

St. Barnabas School
Google Chromebook 1:1 Policy, Procedures, and Information
2017-2018

Excellence in education requires that technology is seamlessly integrated throughout the educational curricula. Increasing access to technology is essential to build upon college and career readiness skills. The individual use of Chromebooks is a way to empower students to maximize their full potential and to prepare them for college and the workplace.

The policies, procedures, and information within this document apply to all Chromebook users. Teachers may set additional requirements for use in their classroom.

GENERAL INFORMATION

1.1 Overview of the Program

- This document identifies as many eventualities as possible regarding the Google Chromebook 1:1 Program at St. Barnabas Catholic School. The policies and procedures listed herein are intended for all students using Chromebooks that are part of the 1:1 initiative (in addition to technology policies outlined such as Acceptable Use, Use of Technology, and any other item involving technology as listed in the Student Handbook).

1.2 Receiving Your Chromebook

- Chromebooks will be distributed each fall after student/parent/teacher informational meetings.
- Parents and students must sign and return the Chromebook Permission Slip before Chromebooks will be issued.
- Additionally, all students will need to provide a printed copy of his/her Certificate of Completion of the Digital Driver's License. The certification is good for three years once completed in 6th grade.

1.3 Chromebook Check-in

- At the end of the school year, students entering grades 7 and 8 will turn in their Chromebooks on a date provided so that can be checked for serviceability and be stored for the summer.
- When a student graduates 8th grade or leaves St. Barnabas School, their device will be removed from our domain and will be theirs to keep.

1.4 Recommended Insurance

St. Barnabas School will make insurance available to families through Worth Ave. Group. The insurance covers drops/cracked screens/liquid spills; liquid submersion, fire/flood damage, vandalism, power surge due to lightning, and natural disasters. It is HIGHLY recommended that all families invest in insurance this year. A link will be sent to all families prior to Chromebook distribution. Each family may choose whether or not to "opt in." The cost for this school year will be \$16.07 per device.

Issue	Necessary Actions	Cost
Accidental Damage (1st instance)	A report must be made to Mrs. Kidwell. The device must be returned to the school so that a new/spare device may be issued.	No cost with insurance dependant on investigation of cause Without insurance, the cost or repair or replacement.
Accidental Damage (2nd instance)	A report must be made immediately to Mr. Kidwell. The device must be returned. A spare device may or may not be issued for a second break. The student may have to wait until the original device is returned.	???
Accidental Damage (3rd instance)	A report must be made immediately to Mr. Kidwell and administration. The device must be returned to the school. A spare device may not be issued. Some loss of privileges of using Chromebooks may occur such as: <ul style="list-style-type: none"> ● Limiting participating ● May not take device home ● Referral or discipline depending on investigation 	All costs of whatever kind that are associated with repairing or replacing device.
Intentional Damage	A report must be made immediately to Mr. Kidwell and then to the administration. The device must be returned to the school Deliberate damage will result in disciplinary action.	All costs of whatever kind that are associated with repairing or replacing device.
Loss	A report must be made to Mr. Kidwell.	Full cost of device to replace
Damage or Loss of power cord, extension cable, SIM card, etc.	A report must be made to Mr. Kidwell and all items provided.	Cost of whatever needs to be replaced.

1.5 Chromebook Buy Back

- After the 2017-2018 school year, St. Barnabas will offer to buy the Chromebooks of our current 8th grade students that are still in excellent condition for \$100. This is being offered because the devices will only have been used for 1 year.

2. TAKING CARE OF YOUR CHROMEBOOK

2.1 General Precautions

- The Chromebook is school property until graduation or until a student withdraws from St. Barnabas School. All users will follow this policy and the St. Barnabas School Acceptable Use Policy for technology.
- Only use a clean, soft cloth to clean the screen, no cleansers of any type should be used.
- Cords and cables must be inserted carefully into the Chromebook to prevent damage.
- Chromebooks must remain free of writing, drawing, stickers, or labels that are not the property of St. Barnabas School.
- Chromebooks should not be left in unlocked cars or unsupervised areas.
- Students are responsible for keeping their Chromebook's battery charged for school each day.
- Chromebooks are very sensitive to extreme heat and cold. Leaving them in cars or exposed to weather conditions could be harmful to your device and should be avoided.
- Do not stack any books, heavy materials, etc. on top of the Chromebook as it could cause the device to break.

2.2 Carrying Chromebooks

Students should have a cover for their Chromebooks. Be sure it has sufficient padding for normal wear and tear and is suitable for carrying the device to school.

- Chromebooks should always be within the protective case when carrying.
- Students should use the strap when carrying to assist with protecting the device.
- Some carrying cases can hold other objects (such as folders or workbooks), but these must be kept to a minimum to avoid placing too much pressure and weight on the Chromebook screen.
- Chromebooks must remain in the protective case when not in use to prevent unintended damage.

2.3 Screen Care

The Chromebook screens can be damaged if subjected to rough treatment. The screens are particularly sensitive to excessive pressure.

- Do not lean on top of the Chromebook when closed.
- Do not place anything near the Chromebook that could put pressure on the screen.
- Do not place anything in the carrying case that will press against the cover.
- Clean the screen with soft, dry cloth or anti-static cloth.
- Do not "bump" the Chromebook against lockers, walls, doors, floors, etc. The screen will eventually break.
- Use a carrying case.

USING YOUR CHROMEBOOK AT SCHOOL

Chromebooks are intended for use at school each day. In addition to teacher expectations for Chromebook use, school messages, announcements, calendars, and schedules may be accessed using the Chromebook. Students must be responsible to bring their Chromebook to all classes, unless specifically instructed not to do so by their teacher.

3.1 Chromebooks Left at Home

- If students leave their Chromebook at home, they will earn a conduct mark for not having their school supplies for the day, and will be expected to complete all work.
- If a student repeatedly (three or more times as determined by any staff member) leaves their Chromebook at home, they may be required to “check out” their Chromebook. “Checking out” identifies that the student will only be able to utilize the Chromebook during school hours. The Chromebook will be checked out in the morning from a central location and returned at the end of the school day to the same central location.
- After the first “check out” period, the Chromebook will be returned for student use at home. If this incident occurs again, the student may be referred to the school principal.
- If a student leaves their Chromebook at home for two consecutive days, they will be required to bring in the device and have a mandatory inspection of said device. Parents will be notified by phone at this time.

3.2 Chromebook Undergoing Repair

- Replacement Chromebooks may be issued to students when they leave their Chromebooks for repair with Mr. Kidwell. Please note that there may be a delay in getting a Chromebook should the school not have enough to distribute.
- Replacement Chromebooks may not be issued for use until all fines have been paid.

3.3 Charging Your Chromebook's Battery

- Chromebooks must be brought to school each day in a fully charged condition. Students need to charge their Chromebooks each evening. Not having a charged Chromebook is the same as not having school supplies, homework, or uniform needs and will result in conduct marks.
- In cases where use of the Chromebook has caused batteries to become discharged, students may be able to connect their Chromebooks to a power outlet in class and use one of the “classroom devices” temporarily.
- Charge cords should remain at home.

3.4 Photo Library/Screensavers/Background photos

- Inappropriate media should not be on the device and may not be used as a screensaver or background photo.
- Presence of guns, weapons, pornographic materials, inappropriate language, alcohol, drug, gang related symbols or pictures will result in disciplinary actions and will result in a loss of Chromebook privileges.
- Photos/videos require a large amount of storage space on the device. Only photos that are for an educational purpose should be saved to the device. All other photos/videos should not be taken or stored.

3.5 Sound, Music, Games, or Programs

- Sound must be muted at all times unless permission is obtained from the teacher for instructional purposes.
- Personal music is not allowed on the Chromebook. Any music on the device should only be added at the request and discretion of a teacher.
- Internet games are not allowed on the Chromebooks. If game apps are installed, it will be by the direction of St. Barnabas Catholic School.
- All software/Apps must be provided by St. Barnabas or requested in writing for school approval. Data Storage on the Chromebook is limited and should be managed by the students so that the full educational potential of the Chromebook is available. Any instance of downloading apps that have not been approved by the district are carefully monitored and will result in deletion of the program from the Chromebook device and disciplinary action.

3.6 Printing

Students will be given information and instruction on printing with the Chromebook at school.

3.7 Home Internet Access

- Students are allowed to set up access to home wireless networks on their Chromebooks. This will assist students with the ability to complete, retrieve, access, etc. educational content used in classes with the Chromebook successfully.
- Students may also set up home printing capabilities for their Chromebook. This will require a wireless printer and proper settings on the Chromebook using Google Cloud Print.
- If parents/guardians are interested in providing content filtering at home, it is suggested that parents/guardians contact their Internet provider for details and support.

4. MANAGING YOUR FILES & SAVING YOUR WORK

4.1 Saving to the Chromebook

- Students may save work to their Google Docs (Drive) accounts (or other cloud based storage medium) via the Chromebook.
- Storage space will be available on the Chromebook, but since the device has storage limitations it is vital that the storage space be privileged for educational use only. It is also important to note that Chromebooks will NOT be backed up by the School.
- It is the student's responsibility to ensure that their is work backed up and therefore not lost due to mechanical failure or accidental deletion...Best advice - Always save to Cloud.
- Chromebook malfunctions are not an acceptable excuse for not submitting work.

4.2 Network Connectivity

- St. Barnabas School does not guarantee that our network will be up and running 100% of the time. In the rare case that the network is down, the School will not be responsible for lost or missing data.
- Students will not be penalized if the network is down and a completed assignment can not be accessed for class projects, presentations, etc. as this type of network outage will affect all students and staff in the school building.

5. SOFTWARE ON CHROMEBOOKS

5.1 Originally Installed Software

- The Operating System & Extensions/Apps originally installed by St. Barnabas School must remain on the Chromebook in usable condition and be easily accessible at all times.
- From time to time, the school may add software applications for use in a particular course. Periodic checks of Chromebooks will be made to ensure that students have not removed required apps/extensions.
- Any attempt to "jailbreak" the Chromebook or change the configuration of the device as provided in the fall each school year will result in an immediate disciplinary action.

5.2 Additional Software

- Students are NOT allowed to load extra extensions/Apps on their Chromebooks without prior written request and permission.
- Any software that breaks the Acceptable Use Policy or that is deemed inappropriate for use in school is not to be downloaded or installed on the Chromebooks. This includes, but is not limited to, music, games, videos, images, e-Books, and apps as noted in section 3.5 above. Immediate removal of material (or full reset of the device), contact with parents, and disciplinary action will take place.

5.3 Inspection

- Students may be selected at random to provide their Chromebook for inspection.

- Reasons for Chromebook inspection may include but are not limited to the following: functionality, maintenance, serviceability, and various violations of student acceptable responsibilities when using the Chromebook.

5.4 Procedure for Re-loading Software

- If technical difficulties occur or illegal software are discovered, the Chromebook may be restored to original factory settings. The school does not accept responsibility for the loss of any software or documents deleted due to a need to reformat and/or re-image any device.
- Students are highly encouraged to create a backup of all Chromebook documents and work as identified in section 4 above.
- Students are highly encouraged to manage their backup data to ensure that enough space is available for school created content.

5.5 Software Upgrades

- Each time you turn on your Chromebook, the system automatically checks for updates and applies any updates that it finds.
- It is highly recommended that students completely turn off their Chromebooks at night. This will allow the device to update on its own when powered on the following day.
- Students are encouraged to periodically upgrade the apps on the Chromebook if prompted. Chromebooks run Chrome OS (Operating Software) Web browser. OS updates are conducted automatically on the OS .

6. ADDITIONAL RESPONSIBILITIES AND EXPECTATIONS

6.1 Parent/Guardian Responsibilities

- Talk to your children about values and the standards that your children should follow on the use of the Internet just as you do on the use of all media information sources such as television, telephones, movies, and radio.
- Become increasingly active participants by asking your child/children to show you what sites they are navigating to and/or what apps are being used and how they work.
- The following resources will assist in promoting positive conversation(s) between you and your children regarding digital citizenship as it relates to Internet safety, conduct, and Netiquette.

NetSmartz: <http://www.netsmartz.org/Parents>

CommonSense Media: <http://www.commonsensemedia.org/blog/digital-citizenship>

Ensure that siblings and other family members are not using the device for personal use.

6.2 School Responsibilities are to:

- Provide Internet and online Course Materials access to its students.
- Provide Internet filtering and blocking of inappropriate materials as able.
- St. Barnabas School reserves the right to review, monitor, and restrict information stored on or transmitted via St. Barnabas owned equipment and to investigate inappropriate use of resources.
- Provide staff guidance to aid students in doing research and help ensure student compliance of the acceptable use policy.

6.3 Students are responsible for:

- Using computers/devices in a responsible, ethical, and educational manner. Use or possession of hacking software is strictly prohibited and violators will be subject to disciplinary action. Violation of applicable state or federal law may result in criminal prosecution or further disciplinary action by the District.
- Obeying general school rules concerning behavior and communication that apply to technology use.
- Using all technology resources in an appropriate manner so as to not damage school equipment. Taking a proactive role to aid St. Barnabas School in the protection of our computer system/device by contacting an administrator about any security problems they may encounter.

- Complying with trademark and copyright laws and all license agreements. Ignorance of the law is not immunity. If you are unsure, ask a teacher or parent
- Giving credit to all sources used, whether quoted or summarized. This includes all forms of media on the Internet, such as graphics, movies, music, and text. Plagiarism is a violation of the St. Barnabas School Code of Conduct.
- Immediately reporting to a teacher or administrator any emails containing inappropriate or abusive language or if the subject matter is questionable.
- Returning their Chromebook to the St. Barnabas School at the end of each school year. Students who graduate early, withdraw, are suspended or expelled, or terminate enrollment at St. Barnabas School for any other reason may keep their Chromebook.
- Monitoring all activity on their account(s).

6.4 Student Activities Strictly Prohibited:

Students are strictly prohibited from the following actions while using their Chromebook (St. Barnabas School reserves the right to modify this list at any time.):

- Chromebooks are not permitted in the cafeteria during student lunch periods. They should remain in the sending classroom or be placed in the student's locker
- Illegal installation or transmission of copyrighted materials
- Any action that violates an applicable laws.
- Sending, accessing, uploading, downloading, or distributing offensive, profane, threatening, pornographic, obscene, or sexually explicit materials
- Use of chat rooms, sites selling term papers, book reports and other forms of student work
- Messaging services-EX: MSN Messenger, ICQ, etc.
- Use of outside data disks or external attachments without prior approval from the administration
- Changing of Chromebook settings (exceptions include personal settings such as font size, brightness, etc)
- Spamming-Sending mass or inappropriate emails
- Using the internet to access personal (non-school related) accounts - i.e. non-school provided email accounts (yahoo, hotmail), facebook, other social media sites, etc.
- Giving out personal information, without the permission and supervision of their parents or a school staff member, over the Internet. This includes, but is not limited to, setting-up Internet accounts including those necessary for chat rooms, Ebay, email, etc.
- Gaining access to other student's accounts, files, and/or data
- Use of the school's Internet/E-mail accounts for financial or commercial gain or for any illegal activity
- Sending anonymous or misleading communications for any inappropriate purpose via any means
- Students are not allowed to give out personal information, without the permission and supervision of their parents or a school staff member, over the Internet. This includes, but is not limited to, setting up internet accounts including those necessary for chat rooms, Ebay, email, etc.
- Participation in credit card fraud, electronic forgery or other forms of illegal behavior
- Vandalism (any malicious attempt to harm or destroy hardware, software or data, including, but not limited to, the uploading or creation of computer viruses or computer programs that can infiltrate computer systems and/or damage software components) of school equipment will not be allowed
- Transmission or accessing materials that are obscene, offensive, threatening or otherwise intended to harass or demean recipients.
- Bypassing the St. Barnabas School web filter through a web proxy

6.5 Chromebook Care

Students will be held responsible for maintaining their individual Chromebooks and keeping them in good working order.

- Chromebook batteries must be charged and ready for school each day.
- Only labels or stickers approved by St. Barnabas School may be applied to the device.
- Chromebooks that malfunction or are damaged must be reported to the administration. The school will be responsible for repairing Chromebooks that malfunction. Chromebooks that have been damaged from student misuse, neglect or are intentionally damaged will be repaired with cost being borne by the student. Students will be responsible for the entire cost of repairs to Chromebooks that are intentionally damaged or lost.
- Chromebook damage: Students may be responsible for any and all damage as circumstances warrant.
- Chromebooks that are stolen must be reported immediately to your local police department. The police report must be submitted to school administration.

6.6 Legal Propriety

- Comply with all applicable laws, including but not limited to trademark and copyright laws and license agreements.
- Plagiarism is a violation of St. Barnabas School Code of Conduct. Give credit to all sources used, whether quoted or summarized. This includes all forms of media on the Internet, such as graphics, movies, music, and text.
- Use or possession of hacking software is strictly prohibited and violators will be subject to disciplinary action. Violation of applicable state or federal law will result in criminal prosecution or disciplinary action by the District.

6.7 Student Discipline

If a student violates any part of the policies, procedures, expectations outlined in this document, the student handbook or policies, he/she will be disciplined in accordance with our discipline policy (outlined in the student handbook). See Section 9 below for more details.

7. PROTECTING & STORING YOUR CHROMEBOOK

7.1 Chromebook Identification

Student Chromebooks will be labeled in the manner specified by the school. Chromebooks can be identified in the following ways:

- Record of serial number
- Student Identification number
- Students should not remove labels and/or serial # labels that are placed on the device.

7.2 Storing Your Chromebook

- When students are not using their Chromebooks, they should be stored in their classroom.
- To prevent damage, nothing should be placed on top of the Chromebook.
- Students are encouraged to take their Chromebooks home everyday after school, regardless of whether or not they are needed.
- If a student needs a secure place to store their Chromebook, they may check it in at the media center for storage.

7.3 Chromebooks Left in Unsupervised Areas

- Under no circumstances should Chromebooks be left in unsupervised areas. Unsupervised areas include the school grounds and campus, the lunchroom, computer lab, locker rooms, library, unlocked classrooms, dressing rooms and hallways.
- Any Chromebook left in these areas is in danger of being stolen. If a Chromebook is found in an unsupervised area, it will be taken to the Library Media Center or the main office.

8. REPAIRING OR REPLACING YOUR CHROMEBOOK

8.1 School District Insurance Protection

- St. Barnabas School has offered all families the opportunity to purchase bulk insurance protection.

8.2 Personal Home or Homeowners coverage

- Students or parents may wish to carry their own personal insurance to protect the Chromebook in cases of theft, loss, or damage. Please consult with your insurance agent for details about your personal coverage of the Chromebook.
- Most insurances will require a rider for electronics and only provide so much coverage and a higher deductible.

8.3 Claims

All insurance claims must be reported to Mr. Kidwell. Students or parents must provide a report in instances of vandalism, or fire related damage. A copy of this report must be submitted to school administration before an Chromebook can be repaired or replaced.

9. ACTIONS REQUIRING DISCIPLINARY ACTIONS

As mentioned throughout this document, misuse of Chromebooks has the potential to earn disciplinary consequences such as, but not limited to, lunch detentions, after school detentions, In-School Suspensions, and Out-of-School Suspensions.

Examples of conduct warranting disciplinary action include, but are not limited to the following:

- Downloading unapproved apps that are not on FMS CB Apps and Extensions List without receiving permission.
- Leaving Chromebook unattended.
- Deleting school installed settings from a Chromebook.
- Bringing Chromebook to Gym - unless directed by gym teacher
- Lack of adequate care for Chromebook, case, charger, etc.
- Resetting Chromebook to factory defaults.
- Placing the Chromebook in developer mode.
- Adjusting settings on someone else's Chromebook.
- Adding a credit card to a Google Account (Google Wallet) to purchase music/unapproved apps.
- Logging in under personal Google account to download purchased apps for yourself or another student(s).
- Leaving Chromebook at home. Lack of preparation for classes.
- Loaning of student device to other students inside and outside of school.
- Failure to utilize protective cases when the Chromebook is not in use or when the device is being carried in the hallway.
- Multiple damage instances caused by lack of care for the Chromebook and other peripheral devices.

10. DIGITAL CITIZENSHIP

School-issued Chromebooks should be used for educational purposes and students are to adhere to the AUP and all of its corresponding administrative procedures at all times. While working in a digital and collaborative environment, students should always conduct themselves as good digital citizens by adhering to the following:

Respect Yourself. I will show respect for myself through my actions. I will select online names that are appropriate. I will use caution with the information, images, and other media that I post online. I will carefully consider what personal information about my life, experiences, or relationships I post. I will not be obscene. I will act with integrity.

Protect Yourself. I will ensure that the information, images, and materials I post online will not put me at risk. I will not publish my personal details, contact details, or a schedule of my activities. I will report any attacks or inappropriate behavior directed at me while online. I will protect passwords, accounts, and resources.

Respect Others. I will show respect to others. I will not use electronic mediums to antagonize, bully, harass, or stalk people. I will show respect for other people in my choice of websites: I will not visit sites that are degrading to others, pornographic, racist, or inappropriate. I will not enter other people's private spaces or areas.

Protect Others. I will protect others by reporting abuse and not forwarding inappropriate materials or communications. I will avoid unacceptable materials and conversations.

Respect Intellectual Property. I will request permission to use copyrighted or otherwise protected materials. I will suitably cite all use of websites, books, media, etc. I will acknowledge all primary sources. I will validate information. I will use and abide by the fair use rules.

Protect Intellectual Property. I will request to use the software and media others produce. I will purchase, license, and register all software or use available free and open source alternatives rather than pirating software. I will purchase my music and media and refrain from distributing these in a manner that violates their licenses.

St. Barnabas Student Pledge:

I will take care of my Chromebook.

I will never leave the Chromebook unattended.

I will never loan out my Chromebook to other individuals.

I will know where my Chromebook is at all times.

I will charge my Chromebook's battery daily.

I will keep food and beverages away from my Chromebook since they may cause damage to the device.

I will not disassemble any part of my Chromebook or attempt any repairs.

I will protect my Chromebook by only carrying it while in a case.

I will use my Chromebook in ways that are appropriate, meet St. Barnabas School expectations and are educational.

I will not place decorations (such as stickers, markers, etc.) on the Chromebook.

I will not deface the serial number Chromebook sticker on any Chromebook.

I understand that my Chromebook is subject to inspection at any time.

I will follow the policies outlined.

I will file a police report in case of vandalism and other acts covered by insurance.

I will be responsible for all damage or loss caused by neglect or abuse.

I be a proactive digital citizen when using my Chromebook.

Student/Parent Pledge for Chromebook Use

I /we understand that Chromebooks are intended solely for educational use and that students are not permitted to download any applications not authorized by their teachers.

I/we understand my/our responsibilities with respect to the care and maintenance of the Chromebook

I/we understand the terms and conditions of the insurance coverage for the Chromebook.

I/we understand that students may take Chromebooks home in the evenings for school related use, however I/we understand that students must have Chromebooks in school everyday

I/we understand that students must return Chromebooks at the end of the school year in the condition it was received

I/we understand that I must report any problems or damage to the Chromebook to my homeroom teacher

I/we understand that the St. Barnabas School reserves the right to conduct unannounced inspections of student Chromebooks

I/we understand that the use of Chromebooks will be governed by all terms and conditions of the St. Barnabas School policies and regulations.

Individual school Chromebook computers and accessories must be returned to the St. Barnabas School at the end of each school year. Students who graduate early, withdraw, are suspended or expelled, or terminate enrollment at time will be unenrolled and students will have permission to take their Chromebooks with them.

Modified From: <https://docs.google.com/document/d/1LNxNPDsbNhYPH2OOH1vnyW6pJWBq-ouGlfXEfxPZEE/pub?>

RETURN TO SCHOOL BEFORE RECEIVING DEVICE

Review and initial each statement below.

	Student	Parent
I understand that I am responsible for backing up my own files and that important files should always be stored in at least two locations (such as on Google Drive, Dropbox, etc.).		
I will not leave my Electronic Device unattended unless it is locked in a secure place. My family is fully responsible for the cost of a replacement should my device become lost.		
I will not install or use file-sharing programs to download music, video, or other media without staff permission, or install software browser extensions, or any other methods to bypass content filtering.		
I will not duplicate or distribute copyrighted materials other than a backup copy of those items I legally own.		
I will keep the device in its protective case, cover fully closed whenever it is moved from one point to another.		
I will read and follow general maintenance alerts from school personnel.		
I will report any problems with my device to a teacher, Mr. Kidwell, an administrator, or Mr. Schonegg in a timely manner.		
I will not attempt to repair my own device.		
I will bring my device fully charged to school every day.		
I will use my device only for good and never to hurt or harm another person or their reputation.		

I have read the St. Barnabas School Chromebook 1:1 Policy, Agreement, and Information document and agree to the stated conditions.		
The student has completed his/her DDL online and a printed copy of his/her certificate is included with this document.		

Student Name: Printed: _____

Grade: _____

Student Signature and Date: _____

Parent Printed Name: _____

Parent Signature: _____