

Kingswood Elementary
34 Vrege Court, Hammonds Plains, NS
902-832-5522
kwe@hrce.ca

Principal: Andrea Briand

Vice-Principal: Carrie McBay

Date: April 22, 2021

Dear Parents and Guardians,

Earlier in the year your child's teacher identified your child as someone who may benefit from having a Chromebook to use in the event that we move to online learning. We have been very fortunate so far as to not have to worry about this too much. Over the past week a number of schools have had to close so we would like to make sure that students who need Chromebooks have them. We also need to make sure that the Chromebooks are well looked after and returned to us so that we will have them for years to come. Your child has been assigned a Chromebook computer and Chromebook charger to have for the remainder of the 2020-2021 school year. It is expected that your child will bring the Chromebook back and forth to school each day so that it can be used when we are in school. The Chromebook will be collected at the end of the school year.

Kingswood Elementary staff will be placing a strong emphasis on the safe, legal and responsible use of information and technology, as per the **Provincial School Network Access and Use Policy** (A copy of this policy is available for your review on our school's website).

Chromebooks have a very specific educational purpose. Students will be able to access their Google account on their device. As HRCE property, staff members have the right to view the contents of Chromebooks at any time. If any content is deemed to be inappropriate or not for educational purposes, students will lose the privilege of having access to a Chromebook.

Any loss or damage must be reported to the school immediately. In case of a lost or misplaced Chromebook, the device will be immediately deactivated which means it will not be able to be used by anyone. If the device is located, it can be reactivated.

As HRCE property, Chromebooks cannot be taken out of the Province if you are going on vacation, etc.

Please read and sign the Student Chromebook Agreement letting us know if you wish to keep and be responsible for a Chromebook and a charger. If you do not want to be responsible for a Chromebook please return it to your child's teacher.

Sincerely,

Andrea Briand
Principal

Student Chromebook Agreement

Please sign and return the attached form to indicate that you have read and understand this information and are aware that your child will be assigned a Chromebook computer and Chromebook charger.

I will ensure that information and technology will be used in a legal, safe and responsible manner as outlined in the Provincial School Network Access and Use Policy:

<https://www.ednet.ns.ca/docs/networkaccessandusepolicy.pdf>

and the Halifax Regional Centre for Education's Digital Citizenship Policy:

<https://www.hrsb.ca/sites/default/files/hrsb/c.013-digital-citizenship.pdf>

I understand that my assigned Chromebook and Chromebook charger will be returned at the end of on-line learning, at the end of June 2021 or sooner if I am no longer attending Kingswood Elementary.

I will do my best to ensure that the Chromebook and Chromebook charger are not damaged, lost, or stolen while on-loan to me. **Any damage or lost Chromebook will be reported to the school immediately.**

In case of Theft or Damage- Notifications and Requirements

- File a police report (if stolen)
- Within 24 hours of recognizing equipment was damaged or stolen, provide the school a description of how, when, and where the theft or damage occurred (Provide a copy of the police report if possible)
- Cooperate with Kingswood Elementary in any investigation of the claim.

In case of Loss- Notification Duties and Requirements

- Within 24 hours of recognizing equipment has been lost, give school administration prompt written notice of the loss, including the make, model and serial number of the device issued to your child/children.
- Cooperate with Kingswood Elementary in any efforts to locate the device.
- Work with teachers and take responsibility to keep up with coursework while a replacement is being obtained.

Things that are routinely covered by the School

- Normal warranty items (defects in workmanship)
- Normal wear and tear
- Cosmetic damage that do not affect the functions of the device

Things that will not be covered by the school

- Dishonest or criminal acts on the part of the student or family member that result in damage of the Chromebook
- Intentional acts or serious neglect by you. **Please note that intentional acts or serious neglect may result in families being responsible for the full replacement cost of the Chromebook.**
- Damage while a third party (someone other than the student or parent) is using the device. We do not cover dishonest acts by you or anyone you entrust with the property.

The School can revoke the privileges of a student

- If a student or parent/guardian violates any provision of the Student Chromebook Agreement
- If a decision is made that it is to the benefit of all students in the School to end the program
- If an agreement is terminated by the parent, the Chromebook is to be returned to the school
- If the parent/guardian or school withdraws the student from the school that issued them the equipment
- If the student is suspended for an extended period of time, expelled, or is withdrawn

Note: Please sign the page below and return to your classroom teacher either by email or send in with your child depending on the circumstances.

All students utilizing technology at Kingswood Elementary are expected to observe the following acceptable use requirements

As a student, I will...

- Transport the Chromebook home and back to school in a protective manner.
- Store the Chromebook in a secure location at all times when not using it.
- Never load unassigned extensions, apps, videos, or other items onto the Chromebook.
- Never reconfigure (or sync) my Chromebook without school permission.
- Immediately report device malfunctions, damage, theft, or loss to my teacher and/or administrator.
- Keep the Chromebook clean with no attached stickers or other items that might deface or damage the device's surface, screen or other parts.
- Teach others in my home the expectations of using my Chromebook.
- Use the internet responsibly and refrain from accessing inappropriate sites.
- Use the Chromebook as intended for school-related purposes.

I have read and understand the information provided regarding Chromebook use at Kingswood Elementary and I am aware that my son/daughter has been assigned a Chromebook computer to have in the event of on-line learning from home and agree to the terms and conditions as outlined in the Student Chromebook Agreement.

Student's Name: _____ **Teacher:** _____
PRINT NAME

Parent/Guardian Name: _____
PRINT NAME

Parent/Guardian Signature: _____ **Date:** _____

I have read and understand the information provided regarding Chromebook use at Kingswood Elementary. I do not agree to the terms and conditions as outlined in the Student Chromebook Agreement therefore I am returning the Chromebook and do not want one assigned to my child.

Student's Name: _____ **Teacher:** _____
PRINT NAME

Parent/Guardian Name: _____
PRINT NAME

Parent/Guardian Signature: _____ **Date:** _____