



Agreements for Use of Student Chromebooks(1 : 1 usage)

St. Rose Catholic school is excited to roll out our initial phase of Chromebooks beginning during the 2020-2021 school year. We are excited about the many positive, student directed, and inquiry based educational benefits this initiative will provide to your children. The following information will provide you with our parameters, expectations, and care and handling requirements for the Chromebooks.

Technology plays an important role in our lives today. With the world becoming more and more digitized, we feel that, in order to best prepare our students to meet these demands, we need to provide more access to technological devices used for education.

While we anticipate that the majority of students will take good care of the school issued Chromebooks, it is necessary to reinforce the expectations set forth by St. Rose Catholic School. Understanding and abiding by the following guidelines is necessary for the program to be fiscally sustainable and educationally viable. We believe that this is an attainable goal that will be in the best interests of all stakeholders involved.

Basic Information

- The Chromebook all students, in grades 6 - 8, receive is the property of St. Rose Catholic School. These Chromebooks are made available to the students as a tool for learning.
- Like other school property annually issued to the students, the Chromebook that is assigned to a student must be returned to the school during the final week of school, prior to graduation from 8th grade, or upon withdrawal from St. Rose Catholic School or transfer to another school.
- The Chromebook is meant for student usage only. The assigned Chromebook is not meant to be a family computer, gaming device, or used by other family members or siblings in any way that would compromise access by the student.
- The use of the Chromebook is a privilege that can be revoked or limited due to inappropriate usage or neglect of the device.

- Chromebooks must be brought to school each day with a full battery charge. If students leave Chromebooks at home, or if Chromebooks lose charge at school, students are responsible for getting course work completed as if they had their Chromebook present and working in class.
- Students and families are not allowed to sync the Chromebook with any other device or attempt to jailbreak the device to alter any configurations that have been established by St. Rose Catholic School.
- All Chromebooks will be preloaded with educational software. Our Google Apps for Education Suite management system will handle and implement the installation and modifications of any additional applications or operating systems. Students and families are not allowed to install or modify apps or operating systems in any way.
- Each Chromebook will be individually barcoded in order for proper tracking of the device by St. Rose Catholic School.
- Students may be asked to hand over their Chromebook for periodic inspection. Chromebook use and contents will also be monitored remotely by St. Rose Catholic School and/or our Google Apps for Education management system.

General Care and Handling Requirements

- Each Chromebook is labeled with a St. Rose Catholic School issued barcode. This sticker is not to be removed.
- Chromebook may not be marked on, have stickers placed on them, other than the issued barcode, or be altered in any way.
- While at school, Chromebooks are to be secured in the student's locker while not required in class. All school procedures for items left in inappropriate locations will be followed. In the case of a loss or theft of a Chromebook, families will be charged the full replacement cost of a new device.
- Ports are only for the use of appropriate items (headphones, USB cable, charger, etc.) being placed in them. The placing of foreign objects in these ports is prohibited. Additionally, nothing should be placed on top of the device.
- Chromebooks are not to be left in unsupervised (unsecured) areas which include, but are not limited to: school grounds, common areas, hallways, parish hall, bathrooms, library, unlocked classrooms, playground, benches, etc. Any Chromebook left in those areas is in danger of being stolen, moved, or damaged. If a Chromebook is found in an unsecured area, it will be taken to the office and appropriate disciplinary action may be taken.
- Food or drink is not to be present around the device.
- Cleaning of the Chromebook and screen is acceptable by using a dry clean soft cloth. Microfiber cloth is best, however a soft cotton or paper fabric will work. Do not use any liquid or spray cleaners on the iPad screen.
- Charging cables, headphone jacks, and USB cables are to be inserted and taken out carefully.
- Students and families will be charged for any damage resulting from abuse, mishandling, not following care and handling requirements, or loss of a Chromebook, charger, or case.
- St. Rose Catholic School will issue a loaner Chromebook if a student's Chromebook has been sent in for repair. Students will be issued a new Chromebook if the Chromebook is deemed unfixable.

- If lost, and once the replacement cost has been paid to St. Rose Catholic School (Approx. \$275.00), the student will receive a replacement Chromebook. Parents may wish to carry their own personal insurance to protect the Chromebook in cases of theft, loss, or accidental damage. Please consult your own personal insurance/company regarding personal coverage of device. The school has information for you on insurance through Worth Ave. Group.
- If the charger is lost or damaged, it will be replaced and families will be charged a \$25 replacement fee.
- Students will have the same Chromebook for the life of the Chromebook in middle school (8th grade Chromebook will roll over to next year's 6th grade class.)

School Internet Rules and Expectations

Students must:

- Respect and protect their own privacy and the privacy of others, use only their assigned St. Rose Catholic School accounts, keep passwords secret; and keep personal information offline.
- Respect and protect St. Rose Catholic School's electronic resources by observing all network security practices and conserve, protect, and share resources with other students and school internet users.
- Respect and protect the copyrighted/intellectual property of others, cite all sources appropriately, follow all copyright laws, and use iPads appropriately to assure academic integrity.
- Respect and practice the principles of community by communicating in ways that are kind, responsible, respectful, and lawful. Devices should only be used for school related activities and students are to report any threatening or offensive material to a teacher or administrator immediately. All use of the internet/St. Rose Catholic School network should be to further the student's education and enrich the student's educational resources.

E-mail Usage:

- The primary purpose of the St. Rose Catholic School student electronic mail system (Gmail) is for students to communicate with their teacher(s), school staff, outside resources related to school assignments, and fellow students to collaborate on school activities. Students are responsible for appropriate and respectful behavior while using school email, just as they are in a classroom or a school hallway; expectations and instruction for proper use will be demonstrated and communicated by your teachers. Access to email is given to students who agree to act in a considerate and responsible manner; access is a privilege – not a right and will be suspended for improper use
- Students are responsible for messages sent from their accounts. Students will not use email to bully, harass, or threaten other students or individuals and will report any unusual activities such as "spam" communications, obscene email, or any unauthorized communication to a teacher or school administration.
- Students will not use email to send chain letters, viruses, or hoaxes to other students or staff. All email accounts are filtered; messages containing inappropriate language or content will be flagged. Student email is provided by St. Rose Catholic School and is school property; the school reserves the right to archive, monitor and/or review all use of its email system, and users should

not have any expectation of privacy in any electronic message created, sent, or received on the St. Rose Catholic School email system.

- Student email accounts will be removed from the system after graduation or upon exiting St. Rose Catholic School, disciplinary action will be taken due to violations of these rules; or, if necessary, St. Rose Catholic School, at its discretion, may close accounts at any time.

Cyber Bullying:

- Cyberbullying is bullying which is carried out through an online service such as email, chat room, discussion group, or instant messaging; or through mobile phone technologies such as short message services (SMS). It may also include inappropriate use or distribution of images, videos, or audios of another person. Any form of cyber bullying will not be tolerated under any circumstances. If a student accidentally accessed inappropriate content, they should inform their teacher quietly. Students should not access chat-rooms or social networking sites that are not moderated or approved by St. Rose Catholic School and should never give out any personal details over the Internet.

No Expectation of Privacy:

- Students have no expectation of confidentiality or privacy with respect to usage of any St. Rose Catholic School technology, 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 technology at any time for any reasons related to the operation of St. Rose Catholic School. This may include, but is not limited to the monitoring of software that allows the school to view the screens and activity on student mobile devices.

Content Filter:

- St. Rose Catholic School utilizes an Internet content filter that is in compliance with the federally mandated Children's Internet Protection Act (CIPA). All mobile devices, regardless of physical location at school, will have all Internet activity filtered and monitored by the school.
- Parents, not St. Rose Catholic School, are responsible for supervising student internet usage while not at school. The filtering services that St. Rose Catholic School provides are only available while on campus. Parental control software can be installed upon parent request to limit access to the internet. If you would like more information about this software, please contact the school.

Appropriate Uses and Digital Citizenship:

- School-issued devices should be used for educational purposes and students are to adhere to the St. Rose Catholic School Technology Use Agreement and all corresponding administrative procedures at all times. While working in a digital and collaborative environment, students should always conduct themselves as good citizens by adhering to the following:
- **Respecting oneself:** Students will show respect for themselves through their actions. If necessary, they will select online names that are appropriate and will use caution with the information, images, and other media that is posted online. Students will carefully consider any

personal information about their life, experiences, or relationships that they post. They will act with integrity which includes staying on task and not visiting non-related websites and/or games/videos/content. If students are observed using the device for non-related websites/games/videos/content, they will be given a detention warning and/or immediate detention as deemed appropriate by the classroom teacher.

- **Protect Yourself:** Students will ensure that the information, images, and materials that they post online will not put themselves or others at risk. Students will not publish personal details, contact details, or a schedule or location of their or classmates activities. Students will report any attacks or inappropriate behavior directed at themselves while online and will protect passwords, accounts, and resources.
- **Respect Others:** Students will show respect to others and will not use electronic mediums to antagonize, bully, harass, or stalk people. Students will show respect for other people in their choices of websites. They will not visit sites that are degrading to themselves or others that are racist, sexist, derogatory, or inappropriate and will not enter other people's private spaces or areas.
- **Protect Others:** Students will protect others by reporting abuse and not forwarding inappropriate materials or communications and will avoid unacceptable materials and conversations.
- **Respect Intellectual property:** students will request permission to use copyrighted or otherwise protected materials. They will suitably cite all use of websites, books, media, etc and will acknowledge all primary sources. Students will validate information while using and abiding by the fair use rules.
- **Extracurricular Activities:** Teacher/field trip leaders/coaches/club leaders for school related activities may accept or deny the usage of iPads on trips or at events.

Technology Support

- Periodic updates will be available for upgrade. Additionally, operating system updates will also be available.
- If students have problems with the Chromebook, stop using the device and ask for help from a St. Rose Catholic School employee. If they are not able to fix it, St. Rose Catholic School will have the school I.T. company look at it.
- All content pushed onto Chromebooks will be remotely added through the Google Apps for Education Suite system which will come preinstalled on the iPad.

Consequences of Chromebook Misuse

1. School 3 warning detention policy will be followed for minor infractions
2. School immediate detention policy will be followed for more blatant infractions
3. Loss of Chromebook for period of time or more restricted controls
4. Suspension
5. Expulsion

Apple Chromebook Release Form

Please check off to confirm that you received the following on _____ (date of distribution):

_____ 1 Chromebook #: _____

_____ 1 AC Power Adapter (\$25 if lost or damaged)

Student Agreement

The School Chromebook and AC Power Adapter will be returned to St. Rose Catholic School during the final week of school, prior to graduation from 8th grade, or upon withdrawal from St. Rose Catholic School or transfer to another school. I understand that my family will be charged for any missing, damaged, or defaced equipment or cables.

- I have read and understand the full Agreement for Use of Student Chromebook (1 : 1 usage).
- I agree to abide by the General Care and Handling Requirements, the School Internet Rules and Expectations, and Basic Information.
- I understand that I may lose my Chromebook or have restricted usage of my Chromebook as a result of inappropriate behavior, and I agree to abide by all consequences of misuse of St. Rose Catholic School issued Chromebook.
- I understand that all Chromebook may be seized and inspected at any time without notice.

By signing below, I agree to the expectations and procedures as detailed above in the Agreements for Use of Student Chromebook (1 : 1 usage).

Student Printed Name

Student Signature

Date

Parent Agreement

- I have read and agreed to the Agreement for Use of Student Chromebook (1 : 1 usage).
- I understand the procedures and requirements in which students must comply with as outlined in agreement.
- I accept responsibility for any damage that may result from my child's use of the Chromebook, which may reach up to the full \$275.00 replacement cost and/or \$25 for the charger.
- I understand that my child may lose or have restrictions set upon his or her Chromebook privileges.

Parent/Guardian Printed Name

Parent/Guardian Signature

Date