



2019-20 Technology Family Acceptable Use Contract - Chromebooks

General Guidelines

- **Introduction** All statements and policies set forward in the existing ST. JOSEPH CATHOLIC SCHOOL Acceptable Use of Computers and Networks are binding upon students who use ST. JOSEPH CATHOLIC SCHOOL Chromebook computers and are intended to support and/or extend existing policy. Implicit in this policy is the agreement to uphold all standards set forward here and those in existing acceptable use policies. The following is a list of major topics covered in existing policies: acceptable activities, consistent environment, respect, privacy and safety, plagiarism, piracy, and positive representation. Remember, by signing this policy, you acknowledge that you have read and agree to uphold the standards of this and pre-existing policies.
- The use of Chromebook computers is expressly for school related educational activities. By accepting a school-owned Chromebook computer, parents/students agree to use it for this purpose only. By accepting this agreement, parents/students acknowledge that the consequences for not adhering to these standards (as judged by school personnel) are at the discretion of ST. JOSEPH CATHOLIC SCHOOL. Parents/Students also acknowledge that using a Chromebook computer and/or network platform of ST. JOSEPH CATHOLIC SCHOOL is a privilege that may be revoked at any time by the school.
- Parents/Students are responsible for the safety, security and well-being of the Chromebook, its components and any school provided peripherals. When not using the Chromebook between classes it should be securely placed in a location that is safe from any potential harm. Students should avoid placing loose pencils, paper clips, staples and other school supplies near the Chromebook as they can present a potential harm. While minor “wear and tear” is acceptable, families will need to take financial responsibility for breakage outside the normal range determined by the Technology Department.
- Students are responsible for staying on task when working with the Chromebook. Students may not play games or listen to music without the permission of the teacher, visit unauthorized or questionable web sites, watch DVDs, email, chat, instant message, or engage in any other counter-productive behavior employing technology, whether in or out of class. Students engaging in these or related behaviors will experience consequences for this type of misuse.
- Students may not stream or listen to Internet-based music, video and large image files not required for schoolwork, as this slows down the performance of the network for all users. The school will monitor for network violations.

- Students and parents should monitor sending digital files that are greater than 50MB as the transfer process can hinder network speed and access to others. If you need help transferring large files, contact the Technology Department.
- Students are responsible for using Office 365 in order to ensure that their data is secure. Any loss of data is the responsibility of the student regardless of the specific circumstances.
- Students should practice responsible, respectful, and transparent behavior when using the Chromebooks. Students should refrain from vulgar, cruel, threatening, harassing and/or critical of the school, teachers, school administrators or fellow students. Changing screens immediately when adults approach is considered "suspicious behavior" and may result in your Chromebook being confiscated or inspected.
- Students are expected to treat their Chromebooks with care and respect. Students should not deface the Chromebook or its peripherals in any way. This includes, but is not limited to, marking or marring any surface of the Chromebook. Stickers or any other decorative markings are prohibited.
- Heavy objects should never be placed or stacked on top of your Chromebook. This includes books, musical instruments or sports equipment. Pressure or squeezing can damage the screen and other components.
- Computers, while on, should not be placed on or under soft items, such as pillows, chairs or sofa cushions. This will cause the computer to overheat and may result in damage to the computer.
- Computers should be charged only in locations where the power cord is not strung across a pathway where the computer might be pulled off the desk or other surface.
- Do not apply Windex or other glass cleaning products to the screen of the Chromebook, rather you can clean the screen with a soft dry antistatic cloth.
- **IMPORTANT:** Full replacement costs of the computer is \$300. Insurance can be purchased for \$50 per student per year.

Consequences

- Students who violate any standard in the acceptable use policies may experience some or all of the consequences below. Discipline will be at the discretion of school personnel involved with the offense.
- Students may experience natural consequences for not meeting their responsibilities. These may include, but not limited to:
 - Not being able to complete their work on time
 - Being required to complete work on time without the use of technology
 - Receive unsatisfactory, incomplete or failing grades on assignments, etc.
 - Chromebook computer and network use suspended or revoked. That is, you may be asked to return your Chromebook for a period of time commensurate with the infraction (including full loss of the privileges for the remainder of the year).
- Students can be suspended or recommended for expulsion if using digital media for acts that may be portrayed as vulgar, cruel, threatening, harassing and/or critical of the school, teachers, school administrators or fellow students.

USE POLICY FOR CHROMEBOOK COMPUTERS CONTRACT

Student Name (please print): _____ Grade: _____

School Year: _____

Student/Parent Acknowledgement

We have read the policy on the use of Chromebook computers. I understand the expectations above and agree to behave according to the standards of this policy.

We understand that ST. JOSEPH CATHOLIC SCHOOL supports the privacy of electronic communications, but I also understand that it cannot guarantee the privacy of electronic mail or files the student (my child/dependent) may keep on the school's computers.

Finally, we agree to return the Chromebook and charging utility that was issued and checked out in its original working condition or pay for the cost of repair or replacement when the loss or damage resulting from the student's (my child/dependent) carelessness or negligence.

Student Signature: _____

Parent Signature: _____

Date: _____