CHROMEBOOK ACCEPTABLE USE POLICY

ST. THOMAS THE APOSTLE SCHOOL

The sixth- and seventh-grade students of St. Thomas the Apostle School will be issued Chromebooks for use in school. This document provides students and their parents/guardians with information about taking care of the equipment, using it to complete assignments, and being a good digital citizen.

Students and their parents/guardians are reminded that use of technology is a privilege and not a right and that everything done on any device, network, or electronic communications device may be monitored by the school authorities. Inappropriate use of the technology can result in limited or banned computer use, disciplinary consequences, removal from school, receiving a failing grade, and/or legal action.

Students and their parents/guardians are responsible for reviewing/signing the Chromebook Acceptable Use Policy and returning it to their classroom teacher prior to use.

OWNERSHIP of the CHROMEBOOK: St. Thomas the Apostle School retains sole right of possession of the Chromebook. STA administration and faculty retain the right to collect and/or inspect Chromebooks at any time.

TRAINING: Students will be trained on how to use the Chromebook by their technology teacher and classroom teacher.

(Section 1)

RESPONSIBILITY for the CHROMEBOOK:

1. Students are solely responsible for the Chromebooks issued to them.

2. Students must comply with the Chromebook Use and Behavior Policy and all policies of the school when using their Chromebook.

3. Students must treat their device and case with care and never leave it unattended.

4. Students must promptly report any problems with their Chromebook to the teacher leading

the lesson.

5. Students may not remove or interfere with the serial number or other identification on the device. The stthomasschool.net enrollment must not be changed as the device is managed by St. Thomas the Apostle School for educational purposes.

6. Students may not attempt to remove or change the physical structure or alter the design of the Chromebook, including, but not limited to, the school logo, serial number, or asset tag.

7. Students may not attempt to install or run any operating system on the Chromebook other than the Chrome OS operating system supported by the school.

8. Students must keep their device clean and must not touch the screen with anything (fingers, pen, pencil, etc.). Only use approved computer screen cleaners.

9. No food or drink is allowed next to your Chromebook.

10. Chromebooks should be shut down when not in use to conserve battery life.

11. Chromebooks should be stored carefully. Forcing the device into locker, book bag, or desk may break the screen.

12. Chromebooks must be kept in case when moving between classes.

13. Do not expose your Chromebook to extreme temperatures or direct sunlight for extended periods of time.

14. Students are not permitted to loan their devices to anyone else.

15. Students must bring their devices to each assigned class and ready to use each school day.

Chromebook Serial Number: _____

STA Asset Tag Number: _____

PRINT STUDENT NAME:

_____

SIGNATURE: _____ DATE: _____

(Section 2)

RESPONSIBILITY for ELECTRONIC DATA: Users of school technology have no rights, ownership, or expectations of privacy to any data this 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.

COPYRIGHT and FILE SHARING: Students are required to follow all copyright laws surrounding all media including text, images, programs, music, and video. Downloading, sharing, and posting online illegally obtained media is against the Acceptable Use Policy.

MANAGING YOUR FILES and SAVING YOUR WORK: Students may save documents to their Google Drive. These files will be accessible from any computer with Internet access. Students using Google Drive to work on their documents will not need to save their work as Drive will save each keystroke as the work is being completed. Students will be trained on proper file management procedures.

SPARE EQUIPMENT and LENDING: If a student's Chromebook is inoperable, the school has a limited number of spare devices for use while the student's Chromebook is repaired or replaced. This agreement remains in effect for loaner Chromebooks.

ORIGINALLY INSTALLED SOFTWARE: Chromebook software is delivered via the Chrome Web Store. These are web-based applications that do not require installation space on a hard drive. Some applications, such as Google Drive, are available for offline use. The software originally installed on the Chromebook must remain on the Chromebook in usable condition and easily accessible at all times. From time to time, the school may add software applications for use in a particular area of study. This process will be automatic with virtually no impact on students. Applications that are no longer needed will automatically be removed by the school. Students are not permitted to add apps or extensions to their Chromebooks and are blocked from this type of function. A list of applications currently being used on the Chromebooks is available on the 6th grade teachers' home webpage

INSPECTION: Students may be selected, at random, to submit their Chromebook for inspection. The purpose for inspection will be to check for proper care, maintenance and inappropriate use.

DIGITAL CITIZENSHIP: Students must follow the six conditions of being a good digital citizen:

1. RESPECT YOURSELF: I will show respect for myself through my actions. I will consider the personal information and images that I post online. I will NOT be inappropriate. I will not visit sites that are inappropriate.

2. PROTECT YOURSELF: I will ensure that the information, images, and materials I post online will not put me at risk. I will not publish my personal details, contact details, or schedule of my activities. I will report any inappropriate behavior directed at me. I will protect passwords, accounts, and resources.

3. RESPECT OTHERS: I will show respect to others. I will not use electronic mediums to

antagonize, bully, harass, or bother other people.

4. PROTECT OTHERS: I will protect others by reporting abuse, not forwarding inappropriate materials or communications. I will report unacceptable materials and conversations.

5. RESPECT INTELLECTUAL PROPERTY: I will request permission to use resources. I will cite any and all use of websites, books, media, etc. I will acknowledge all primary sources. I will validate information.

6. PROTECT INTELLECTUAL PROPERTY: I will request to use the software and media others produce. I will use teacher assigned software and media. I will act with integrity.

CONSEQUENCES FOR VIOLATIONS OF THE STUDENT CHROMEBOOK ACCEPTABLE USE POLICY

1. Violations of these policies may result in one of the following but not limited to these disciplinary actions:

● Restitution

● Student and Parent Conference with school administrator/principal or other school official

● Removal of unauthorized files and folders

● Restriction of Internet and Chromebook privileges*

● Detention, suspension, alternative school placement or expulsion

● Legal action

2. If a violation of the student violates other rules of the STA Student Code of

Conduct, consequences appropriate for violation of those rules may also be imposed.

*If a student's Internet privileges are restricted, this means that for the period of the restriction, the student may only access the Google Drive offline and will not be permitted to access the Internet without strict teacher supervision.

Student's Initials: _____ Parent/Guardian Initials: _____

(Section 3)

WEBSITE and SOCIAL MEDIA GUIDELINES:

1. THINK before you act because your virtual actions are real and permanent.
2. Be aware of what you post online. Website and social media venues are very public. What you contribute leaves a digital footprint for all to see. Do not post anything you wouldn't want friends, parents, teachers, future colleges, or employers to see.
3. Follow expected behaviors, outlined in our student handbook, when writing online. It is acceptable to disagree with other's opinions; however, do it in a respectful way. Make sure that criticism is constructive and not hurtful. What is inappropriate in the classroom is inappropriate online.
4. Be safe online. Never give out personal information, including, but not limited to, last names, phone numbers, addresses, exact birthdates, and pictures. Do not share your password with anyone besides your teachers and parents.
5. Do your own work. Do not use other people's intellectual property without their permission. Be aware that it is a violation of copyright law to copy and paste other's thoughts. It is good practice to hyperlink to your sources.
6. Be aware that pictures may also be protected under copyright laws. Verify that you have permission to use the image.
7. How you represent yourself online is an extension of yourself. Do not misrepresent yourself by using someone else's identity.
8. Online work should be well written. Follow writing conventions including proper grammar, capitalization, and punctuation.
9. If you run across inappropriate material that makes you feel uncomfortable or is not respectful, tell your teacher right away.

PRINT STUDENT NAME:

_____

SIGNATURE: _____ DATE: _____

PRINT PARENT/GUARDIAN NAME:

_____

SIGNATURE: _____ DATE: _____