook Protection plan and must return the computer and accessories to OLPH in good working condition. The parents will be charged a fee for any needed repairs, not to exceed the replacement cost of the Chromebook.

1.4 Chromebook Incidents
- If at any point during the school year there is damage, loss, or theft of a Chromebook the student must contact administration immediately.
- Any technical issue with the device must be brought to the attention of administration or technology support staff immediately. This includes but is not limited to: Chrome OS (operating system), battery issues, loss of Internet connectivity, failure of apps to launch, etc.
- Any hardware/software repairs that are not due to misuse or damage will be covered without cost, however any accidental or intentional damage to the device will incur a cost.
- Fines will be imposed in accordance with the below chart or as the circumstances may warrant in the discretion of the Diocese of Knoxville and its administrators.
- After two incidents of accidental damage, the student may lose some privilege of being in the Chromebook 1:1 program and may not be permitted to take the device home. This may also result in disciplinary action.
- All reports will be investigated and addressed on a case-by-case basis.

Issue	Action(s) Necessary	Cost
Accidental Damage	A report must be made. The device and case must be returned to the school so that a new or spare device may be issued.	Cost of the damage or repair or total replacement cost.
Intentional Damage	Intentional damage will be referred to the administration. A report must be made immediately to administration. The device must be returned to the school. The student loses all privileges for another device. Any and all appropriate discipline will be given for damage to chromebooks as set forth in the school's discipline policy under technology usage.	High Level Fine - All costs that are associated with replacing or repairing the device. Discipline points will be given.
Loss	A report must be made immediately to administration.	Full cost of device
Theft	A report must be made immediately to administration and a police report MUST be filed. A copy of that report MUST be brought to administration.	To be determined on a case-by-case basis.
Damage or Loss of power cord, extension cable, SIM Card, etc.	A report must be made immediately to administration: the Chromebook , power cord, SIM Card, etc. must be returned to the Computer Lab.	Maximum: $15 each

2. TAKING CARE OF YOUR CHROMEBOOK
Students are responsible for the general care of the Chromebook that they have been issued by the school. Chromebooks that are broken or fail to work properly must be taken to the OLPH computer lab for an evaluation of the equipment.
2.1 General Precautions
- The Chromebook is school property and all users will follow this policy and the OLPH acceptable use policy for technology.
- Only use a clean, soft cloth to clean the screen, no cleansers of any type.
- Cords and cables must be inserted carefully into the Chromebook to prevent damage.

- Chromebooks must remain free of any writing, drawing, stickers, or labels that are not the property of the OLPH.
- Students are responsible for keeping their Chromebook's battery charged for school each day.
- Chromebooks are very sensitive to extreme heat and extreme cold, therefore leaving devices in cars, direct sunlight, etc. may expose them to these conditions and is potentially harmful to the device. This should be avoided.
- Do not stack any books, heavy materials, etc. on top of the Chromebook as it could cause the device to break.
- Students should exercise extreme caution if carrying Chromebooks in backpacks. Students should not leave their backpack in any areas where backpacks containing Chromebooks can be kicked, tripped over, or sat/laid on.
- A strong, solid protective case is highly recommended to prevent physical damage. Gumdrop Drop Tech cases are preferred.

2.2 Carrying Chromebooks
The protective cases must be purchased by the student before the Chromebooks are distributed. They must have sufficient padding to protect the Chromebook from normal wear and tear and provide a suitable means for carrying the device within the school. The make and model of the Chromebooks will be on the supply lists that are provided in the spring. The guidelines below should be followed:
- Chromebooks should always be within the protective case when carried.
- Some carrying cases can hold other objects (such as folders and workbooks), but these must be kept to a minimum to avoid placing too much pressure and weight on the Chromebook screen.
- Chromebooks must remain in a protective case when not in use to prevent unintended damage.

2.3 Screen Care
The Chromebook screens can be damaged if subjected to rough treatment. The screens are particularly sensitive to damage from excessive pressure on the screen.
- 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 place anything in the carrying case that will press against the cover.
- Clean the screen with a soft, dry cloth or anti-static cloth.
- Do not "bump" the Chromebook against lockers, walls, car doors, floors, etc as it will eventually break the screen.

3. USING YOUR CHROMEBOOK AT SCHOOL
Chromebooks are intended for use at school each day. In addition to teacher expectations for Chromebook use, school messages, announcements, calendars, and schedules may be accessed using the Chromebook. Students must be responsible to bring their Chromebook to all classes, unless specifically instructed not to do so by their teacher.

3.1 Chromebooks Left at Home
- If students leave their Chromebook at home, they are responsible for getting the course work completed as if they had their Chromebook present.
- If a student repeatedly (three or more times as determined by any staff member) leaves their Chromebook at home, they may be required to "check out" their Chromebook. "Checking out" identifies that the student will only be able to utilize the Chromebook during school hours. The Chromebook will be checked out in the morning from a central location and returned at the end of the school day to the same central location.
- After the first "check out" period, the Chromebook will be returned for student use at home. If this incident occurs again, the student may be referred to the **assistant principal**.
- If a student leaves their Chromebook at home for two consecutive days, they will be required to bring in the device and have a mandatory inspection of said device.

3.2 Chromebook Undergoing Repair
- Replacement Chromebooks may be issued to students when they leave their Chromebooks for repair in the Computer Lab. Please note that there may be a delay in getting a Chromebook should the school not have enough to distribute.
- Replacement Chromebooks may not be issued for use if there are outstanding fees associated with the damage.

3.3 Charging Your Chromebook's Battery
- Chromebooks must be brought to school each day in a fully charged condition. Students need to charge their Chromebooks each evening.
- In cases where use of the Chromebook has caused batteries to become discharged, students **may** be able to connect their Chromebooks to a power outlet in class.

3.4 Photo Library/Screensavers/Background photos
- Inappropriate media should not be on the device and may not be used as a screensaver or background photo.
- Presence of guns, weapons, pornographic materials, inappropriate language, alcohol, drug, gang related symbols or pictures will result in disciplinary actions and may also result in a loss of Chromebook privileges.
- Photos/videos require a large amount of storage space on the device. Only photos that are for an educational purpose should saved to the device. All other photos/videos should not be taken or stored.

3.5 Sound, Music, Games, or Programs
- Sound must be muted at all times unless permission is obtained from the teacher for instructional purposes.
- Personal music is not allowed on the Chromebook. Any music on the device should only be added at the request and discretion of a teacher.
- Internet games are not allowed on the Chromebooks. If game apps are installed, it will be by the direction of OLPH School staff only.
- All software/Apps must be school provided or requested in writing for school approval. Data Storage on the Chromebook is limited and should be managed by the students so that the full educational potential of the Chromebook is available. Any instance of

downloading apps that have not been approved by the Diocese are carefully monitored and will result in deletion of the program from the Chromebook device and disciplinary action.

3.6 Printing
- Printing will be available with the Chromebook. Students should talk to their teachers about which printer to print to. Students will be given information and instruction on printing with the Chromebook at school.

3.7 Home Internet Access
- Students are allowed to set up access to home wireless networks on their Chromebooks. This will assist students with the ability to complete, retrieve, access, etc. educational content used in classes with the Chromebook successfully.
- Students may also set up home printing capabilities for their Chromebook. This will require a wireless printer and proper settings on the Chromebook using Google Cloud Print.
- If parents/guardians are interested in providing content filtering at home, it is suggested that parents/guardians contact their Internet provider for details and support.

4. MANAGING YOUR FILES & SAVING YOUR WORK

4.1 Saving to the Chromebook
- Students may save work to their Google Docs (Drive) accounts (or other cloud based storage medium) via the Chromebook.
- Storage space will be available on the Chromebook, but since the device has storage limitations it is vital that the storage space be privileged for educational use only. It is also important to note that Chromebooks will NOT be backed up by the Diocese in cases of resetting or re-imaging.
- It is the student's responsibility to ensure that their is work backed up and therefore not lost due to mechanical failure or accidental deletion.
- Chromebook malfunctions are not an acceptable excuse for not submitting work.

4.2 Network Connectivity
- OLPH makes no guarantee that their network will be up and running 100% of the time. In the rare case that the network is down, the Diocese will not be responsible for lost or missing data.
- Students will not be penalized if the network is down and a completed assignment can not be accessed for class projects, presentations, etc. as this type of network outage will affect all students and staff in the school building.

5. SOFTWARE ON CHROMEBOOKS

5.1 Originally Installed Software
- The Operating System & Extensions/Apps originally installed by OLPH School must remain on the Chromebook in usable condition and be easily accessible at all times.
- From time to time, the school may add software applications for use in a particular course. Periodic checks of Chromebooks will be made to ensure that students have not removed required apps/extensions.
- Any attempt to "jailbreak" the Chromebook or change the configuration of the device as provided in the fall each school year will result in an immediate disciplinary action.

5.2 Additional Software
- ● OLPH will provide any required extensions/apps on the Chromebook. These apps/extensions will be available upon logging into the device using the official school approved email address.
- ● Any software that breaks the Acceptable Use Policy or that is deemed inappropriate for use in school is not to be downloaded or installed on the Chromebooks. This includes, but is not limited to, music, games, videos, images, e-Books, and apps as noted in section 3.5 above. Immediate removal of material (or full reset of the device), contact with parents, and disciplinary action will take place.

5.3 Inspection
- ● Quarterly inspection checks will be done on all chromebooks.
- ● Students may be selected at random to provide their Chromebook for inspection.
- ● Reasons for Chromebook inspection may include but are not limited to the following: functionality, maintenance, serviceability, and various violations of student acceptable responsibilities when using the Chromebook.

5.4 Procedure for Re-loading Software
- ● If technical difficulties occur or illegal software are discovered, the Chromebook may be restored to original factory settings. The school does not accept responsibility for the loss of any software or documents deleted due to a need to reformat and/or re-image any device.
- ● Students are highly encouraged to create a backup of all Chromebook documents and work as identified in section 4 above.
- ● Students are highly encouraged to manage their backup data to ensure that enough space is available for school created content.

5.5 Software Upgrades
- ● Each time you turn on your Chromebook, the system automatically checks for updates and applies any updates that it finds.
- ● It is highly recommended that students completely turn off their Chromebooks at night. This will allow the device to update on its own when powered on the following day.
- ● Students are encouraged to periodically upgrade the apps on the Chromebook if prompted. Chromebooks run Chrome OS (Operating Software) Web browser. OS updates are conducted automatically on the OS .

6. ADDITIONAL RESPONSIBILITIES AND EXPECTATIONS

6.1 Parent/Guardian Responsibilities
- ● Talk to your children about values and the standards that your children should follow on the use of the Internet just as you do on the use of all media information sources such as television, telephones, movies, and radio.
- ● Become increasingly active participants by asking your child/children to show you what sites they are navigating to and/or what apps are being used and how they work.
- ● The following resources will assist in promoting positive conversation(s) between you and your children regarding digital citizenship as it relates to Internet safety, conduct, and Netiquette.
- ● NetSmartz: http://www.netsmartz.org/Parents

- CommonSense Media: http://www.commonsensemedia.org/blog/digital-citizenship
- Ensure that siblings and other family members are not using the device for personal use.

6.2 School Responsibilities are to:
- Provide Internet and online Course Materials access to its students.
- Provide Internet filtering and blocking of inappropriate materials as able.
- OLPH reserves the right to review, monitor, and restrict information stored on or transmitted via OLPH owned equipment and to investigate inappropriate use of resources.
- Provide staff guidance to aid students in doing research and help ensure student compliance of the acceptable use policy.

6.3 Students are responsible for:
- Using computers/devices in a responsible, ethical, and educational manner.
- Obeying general school rules concerning behavior and communication that apply to technology use.
- Using all technology resources in an appropriate manner so as to not damage school equipment. Taking a proactive role to aid OLPH in the protection of our computer system/device by contacting an administrator about any security problems they may encounter.
- Comply with trademark and copyright laws and all license agreements. Ignorance of the law is not immunity. If you are unsure, ask a teacher or parent
- Plagiarism is a violation of the OLPH Code of Conduct. Give credit to all sources used, whether quoted or summarized. This includes all forms of media on the Internet, such as graphics, movies, music, and text.
- Use or possession of hacking software is strictly prohibited and violators will be subject to OLPH School Student/Parent Handbook. Violation of applicable state or federal law may result in criminal prosecution or disciplinary action by the Diocese.
- If a student should receive emails containing inappropriate or abusive language or if the subject matter is questionable, he/she is to make a teacher or administrator aware immediately.
- Returning their Chromebook to the Computer Lab at the end of each school year. Students who withdraw or are suspended or expelled from OLPH School for any reason must return their individual school Chromebook and other peripherals on the date of termination.
- Monitoring all activity on their account(s).

6.4 Student Activities Strictly Prohibited:
Students are strictly prohibited from the following actions while using their Chromebook (OLPH reserves the right to modify this list at any time.):
- Chromebooks are not permitted in the cafeteria during student lunch periods. They should remain in the sending classroom or be placed in the student's' locker.
- Illegal installation or transmission of copyrighted materials
- Any action that violates an applicable existing or future Diocesan policy and any applicable laws.

- Sending, accessing, uploading, downloading, or distributing offensive, profane, threatening, pornographic, obscene, or sexually explicit materials
- Use of chat rooms, sites selling term papers, book reports and other forms of student work
- Messaging services
- Use of outside data disks or external attachments without prior approval from the administration
- Changing of Chromebook settings (exceptions include personal settings such as font size, brightness, etc)
- Spamming-Sending mass or inappropriate emails
- Using the internet to access personal (non-school related) accounts - i.e. non-school provided email accounts (yahoo, hotmail), facebook, other social media sites, etc.
- Gaining access to other student's accounts, files, and/or data
- Use of the school's Internet/E-mail accounts for financial or commercial gain or for any illegal activity
- Sending anonymous or misleading communications for any inappropriate purpose via any means
- Students are not allowed to give out personal information, without the permission and supervision of their parents or a school staff member, over the Internet. This includes, but is not limited to, setting up internet accounts including those necessary for chat rooms, Ebay, email, etc.
- Participation in credit card fraud, electronic forgery or other forms of illegal behavior
- Vandalism (any malicious attempt to harm or destroy hardware, software or data, including, but not limited to, the uploading or creation of computer viruses or computer programs that can infiltrate computer systems and/or damage software components) of school equipment will not be allowed
- Transmission or accessing materials that are obscene, offensive, threatening or otherwise intended to harass or demean recipients.
- Bypassing the OLPH web filter through a web proxy

6.5 Legal Propriety
- Comply with all applicable laws, including but not limited to trademark and copyright laws and license agreements.
- Plagiarism is a violation of the OLPH Code of Conduct. Give credit to all sources used, whether quoted or summarized. This includes all forms of media on the Internet, such as graphics, movies, music, and text.
- Use or possession of hacking software is strictly prohibited and violators will be subject to OLPH School Student/Parent Handbook. Violation of applicable state or federal law will result in criminal prosecution or disciplinary action by the Diocese.

6.6 Student Discipline
If a student violates any part of the policies, procedures, expectations outlined in this document, the student handbook or Diocesan policies, he/she will be disciplined in accordance with our discipline policy (outlined in the student handbook). See Section 9 below for more details.

7. PROTECTING & STORING YOUR CHROMEBOOK

7.1 Chromebook Identification

Student Chromebooks will be labeled in the manner specified by the school. Chromebooks can be identified in the following ways:

- Record of serial number
- OLPH label
- Students should not remove labels and/or serial # labels that are placed on the device.

7.2 Storing Your Chromebook

- To prevent damage, nothing should be placed on top of the Chromebook.
- Students are encouraged to take their Chromebooks home everyday after school, regardless of whether or not they are needed.
- If a student needs a secure place to store their Chromebook, they may check it in at the Computer Lab for storage.

7.3 Chromebooks Left in Unsupervised Areas

- Under no circumstances should Chromebooks be left in unsupervised areas. Unsupervised areas include the school grounds and campus, the lunchroom, computer lab, locker rooms, library, unlocked classrooms, dressing rooms and hallways.
- Any Chromebook left in these areas is in danger of being stolen. If a Chromebook is found in an unsupervised area, it will be taken to the Computer Lab or the main office and may result in disciplinary action.

8. REPAIRING OR REPLACING YOUR CHROMEBOOK

8.1 Personal Home or Homeowners coverage

- Students or parents may wish to carry their own personal insurance to protect the Chromebook in cases of theft, loss, or damage. Please consult with your insurance agent for details about your personal coverage of the Chromebook.
- Most insurances will require a rider for electronics and only provide so much coverage and a higher deductible.

8.2 Claims

All insurance claims must be reported to the school office. Students or parents must provide a report in instances of theft, vandalism, or fire related damage. A copy of this report must be submitted to school administration before an Chromebook can be repaired or replaced with School Diocese Protection.

9. ACTIONS REQUIRING DISCIPLINARY ACTIONS

As mentioned throughout this document, misuse of Chromebooks has the potential to earn disciplinary consequences such as, but not limited to, lunch detentions, after school detentions, In-School Suspensions, and Out-of-School Suspensions.

Examples of conduct warranting disciplinary action include, but are not limited to the following:

- Downloading unapproved apps that are not on OLPH Apps and Extensions List without receiving permission.
- Leaving Chromebook unattended.

- Deleting school installed settings from a Chromebook.
- Bringing Chromebook to Gym - unless directed by gym teacher
- Lack of adequate care for Chromebook, case, charger, etc.
- Resetting Chromebook to factory defaults.
- Placing the Chromebook in developer mode.
- Adjusting settings on someone else's Chromebook.
- Adding a credit card to a Google Account (Google Wallet) to purchase music/unapproved apps.
- Logging in under personal Google account to download purchased apps for yourself or another student(s).
- Leaving Chromebook at home. Lack of preparation for classes.
- Loaning of student device to other students inside and outside of school.
- Failure to utilize protective cases when the Chromebook is not in use or when the device is being carried in the hallway.
- Multiple damage instances caused by lack of care for the Chromebook and other peripheral devices.

10. DIGITAL CITIZENSHIP

School-issued Chromebooks should be used for educational purposes and students are to adhere to the Diocesan/School policies and all of its corresponding administrative procedures at all times. While working in a digital and collaborative environment, students should always conduct themselves as good digital citizens by adhering to the following:

1. Respect Yourself. I will show respect for myself through my actions. I will select online names that are appropriate. I will use caution with the information, images, and other media that I post online. I will carefully consider what personal information about my life, experiences, or relationships I post. I will not be obscene. I will act with integrity.
2. Protect Yourself. I will ensure that the information, images, and materials I post online will not put me at risk. I will not publish my personal details, contact details, or a schedule of my activities. I will report any attacks or inappropriate behavior directed at me while online. I will protect passwords, accounts, and resources.
3. Respect Others. I will show respect to others. I will not use electronic mediums to antagonize, bully, harass, or stalk people. I will show respect for other people in my choice of websites: I will not visit sites that are degrading to others, pornographic, racist, or inappropriate. I will not enter other people's private spaces or areas.
4. Protect Others. I will protect others by reporting abuse and not forwarding inappropriate materials or communications. I will avoid unacceptable materials and conversations.
5. Respect Intellectual Property. I will request permission to use copyrighted or otherwise protected materials. I will suitably cite all use of websites, books, media, etc. I will acknowledge all primary sources. I will validate information. I will use and abide by the fair use rules.
6. Protect Intellectual Property. I will request to use the software and media others produce. I will purchase, license, and register all software or use available free and open source

alternatives rather than pirating software. I will purchase my music and media and refrain from distributing these in a manner that violates their licenses.

OLPH School-FOR YOUR RECORDS

Student Pledge for Chromebook Use

1. I will take care of my Chromebook.
2. I will never leave the Chromebook unattended.
3. I will never loan out my Chromebook to other individuals.
4. I will know where my Chromebook is at all times.
5. I will charge my Chromebook's battery daily.
6. I will keep food and beverages away from my Chromebook since they may cause damage to the device.
7. I will not disassemble any part of my Chromebook or attempt any repairs.
8. I will protect my Chromebook by only carrying it while in the case provided.
9. I will use my Chromebook in ways that are appropriate, meet OLPH expectations and are educational.
10. I will not deface the serial number Chromebook sticker on any Chromebook.
11. I understand that my Chromebook is subject to inspection at any time without notice and remains the property of the OLPH.
12. I will follow the policies outlined in the Chromebook Handbook and the Use of Technology Resources Policy while at school, as well as outside the school day.
13. I will file a police report in case of theft, vandalism, and other acts covered by insurance.
14. I will be responsible for all damage or loss caused by neglect or abuse.
15. I agree to return the Diocese Chromebook and power cords in good working condition.
16. I will be a proactive digital citizen when using my Chromebook.
17. I understand that my use of the Chromebook is subject to all applicable Diocese policies and regulations, including but not limited to the OLPH Use of Technology Policy.

Student/Parent Pledge for Chromebook Use

1. I /we understand that Chromebooks are intended solely for educational use and that students are not permitted to download any applications not authorized by their teachers or approved by OLPH administration
2. I/we understand my/our responsibilities with respect to the care and maintenance of the Chromebook.
3. I/we understand that students may take Chromebooks home in the evenings for school related use, however I/we understand that students must have Chromebooks in school everyday
4. I/we understand that students must return Chromebooks at the end of the school year in the condition it was received
5. I/we understand that I must report any problems or damage to the Chromebook to my homeroom teacher
6. I/we understand that OLPH reserves the right to conduct unannounced inspections of student Chromebooks

7. I/we understand that the use of Chromebooks will be governed by all terms and conditions of the OLPH policies and regulations.

Individual school Chromebook computers and accessories must be returned to the OLPH School at the end of each school year. Students who withdraw or are suspended or expelled from OLPH School for any other reason must return their individual school Chromebook computer on the date of termination. Failure to hand in Chromebook under any of these circumstances will result in the withholding of student transcripts.

Chromebook Permission Slip
OLPH School-PLEASE RETURN THIS FORM

I /We agree to the stipulations set forth in the above documents including the Chromebook Policy, Procedures, and Information; the Acceptable Use Policy; and the Student Pledge for Chromebook Use. Furthermore, I/We agree that our student's Chromebook will be managed by OLPH using Chrome Management.

Please Print Clearly:

Student Last, First Name: _____

Student ID #: _____   Homeroom: _____   Grade: _____

Student Signature: _____   Date: _____

Parent Name (Please Print): _____

Parent Signature: _____   Date: _____

**In an effort to "Go Green," students were provided with only the last page of the Chromebook Informational Packet, which is the Permission slip that needs to be signed and returned. We highly encourage parents/guardians to go online and review the Chromebook Informational Packet in its entirety with your child/children.

**To view the complete policy, please go to our website http://myolph.com/school. There is a link under "Parent Resources" or go to http://bit.ly/2pOJDM.