



**SAM TECHNOLOGY PROGRAM**  
**CHROMEBOOK™ HANDBOOK AND AGREEMENT**  
**2025 – 2026**

## Message from Safa and Marwa Islamic School

Dear SAM Parent/Guardian,

We are pleased to announce that your child will be using a Google Chromebook™ as a classroom tool at Safa and Marwa Islamic School for the upcoming school year. Research has shown that 1:1 access to technology improves student learning by focusing student learning on several factors such as independent research, communication, skills and digital literacy. As a part of the SAM Technology Program initiative, students will be assigned a Chromebook™ for use at school and at home. We believe that this will help develop the following:

1. Innovative instructional strategies
2. More ways to positively influence student learning outcomes
3. Enhance methods of student engagement

Chromebooks™ were chosen for several reasons, including:

1. Quick boot-up time (approximately eight seconds)
2. Up to eight hours of battery life
3. Easy collaboration with teachers and peers through use of Google Apps for Education
4. It is built around a web-browser (Chrome OS), so everything is stored online. No more lost or unsaved work. Students and teachers can simply log onto any machine to access school documents
5. Automatic updates with latest features and fixes
6. The integrated security system protects the device from malware and viruses
7. Administrators configure and manage devices through a web-based console

On the last page, you will find a student/parent contract for use of the Chromebooks™. Please read the document, sign it, and return it with your child to the school office. Completion of this agreement is a prerequisite for the distribution of a Chromebook™ to your child.

We look forward to what will be a rewarding experience for our students and staff.

Sincerely,

SAM Administration

Table of Contents

Message from Safa and Marwa Islamic School..... 1

**SAM Technology Program: Chromebook™ Policy .....3**

**1. Purpose.....3**

**2. Applicability of School Policies .....3**

**3. Ownership.....3**

**4. Acceptable Use.....3**

**5. Reporting Unacceptable Use .....4**

**6. Liability .....4**

**7. No Guaranteed Content Privacy .....4**

**8. Return of Chromebook™ .....4**

**9. Disciplinary Measures.....5**

**10. Indemnification .....5**

**11. Repairs and Maintenance .....5**

**12. Loss or Theft .....5**

**13. At Home Use.....5**

**14. Safa and Marwa Schools Domain and Internet Use .....5**

**15. Security Expectations.....6**

**16. Daily Requirements and Expectations for Use.....6**

**17. General Care.....7**

**18. Consequences of Inappropriate Use .....7**

**19. Health and Safety .....7**

**20. Chromebook™ Replacement .....7**

Chromebook™ THINKTech Initiative: Frequently Asked Questions ..... 9

SAM Technology Program: Chromebook™ Policy Student/Parent/School Agreement..... **Error! Bookmark not defined.**

## SAM Technology Program: Chromebook™ Policy

### 1. Purpose

Safa and Marwa is committed to using available technologies to communicate with and educate members of the school community. We recognize an expanding reliance on laptops among students, faculty, staff, and the administration due to the convenience, speed, cost effectiveness, and environmental advantages they offer. Upon return of the Student/Parent/School Agreement signed by the student with a Chromebook™. The following policy will define the proper use of school-provided Chromebooks™.

### 2. Applicability of School Policies

Safa and Marwa Schools authorizes the use of its Chromebooks™ in a manner consistent with the established instructional, research, and administrative objects of the school as outlined in the student handbook.

### 3. Ownership

1. **Chromebook™:** Chromebooks™ issued through the SAM Technology Program are the property of Safa and Marwa Islamic School. Therefore, students have no ownership to the device or its peripherals (i.e. chargers and any other accessories).
2. **Personal Chromebooks:** Students may choose to bring and use their own Chromebook devices instead of school-issued ones. These personal devices remain the property and responsibility of the student, and the school will not be liable for any loss or damage that may occur. To ensure compatibility and compliance with school technology policies, all personal Chromebooks must have a Google Device Management License purchased and installed before use. All other terms outlined in this document apply equally to personal devices. When a student leaves the school, the management software can be removed from the device through a deprovisioning process. If a student replaces their personal Chromebook, a new license must be purchased and installed for the new device.
3. **License Agreement:** Safa and Marwa Islamic School is the sole licensee of the software included with the Chromebook™. Any copying, modification, merging, or distribution of the software by the student, including written documentation, is prohibited. The student is responsible for complying with any and all hardware, software, service provider licensing agreements, terms of use, applicable state and federal copyright and other intellectual property protections. Violation of any such licenses, terms or laws shall result in a violation of this policy.

### 4. Acceptable Use

1. Safa and Marwa Islamic School only authorizes use of Chromebooks™ in a manner that supports its instructional services policy guidelines in the Safa and Marwa Islamic School Regulations.
2. Personal use is permissible so long as, in the determination of Safa and Marwa Islamic School, it does not interfere with the school's mission or pre-empt normal business and education activity, does not impede student productivity, does not interfere with or negatively impact any other person's or entity's rights and work and/or learning environment, and does not conflict with any Safa and Marwa Islamic School Policy or federal law.
3. Notwithstanding the above-described permissible personal uses, the Chromebooks™ are not to be used for personal profit or nonprofit purposes such as advertising, rentals, selling or buying products, soliciting for charity, or other such uses.
4. Students must handle the Chromebooks™ with care.
5. Students must bring their Chromebooks™ to school with them everyday with a full charge battery.
6. Students must not use Chromebooks™ or its programs in any manner other than that of which it is intended.
7. Students must not install software onto the Chromebook™ borrowed under this policy unless they are specifically authorized to do so by a school administrator.
8. Students must not intentionally modify network configurations files or otherwise interfere with the functioning of Safa and Marwa Islamic School Chromebook™.

9. Students must not intentionally transmit viruses and other such malicious programs via the Safa and Marwa Islamic School Chromebooks™.
10. Chromebooks™ will be treated in a similar manner to other school-owned educational tools such as textbooks.
11. Students must not access any blocked website through a proxy or any other means. Doing so would breach the internet use policy and appropriate action will be taken with necessary consequences.
12. Loss or theft of Chromebooks™ must be reported to the school by the first subsequent school day following the loss or theft.
13. Students must not modify, upgrade, or attempt to repair Chromebook™ issued under this policy without the expressed permission of the school.

#### 5. Reporting Unacceptable Use

Students are responsible for maintaining the integrity of the SAM Technology Program and reporting any violations of this policy.

#### 6. Liability

1. Students are responsible for all material sent by/and or stored on the Chromebook™ provided to them. Students accept responsibility for keeping their Chromebook™ free from all pornographic material including inappropriate images and content, or files that are dangerous to the integrity of the Safa and Marwa Islamic School networks, equipment, or software. This further includes any harmful and/or illegal activity as per the Student Handbook.
2. Safa and Marwa Islamic School is not liable for any material sent by and/or stored on Chromebooks™ issued to the students via the SAM Technology Program Chromebook™ Agreement.

#### 7. No Guaranteed Content Privacy

1. Safa and Marwa Islamic School cannot guarantee the content stored on Chromebooks™ issued in accordance with this policy will be private.
2. Safa and Marwa Islamic School reserves the right to monitor or access the storage of its Chromebooks™, email, Google Apps for Education and third-party apps for any reason in accordance with the law. This right to monitor includes, but is not limited to circumstances where Safa and Marwa Islamic School suspects or is advised of possible breaches of security, harassment or other violations of other school policies, rules, regulations, or directives; or law. Safa and Marwa Islamic School may also access the storage of its Chromebooks™ if evidence exists which demonstrates to the school that its Chromebooks™ may contain information, data, or other intellectual property that belongs to another person.
3. All communications and information transmitted by, received from, stored within, or that passes through Safa and Marwa Islamic School facilities may be archived, deleted, monitored or reviewed for content or usage at any time by Safa and Marwa Islamic School. Students do not have a right to personal or confidential electronic information or communications that are exempt from this guide. Safa and Marwa Islamic School also reserves the right to investigate suspected inappropriate uses of its resources or systems.

#### 8. Return of Chromebook™

1. Towards the end of the school year, a date will be announced on which the students and their parents or guardians will be required to return the Safa and Marwa Islamic School Chromebooks™.
2. If a student cannot or will not return the Safa and Marwa Islamic School Chromebooks™ because of theft, loss, accident, or otherwise, the student will not be issued copies of final school reports and will be issued an invoice for the pro-rated Chromebooks™ valued, as determined by Safa and Marwa Schools.
3. Upon a student's de-enrollment from Safa and Marwa Islamic School, the Chromebooks™ must be promptly returned.

## 9. Disciplinary Measures

1. Non-compliance with the above Safa and Marwa Islamic School Chromebook™ Policy shall result in loss of restrictions of Chromebook™ privileges. Repeated or severe infractions may result in permanent termination of privileges. Possession of a Safa and Marwa Islamic School Chromebook™ may be revoked at any time for infractions.
2. Students may be required to make full financial restitution for any unauthorized expenses incurred or any damages caused.
3. School administrators will determine violations of the above Safa and Marwa Islamic School's Chromebook™ policy.
4. Students violating any part of this policy may face additional disciplinary action deemed appropriate in keeping with the adopted disciplinary policies and guidelines of Safa and Marwa Islamic School. Discipline may include legal action.

## 10. Indemnification

By signing the Safa and Marwa Islamic School Chromebook™ Student/Parent/Teacher Agreement, the student and his/her parent(s) or guardian(s) agree to reimburse and hold Safa and Marwa Islamic School harmless from and against any and all liabilities, costs, collections costs, attorney fees and other damages which arise out of or relate in any way to the use or failure to return the Chromebook™ and its software to Safa and Marwa Islamic School in accordance with the program agreements.

## 11. Repairs and Maintenance

In the event of breakdown, the incident must be reported to the respective school's SAM Technology Program administrator.

Students are **not** to have the Chromebook™ repaired or replaced on their own without the permission of the school. The student will be billed for damages or degradations resulting from unauthorized repair attempts. Upon evaluation of the Chromebook™, by SAM Technology Program admin and manufacturer, Chromebook™ may be replaced or repaired. If damage is determined to be inflicted through misuse or negligence, parents will be responsible for the cost of repair or replacement.

The goal is to maintain the standards of the Chromebook™ learning environment and help reduce technical difficulties.

## 12. Loss or Theft

In the event of loss or theft:

1. Students and parents are responsible for notifying their teacher and the school.
2. In case of theft in school, staff must be notified **immediately**.
3. The school is not responsible for any theft or loss of Chromebook™ or peripherals.
4. Parents will be required to pay for the cost of replacement of Chromebook™ and peripherals.

## 13. At Home Use

Students will use their Chromebooks™ at home for homework, school-related research or other school related projects.

## 14. Safa and Marwa Schools Domain and Internet Use

1. All users of the @safaandmarwa.ca domain are subject to the School's GAFE Student Consent expectations, along with the Expectations for using School Electronic Communication Systems. This includes school email accounts, files created/shared within the domain. As well, School's Cyberbullying Policies are in effect under this domain.
2. The Chromebooks™ have wireless capability. While at school, the students will access the school's servers and the internet using the Wi-Fi network. **Safa and Marwa Islamic School is not responsible for**

**external Internet connectivity issues.** Outside of school, Chromebook™s can be used with any Wi-Fi network.

3. Please refer to security expectations in regards to student's school account.
4. Students may not download illegal content such as pirated music, video, games etc. onto the Chromebook™.
5. Students may not stream music, video, or any other type of files at any time while on school property, unless directed to do so by a teacher. This slows the network. These types of file are very resource intensive and may take a heavy toll on the Chromebook™ itself as well as the school's network.
6. The Internet is to be used for scholarly research and as a means of obtaining needed information.
7. Files stored within the Chromebook™ should be limited to those relating to formal school courses or activities.
8. Email (or any other communication) should be used only for legitimate and responsible communication between students, faculty, and the outside world.
9. Rude, abusive, threatening, or otherwise inappropriate language is not permitted.

#### 15. Security Expectations

1. Each Chromebook™ is assigned to an individual student. Students should never "swap" or "share" their Chromebooks™ with another student.
2. Chromebooks™ should be in a student's possession, or secured in a designated secure area at all times.
3. Students may never share their password with another student. Passwords should always be kept confidential.
4. Students should never share personal information about themselves or others while using the Internet or email.
5. If the Chromebook™ is lost or stolen, parents or guardians should immediately report the lost or theft to a school staff member and police in writing.
6. Chromebooks™ will be checked periodically to ensure they do not contain any unapproved software or files. Internet histories may also be checked.
7. Students may NOT clear their Internet history at any time. Students may not use Incognito or Guest mode at any time.
8. Students may not bypass the school's network at any time while on the school property.
9. Chromebook™s are never to be left unattended.
10. If a password is compromised or lost parents and/or guardians should immediately report the incident writing to the school.
11. Cyber-bullying and Safe Internet Use policy is in full effect for Chromebook™ use in and out of the school. Please refer to the student handbook for details of the policy.

#### 16. Daily Requirements and Expectations for Use

1. Chromebooks™ can be fragile, and if they are dropped they may break. Chromebooks™ should only be used while they are on a flat, stable surface, such as a table.
2. Chromebooks™ will be kept in a safe place at all times.
3. Use of the Chromebooks™ in classroom will be subject to teacher's permission.
4. Power conservation must be practiced by closing the lid when not in use.
5. The Chromebooks™ are preinstalled with the necessary hardware and software. It is not permissible to add or change hardware (memory, storage, etc.) or software under any circumstances.
6. Students are prohibited from playing non-academic games during the instructional day, unless the game is directly related to a school assignment or activity and approved by the teacher.
7. Sounds must be turned off except when it is being used as part of a class.
8. Headphones are prohibited except when it is being used as part of a class.
9. Be patient. Sometimes Chromebooks™ require time to do their job.
10. When transporting the Chromebook™, make sure it has been securely stored.

## 17. General Care

1. Students are expected to treat their Chromebooks™ with care and respect. The Chromebook™ is the property of Safa and Marwa Islamic School until otherwise notified and should be kept clean and free of marks at all times. Placing stickers, writing or drawing on, engraving or otherwise defacing the Chromebook™ is not allowed without permission and will result in loss of privileges. If damage occurs, the student will receive a bill for damages.
2. Chromebook™ should be protected from weather, water or other liquid, food and pets.
3. Students should never eat or drink (including water) while using their Chromebook™, or use their Chromebook™ near others that are eating or drinking.
4. No object should ever be placed or stacked on top of your Chromebook™. This includes books, heavy objects, sports equipment, etc.
5. Students should use care when plugging in their power cords, if you trip over it, this may break it and you will need to replace the cord and power supply at your expense.
6. **Cleaning your Chromebook™**: Dust, pet hair and other particles can accumulate on or inside the Chromebook™. When this happens, they form a layer of grime that can scratch or shorten the life of hardware components by causing overheating. Cleaning the Chromebook™ can extend its life by getting rid of this potentially damaging buildup. The student may clean the display or keyboard by following these guidelines below.
  - Clean the Display: Turn off the Chromebook™. Dampen a clean, soft, lint-free cloth or paper with water only. Wipe the screen. Do not spray liquid directly on the screen. You may also use mild glass cleaner that contains no alcohol or ammonia. Most office supply stores sell cleaning kits specifically designed for this purpose.
  - Clean the keyboard: If a small vacuum cleaner with a brush attachment is available, use it to clean the keyboard of debris. A can of compressed air can be used to blow out particles that get in between the keys.

## 18. Consequences of Inappropriate Use

The use of any school technology is a privilege and not a right. Students are expected to use the Chromebook™ in accordance with this Chromebook™ Program Guide, the School Acceptable Use Policy and any applicable Regulations and laws. Failure to use this Chromebook™ in an appropriate manner will result in any or all of the following consequences, as determined by the staff and administration of the School.

1. Student conference
2. Parent Conference
3. Cancellation of student use or access privileges, including the privilege taking the Chromebook™ home
4. Any and all school disciplinary action
5. Civil or criminal liability under applicable law

## 19. Health and Safety

1. School is not responsible for any associated neck, back and shoulder problems that may arise due to excessive use.
2. Chromebooks™ are a high energy source of both electric and magnetic fields and should be avoided being placed directly on your lap.
3. The school is not liable for any accidents and injuries resulting from the use of Chromebook™ or peripherals on or off school property.

## 20. Chromebook™ Replacement

In the case of a lost or damaged Chromebook™ as determined by school official, student will pay for the cost of the Chromebook™ at that specific time. Value of the Chromebook™ includes management software which is valued at \$450. The value depreciates at \$15 per month from purchase date. Chargers cost \$60 each to replace.



Chromebook™ THINKTech Initiative:  
Frequently Asked Questions

**Q: What is the educational value of students having Chromebooks™?**

A: By providing students with mobile devices that are instant on, with quick access to both the Internet and the School's Student Google Apps for Education accounts, we are not only able to alleviate space and availability issues with our more traditional labs but we now have the ability to turn any space into a technology rich environment within seconds.

**Q: Will students use their Chromebook™ in every class?**

A: Chromebooks™ are a great device for accessing the web, typing notes, doing research, and a host of other tasks using a variety of web based applications. However, in classes such as Math the Chromebook™ may not be used as they would be in other classes.

**Q: Will textbooks be available for download onto the Chromebooks™?**

A: The world of publishing is quickly changing with college textbooks and secondary textbooks becoming a large focus for both major publishers and entrepreneurs seeking to get them into the hands of students. Safa and Marwa Islamic School is presently researching e-texts for our schools. Note: Chromebook™ can use Amazon's Kindle Cloud Reader.

**Q: Will Chromebooks™ change what students are currently learning or just how they learn it?**

A: By providing a mobile device to each student, we believe that the curriculum will be enhanced by extending learning opportunities both inside and outside of our classrooms. While the content of what is taught by our faculty will not change, Safa and Marwa Islamic School now has an opportunity to further explore how that content is delivered, how we engage our students in their learning, and how we teach problem solving, collaboration and creativity.

**Q: Can a parent decline the acceptance of Chromebook™ issued to their child?**

A: Chromebooks™ will be an integral part of the school program & learning and vision of the school. All students in grades 6-12 are required to participate in the SAM Technology Program.

**Q: Can a student bring their own device/laptop for use?**

A: Students can only bring in their own Chromebooks if they have obtained approval from the office. These devices will have to be monitored by the school software throughout the year. One of the main objectives of this program is to ensure the safe use of internet, regulating devices in school and appropriate digital citizenship. This can be only achieved through the school issued and regulated devices, or personal Chromebooks that are physically and virtually managed through the school. Chromebooks™ were selected based on these objectives.