



Kindergarten & Primary Grades Chromebook User Agreement

2025-2026 SCHOOL YEAR

Receiving and Returning Chromebooks

1.1 Receiving a Chromebook

1. If needed, each student will receive a Chromebook and AC charger.
2. Parents/guardians and students must sign and return the Chromebook User Agreement before a Chromebook is issued to the student.
3. Chromebooks will be labeled in a manner specified by the St. Marcus computer department and will include the serial number. Labels may not be removed from the laptop. Personal customization of the device is prohibited.
4. The Chromebook is the property of St. Marcus. The student should have no expectation of privacy of materials found on a Chromebook.
5. Students are not allowed to install other operating systems or alter the Chrome OS on the device.

1.2 Returning a Chromebook

- Chromebooks and all St. Marcus owned accessories will be returned during the final week of the school year so they can be checked for serviceability.

Taking Care of a Chromebook

Students and families are responsible for the general care of the Chromebook they have been issued by St. Marcus. Chromebooks that are broken or fail to work properly must be serviced by the St. Marcus Computer Department staff for an evaluation of the equipment.

2.1 General Precautions

1. Avoid using any sharp object(s) on the Chromebook as this will lead to the potential for needed repairs.
2. Chromebooks do not respond well to liquids. Avoid applying liquids to the Chromebook.
3. The Chromebook can be cleaned with a soft, lint-free cloth. Avoid getting moisture in the openings. Do not use window cleaners, household cleaners, aerosol sprays, solvents, alcohol, ammonia, or abrasives to clean the Chromebook.
4. Do not attempt to gain access to the internal electronics or repair of a Chromebook. If a Chromebook fails to work or is damaged, report the problem to your teacher or administrator immediately.
5. Never throw or slide a Chromebook.
6. Always open the Chromebook from the center of the screen and not from the corners. Opening the device from the corners creates additional stress on the screen and can lead to the screen cracking.
7. Cords and cables must be inserted carefully into the Chromebook to prevent damage.
8. Chromebooks and cases must remain free of any writing, drawing, or labels that are not the property of STM.
9. Chromebooks have a unique identification number. Numbers or labels should NOT be modified or removed.
10. Chromebooks must never be left in the open, in an unlocked car, or in any unsupervised area.
11. Chromebooks should be placed vertically on a locker shelf or in a backpack/book bag to avoid putting any pressure on the screen.
12. Chromebooks must not be left in a vehicle or a location that is not temperature controlled.
13. Chromebooks should not be taken to any other repair shop/provider other than the St. Marcus IT Department.
14. Please do not attempt to contact the chromebook manufacturer directly for service or repair questions. Please contact the St. Marcus Computer Department through your teacher or administrator.



Kindergarten & Primary Grades Chromebook User Agreement

2025-2026 SCHOOL YEAR

Repair Costs:

St. Marcus repairs all Chromebooks in-house using recycled parts when available. However, if new parts or a new computer is required due to abuse of the device, the parent/guardian is responsible for the cost incurred to St. Marcus.

Please note that new parts can cost anywhere from \$5 to \$100. Therefore, if the cost of new parts exceeds 50% of the cost of a new laptop, a new laptop will be purchased. As of 4/1/25, the cost of a new Chromebook ranges from \$300-400.

All expenses for new parts or devices will be invoiced via Procare.

IMPORTANT 2025-2026 AGREEMENT NOTE

EACH STUDENT ISSUED A Chromebook MUST FILL OUT AND ELECTRONICALLY "SIGN" THIS AGREEMENT ONLINE AT <https://forms.gle/hAoNZNY9SN1HnyeP9>

DO NOT FILL OUT THIS PRINTED PAGE - IT IS FOR YOUR REFERENCE ONLY

By submitting the form electronically, both the student and parent/guardian have agreed to the 2025-2026 School Chromebook User Agreement.

If you have any questions, please email your student's director:

North Avenue Campus K4-K5: Ms. Lindsey Gerke (lindsey.gerke@stmarcus.org)

North Avenue Campus 1st-4th: Mrs. Maria Smessaert (maria.smessaert@stmarcus.org)

Center Street Campus K4-4th: Mrs. Sarina Owens (sarina.owens@stmarcus.org)

Karl Schlueter Campus K4-K5: Mrs. Erin Dooley (erin.dooley@stmarcus.org)

Karl Schlueter Campus 1st-4th: Mrs. Laura Tyson (laura.tyson@stmarcus.org)

STUDENT INFORMATION:

Student Name: (First & Last)

Grade:

Teacher Name:

Campus:

PARENT / GUARDIAN

As the parent or guardian of the student listed above, I adhere to the guidelines outlined below:

1. I have read and understand the information provided in the School Chromebook User Agreement.
2. I understand the Chromebook issued should only be used to complete virtual learning tasks.
3. I understand that St. Marcus technology usage is monitored by GoGuardian. Any inappropriate content is flagged and addressed by the St. Marcus administration.
4. I understand that I may be held liable for equipment damage to the Chromebook and/or charger.
5. I acknowledge receipt of the Chromebook, protective case, & charger and commit to returning both in their current condition.



ST MARCUS
SCHOOL

Kindergarten & Primary Grades Chromebook User Agreement

2025-2026 SCHOOL YEAR

Parent/Guardian Name: (First & Last)

Phone Number:

Parent/Guardian Signature:

Date:

Please check this box if:

- ☐ My scholar will be using our family's device, but I have signed the agreement in case I need to use a school Chromebook in the future.