



September 7, 2017

Re: School-issued Chromebooks

Dear 5th and 6th Grade Parents,

I am sending this letter to communicate to you the responsible use policy in place for Chromebooks. Your child has been instructed as to the proper usage rules for their school-issued Chromebooks which include computer management, safety, and responsible handling of their device. Each student has been given a carrying case to protect their assigned Chromebook during transition from class to class.

Each student is responsible for the appropriate use and care of their Chromebook. If the Chromebook breaks or fails to work properly, the student should take the device to the Tech Office located in the Computer Lab. If a loaner device is needed, one will be issued to the student until their device can be repaired. As stated in the Responsible Use of Technology Policy, students will be “responsible for inappropriate use of technology” which includes misuse resulting in damage to a device. Cardinal Pacelli School will assess a charge for the repair of any Chromebook that has been damaged by misuse. This fee could be up to \$100 based on the damage(s) involved.

Please take a moment to complete the form below and return it to your child’s homeroom teacher by Thursday, September 14, 2017. Please contact me if you have any questions or concerns.

Sincerely,

Mrs. Terri Cento, Principal
Cardinal Pacelli School

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By signing below I acknowledge that I have read and agree to the responsible use policy for school-issued Chromebooks.

Student Name _____ Homeroom: _____
(Please Print)

Student Signature: _____ Date: _____

Parent Signature: _____ Date: _____