

SDSC Chromebook Use Policy 2020-2021

TAKING CARE OF YOUR CHROMEBOOK

Students are responsible for the care of the Chromebooks that have been issued by St. Denis-St. Columba School. No other person should have use of this Chromebook except the student to whom it was issued.

1. GENERAL PRECAUTIONS

- Chromebooks should never be left unattended.
- Chromebooks should only be used by the assigned student. Under no circumstances should a student use a Chromebook that is assigned to another student
- Only use a clean, soft cloth to clean the screen, no water or cleaners of any type.
- Chromebooks must remain free of any writing, drawing, stickers, or labels not placed by SDSC.
- Chromebooks must never be left in an unsupervised area.
- Students are responsible for keeping their Chromebook's battery charged for school each day.
- DO NOT stack any books, heavy materials, etc. on top of the Chromebook as it could damage device.
- DO NOT force anything into the ports and slots on the side of the Chromebook.
- DO NOT slam closed the cover of the Chromebook.
- DO NOT carry the Chromebook by the screen.
- DO NOT put the Chromebook on the floor or on any unstable surface.
- DO NOT throw or toss the Chromebook or mistreat it.

2. CARRYING THE CHROMEBOOK

- Chromebooks should be closed when carrying unless otherwise directed by a teacher.
- Chromebooks should never be held by the screen as this can cause screen damage.
- **Students who are assigned a Chromebook for home use must purchase a padded Chromebook carrying case for storage and transport of the Chromebook.**
- **Do not transport the Chromebook without a carrying case. A backpack is NOT an acceptable case.**

3. SCREEN CARE

Chromebook screens can be damaged if subjected to rough treatment. The screens are particularly sensitive to damage from excessive pressure on the screen. To avoid damage adhere to the following rules:

- Do not lean on the Chromebook.
- Do not place anything near the Chromebook that could put pressure on the screen.
- Do not place anything in between the keyboard and screen when the Chromebook is closed.
- Do not place anything on top of the Chromebook.
- Clean the screen only with a soft, dry microfiber cloth. DO NOT use paper towels, napkins, or other paper products as these can scratch the screen.
- Do not use glass cleaner or any other harsh cleaning chemicals on the display.
- Do not spray water or any other liquid directly onto the screen or any part of the Chromebook.

4. USING YOUR CHROMEBOOK

- Students are responsible for properly connecting the charging cable to their Chromebook at the end of the school day to ensure it is fully charged for the beginning of the next day. If a student is unable to use their Chromebook because it was not properly charged, teachers may issue a consequence.
- Inappropriate media may not be used as a screensaver or background on your device. Presence of inappropriate material will result in disciplinary actions.
- Students using Chromebooks in school must have their sound muted at all times unless permission is obtained from the teacher for instructional purposes.
- Students must have personal earbuds or earphones to use with their Chromebook as needed.

5. MANAGING FILES AND SAVING WORK

- Students will use their Google Classroom to save their work. Each classroom teacher will instruct their class on how to submit their work. Students are not permitted to save files on the physical storage of the device or to use any external device such as a flash drive, etc.

6. PROTECTING AND STORING YOUR CHROMEBOOK

- All Chromebooks will be labeled in the manner specified by the SDSC administration. Under no circumstances are students to modify, remove, or destroy these identification labels. They can be identified in the following ways:
 - record of serial number
 - student name or number label
 - individual Google account username (*stcolumba.net*)
- Any technical issues or physical damage should be immediately reported to the teacher. Teachers will contact the school administration to have issues resolved.

7. TECHNOLOGY RESPONSIBLE USE

General Guidelines

- Students must only access forms of media and communication in support of their learning, research and in support of educational goals and objectives of SDSC.
- Students are responsible for their ethical and educational use of SDSC technology resources.
- Access to SDSC technology resources is a privilege and not a right. Any violation of these rules will result in the loss of privileges, as well as other disciplinary action as defined by the SDSC's Responsible Use Policy, Discipline Policy, or other policies set forth in the Parent-Student Handbook or established by a Teacher.
- Recognizing it is impossible to define every instance of responsible and irresponsible use, it will be at the discretion of the school administration to use judgment as to what is responsible in any undefined instance that may arise.
- Instances of downloading apps that have not been approved by the school or the teacher are carefully monitored and will result in deletion of the program from the Chromebook device and disciplinary action.
- Students are prohibited from using the Chromebook for personal use including, but not limited to social media sites, video games, or recreational browsing.

Privacy and Safety

- NEVER enter into any type of chat rooms other than those set up by your teacher.
- NEVER open, use, or change computer files not belonging to you.
- NEVER reveal your full name online to anyone, except to your classmates, teachers, etc. in the context of a Zoom Class, classwork, etc.
- NEVER reveal your phone number, home address, social security number, credit card numbers, passwords, or passwords of other people's Email and Google Suite
- In any communication in the Google Classroom, etc. students are expected to respond respectfully and to avoid inappropriate language, including comments that are hurtful, unkind, abusive, or offensive to others. Communication should always be constructive and related to the subject and class assignments. Student conduct must comport always to the standards set forth in the Parent-Student Handbook.

8. LOSS, DAMAGE, AND THEFT

- Any damage to a Chromebook will result in the loss of Chromebook privileges, appropriate disciplinary actions, and a fine to cover the cost of the repairs or replacement.
- Parents/Guardians are responsible for the cost of replacement of any Chromebook issued to their child that is lost or stolen.
- Any of the above consequences can be modified at the discretion of the school administration.

9. MISUSE OF CHROMEBOOKS

- Misuse of a Chromebook may warrant appropriate disciplinary actions and loss of Chromebook privileges. Examples of misuse, but are not limited to:
 - ✓ Downloading unapproved apps, etc. without receiving permission.
 - ✓ Leaving Chromebook unattended.
 - ✓ Removal of student name, or other labels from the Chromebook or case.
 - ✓ Deleting school installed settings from a Chromebook.
 - ✓ Lack of adequate care for Chromebook, case, etc.
 - ✓ Resetting Chromebook to factory defaults.
 - ✓ Tampering or altering in any way the Chromebook of another SDSC student.
 - ✓ Adding a credit card to a Google Account to purchase music/unapproved apps.
 - ✓ Logging in under personal Google account to download apps for yourself or others.
 - ✓ Loaning of student device to other students.
 - ✓ Failure to utilize a protective carrying case for transporting the Chromebook.

10. EXPECTATIONS FOR TEACHERS

- Teachers will monitor student use of Chromebooks for inappropriate use or inappropriate content.
- Teachers will provide opportunities for students to develop current technology skills using Chromebooks, Google Apps for Education, and other available web tools. Teachers will make course materials available online to students in the Google Classroom.
- Teachers will discuss school policies with students each year so students understand expectations.
- Teachers will monitor students' online behavior at all times.
- Teachers will model and hold high expectations for students while sharing and gathering information online.
- Teachers will model responsible care and use of the Chromebooks.
- Teachers will follow and enforce school policy and procedure in regard to Chromebooks.

STUDENT PLEDGE FOR CHROMEBOOK USE

- I will take care of my Chromebook and 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 keep food and beverages away from my Chromebook to prevent damage.
- I will not disassemble any part of my Chromebook or attempt any repairs.
- I will protect my Chromebook by only transporting it in a protective case.
- I will use my Chromebook in ways that are appropriate and educational according to SDSC policies.
- I will not place decorations (such as stickers, markers, etc.) on the Chromebook or case.
- I will not deface any of the SDSC or manufacturer labels/identifiers on any Chromebook.
- I understand that my Chromebook is subject to inspection without notice and is the property of SDSC
- I will follow all school policies and those outlined in the Chromebook Use Policy.
- I will be responsible for all damage or loss caused by neglect or abuse.
- I agree to return the Chromebook and case in good working condition.
- I will be a proactive digital citizen when using my Chromebook.
- I understand that Chromebook use is subject to all applicable Archdiocesan/SDSC policies/regulations.

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Parent-Student Chromebook User Agreement 2020-2021

St. Denis-St. Columba School's Chromebook program for students and teachers is an effort to embrace 21st Century Skills. Some of our goals for students include:

- To increase productivity and engagement of all learners.
- To make student-centered learning a priority.
- To increase collaboration, creativity, critical thinking and communication in our students.
- To prepare students for a 21st Century environment.

Acceptable Use

While at school, Internet and Chromebook use will be monitored. Anyone found violating acceptable use will be subject to disciplinary actions. Students are responsible for the care of the Chromebook they have been issued as defined in the above agreement and in the Parent-Student Handbook.

Parent or Guardian Agreement

- I understand that this Chromebook is designated for educational purposes and therefore my child's irresponsible actions may cause the removal of his/her Chromebook privileges.
- I assume financial responsibility should my child be deemed responsible for a lost or damaged Chromebook.
- I understand that the Chromebooks are school or district-owned devices, and all content stored on the Chromebook is subject to review at any time.
- I understand that I am responsible for monitoring my child's use of the Chromebook when not at school to ensure that the above policies are being followed at all times.
- **I understand that I am responsible for installing and/enabling my router or internet service provider's security applications to configure child-safe internet filtering.**

As the parent or guardian of the student(s), I have read and agree to the guidelines in the Chromebook User Agreement. The parent and each student using a device needs to sign and date this agreement

Parent/Guardian's Printed Name

Parent/Guardian's Signature

Date

Student's Printed Name

Student's Signature

Date

Student's Printed Name

Student's Signature

Date

Student's Printed Name

Student's Signature

Date