

Corpus Christi School Chromebook Use Policy

Purpose

Corpus Christi School (CCS) provides Chromebooks to students in Grades 4–8 to support learning, research, communication, creativity, and productivity. A Chromebook is **school property**, and its use is a **privilege, not a right**.

Students and parents/guardians must review and sign this policy and the CCS Technology Use Agreement before a Chromebook is issued.

Appropriate Use

1. **Educational Use Only**

Chromebooks are provided for school-related educational purposes. This requirement applies whether the Chromebook is used at school, at home, or on another network.

2. **School Accounts Only**

Students may use only their CCS-issued Google account. Students may not use another person's account, allow others to use their account, or add personal Google accounts to the device. A violation of this will result in disciplinary action.

3. **School Email**

CCS student email is for communication with Corpus Christi School teachers and staff. All email may be monitored by the school administration.

4. **School-Managed Devices**

Chromebooks are managed and monitored by CCS through GoGuardian on all networks. CCS may inspect a Chromebook or student account at any time and may add, remove, or modify software and extensions.

5. **Prohibited Activities**

Students may not use Chromebooks for non-educational games, unauthorized music or media, inappropriate content, unauthorized software or extensions, or any activity prohibited by the CCS Technology Use Policy or applicable law. AI may not be used to complete schoolwork.

6. **Digital Citizenship**

Students are expected to use their Chromebooks responsibly, ethically, legally, and respectfully. Violations may result in loss of technology privileges and disciplinary action.

Student Responsibilities

Students are responsible for bringing their Chromebook to school **fully charged each day** and taking it home each night to charge.

- Students who forget or fail to charge their Chromebook must complete assigned work on paper or make up the work. **Loaner Chromebooks will not be provided** for forgotten or uncharged devices.
- Students who miss NWEA testing because they do not have their Chromebook must complete the test during the designated make-up session.
- Passwords must be protected and may only be provided to the student's homeroom teacher when necessary.
- Students must log out when the Chromebook is not in use.
- Digital files must be properly named and saved. Students are responsible for maintaining and organizing their work.

Chromebook Care

Students must protect the Chromebook from damage and maintain it in good working condition.

- Use the school-provided carrying case whenever transporting the Chromebook.
- Keep the case zipped and do not place books or other materials inside it.
- Carry the Chromebook with the lid closed and **never** by the screen.
- Never carry it with the power cord connected.
- Keep the Chromebook away from excessive pressure, weight, liquids, heat, and impact.
- Keep vents unobstructed.
- Do not place the Chromebook on the floor or on a student's lap while in use.
- Do not write on, draw on, place stickers or skins on, or otherwise alter the Chromebook.
- Do not use another student's Chromebook.
- Clean the screen only with a soft microfiber cloth or, when necessary, a water-dampened microfiber cloth. Do not use cleaning solvents.
- Report damage, loss, theft, or malfunction to the Technology Coordinator **immediately**. Theft must also be reported to the local police department.

CCS will address manufacturer defects and covered insurance claims. Students/families may be responsible for damage resulting from misuse, neglect, loss, or damage not covered by insurance.

Software and Device Settings

CCS installs and manages the software and extensions required for school use. Students may not remove, alter, or add software or extensions without authorization.

CCS may re-sync, re-image, or update a Chromebook when necessary. CCS is not responsible for files or software lost during these procedures.

Accessories and Identification

Each Chromebook is issued with a carrying case, power cord, and school-issued luggage tag. These items must be returned with the Chromebook.

Students may not add labels, stickers, or other markings to the Chromebook. A school-issued luggage tag may be issued along with certain carrying cases and may contain only the information requested by CCS.

Insurance and Fees

A **mandatory, non-refundable technology fee** covers Chromebook insurance and GoGuardian. It does not cover replacement of lost or damaged accessories.

Insurance generally covers accidental damage, theft, fire/flood, qualifying vandalism, natural disasters, and lightning-related power surges. Unknown or unexplained damage is not covered and may be charged to the family.

Insurance provides **one claim per student-issued Chromebook**. A replacement device may not be immediately available while a damaged Chromebook is being repaired. Students remain responsible for completing assigned work during this time.

Following an accidental-damage claim, an **ALWAYS ON protective case** is required at the family's expense.

Current replacement charges include:

Item	Fee
Broken carrying-case zipper	\$20
Broken carrying-case strap	\$10
Missing power cord	\$60
Missing/broken luggage tag	\$5
Lost or non-accidental Chromebook damage	\$250
ALWAYS ON case	\$35

Fees are based on replacement and shipping costs and may change.

Return of Equipment

Chromebooks and all issued accessories must be returned during the final week of school or immediately upon withdrawal from CCS.

Students/families may be charged for missing, damaged, or excessively worn equipment beyond normal wear and tear.

Consequences

Failure to follow this policy or the CCS Technology Use Policy may result in:

- Loss or restriction of Chromebook and technology privileges;
- Detention or other disciplinary action;
- Responsibility for repair or replacement costs; and/or
- Additional consequences determined by the principal or school administration.

Chromebook privileges are personal to the student and end when the student is no longer enrolled at CCS.

Privacy

CCS uses Google Workspace for Education and GoGuardian to manage and monitor school-issued Chromebooks. CCS may inspect devices and accounts and monitor websites accessed through school-managed devices.

Families may review Google's education privacy information through [Google for Education Privacy Center](#).

This policy should be read together with the CCS Technology Use Policy and Student Handbook.

Corpus Christi School

Chromebook Use Policy

Acknowledgment & Agreement

Student Agreement

I have read and understand the **Corpus Christi School Chromebook Use Policy** and agree to follow it and the CCS Technology Use Policy. I understand that Chromebook use is a privilege, and violations may result in loss of technology privileges, disciplinary action, and responsibility for applicable repair or replacement costs.

Student Name (print): _____

Grade: _____ **Date:** _____

Parent/Guardian Agreement

I have read and understand the **Corpus Christi School Chromebook Use Policy** and agree to support my child's compliance with its requirements. I understand that the Chromebook remains school property and that I may be responsible for applicable charges for loss, damage, or missing accessories as outlined in the policy.

I authorize my child to receive and use a CCS Chromebook for educational purposes and understand that the device is managed and monitored by the school.

Parent/Guardian Name (print): _____

Parent/Guardian Signature: _____

Date: _____