



September 4, 2024

Dear Parents and Guardians,

As we begin another exciting school year, I would like to take this opportunity to share with you important information regarding the use of Chromebooks at the Catholic Schools of Broome County (CSBC). Technology is an integral part of our students' educational experience, and we are committed to ensuring that these tools are used effectively and responsibly. To help maintain a productive and safe learning environment, we ask for your support in understanding and upholding our Chromebook usage policies.

****Chromebook Responsibility and Care****

Each student will be issued a Chromebook to use during the school year, and it is their responsibility to take care of this device. Students and parents will be held accountable for any damage or loss of the Chromebook and its accessories. Specifically:

- If a Chromebook is misused, handled inappropriately, or left unattended, resulting in damage, the student and parents will be responsible for the full replacement cost of the device, which is \$320.
- In the event of loss or damage of a Chromebook or its accessories (including the AC adapter and power cord, valued at \$60), the replacement cost must be paid before another device or accessory is issued to the student.

We understand that situations may arise where a Chromebook is damaged due to another individual's carelessness. However, because such incidents cannot always be verified, the student assigned to the device will still be responsible for the repair or replacement costs. This emphasizes the importance of students not leaving their Chromebooks unattended and taking care to handle them responsibly.

****GoGuardian Monitoring****

To ensure a safe and secure online environment, the CSBC will utilize GoGuardian, a monitoring system that allows our Technology Coordinator, teachers, and administration to monitor student usage of Chromebooks. This includes, but is not limited to, web searches, page visits, documents, sheets, and any Google Drive files. GoGuardian also allows us to limit student Internet access to specific websites and applications deemed appropriate for educational purposes. Please be aware that GoGuardian is active at all times, both at school and at home.



****Student and Parent Agreement****

Attached to this letter, you will find the Chromebook User Agreement, which outlines the responsibilities and expectations for students and parents regarding Chromebook use. Both students and parents are required to sign this agreement, acknowledging that they have read, understood, and agreed to adhere to these guidelines.

Please review the attached agreement with your child, sign the form, and return it to the school by September 9th. By working together, we can ensure that our students have a productive, safe, and positive experience with technology.

Thank you for your continued support of the Catholic Schools of Broome County. If you have any questions or concerns regarding the Chromebook policies, please do not hesitate to contact the school office.

Sincerely,

Peter Molloy
IT Director
Catholic Schools of Broome County

Student Signature: _____

Student Printed Name: _____

Parent/Guardian Signature: _____

Parent/Guardian Printed Name: _____