



# NEWMAN GROVE Public Schools

## Chromebook Policy & Google Domain Usage Handbook 2024-2025

The policies, procedures, and information within this document apply to all technology provided by Newman Grove Public Schools.

### Receiving Your Chromebook

#### Parent/Guardian Orientation and Consent

- All 3-12 parents/guardians are required to attend a chromebook orientation meeting.
- All parents/guardians and students must sign the Newman Grove Public Schools Chromebook and Google Domain Agreement.
- Students will not receive their school issued Chromebook unless the aforementioned criteria is met.

#### Distribution

- Students in grades 3-12 will receive their school issued Chromebook during the first week of school if they do not already have them.
- Students in grades 3-6 will access their chromebooks while at school and return them at the end of the day.
- Students in grades 7-12 will be allowed to take their Chromebooks home for school/homework use.

#### Transfer/New Student Distribution

- All transfers/new students will be able to pick up their Chromebook from Newman Grove Public Schools.

### Returning Your Chromebook

#### End of Year -

- At the end of the school year, students will turn in their Chromebook.
- Failure to turn in a Chromebook with all accessories will result in the student being charged the full replacement cost of the device and/or accessories. Based on the district's discretion, the district may also file a report of stolen property with the Newman Grove Police Department.

#### Transferring/Withdrawing Students

- Students who transfer out or withdraw from the Newman Grove Public Schools must turn in their Chromebook and school issued accessories one day prior to their last day of school. Failure to turn in the Chromebook and accessories will result in the student being charged the full replacement cost. Unpaid fines and fees of students leaving Newman Grove Public Schools may be turned over to a collection agency. Based on the district's discretion, the district may also file a report of stolen property with the Newman Grove Police Department.

## Training

- Students will receive regular training during class time to address care and usage of the Chromebook. Digital Citizenship training will also be provided during class time to address respectful, responsible, and ethical use of the internet and digital tools.

## Taking Care of Your Chromebook

- Students are responsible for the general care of their Chromebook. Chromebooks that are broken or fail to work properly must be taken to the Newman Grove Public Schools Technology Coordinator immediately upon discovery. If a loaner Chromebook is needed, one may be issued to the student until their Chromebook can be repaired or replaced. A temporary device is not guaranteed.
- Fees may ensue if the malfunction is identified as a result of student negligence.
- General Precautions
  - No food or drink should be next to your Chromebook while it is in use.
  - Cords, cables, and removable storage devices must be inserted carefully into the Chromebook.
  - Students should never carry their Chromebook while the screen is open unless directed to do so by a teacher.
  - Chromebooks should not be used or stored near pets.
  - Chromebooks should not be used with the power cord plugged in when the cord may be a tripping hazard.
  - Chromebooks must remain free of any writing, drawing, stickers, or labels.
  - Chromebooks should be **shut down nightly** when not in use to conserve battery life.
  - Chromebooks should never be shoved into a locker or wedged into a book bag as this may break the screen. **Chromebooks must be carried in the chromebook bags at all times.**
  - Chromebooks should never be left in the sports locker rooms.
  - **Chromebooks should never be left on the floors of the hallway.**
  - Heavy objects should never be placed on top of the Chromebook.
  - Do not expose the Chromebook to extreme temperature or direct sunlight for extended periods of time. Extreme heat or cold may cause damage to the Chromebook.
  - Always store your Chromebook at room temperature prior to turning it on.

## Device Protection

- Each 7-12 student will be issued a protective case for his/her Chromebook that should be used whenever the Chromebook is being transported or not in use.
- Grades 3-6 devices will be kept safely within the carts at the end of the day. While in use, students are responsible for the care and protection of the device.
- Although the cases are reinforced to help protect the Chromebook, they are not guaranteed to prevent damage. It remains the student's responsibility to care for and to protect his/her device.
- **Do not place writing utensils, extra papers, paper clips or other things within the same compartment as your Chromebook.**

## Carrying the Chromebook

- Always transport the Chromebooks with care, 7-12 students must carry their chromebook in Newman Grove Public School issued protective case. Failure to do so may result in disciplinary action.
- Never lift Chromebooks by the screen.
- Never carry Chromebooks with the screen open.
- Carry the device with both hands.

## Screen Care

- The Chromebook screen can be damaged if subjected to heavy objects, rough treatment, some cleaning solvents, and other liquids. The screens are particularly sensitive to damage from excessive pressure. Chromebook cleaning materials are offered in the Media Center for student use.
- Do not put pressure on the top of a Chromebook when it is closed.
- Do not store a Chromebook with the screen open.
- Do not place anything in the protective case that will press against the cover.
- Make sure there is nothing on the keyboard before closing the lid (e.g. pens, pencils, or disks).
- Only clean the screen with a soft, **dry** microfiber cloth or anti-static cloth.
- Always put your chromebooks in a safe place, never leave them on a bench or on the floor.

## Using Your Chromebook

- Students are expected to bring a fully charged Chromebook to school every day. Chromebooks are required to be brought with the student to all classes unless specifically advised not to do so by their teacher. Chromebooks are issued to students for educational purposes. Students are expected to follow appropriate school use and copyright guidelines while utilizing their devices. Students are required to follow all guidelines stated within the Acceptable Use Board Policy [5037](#).

### If a student does not bring his/her Chromebook to school:

- A student may stop at the Newman Grove Public School Technology Office and check out a loaner for the day, if available.
- A student borrowing a Chromebook is responsible for any damage to or loss of the issued device in addition to their primary device.
- District personnel will document the number of times a loaner is issued to each student for not having his/her own Chromebook at school and will send reports to administration and parents for students who have excessive occurrences during the school year.
- The administration will treat such occurrences as insubordination offenses, which may result in disciplinary action.
- The students that obtain a loaner will be responsible for returning the borrowed device to the Newman Grove Public Schools Technology Office before 3:40 pm.
- If a loaner is not turned in by 3:40 pm, a report will be filed with the school administrator, and he/she will work on retrieving the loaner.

### Chromebooks in repair

- Loaner Chromebooks may be issued to students when they leave their school-issued Chromebook for repair.
- A student borrowing a Chromebook is responsible for any damage to or loss of the loaned device.

- Chromebooks on loan to students having their devices repaired may be taken home with discretion of school technology personnel and school administration.

### **Charging Chromebooks**

- **Chromebooks must be brought to school each day with a full charge.**
- **Students should charge their Chromebooks at home every evening.**

### **Personalizing the Chromebook**

- Chromebooks must remain free of any decorative writing, drawing, stickers, paint, tape, or labels that are not the property of the Newman Grove Public Schools. Administrators and Teachers will periodically check your device for compliance.
  - ○ Students may add *appropriate* music, photos, and videos to their Chromebook. Personalized media are subject to inspection and must follow Newman Grove Public Schools acceptable use policy.

### **Sound**

- Sound must be muted at all times unless permission is obtained from a teacher.
- Headphones may be used at the discretion of the teachers.
- Students will be encouraged to digitally publish and share their work with their teachers and peers when appropriate.

### **Using Your Chromebook Outside of School**

- Students are encouraged to use their Chromebooks at home and other locations outside of school.
- A WiFi Internet connection will be necessary for the majority of Chromebook use; however, some applications can be used while not connected to the Internet. Students are bound by the Newman Grove Public Schools Use of Technology Policy, Administrative Procedures, acceptable use agreement (Board Policy document [5037](#)), and all other guidelines in this document wherever they use their Chromebooks.
- Chromebooks are the responsibility of the students. If the Chromebooks are taken along on trips or sporting events and get stolen or damaged, the student will be responsible for the repair or replacement of the device.

### **No Expectation of Privacy**

- Students have **no expectation of confidentiality or privacy with respect to any usage of a Chromebook**, regardless of whether that use is for district related or personal purposes, other than as specifically provided by law. The district may, without prior notice or consent, log, supervise, access, view, monitor, and record use of student Chromebook at any time for any reason related to the operation of the district. By using a school issued Chromebook, students agree to such access, monitoring, and recording of their use.

### **Monitoring Software**

- Teachers, school administrators, and the technology department staff will use monitoring software that allows them to view the screens and activity on student Chromebooks.

### **Inspection**

- Students may be selected at random to provide their Chromebooks for inspection. The purpose for inspection will be to check for proper care and maintenance as well as inappropriate material being carried into the school.

## Repairing or Replacing Your Chromebook

Some items may be covered by your homeowners/renters policy. Please check with your insurance agent.

### Tech Support

- All Chromebooks in need of repair must be brought to the district's Technology Office as soon as possible.

### Accidental Damage or Loss Protection

- Newman Grove Public Schools will require that a police report be submitted in cases of theft. Fraudulent reporting of theft will be turned over to the police for prosecution. A student making a false report will also be subject to disciplinary action as outlined by the school code of conduct.
- This protection policy does not cover for loss of the Chromebook and/or its accessories, cosmetic damage, or damages caused by intentional misuse and abuse. Newman Grove Public Schools will assess the Chromebook damage and repair or replace the device if the damage is determined to be accidental and within the protection guidelines. **Parents/Students will be charged for the full replacement cost of a device that has been damaged due to intentional misuse or abuse, not to exceed \$300 per device as stated in board policy [5045](#).**

## Newman Grove Google Domain Parent or Guardian Consent

To parents and guardians,

At Newman Grove Public Schools, we use G Suite for Education, and we are seeking your permission to provide and manage a G Suite for Education account for your child. G Suite for Education is a set of education productivity tools from Google including Gmail, Calendar, Docs, Classroom, and more used by tens of millions of students and teachers around the world. At Newman Grove Schools, students will use their G Suite accounts to complete assignments, communicate with their teachers, sign into their Chromebooks, and learn 21st century digital citizenship skills.

The notice below provides answers to common questions about what Google can and can't do with your child's personal information, including:

1. What personal information does Google collect?
  - When creating a student account, Newman Grove Public Schools may provide Google with certain personal information about the student, including, for example, a name, email address, and password. Google may also collect personal information directly from students, such as telephone number for account recovery or a profile photo added to the G Suite for Education account.
  - When a student uses Google services, Google also collects information based on the use of those services. This includes:
    - device information, such as the hardware model, operating system version, unique device identifiers, and mobile network information including phone number;
    - log information, including details of how a user used Google services, device event information, and the user's Internet protocol (IP) address;
    - location information, as determined by various technologies including IP address, GPS, and other sensors;
    - unique application numbers, such as application version number; and

- cookies or similar technologies which are used to collect and store information about a browser or device, such as preferred language and other settings.
2. How does Google use this information?
- In G Suite for Education Core Services, Google uses student personal information to provide, maintain, and protect the services. Google does not serve ads in the Core Services or use personal information collected in the Core Services for advertising purposes.
  - In Google Additional Services, Google uses the information collected from all Additional Services to provide, maintain, protect and improve them, to develop new ones, and to protect Google and its users. Google may also use this information to offer tailored content, such as more relevant search results. Google may combine personal information from one service with information, including personal information, from other Google services.
3. Will Google disclose my child's personal information?
- No. For G Suite for Education users in primary and secondary (K-12) schools, Google does not use any user personal information (or any information associated with an G Suite for Education Account) to target ads, whether in Core Services or in other Additional Services accessed while using an G Suite for Education account.
4. Does Google use student personal information for users in K-12 schools to target advertising?
- Google will not share personal information with companies, organizations and individuals outside of Google unless one of the following circumstances applies:
    - **With parental or guardian consent.** Google will share personal information with companies, organizations or individuals outside of Google when it has parents' consent (for users below the age of consent), which may be obtained through G Suite for Education schools.
    - **With Newman Grove Public Schools.** G Suite for Education accounts, because they are school-managed accounts, give administrators access to information stored in them.
    - **For external processing.** Google may provide personal information to affiliates or other trusted businesses or persons to process it for Google, based on Google's instructions and in compliance with the G Suite for Education privacy notice and any other appropriate confidentiality and security measures.
    - **For legal reasons.** Google will share personal information with companies, organizations or individuals outside of Google if it has a good-faith belief that access, use, preservation or disclosure of the information is reasonably necessary to:
      - meet any applicable law, regulation, legal process or enforceable governmental request.
      - enforce applicable Terms of Service, including investigation of potential violations.
      - detect, prevent, or otherwise address fraud, security or technical issues.
      - protect against harm to the rights, property or safety of Google, Google users or the public as required or permitted by law.
      - Google also shares non-personal information -- such as trends about the use of its services -- publicly and with its partners.
5. Can my child share information with others using the G Suite for Education account?

- We may allow students to access Google services such as Google Docs and Sites, which include features where users can share information with others only on the ngpublicschools domain or for educationally vetted agencies.

Please read it carefully, let us know of any questions, and then sign below to indicate that you've read the notice and give your consent. If you don't provide your consent, we will not create a G Suite for Education account for your child. Students who cannot use Google services may need to use other software or print documents to complete assignments or collaborate with peers.

Updated Google Workspace Parental Consent / updated 8/2023

## Notice template for schools when gathering parent or guardian consent

*[Introduction customizable by school -- update highlighted sections and modify anything but bolded text]*

To parents and guardians,

At [insert name of school/district], we use Google Workspace for Education, and we are seeking your permission to provide and manage a Google Workspace for Education account for your child. Google Workspace for Education is a set of education productivity tools from Google including Gmail, Calendar, Docs, Classroom, and more used by tens of millions of students and teachers around the world. At [insert name of school/district], students will use their Google Workspace for Education accounts to complete assignments, communicate with their teachers, [if applicable, insert sign into their Chromebooks], and learn 21st century digital citizenship skills.

The notice below provides answers to common questions about what Google can and can't do with your child's personal information, including:

What personal information does Google collect?

How does Google use this information?

Will Google disclose my child's personal information?

Does Google use student personal information for users in K-12 schools to target advertising?

Can my child share information with others using the Google Workspace for Education account?

Please read it carefully, let us know of any questions, and then sign below to indicate that you've read the notice and give your consent. If you don't provide your consent, we will not create a Google Workspace for Education account for your child. [Your school/district may wish to describe here how not providing consent to use Google services will impact the educational experience. For example, students who cannot use Google services may need to use other software to complete assignments or collaborate with peers.]

I give permission for [insert name of school/district] to create/maintain a Google Workspace for Education account for my child and for Google to collect, use, and disclose information about my child only for the purposes described in the notice below.

Thank you,

[Insert name of school administrator]

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Full name of student

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Printed name of parent/guardian

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Signature of parent/guardian

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Date

*[Google Workspace for Education Notice to Parents and Guardians - Google recommends not editing this section except for replacing highlighted text with your school's info]*

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Will Google disclose my child's personal information?

Does Google use student personal information for users in K-12 schools to target advertising?

Can my child share information with others using the Google Workspace for Education account?

Please read it carefully, let us know of any questions, and then sign below to indicate that you've read the notice and give your consent. If you don't provide your consent, we will not create a Google Workspace for Education account for your child. [Your school/district may wish to describe here how not providing consent to use Google services will impact the educational experience. For example, students who cannot use Google services may need to use other software to complete assignments or collaborate with peers.]



I give permission for [insert name of school/district] to create/maintain a Google Workspace for Education account for my child and for Google to collect, use, and disclose information about my child only for the purposes described in the notice below.

Thank you,  
[Insert name of school administrator]

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Full name of student

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Printed name of parent/guardian

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Signature of parent/guardian

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Date

## Notice template for schools when gathering parent or guardian consent

To parents and guardians,

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The notice below provides answers to common questions about what Google can and can't do with your child's personal information, including:

What personal information does Google collect?

How does Google use this information?

Will Google disclose my child's personal information?

Does Google use student personal information for users in K-12 schools to target advertising?

Can my child share information with others using the Google Workspace for Education account?

Please read it carefully, let us know of any questions, and then sign below to indicate that you've read the notice and give your consent. If you don't provide your consent, we will not create a Google Workspace for Education account for your child. Newman Grove Public Schools uses Google Workspace content throughout the curriculum. Students who cannot use Google services may need to use other software to complete assignments or collaborate with peers.

I give permission for Newman Grove Public Schools to create/maintain a Google Workspace for Education account for my child and for Google to collect, use, and disclose information about my child only for the purposes described in the notice below.

Thank you,  
[Insert name of school administrator]

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Full name of student

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Printed name of parent/guardian

---

Signature of parent/guardian

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Date

*[Google Workspace for Education Notice to Parents and Guardians - Google recommends not editing this section except for replacing highlighted text with your school's info]*

## Google Workspace for Education Notice to Parents and Guardians

This notice describes the personal information we provide to Google for these accounts and how Google collects, uses, and discloses personal information from students in connection with these accounts.

Using their Google Workspace for Education accounts, students may access and use the following "Core Services" offered by Google (described at [https://workspace.google.com/terms/user\\_features.html](https://workspace.google.com/terms/user_features.html)):

In addition, we also allow students to access certain other Google services with their Google Workspace for Education accounts.

Further, we allow students to access additional third-party services with their Google Workspace for Education accounts. Our school administrator enables access to these third-party services with your student's Google Workspace for Education account, and authorizes the disclosure of data, as requested by the third party services. Additional information about these third-party services is available at [include link to additional resources about permitted third party services].

Google provides information about the information it collects, as well as how it uses and discloses the information it collects from Google Workspace for Education accounts in its Google Workspace for Education Privacy Notice. You can read that notice online at [https://workspace.google.com/terms/education\\_privacy.html](https://workspace.google.com/terms/education_privacy.html) You should review this information in its entirety, but below are answers to some common questions:

### What personal information does Google collect?

When creating a student account, Newman Grove Public Schools may provide Google with certain personal information about the student, including, for example, a name, email address, and password. Google may also collect personal information directly from students, such as telephone number for account recovery or a profile photo added to the Google Workspace for Education account.

When a student uses Google core services, Google also collects information based on the use of those services. This includes:

- account information, which includes things like name and email address.
- activity while using the core services, which includes things like viewing and interacting with content, people with whom your student communicates or shares content, and other details about their usage of the services.
- settings, apps, browsers & devices. Google collects information about your student's settings and the apps, browsers, and devices they use to access Google services. This information includes browser and device type, settings configuration, unique identifiers, operating system, mobile network information, and application version number. Google also collects information about the interaction of your student's apps, browsers, and devices with Google services, including IP address, crash reports, system activity, and the date and time of a request.
- location information. Google collects information about your student's location as determined by various technologies such as IP address and GPS.
- direct communications. Google keeps records of communications when your student provides feedback, asks questions, or seeks technical support

The Additional Services we allow students to access with their Google Workspace for Education accounts may also collect the following information, as described in the [Google Privacy Policy](#):

activity while using additional services, which includes things like terms your student searches for, videos they watch, content and ads they view and interact with, voice and audio information when they use audio features, purchase activity, and activity on third-party sites and apps that use Google services.

apps, browsers, and devices. Google collects the information about your student's apps, browser, and devices described above in the core services section.

location information. Google collects info about your student's location as determined by various technologies including: GPS, IP address, sensor data from their device, and information about things near their device, such as Wi-Fi access points, cell towers, and Bluetooth-enabled devices. The types of location data we collect depend in part on your student's device and account settings.

## How does Google use this information?

In Google Workspace for Education Core Services, Google uses student personal information primarily to provide the core services that schools and students use, but it's also used to maintain and improve the services; make recommendations to optimize the use of the services; provide and improve other services your student requests; provide support; protect Google's users, customers, the public, and Google; and comply with legal obligations. See the [Google Cloud Privacy Notice](#) for more information.

In Google Additional Services, Google may use the information collected from all Additional Services to deliver, maintain, and improve our services; develop new services; provide personalized services; measure performance; communicate with schools or users; and protect Google, Google's users, and the public. See the [Google Privacy Policy](#) for more details.

## Does Google use student personal information for users in K-12 schools to target advertising?

No. There are no ads shown in Google Workspace for Education core services. Also, none of the personal information collected in the core services is used for advertising purposes.

Some additional services show ads; however, for users in primary and secondary (K12) schools, the ads will not be personalized ads, which means Google does not use information from your student's account or past activity to target ads. However, Google may show ads based on general factors like the student's search queries, the time of day, or the content of a page they're reading.

## Can my child share information with others using the Google Workspace for Education account?

[As applicable for school/district] We may allow students to access Google services such as Google Docs and Sites, which include features where users can share information with others or publicly. For example, if your student shares a photo with a friend who then makes a copy of it, or shares it again, then that photo may continue to appear in the friend's Google Account, even if your student removes it from their Google Account. When users share information publicly, it may become accessible through search engines, including Google Search.

## Will Google disclose my child's personal information?

Google will not share personal information with companies, organizations and individuals outside of Google except in the following cases:

With our school: Our school administrator (and resellers who manage your or your organization's Workspace account) will have access to your student's information. For example, they may be able to:

- View account information, activity and statistics;
- Change your student's account password;
- Suspend or terminate your student's account access;
- Access your student's account information in order to satisfy applicable law, regulation, legal process, or enforceable governmental request;
- Restrict your student's ability to delete or edit their information or privacy settings.

With your consent: Google will share personal information outside of Google with parental consent.

For external processing: Google will share personal information with Google's affiliates and other trusted third party providers to process it for us as Google instructs them and in compliance with our [Google Privacy Policy](#), the [Google Cloud Privacy Notice](#), and any other appropriate confidentiality and security measures.

For legal reasons: Google will share personal information outside of Google if they have a good-faith belief that access, use, preservation or disclosure of the information is reasonably necessary for legal reasons, including complying with enforceable governmental requests and protecting you and Google.

## What choices do I have as a parent or guardian?

First, you can consent to the collection and use of your child's information by Google. If you don't provide your consent, we will not create a Google Workspace for Education account

for your child, and Google will not collect or use your child's information as described in this notice.

If you consent to your child's use of Google Workspace for Education, you can access or request deletion of your child's Google Workspace for Education account by contacting Tina Sauser at [tina.sauser@ngpublicschools.com](mailto:tina.sauser@ngpublicschools.com) or at 402-447-6294. If you wish to stop any further collection or use of your child's information, you can request that we use the service controls available to access personal information, limit your child's access to features or services, or delete personal information in the services or your child's account entirely. You and your child can also visit <https://myaccount.google.com> while signed in to the Google Workspace for Education account to view and manage the personal information and settings of the account.

### What if I have more questions or would like to read further?

If you have questions about our use of Google's Google Workspace for Education accounts or the choices available to you, please contact Tina Sauser at [tina.sauser@ngpublicschools.com](mailto:tina.sauser@ngpublicschools.com) or 402-447-6294. If you want to learn more about how Google collects, uses, and discloses personal information to provide services to us, please review the [Google Workspace for Education Privacy Center](https://www.google.com/edu/trust/) (at <https://www.google.com/edu/trust/>), the [Google Workspace for Education Privacy Notice](https://workspace.google.com/terms/education_privacy.html) (at [https://workspace.google.com/terms/education\\_privacy.html](https://workspace.google.com/terms/education_privacy.html)), and the [Google Privacy Policy](https://www.google.com/intl/en/policies/privacy/) at <https://www.google.com/intl/en/policies/privacy/>), and the [Google Cloud Privacy Notice](https://cloud.google.com/terms/cloud-privacy-notice) at (<https://cloud.google.com/terms/cloud-privacy-notice>).

The Core Google Workspace for Education services are provided to us under [Google Workspace for Education Agreement](https://www.google.com/apps/intl/en/terms/education_terms.html) (at [https://www.google.com/apps/intl/en/terms/education\\_terms.html](https://www.google.com/apps/intl/en/terms/education_terms.html)) and the Cloud Data Processing Addendum (as <https://cloud.google.com/terms/data-processing-addendum>).

# Chromebook Policy/Google Domain USAGE RECEIPT OF NOTIFICATION AND UNDERSTANDING

The Newman Grove Chromebook and Google full handbook can be found on the Newman Grove webpage under the Resources tab. By signing you acknowledge you know where to find the policy as well as the fact that you have read, you accept, and will abide by the Newman Grove Public schools Chromebook Policies and give permission for Newman Grove Schools to create a G Suite for Education account under our Google domain.

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Printed Student Names / Grades

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Student Signature

Date

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Student Signature

Date

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Student Signature

Date

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Parent/Guardian Signature (REQUIRED) Date