



St. Mary School Chromebook Acceptable Use Policy

The focus of the Chromebook program at St. Mary School is to help empower students to learn at their full potential and prepare them for the future in a world of digital technology and information. Using the chromebooks encourages students to solve problems and think critically by stimulating analytical thinking. Technology immersion does not dim the vital role of the teacher in the classroom. It transforms the teacher from a director of learning to a facilitator of learning. Learning with Chromebooks integrates technology into the curriculum anytime, and anyplace.

The policies, procedures, and information contained in this document apply to all Chromebooks provided by St. Mary School. Administrators and teachers may set additional requirements for computer use within the school and their classrooms.

General Policies

- **Chromebooks, cases, and power cords are the property of St. Mary School.** All St. Mary School chromebooks and cases are identified by student name and serial number.
- **Students and their parents/guardians are responsible for reviewing the Chromebook Acceptable Use Policy and paying a mandatory fee. Insurance is issued through Worth Ave. Group.** Coverage includes **accidental damage** (drops/spills), cracked screens, liquid submersion, flood, natural disasters, power surge by lightning, fire, and theft/vandalism (police report required). Students will not be issued a Chromebook until the insurance fee is received.
- **Insurance does not cover intentional damage to the device.** Charges for intentional damage will be the responsibility of the parents/students. Insurance does not cover lost power cords or case straps.
- **Chromebooks are intended for use both at school and at home.** Students are responsible for bringing their Chromebooks home and to school each day in their protective cases. They should bring the Chromebook to all their classes unless specifically instructed not to do so by their teacher. Content filtering is provided in school on our student network. **GoGuardian** off site filtering is also in place to protect students when they are away from school.
- **Chromebooks must remain in their protective cases at all times.** Chromebooks and cases must remain free of any writing, drawing, doodling, stickers, or labels that are not the property of St. Mary School.
- **Chromebooks should not be stored in vehicles or left in unsupervised areas such as the cafeteria, the gym, locker rooms or hallways etc.** If a chromebook is found in an unsupervised area it will be returned to the office.
- **To conserve battery life, Chromebooks should be shut down when not in use.**
- **No food or drink is allowed when using the Chromebook.**
- **Chromebooks MAY NOT BE stored on the floor or the top of lockers.** When storing in a locker, the locker must be locked. In the classroom, hang on the back of the chair or place on top of desk or in/on a cabinet as directed by the teacher.

- **Chromebook screens should be protected:**

- Close the screen before moving it. Never carry a Chromebook by the screen.
- Do not lean on the top of or put pressure on the Chromebook screen.
- Do not carry anything in the protective case that will press against the cover.
- Do not touch or poke the screen. The Chromebook does not have a touch screen.
- Do not place anything on the keyboard before closing the lid.

At the end of the school year, all chromebooks will be returned to school for summer updating and storage. Chromebook, case, strap, and power cord must be returned at this time. *The fee to replace a power cord is \$49, to replace a strap is \$10, to replace the case is \$49.95, and to replace the Chromebook itself is \$250.00.*

Charging Your Chromebook

Chromebooks must be brought to school each day in a fully charged condition. Students are responsible for charging their Chromebook battery each evening with the enclosed Chromebook power cord to assure proper battery life during the day. *A fully charged battery will last from 6 - 8 hours.* Power cords should be carried in the case.

Non-Functioning Chromebooks

Chromebooks or chargers that are broken or not working correctly should be brought to the computer lab as soon as possible. Repairs take, on average, from 4 to 6 weeks to complete. Loaner chromebooks are available for use by students whose chromebook is in for repair.

Loaner Chromebooks

A loaner chromebook will be given to the student in case of repair. “Loaners” are not available to students should they forget their device at home.

Saving Documents

Students will be logging into the St. Mary School Google Apps for Education (G Suite) domain and saving documents to their @smsbera.org accounts. With each student G Suite login, the student can access his/her schoolwork from any computer that has internet access. It is recommended that they use the Chrome browser. Students have been given their login credentials.

- **All chromebooks must be connected to the SMS network.**

Printing

- At School: Printing will be available on a limited basis at school and subject to classroom and teacher requirements. Teaching strategies that teachers use in their classrooms will encourage and facilitate digital copies of some schoolwork.
- At Home: The Chromebook will not support a physical printer connection (no printer cables). Instead, students may print at home, as needed, using Google Cloud Print Service. A wireless home network and wireless printer is required for this. See <http://google.com/cloudprint> for further details.

Software on Chromebooks

St. Mary Chromebooks are managed devices. All software and apps on the Chromebooks will be installed and managed wirelessly through St. Mary School. **Students will not be able to install additional apps or extensions on their Chromebooks.** Additional software will be installed wirelessly as it is recommended and approved by teachers and school administrators. Please note: virus protection is unnecessary on the Chromebook due to the unique nature of its design. Also, please note that Internet content on the Chromebook will be filtered through the school SMS wireless network while in use at school. Off site filtering is provided by **GoGuardian**. This is already installed on all St. Mary devices. **GoGuardian** is an additional level of protection that provides powerful cloud-based filtering and monitoring that goes wherever the Chromebooks do, ensuring the safety and security of our students.

Other Accounts

Students may not add other non-school issued, personal accounts to their school devices. These personal accounts may not be used at school or on school issued devices for any reason.

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 communication device will be monitored by the school administration. Inappropriate use of the technology can result in notification of parents, receiving a failing grade, limited or banned computer use or internet access, disciplinary consequences, removal from school, and/or legal action as set forth in the school Acceptable Use Policy.

St. Mary School
Chromebook Acceptable Use Policy
User Agreement

(Sign and return this portion to classroom teacher first week of current school year)

Student Agreement

- I have read the terms and conditions of the Student Chromebook Acceptable Use Policy.
- I understand that technological resources are provided for educational purposes only.
- I agree to abide by the terms and conditions stated in this Acceptable Use Policy. Additionally I will be responsible for the consequences of inappropriate use of technology, including the internet, both on and off school property. I understand that consequences may include revocation of privileges to access the internet and/or other technological resources, suspension, expulsion and possible legal action.

Student Name (print): _____ Grade: _____

Student Signature: _____ Date: _____

Parent/Guardian Agreement

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 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 St. Mary School may not be able to restrict access to all controversial materials, and I will not hold St. Mary School or the The Diocese of Cleveland responsible for materials acquired on the network.

Parent/Guardian Name (print): _____ Date: _____

Parent/Guardian Signature: _____