

Mountain Lake Christian School Chromebook Usage Policy:

- All Chromebooks are the property of Mountain Lake Christian School.
- If something happens to the Chromebook, please contact the office or MLC Tech Support immediately.
- The Administration/Tech may do random Chromebook checks for proper usage. Students must provide access to the Chromebook and/or accessories upon MLC's request.
- Families are held monetarily responsible for any loss or damage caused by intentional vandalism or negligence concerning the school's Chromebooks and/or other property.
- Chromebook issued to students should be used primarily for school work, not social media.
- The teacher/classroom supervisor may take the Chromebook or other school property at any time if any of these guidelines are not being followed, it is being a distraction, or otherwise misused.
- Chromebooks that are checked out for the year are expected to be brought to school as directed by the teacher(s), and fully charged.
- Chromebooks should not be left on top of lockers or around the halls.
- Students are allowed to charge Chromebooks in the office.

Sign off from Student and Parent/Guardian

By signing below you are agreeing and understand that a violation of these terms and conditions set forth in this agreement may result in the restriction and/or termination of use of the School's Chromebooks. You also understand any violation of the terms of this agreement may subject you to disciplinary action. Please check the appropriate box below so we can plan accordingly.

Student Name _____ Date _____

Student Signature _____

Parent/Guardian Signature _____

- My 7th-12th Grade Student will need a Chromebook for the year for school work.
- I have my own device, no Chromebook needed.

Tech Department/Office Usage: Chromebook Number Assigned _____

Contact

Contact the MLC Office at (507)427-2010, email MLC Tech Support at tech@gomlc.org if any difficulties or problems should arise with your Chromebook or if you have any questions about this form. A copy of this policy can be found at gomlc.org/forms

Replacement and other fees:

- New Charger cord \$25
- Chromebook (if damaged and/or not working, please explain why) \$300
- Removal of sticker or tape on device when returned \$5
- Carrying Case (if damaged, please explain why) \$25

Prohibited Uses

- § Violations of any MLC school rules, expectations, or policies.
- § Violations of Safety and Privacy: Maintain privacy by not providing unknown people with your personal information such as full name, address, or phone number.
- § Copyright Violations: Obey copyright laws and avoid plagiarism by citing sources on all materials obtained in Internet research.
- § Violations of Courtesy: Do not send or forward private information, false statements, or personal attacks against other people via email or social media.
- § Selling goods or services over the Internet at MLC unless for an approved MLC purpose.
- § Political Lobbying
- § Offensive Material: Do not obtain, provide or produce pornography or hate material.
- § Illegal activities
- § Using another student's login/account. If you find a computer with another user logged in and they are obviously not still using the computer, log them out.
- § Using it in a matter that does not agree with the MLC Handbook.
- § Do not use the device to record or take pictures of staff or students without their consent.