Google Chromebook Rules, Regulations, and Agreements

Please read over the information below. In order to use the Google Chromebook for required class activities, you must be responsible for adhering to these rules and policies at all times. Remember, the device is at all times property of St. Mary's Assumption School, not your personal device. Violation of these regulations can result in loss of the privilege of utilizing the device. Thank you.

● Only use the device that is assigned specifically to you; do not let other students use or borrow your device.
● Do not place books or other items on top of the device.
● Never leave your device unattended.
● Shutdown the device completely before charging the device for the next day. Students will be responsible for ensuring your device is properly charged before beginning the school day. This should occur at the end of every school day; do not plug in the device to charge between classes or during class without teacher permission.
● Students should not personalize their devices in any way. This includes decals, screensavers, and downloading any software, application or short cuts that have not been explicitly allowed by the teacher (devices will be periodically checked for illicit downloads).
● Only use the device for school work.
● If you notice that something is wrong with the device, report to your teacher immediately.
● If labels peel off the back of the device, report to your teacher immediately.
● No food or drinks allowed around the devices.
● Follow all Responsible Usage Agreement policies and school rules pertaining to the use of technology. See below.

Responsible Usage Agreement

Students must:

- Respect and protect their own privacy and the privacy of others.
  ○ Use only your assigned accounts.
  ○ Keep personal information such as: name, address, phone number, etc., offline. ○ Keep passwords secret.
  ○ Have permission to photograph, videotape and post images or videos of people to the Internet.
- Respect and protect the integrity, availability, and security of all electronic resources.
  ○ Observe all network security practices.
  ○ Conserve, protect, and share these resources with other students and Internet users.
  ○ Treat digital technologies with care, report any damages, security risks or violations immediately.
- Respect and protect the copyrighted/intellectual property of others.
  ○ Cite all sources appropriately.
  ○ Follow all copyright laws.
  ○ Use electronic communication devices appropriately to assure academic integrity.
- Respect and practice the principles of community.
  ○ Communicate only in ways that are kind, responsible, respectful and lawful.
  ○ Use electronic communication devices for schoolwork only.
  ○ St. Mary's Assumption School email should be used for schoolwork only.
  ○ Report threatening or offensive materials to a teacher or administrator.
- Students must adhere to the internet policies in the St. Mary's Assumption School student handbook.
- Material created on the Chromebook is property of the school.

E-mail Usage

- The primary purpose of the student electronic mail system is for students to communicate with school staff to collaborate on school activities.
- Students are responsible for good behavior while using school e-mail, just as they are in a classroom or a school hallway.
- Access to e-mail is given to students who agree to act in a considerate and responsible manner. Access is a privilege, and entails responsibility.
- Students are responsible for messages sent from their accounts.
- Students should not share their passwords.
- Students should not give out personal information over email, including home telephone numbers or home addresses.
- Students will not use email to bully, harass, or threaten other students or individuals.
- Students will not use email to send chain letters, viruses, or hoaxes to other students or staff.
- Email accounts are filtered and messages written containing inappropriate language or content will be flagged and not be delivered.
- Student email is provided by the school and is school property. St. Mary's Assumption School reserves the right to archive, monitor and/or review all use of its email domain.
- Student email accounts will be removed from the system after graduation, leaving the school, or after disciplinary actions. If necessary, St. Mary's Assumption School, at its discretion, may close the accounts at any time.
- Students should not register for any websites or email subscriptions without teacher permission.

Receiving Your Chromebook

Chromebooks will be distributed each fall during the first week of school. Parents & Students must sign and return the Chromebook Student Responsible User Agreement and Parent Permission form before the Chromebook can be issued to their child. This document will need to be signed and returned before your child can use the device.

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Training

Students will be trained on how to use the Chromebook by their homeroom teacher and the Technology Coordinator.

Taking Care of Your Chromebook

Students are responsible for the general care of the Chromebook which they have been issued by the school. Chromebooks that are broken or fail to work properly must be taken to the Technology Coordinator. If a loaner Chromebook is available, one will be issued to the student until their Chromebook can be repaired or replaced.

General Precautions

- No food or drink is allowed next to your Chromebook while it is in use.
- Cords, cables, and removable storage devices must be inserted carefully into the Chromebook.
- Students should never carry their Chromebook while the screen is open unless directed to do so by a teacher.
- Chromebooks should never be shoved into a locker or wedged into a book bag as this may break the screen.
- Do not expose your Chromebook to extreme temperature or direct sunlight for extended periods of time. Extreme heat or cold may cause damage to the laptop.
- Do not overextend the screen.
- Chromebooks should be carried with two hands.

Carrying the Chromebook

The protective shell of the Chromebook will only provide basic protection from everyday use. It is not designed to prevent damage from drops or inappropriate handling.

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 the Chromebook.
- Do not place anything near the 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).
- Clean the screen with a soft, dry anti-static, or micro-fiber cloth. Do not use window cleaner or any type of liquid or water on the Chromebook. Do not use kleenex or paper towels on the screen. Teachers will be provided with appropriate cleaning materials.

Using Your Chromebook At School:

The Chromebook is intended for use at school each and every day. In addition to teacher expectations for Chromebook use, school messages, announcements, calendars, academic handbooks, student handbooks and schedules will be accessed using the Chromebook. Students must be responsible for bringing their Chromebook to all classes, unless specifically advised not to do so by their teacher.

Sound

Sound must be muted at all times unless permission is obtained from the teacher for instructional purposes. Earbuds/headphones should be with students at each class. Earbuds/headphones are the students property, therefore their responsibility.

Printing

Printing functionality will not be available from a student's Chromebook at school.

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ST. MARY'S ASSUMPTION SCHOOL

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Managing Your Files and Saving Your Work

Students may save documents to their Google Drive. Saving to Google Drive will make the file 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 student to maintain the integrity of their files and keep proper backups. Students will be trained on proper file management procedures. When collaborating on shared documents, students need to be appropriate and considerate of other people's work.

Personalizing the Chromebook

Chromebooks must remain free of any decorative writing, drawing, stickers, paint, tape, or labels that are not the property of St. Mary's Assumption School. Spot checks for compliance will be done by teachers, administration, or the Technology Coordinator at any time. If there is damage to the device, students are responsible for repair or replacement.

Software on 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. The software originally installed on the Chromebook must remain on the Chromebook in usable condition and easily accessible at all times. 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 shutdown and restarted. From time to time the school may add software applications for use in a particular 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.

Virus Protection

Virus protection is unnecessary on the Chromebook due to the unique nature of its design.

Additional Software
Students are unable to install additional software on their Chromebook other than what has been approved by St. Mary's Assumption School.

Inspection
Students may be selected at random to provide their Chromebook for inspection. The purpose for inspection will be to check for proper care and maintenance as well as inappropriate material being carried into the school.

Procedure for Restoring the Chrome OS
If technical difficulties occur beyond a "quick fix", the Chromebook will be restored to factory defaults. Restoring the Chrome OS will restore the device to the state in which the user originally received it. All files saved on the chromebook that have been synced to Google Drive will be intact. However, all other data (music, photos, documents) stored on internal memory that has NOT been synced will be lost.

Protecting & Storing Your Chromebook

Chromebook Identification
Chromebooks will be labeled in the manner specified by the school. Chromebooks can be identified in the following ways:
- Record of serial number tag
- Chromebook number
- Student name

**Under no circumstances are students to modify, remove, or destroy identification labels. If the tag or label falls off, the student should notify their teacher immediately.**
Storing Your Chromebook

When students are not monitoring their Chromebook, they should be in their protective spaces in a location designated by the teacher.

Chromebooks Left in Unsupervised / Unsecured Areas

Under no circumstance should a Chromebook be stored in unsupervised areas. Unsupervised areas include the school grounds and campus, the cafeteria, the gymnasium, unlocked classrooms, hallways, bathrooms, or any other entity that is not securely locked or in which there is not supervision. Unsupervised Chromebooks will be confiscated by staff and taken to the Technology Coordinator. Disciplinary action will be taken for leaving a Chromebook in an unsupervised location.

Repairing or Replacing Your Chromebook Chromebooks Undergoing Repair

● Loaner Chromebooks may be issued to students when they leave their Chromebook for repair.

● If repair is needed due to malicious damage, the school may refuse to provide a loaner Chromebook.

● Repaired Chromebooks will end up with the original factory image as first received. It is important that students keep their school data synced to Google Drives so documents and class projects will not be lost. Personal information that cannot be replaced should be kept at home on an external storage device.

● Any malicious damage or neglect to the Chromebooks may be subject to full replacement costs and/or disciplinary actions outlined by administration.

Chromebook Student Responsible User Agreement and Parent Permission Form

Chromebook ID #: _____

Chromebook Serial #:_____

Issue Date: _____

As a user of St. Mary's Assumption School computer domain and recipient of a Chromebook, I acknowledge receipt of and hereby agree to comply with St. Mary's Assumption School Chromebook Responsible User Agreement and with the Acceptable Use Policy contained in St. Mary's Assumption School's Parent/Student Handbook.

Student Name (PRINT)_____Grade:_____

Student Signature_____ Date _____

As the parent or legal guardian of the minor student signing above, I grant permission for the student named to access networked computer services and school computer hardware. I acknowledge receipt of and hereby agree to comply with St. Mary's Assumption School's Chromebook Student Responsible User Agreement and with the Acceptable Use Policy contained in St. Mary's Assumption School's Parent/Student Handbook.

Parent/Guardian Name (PRINT)_____

Parent/Guardian Signature _____Date _____

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