



**MOUNT MERCY ACADEMY**  
BUFFALO, NY • 1904

## **Student Chromebook Contract**

The use of school-supplied Chromebooks at Mount Mercy Academy is a privilege that comes with responsibility. Remember, the device is at all times property of Mount Mercy Academy, not a student's personal device. If you notice something is wrong with the device, you are expected to report it to a teacher immediately. Your technology equipment is an important learning tool and is to be used for educational purposes only. In order use Mount Mercy's technology equipment, you must be willing to accept the following responsibilities.

1. Personal devices are not to be used in the building for security reasons. All State testing must be done on Mt Mercy devices.
2. Students must bring their Chromebook to school every day and fully charged.
3. Students must treat their device with care and never leave it in an unsecured location.
4. NO stickers are to be put on the device or case. A cleaning charge will be assessed to remove them.
5. Students must keep their device clean and should only touch the screen with a finger or stylus pen. No food or drinks allowed around the devices.
6. Do not color or write on the Chromebook.
7. Do not place books or other items on top of the device.
8. Make sure nothing is between the screen and keyboard when the Chromebook is shut.
9. Students should not personalize their devices in any way. This includes backgrounds, name icons, decals, screensavers, and downloading any software or applications.
10. Students must keep their Chromebook in their possession or in their backpack when not in use.
11. Students may not allow other students to borrow or use their Chromebook at any time.
12. Students should never share their account passwords with others, unless requested by an IT administrator.
13. Students will not take photos or record video of any persons unless they have the specific consent of a teacher and all persons in the photo or video.
14. Only use the device for school work. You must sign into your school issued Google education account. No other accounts (Google or otherwise) may be accessed on the school-issued Chromebooks.
15. NO Loaners will be given out for forgetting your Chromebook or forgetting to charge it. Only for completely broken Chromebooks.
16. Families will be financially responsible for the repair or replacement of lost, abused hardware or cases.
  - a. Charger - \$25
  - b. Case - \$35
  - c. Chromebook - \$350



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## **Internet Policies**

1. Student email is provided by the school and Mount Mercy Academy reserves the right to monitor, and/or review all use of its email system, and users should not have any expectation of privacy in any electronic message created, sent, or received on the “mtmercy.org” email system. School email is for school purposes only and should not be used to sign up for subscriptions or any social media sites. Email accounts will be valid for 1 year after graduation.
2. At school, students are to use the school email accounts provided. All communication using email and comments on another’s work is expected to be business professional. Students should maintain high integrity with regard to e-mail content such as using appropriate language that is not abusive, offensive, or profane.
3. Do not send mass emails, chain letters, or spam.
4. Mount Mercy Academy reserves the right to do periodic checks and/or review of Internet site visits.
5. Students are required to follow all copyright laws around all media including text, images, programs, music, and video. Downloading, sharing, and posting online illegally obtained media is against Mount Mercy Academy’s Use of Technology policy.
6. Use of VPNs is prohibited.

Chronic misbehavior and violation of the terms and conditions outlined above could lead to a student losing technology privileges, including possession of their school-issued Chromebook. A student’s Chromebook may be “suspended” or “revoked” at any time for violation of this contract.

By signing below I acknowledge that I have read and fully understand the expectations outlined in this contract and I agree to all terms and conditions associated with the issuance of the school owned Chromebook.

\*\*\* Students will sign this when they receive their Chromebooks and chargers. This is for reference only.