

TSL Chromebook Policy

Student Use Agreement and G Suite for Education Account Permission: Grade 3 & 4

Mission:

"By the grace and help of our Lord, the students and families of Trinity-St. Luke's Lutheran School will grow in faith through God's Word and shine forth to all with the truth that Jesus Christ is our Savior."

Students in 3rd-4th grades will share Chromebooks, which will be kept at school at all times. Student Chromebooks and power adapters will be labeled by TSL tags and serial numbers. Parents/Guardians and students MUST complete the G Suite for Education Account Permission (see back) before the Chromebook will be issued to their child.

As a 3rd and 4th grader, I will follow these guidelines when using the Chromebook:

1. I will not eat food or keep liquids near the Chromebook.
2. I will insert cords, cables, and other devices carefully into the Chromebook.
3. I will not add any markings or stickers to the outside of the Chromebook.
4. I will not carry the Chromebook with the power cord plugged in.
5. I will keep the Chromebook lid closed when I carry it.
6. I will carry the Chromebook from the bottom.
7. I won't lift the Chromebook by the screen.
8. I won't stack anything on top of the Chromebook when it is closed.
9. I won't put anything on the keyboard when it is closed.
10. I will store the Chromebook in the charging cart when the it is not in use.
11. I can personalize my Chromebook with God-pleasing backgrounds and images.
12. I will never share my password with anyone except my teacher or my parents.
13. I will never share any personal information (name, phone number, address, etc.) with anyone online.
14. Whatever I look at, listen to, read, watch, or work on will be for educational purposes and will be God-pleasing.
15. I will only log in using my assigned TSL account.
16. I should log out of my account when I am done using my Chromebook.
17. Failure to follow these guidelines may result in loss of my Chromebook privileges.

Student Name (Print): _____ Grade: _____

Parent Signature: _____

This document is to be completed and returned to the school office by the 1st day of school. Thank you!

(Updated: August 2025)

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Student G Suite for Education Account Permission

By signing below, I confirm that I have read and understand the following:

Under FERPA and corresponding Wisconsin law, a student's education records are protected from disclosure to third parties. With regards to Children's Online Privacy Protection Act, I understand that my student's education records (project, documents, files, username and password) stored in G Suite for Education may be accessible to persons acting on behalf of Google by virtue of this online environment. This does not include any student demographic or grade information. I also understand that my student's use of G Suite for Education is governed by TSL's Student Acceptable Use Policy.

My signature below confirms my consent to allow my student's educational records (projects, documents, files, username and password) to be stored by Google. I understand that I may ask for my child's account to be removed at any time. I further understand that not having a G Suite for education account could impact certain assignments and activities and result in my student needing to complete alternate assignments different from their classmates.

_____ YES, I give permission for my child to be assigned a TSL G Suite for Education account. This means my child will have access to Google Classroom, Drive, Docs, Sheets, Slides, Forms, Calendar and Sites.

_____ NO, I do not give permission for my child to be assigned a TSL G Suite for Education account. This means my child will NOT receive access to Google Classroom, Mail, Drive, Docs, Sheets, Slides, Forms, Calendar and Sites.

Student Name (Print): _____ Grade: _____

Parent Signature: _____ Date: _____

This document is to be completed and returned to the school office by the 1st day of school. Thank you!

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