MBS Middle School students and parents,

Beginning next week, students in grades sixth through eighth will each be assigned a Chromebook for use throughout the day. Students will retrieve the device during homeroom each morning, take it with them to each class, and return it to the cart in their homeroom during afternoon dismissal.

With this exciting implementation comes a few more changes to our usual procedures. Students will now carry their backpacks with them to each class so that they may easily store their books and free up their hands to hold the Chromebook. Students who bring cell phones to school will be required to store their device in their homeroom pocket chart each morning. They will retrieve their device during afternoon dismissal and will not be granted access to it during the day as it is against school policy.

The use of school-supplied Chromebooks at our school is a privilege that comes with great user responsibility. Improper use could result in suspension of use, financial responsibility for the device, and other administrative consequences. Students are to continue following the MBS Technology Policy, which was signed at the beginning of the year. We have also created a Chromebook Contract, which is attached. Please read, sign, and return this contract by Monday, September 23rd.

Sincerely,

Principal Cheri Gioe and the MBS Middle School Faculty

Chromebook Contract

Please read, initial, and return by Monday, September 23rd.

Expectations	Student Initials	Parent Initials
The Chromebook is the property of Most Blessed Sacrament School, not the student to which it has been assigned.		
The use of the Chromebook is a privilege that can be lost should students be found guilty of improper use.		
Students will surrender the Chromebook whenever requested by a teacher or administrator.		
Students will be monitored by both LanSchool and the Bark program and will receive disciplinary consequences for improper use of the Chromebook.		
Students are to report problems with the Chromebook to their homeroom teacher in a timely manner.		
When being transported around campus, the Chromebook is to be enclosed and zipped in the school-approved case and carried in the student's hands. Students will receive disciplinary consequences should the Chromebook be carried in an improper manner.		
Chromebooks are never to be placed in a student's backpack or locker.		
Students will be held financially responsible in an amount up to $250 for any damages to the Chromebook.		
Students are responsible for returning the Chromebook to their homeroom cart each afternoon so that it may charge.		

Students are only to use the Chromebook assigned to them unless instructed otherwise by their homeroom teacher.		
The Chromebook is to remain at school and be used for school purposes only. Students will receive disciplinary consequences should the Chromebook be brought home.		
Students are to use the Chromebook only when instructed to do so by a teacher.		
The Chromebook is always to be used on a flat surface and is never allowed in the bathroom, locker room, or during lunch and recess.		
Students are to be mindful of eating their snacks and drinking water around the Chromebook.		
Students are never to remove any labels on or add any personalization to the Chromebook, including stickers, their name, artwork, etc.		
Students are only to use the MBS email address given to them by the school. Personal email addresses are never to be used.		
Email is only to be used for school purposes, such as emailing a teacher with a question or sharing assignments for group projects.		
Students are solely responsible for any messages sent from their accounts and will receive disciplinary consequences for any inappropriate or unkind messages.		
Students found with inappropriate profile pictures on their email accounts will receive disciplinary consequences.		

I have read and agreed to all of the above rules and expectations. By signing on the line below, I accept full responsibility for any improper Chromebook usage, and I am prepared for disciplinary consequences.

_____   _____

Student's signature   Date

_____   _____

Parent's signature   Date