

St. Francis de Sales School ***Chromebook Acceptable Use Policy***

The policies, procedures, and information within this document apply to all Chromebooks used at St. Francis de Sales School (SFDS) by students, staff, or guests including any other device considered by the Administration to fall under this policy. Teachers may set additional requirements for Chromebook use in their classroom.

Receiving the Chromebook:

Chromebooks will be distributed each fall during the first or second week of school. **Parents and students must sign and return the Chromebook Student/Parent Signature Page before the Chromebooks can be issued.**

Training:

Students will be trained on how to use the Chromebooks by their homeroom teachers and by the Systems Administrator. Training documents and videos may eventually be available online for students to refer to when needed.

Taking Care of the Chromebook:

Students are responsible for the general care of the Chromebooks which they have been issued by the school. Chromebooks that are broken or fail to work properly must be taken to the Systems Administrator.

General Precautions and Best Practices:

- No food or drink is allowed next to a Chromebook.
- Cords, cables, and removable storage devices must be inserted carefully into a Chromebook.
- Students never carry their Chromebooks while the screen is open.
- Chromebooks are shut down when not in use to conserve battery life.
- Chromebooks are never shoved into a locker or wedged into a book bag as this may cause damage.
- A Chromebook is not exposed to extreme temperature or direct sunlight for extended periods of time. Extreme heat or cold may cause damage.
- Chromebooks are always brought to room temperature prior to turning on.
- Under no circumstances is a Chromebook stored in an unsupervised area. Unsupervised areas include the school grounds, the cafeteria, unlocked classrooms, the library, hallways, bathrooms, or any other area that is not securely locked or in which there is no supervision.
- Unsupervised Chromebooks will be confiscated by staff and taken to the school office. Disciplinary action will be taken for leaving a Chromebook in an unsupervised location.

Carrying the Chromebook:

The protective shell of a Chromebook will only provide basic protection from everyday use. It is not designed to prevent damage from drops or abusive handling. Students must always use extreme care when carrying a Chromebook.

Screen Care:

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

- Do not lean on top of a Chromebook.
- Do not place anything near a 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 place anything on the keyboard before closing the lid (e.g. pens, pencils, notebooks).
- Do not use window cleaner or any type of liquid or water on a Chromebook. Clean the screen with a soft, dry anti-static, or micro-fiber cloth. Individually packaged pre-moistened eyeglass lens cleaning tissues may be used to clean the screen. These are very convenient and relatively inexpensive.

Using The Chromebook:

Chromebooks are issued by and kept at St. Francis de Sales School . Students will learn from their teachers each classroom’s Chromebook procedures for obtaining his/her SFDS Chromebook and in turning it in at the end of each day to charge. Students will be responsible for bringing their Chromebooks to all classes, unless specifically advised not to do so by their teacher.

- Chromebooks must not be used for any non-school related activity including but not limited to personal videos, photos, creation and distribution of videos, gaming, or personal social media (for example: Vine, Instagram, Twitter, Facebook, Pinterest or Snapchat.)
- The Chromebook is for the sole use of the student to whom it has been issued. A Chromebook is not to be used by anyone other than the person who was issued the Chromebook. Our Systems Administrator monitors all Chromebook activities.

Sound:

Sound must be muted at all times unless permission is obtained from the teacher for instructional purposes. Students must bring their own inexpensive earbuds to be used with the Chromebooks. The school will not allow full-ear, expensive headphones or Beat style earbuds or headphones.

Managing Files and Saving Work:

Students may save documents to their Google Drive. Saving to Google Drive will make the files 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. It will be the responsibility of the students to maintain the integrity of their files. Students will be trained on proper file management procedures by their teachers and Systems Administrator.

Students will be logging into our SFDS domain and saving documents to their own accounts.

Communication using the Chromebooks can only occur with those inside our SFDS domain. No outside communication can occur using the SFDS Chromebooks.

With the individual Chrome login procedures, the student can access his or her schoolwork from any computer that has Internet access. St. Francis de Sales School makes no guarantee that the Internet will be up and running 100% of the time. In the rare case that the Internet is down, SFDS will not be responsible for lost or missing data. Additionally, The Diocese does not assume responsibility for any interruption in internet service that causes loss of work or files.

Personalizing the Chromebook:

Chromebooks must remain free of any decorative writing, drawing, stickers, paint, tape, or labels that are not the property of SFDS. Spot checks for compliance may be done by teachers or administrators at any time.

Only photos and videos taken under the instruction and supervision of a teacher for academic purposes will be allowed.

Software on Chromebooks:

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 Chromebooks must always remain on the Chromebooks in usable condition and remain easily accessible.

All software and apps on the Chromebooks will be installed and managed wirelessly by the Systems Administrator. Students will not be able to install additional apps on their Chromebooks. Additional software will be installed as they are recommended and approved by teachers and site administrators. From time to time the school may add software applications for use in a course. This process will be automatic with virtually no impact on students. Applications that are no longer needed will automatically be removed by the school as well.

All Chromebooks are supplied with the latest build of Google Chrome Operating System (OS), and many other applications useful in an educational environment. The Chrome OS will automatically install updates when the computer is shut down and restarted.

Virus Protection:

Virus protection is unnecessary on the Chromebooks due to the unique nature of their design.

Additional Software:

Students are unable to install additional software on their Chromebooks other than what has been approved by SFDS.

Gaming:

Personal gaming is not permitted on the Chromebooks. Educational games may be used according to teacher guidelines.

Inspection:

Students may be selected at random to provide their Chromebooks for inspection. The purpose for inspection will be to check for proper care and maintenance as well as for inappropriate materials.

Protecting and Storing the Chromebook:

Chromebook Identification:

Chromebooks will be labeled . Chromebooks will be identified in the following ways:

- Record of serial number and tag
- Cart and slot identification

Under no circumstances are students to modify, remove, or destroy identification labels.

Storing the Chromebook:

NOTHING is to be placed on top of a Chromebook. Chromebooks are stored in Chromebook Carts overnight to be charged after school hours.

Lost or Intentionally Damaged Device and Accessories:

A Chromebook or any of its accessories that are lost or intentionally damaged is the responsibility of the student and parent. Students and parents will be charged for Chromebook damage that occurs

when a Chromebook is misused, handled in an inappropriate or abusive manner, or left unattended. The user will not be given another device or accessory to use until the current replacement cost of the lost/damaged device or accessory is paid to the school. Repair or replacement costs will be paid by the student/parent based on the rate that the school is charged for the repair.

Chromebook Technical Support:

The Systems Administrator will be the first point of contact for repair of the Chromebooks.

Services provided by the Systems Administrator include:

- Password identification
- User account support
- Coordination of warranty repair
- Hardware maintenance and repair
- Operating system or software configuration support
- Restoring Chromebook to factory default
- System software updates

Disclaimer of Liability:

The Diocese of Columbus and St. Francis de Sales School shall not be responsible for any material encountered on a computer network, including the Internet, which may be deemed objectionable to a user (or his/her parents, if a minor); for any inaccurate information disseminated over the network; for any hostile or injurious actions of third parties encountered through a computer network; for any charges incurred by the user of a computer or computer network without prior permission; or for any damage, or loss, incurred by a user, or any subsequent party, by the use of files or software obtained over a computer network. Due to the nature of electronic communications and Ohio public records law, it is also impossible for the district to guarantee confidentiality of e-mail sent and received over any computer network. The district shall not warrant the functions of the system to meet any specific requirements the user may have, or that it would be error-free or uninterrupted; nor shall the district be liable for any direct or indirect, incidental, or consequential damages, including damage to personal devices, lost data, information or time sustained in connection with the use, operation, or inability to use the system.

Student Disclaimer:

With the increased access to informational technology and the privilege that comes with technology, student responsibility to appropriately use the technology and monitor their own behavioral and acceptable use of this resource is expected.

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.

Technology Acceptable Use and Code of Conduct:

All other policy statements regarding technology acceptable use , code of conduct issues, and homework policies found in the St. Francis de Sales Parent-Student Handbook apply to the use of the Chromebooks.

St. Francis de Sales School
Chromebook Policy
Student Pledge and Signature Pages

****For grades 5-8 only**

- I will take good care of my Chromebook. I will be issued the same Chromebook each year.
- I will never leave my Chromebook unattended in an unsecured or unsupervised location.
- I will never loan out my Chromebook to other individuals.
- I will know where my Chromebook is at all times.
- I will place my Chromebook appropriately in the classroom cart and carefully plug it in so the battery is charged to full capacity each night.
- I will keep food/beverages away from my Chromebook as these may cause damage to the device.
- I will not disassemble any part of my Chromebook or attempt any repairs.
- I will protect my Chromebook by always carrying it in a secure manner to avoid damage.
- I will use my Chromebook in ways that are appropriate for education.
- I will not place decorations (stickers, markers, writing, etc.) on any Chromebook.
- I understand that the Chromebook I am issued is subject to inspection at any time without notice and remains the property of SFDS.
- I will be responsible for all damage or loss caused by neglect or abuse.
- I agree to pay the full replacement cost of my Chromebook, power cord/charger, and case in the event that any of these items is lost or intentionally damaged.
- I agree to return the Chromebook, power cord/charger, and in good working condition at the end of each school year.
- I will follow all policy statements regarding technology acceptable use and code of conduct issues found in the St. Francis de Sales Chromebook Policy and the St. Francis de Sales Parent-Student Handbook.

I understand that rules and regulations are necessary in order to offer technology opportunities to students. In order to use technology resources, I agree to abide by all guidelines and policies as stated in this document and the parent/student handbook.

Student Name: _____

Student Signature: _____

Date: _____

St. Francis de Sales School
Chromebook Policy
Parent Pledge and Signature Pages

As the parent or legal guardian of the student signing above, I have read the Chromebook policies and grant permission for my child to access and take responsibility for a Chromebook. I understand that my child will be held liable for violations of this agreement. I understand that Chromebooks and technology resources are intended for educational purposes only. I also understand that it is difficult for my child's school to restrict access to all controversial materials, and I will not hold St. Francis de Sales School or the Diocese of Columbus responsible for materials acquired on the network. I also understand that we are responsible for reimbursing St. Francis de Sales School for all repair and/or replacement costs if the equipment used by my child is lost or damaged in any way.

Parent Name: _____

Parent Signature: _____

Date: _____

PLEASE COMPLETE AND RETURN TO SCHOOL AS POSTED ONLINE