

**2017-2018 St. William the Abbot**  
**Chromebook Parent/Student Agreement and Acceptable Use Policy**

<b>2017-2018 St. William the Abbot</b>	<b>1</b>
<b>Chromebook Parent/Student Agreement and Acceptable Use Policy</b>	<b>1</b>
<b>Ownership</b>	<b>2</b>
<b>Use and Behavior Policy</b>	<b>2</b>
<b>Monitoring</b>	<b>3</b>
<b>Content Filtering</b>	<b>3</b>
<b>Software on Chromebooks</b>	<b>3</b>
<b>Saving documents on Google Docs</b>	<b>3</b>
<b>Charging Devices</b>	<b>4</b>
<b>Personalizing the Chromebook</b>	<b>4</b>
<b>Outside of School Use</b>	<b>4</b>
<b>Sound</b>	<b>4</b>
<b>Printing</b>	<b>4</b>
<b>Non-Functioning Chromebooks</b>	<b>4</b>
<b>Protect the Chromebook by following these rules:</b>	<b>5</b>
<b>Chromebook Check-In</b>	<b>5</b>
<b>Chromebook Costs</b>	<b>6</b>
<b>Disclaimer of Liability</b>	<b>6</b>
<b>Student Disclaimer</b>	<b>6</b>

St. William the Abbot School is pleased to be able to offer our students 1:1 access to a Chromebook to advance their education. We are dedicated to providing a learning community of technologically literate life-long learners by using appropriate technology which unlocks our potential and connects us locally and globally. We will continue to provide the best learning environments to develop, nurture and implement the way one communicates, works and learns. Students, you are responsible for the general care of the Chromebook that was issued to you by St. William the Abbot School.

### **Ownership**

- Chromebooks are the property of St. William the Abbot School.
- Chromebooks are issued to individual students for educational purposes and should be used only by the student to whom it is issued.
- SWS will maintain a log of all Chromebooks that includes the Chromebook serial number, asset tag code, and name of the student assigned to the device.
- Each Student will be assigned the same Chromebook for the duration of her or his time at St. William the Abbot School.
- Manufacturer and school issued ID tags shall not be removed or marked upon.

### **Use and Behavior Policy**

*St. William the Abbot* is providing a *Chromebook* with access to the Internet. The device is being provided for and is limited to educational purposes only. By agreeing to this policy I fully agree to the following:

- There is **NO RIGHT TO PRIVACY** when using the school's Chromebook. Administration, faculty, and other authorized persons have the right to review any and all material saved, transmitted, accessed, or momentarily in use by the student in accord with the policy set by the school's administration.
- There is **NO ABSOLUTE RIGHT TO FREEDOM OF SPEECH** when using the school's Chromebook, which is viewed by the administration as a limited educational forum; and student behavior is expected to conform to values consistent with the Catholic faith both inside and outside the school setting.
- I agree that all information transmitted through the use of the school's *iPad/Chromebook* (e-mail, web page publication, or other Internet postings) will be sent or received with the explicit permission of a member of the school's staff.
- I agree not to use the Chromebook to record, transmit or post photos or video of a person or persons on the school campus. Nor can any images, audio and/or video recorded at school be transmitted or posted at any time without being reviewed by and with the permission of a member of the school's staff.
- I agree never to access, transmit, or retransmit material which promotes violence or advocates destruction of property, is sexually oriented, or discriminatory in nature or conduct which is offensive to the principles of the Roman Catholic Church.

**Social Networking** – I will not use the Chromebook for social networking except with the express intent of educational purposes and not without the explicit permission of a member of the school's staff.

The school reserves the right to establish rules and regulations regarding the use of the school's Chromebook, and behavior is expected to conform to values consistent with the Catholic faith both inside and outside the school setting.

A student found in violation of this policy will be subject to discipline including, but not limited to, temporary removal of the school's Chromebook, permanent removal of the school's Chromebook, or other appropriate disciplinary action in accord with the rules and regulations of the school, including suspension or expulsion, and /or legal action.

### **Monitoring**

- St. William the Abbot School administrative staff and faculty retain the right to collect and/or inspect Chromebooks at any time, including via electronic remote access and to alter, add or delete installed software or hardware.
- Users of school technology have no rights, ownership, or expectations of privacy to any data that is, or was, stored on the Chromebook, school network, or any school issued applications and are given no guarantees that data will be retained or destroyed.
- Students have no expectation of confidentiality or privacy with respect to any usage of a Chromebook, regardless of whether that use is for school related or personal purposes, other than as specifically provided by law. The school may, without prior notice or consent, log, supervise, access, view, monitor, and record use of student Chromebooks at any time for any reason related to the operation of the school. By using a Chromebook, students agree to such access, monitoring, and recording of their use.

### **Content Filtering**

- SWS utilizes an Internet filtering content filter solution that is compliant with the federally mandated Children's Protection Act (CIPA).
- In the event an educationally valuable site is blocked, the student should contact their teacher for the site to be unblocked. The site will be reviewed by administration before any requests are granted.

### **Software on Chromebooks**

- All software and apps on the Chromebooks will be installed and managed wirelessly by SWS. Students will not be able to install additional apps on their Chromebooks. Additional software will be installed, wirelessly, as they are recommended and approved by teachers and site administrators.

### **Saving documents on Google Docs**

- Students will be logging into our SWS Google Apps for Education domain and saving documents. With each individual's Chrome login, the student can access his or her

schoolwork from any computer that has Internet access.

- SWS makes no guarantee that their Internet will be up and running 100% of the time. In the rare case that the Internet is down, SWS will not be responsible for lost or missing data.

### **Charging Devices**

- Students are expected to bring a fully charged Chromebook to school every day.
- Teachers will be designing their lessons and classroom activities based on students having access to their Chromebook.
- Devices not charged will be considered an unprepared and result in a detention. Students are responsible for any missed work due to uncharged devices.
- If a student's Chromebook is left in school for any reason it still remains the responsibility of the student to charge the device.

### **Personalizing the Chromebook**

- Stickers and other markings on the outside of the Chromebook and Chromebook case will not be allowed.
- Students are to keep the Chromebook in its protective case at all times when not in use.

### **Outside of School Use**

- Students are encouraged to use their Chromebooks at home and other locations for educational purposes. A WiFi internet connection will be required for the majority of Chromebook use.
- Students are required to abide by the SWS Acceptable Use Policy and Student Handbooks, local, state and federal laws.

### **Sound**

- Sound must be muted at all times, unless permission is given by the teacher.
- Student provided headphones may be used at the discretion of the teachers.

### **Printing**

- Students will be encouraged to digitally publish and share their work with their teachers and peers, when appropriate. Because all student work should be stored in Google Apps for Education, students will not print directly from their Chromebooks.
- A print station will consist of a desktop computer and networked printer. Students may log into a print station to print their work.

### **Non-Functioning Chromebooks**

- Chromebooks that are broken, or fail to work properly, must be taken **immediately** to the Technology Department. If deemed necessary, a replacement will be issued.
- After the second break, the third device will result in a disciplinary action by the building principal and the principal will provide a plan for the students to use the device at the school with improved responsibility by the student.

### **Protect the Chromebook by following these rules:**

The Chromebook screen can be damaged if subjected to rough treatment. Chromebooks are particularly sensitive to damage from excessive pressure on the screen.

- Close the Chromebook screen before moving it, unless directed to do so by a teacher.
- Do not lean on the top of the Chromebook when it is 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.
- Do not poke the screen.
- Do not remove the SWS personalized skin cover.
- Do not place anything on the keyboard before closing the lid (e.g. pens, pencils, or disks).
- Clean the screen with a soft, dry cloth or anti-static cloth.
- Do not bump the Chromebook against desks, walls, car doors, floors, etc. as it will eventually break the screen.
- Chromebooks must remain free of any writing, drawing, stickers, or labels that are not the property of SWS.
- Chromebooks must never be left in an unlocked car or any unsupervised area.
- Students are responsible for charging their Chromebook battery before the start of each school day.
- Students may be selected at random, by teachers or administrators, to provide their Chromebook for inspection for damages or misuse.

### **Chromebook Check-In**

- Chromebooks will be returned to Technology Department during the last two weeks of school.
- If a student transfers out of SWS during the school year, the Chromebook must be returned at the time of withdrawal.
- If a student's Chromebook and/or AC power adaptor have been damaged or defaced, the student will be billed, either for the repair or replacement of the Chromebook, the adaptor, or both during the year-end check out, or when the student withdraws from the SWS.
- If a student Chromebook is not returned during year-end check-in or upon transferring out of the school, the administrator will ensure that it is returned in a timely manner. If the administrator is unable to obtain the student's Chromebook, the student will be billed for the replacement of the Chromebook, the adaptor, or both by adding the cost of the equipment to the student's school fees. Failure to pay fees in a timely manner will have consequences that could result in the student's inability to participate in graduation ceremonies and graduate.

### **Chromebook Costs**

- Students are responsible for all physical damage done to their Chromebook. The cost will be what the school has to pay for the replacement parts.

### **Consequences for Violations:**

- Violations of these Acceptable Use Policy rules may result in disciplinary action. Consequences may include, but not be limited to, the loss of a user's privileges to use the school's information technology resources. Further disciplinary actions may be imposed in accordance with the Code of Conduct up to and including suspension, or expulsion, depending on the degree and severity of the violation.

### **Disclaimer of Liability**

- Use of any information obtained via the Internet is at a student's own risk. St. William the Abbot School specifically denies any responsibilities for accuracy or quality of information obtained through its services.
- St. William the Abbot School makes no warranties of any kind, implied or expressed, that the services and functions provided through St. William the Abbot School technology devices, digital resources and network infrastructure, along with information technology will be error free or without defect.
- St. William the Abbot School, along with any persons or organizations associated with the school department internet connectivity, will not be liable for the actions of anyone connecting to the internet through the school network infrastructure.
- All users shall assume full liability, legal, financial or otherwise for their actions while connected to the internet.
- St. William the Abbot School assumes no responsibility for any information or materials transferred or accessed from the Internet.
- St. William the Abbot School cannot be responsible for inappropriate or offensive material students encounter on the Internet.
- Parents and guardians agree to accept financial responsibility for any expenses or damages incurred as a result of their student's inappropriate or illegal activities on the St. William the Abbot School network.
- Parents and guardians agree to reimburse St. William the Abbot School for any expenses or damages incurred in the use of school owned devices.
- St. William the Abbot School shall not be liable for users' inappropriate use of electronic resources or violations of copyright restrictions, users' mistakes or negligence, or costs incurred by users.