



Caledonia Junior High School
38 Caledonia Road, Dartmouth, NS B2X 1K8
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Principal: Andrea Pugsley-Connell
Vice Principal: Andrew Swinemer
<http://caj.hrsb.ca/>

November 23, 2020

Dear Parents and Guardians,

Caledonia's aim is to make Chromebooks accessible to students who require a device, while also protecting the investment of the community in new technology for schools, so that equipment can remain available for future students. To achieve this end each student who requires one, will have access to a Chromebook. Each student will be assigned a Chromebook computer and Chromebook charger. The Chromebook will be used during the current school year and collected in June 2021 to be stored over the summer.

Caledonia's 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 through our school website under policies and procedures).

Students will be allowed to take the Chromebooks home each night with parent/guardian permission. If there are Parents or Guardians who do not wish that students take the Chromebook home at night please contact school administration to discuss alternate arrangements.

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 country if you are going on vacation, etc.

Please read and sign the Student Chromebook Agreement and return it so Chromebooks may be distributed.

Sincerely,

Andrea Pugsley-Connell

Caledonia Junior High 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. Once this signed form is returned Chromebooks will be distributed.

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 in June or sooner if I am no longer attending Caledonia Junior High.

I will do my best to ensure that the Chromebook and Chromebook charger is 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 Caledonia Junior High 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 student(s)
- Cooperate with Caledonia Junior High 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 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**

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

As a student, I will...

- bring my school-issued Chromebook to school every morning fully charged.
- transport the Chromebook to and from school in a protective manner, inside the protective case and backpack.
- 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 or classroom the expectations of using my Chromebook.

- use the internet responsibly and refrain from accessing inappropriate sites.
- the Chromebook is intended for school-related purposes.

I have read the information provided regarding Chromebook access at Caledonia Junior High and I am aware that my son/daughter will be assigned a Chromebook computer for the duration of the school year and can take it home every night.

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

PRINT NAME

Parent/Guardian Name: _____

PRINT NAME

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