

St. Jude School

Chromebook Program and Device Policy



August 2019

A. St. Jude School Chromebook Program and Device Policy

PURPOSE:

St. Jude School (SJS) is committed to using available technology to communicate with and educate members of the school community. It recognized an expanding reliance on computers among students, faculty, staff, and administration due to the convenience, speed, cost-effectiveness, and environmental advantages they provide. Upon the return of the signed *St. Jude School Student-Parent Chromebook Agreement* by the student and one parent or guardian, SJS will provide all approved students with a mobile computing device (Chromebook). The following policy will define the proper use of school-provided Chromebooks.

ENROLLMENT:

- Enrollment in the SJS Chromebook Program is mandatory.

APPLICABILITY OF OTHER SCHOOL POLICIES & RULES:

- SJS only authorizes the use of its device in a manner consistent with established instructional, research, and administrative objectives of the school.

OWNERSHIP:

- While students are enrolled at SJS, devices issued through the SJS Chromebook Program are the property of SJS. Should the student break, lose, or have his/her Chromebook stolen, he/she is liable for the replacement cost of the device. Students have no ownership, interest, or right to title in the device.



ACCEPTABLE USE:

- SJS only authorizes use of its device in a manner that supports its mission. Personal use is permissible so long as, in the determination of SJS, it does not interfere with the school's mission or preempt normal business and education activity, does not impede student productivity, does not interfere with or negatively impact any other person's or entity's rights and work and/or learning environment, and does not conflict with any rule or law.

a.) Notwithstanding the above described permissible personal uses, SJS devices are not to be used for personal profit or nonprofit purposes such as advertising, rental, selling or buying things, soliciting for charity, or other such uses.

b.) A nonexclusive example of illegal activity for which the devices may not be used is transmission or storage of copyright materials not in the name of the student or school.

- Students must handle the device with care.
- Students must bring their device to school with them every day fully charged.
- Students must not use device or computer programs in any manner other than that for which it was intended.
- Students must not intentionally modify network configuration files or otherwise interfere with the functioning of SJS technology.
- Students must not intentionally transmit viruses and other such malicious computer programs via any SJS device.
- The device will be treated in a similar manner as other school-owned educational tools such as textbooks. Therefore, all SJS policies, rules, handbooks, contracts, and directives, including disciplinary measures, apply to the use of devices.



- Loss or theft of device must be reported to the school by completing the St. Jude School Lost/Stolen Device Reporting Form and submitting a copy of the police report by the first subsequent business day following the loss or theft. It is the family's responsibility to report theft to the local police department.
- Students must not modify, upgrade, or attempt to repair device issued under the policy without the express permission of SJS.

REPORTING UNACCEPTABLE USE:

- Students are responsible for maintaining the integrity of the SJS Chromebook Program and reporting any violations of this policy.

LIABILITY:

- Students are responsible for all material sent by and/or stored on the device loaned to them. Students accept responsibility for keeping their device free from all pornographic material, inappropriate test files, or files that may compromise the integrity of SJS's network, equipment, or software.
- SJS is not liable for any material sent to or stored on the device.

NO GUARANTEED CONTENT PRIVACY:

- SJS cannot guarantee that content stored on devices issued in accordance with this policy will be private. SJS respects the rights of its students; however, the school is also responsible for servicing and protecting its property.
- Although the content of the device is not routinely monitored, SJS reserves the right to monitor or access the hard drive of its devices if it suspects or is advised of possible breaches or security, harassment, or other violations of other school policies, rules, regulations, directives, or laws, or evidence exists which demonstrates to the school that its device may contain information, data, or other intellectual property that belongs to another person.



INSURANCE:

- SJS DOES NOT provide insurance for devices loaned through the SJS Chromebook Program. Information regarding obtaining insurance from a third party is available.

RETURN OF THE DEVICE:

- Students will keep their device throughout the school year. If a student withdraws from school, the device must be promptly returned. If the device is not returned upon withdrawal, a fee equal to the depreciated cost of the device and all accessories will be billed to the student.
- Students will return their computer approximately two (2) weeks prior to the end of school. If the equipment is either damaged (due to abuse or neglect) and/or accessories (e.g. power cords) are missing, a notification will be sent to the parent/guardian advising of the issue(s). If replacement parts are deemed necessary or missing accessories are not returned in a timely manner, charges will be incurred at a cost to the parent/guardian as outlined in the *St. Jude School Student-Parent Chromebook Agreement*.

DISCIPLINARY MEASURES:

- Noncompliance with the above *St. Jude School Chromebook Program and Device Policy* will result in the loss or restriction of device privileges. Repeated or severe infractions may result in the permanent termination of privileges. Possession of a SJS device may be revoked at any time for infractions.
- Students may be required to make full financial restitution for any unauthorized expenses incurred or any damages caused.
- School administrators will determine violations of the *St. Jude School Chromebook Program and Device Policy*.
- Students violating any part of this policy may face additional disciplinary action deemed appropriate in keeping with the adopted disciplinary policies and guidelines of SJS. Discipline may include legal action.



INDEMNIFICATION:

By signing the *St. Jude School Student-Parent Chromebook Agreement*, the student and his or her parent(s) or guardian(s) agree to reimburse and hold the school harmless from and against any and all liabilities, costs, collection costs, attorney fees, and other damages which arise out of or relate in any way to the use or failure to return the device and its software to SJS in accordance with this policy.

SJS reserves the right to change this policy at any time.

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B. Caring for your Chromebook and Accessories

GENERAL CARE:

- Do not have any food or drinks near the Chromebook (CB).
- Cords, cables, and removable storage devices must be inserted *carefully* into the CB.
- CBs do not like it when you touch their screens. In fact, they might react negatively by blurring or cracking themselves if you touch their screen too hard with any object. This includes your finger, a pen, a pencil or any other item.
- Do not place your CB on uneven surfaces where they might be subject to an accidental fall.
- While the CB cases are sturdy, drops from heights can damage the outside of the CB.
- Avoid placing or dropping heavy objects on the top of the CB.
- CBs do not like excessive heat or cold. They should not be exposed to temperatures over 100 degrees or under 32 degrees. DO NOT put your CB under a blanket, on the dashboard of your car, etc.
- Do not block air flow when the device is on. While your CB does not get overly hot as a traditional laptop might, it does need to breathe.
- CBs and carrying cases must remain free of any writing, drawings, or stickers. They have been labeled with the inventory tag number that was assigned to you.
- The most common type of theft is when Chromebooks are left in a car either at a remote location or while at home. Please DO NOT leave the CB in a location where theft can occur.
- Damage, loss, or theft must be reported immediately.



CARRYING CHROMEBOOKS:

- Keep your CB in the case provided for you when not in use.
- Carry your CB by the HANDLES of the provided case. This will help to avoid it sliding off of your books and dropping.
- Transport your CB with care.
- CB lids should always be closed and tightly secured when moving.
- Do not carry your CB while the screen is open.
- Unplug your CB when it is not charging.
- NEVER move your CB by lifting from the screen. Always support a CB from the bottom with the lid closed.

SCREEN CARE:

- The CB screens can easily be damaged! The screens are particularly sensitive to damage from excessive pressure on the screen.
- Do not lean or put pressure on the top of the CB when it is closed.
- Do not store the CB with the screen in the open position.
- Do not place anything near the CB that could put pressure on the screen.
- Do not poke the screen with anything that will mark or scratch the screen surface.
- Do not place anything on the keyboard before closing the lid (e.g. pens, pencils, or disks).

A/C POWERADAPTER:

- The port of the power adapter is fragile – insert and remove with care every time.
- Do not carry your CB around with the power adapter plugged in.
- When not in use, wrap your CB power adapter up so the cords don't become tangled or knotted.

CHARGING YOUR CHROMEBOOK:

- The CBs can hold a charge for between 8-10 hours.
- Make sure to plug your CB in each night so that it is fully charged for the morning.



KEEPING YOUR CHROMEBOOK CLEAN:

- Never use any product containing any alcohol, ammonia, or strong solvents to clean your CB.
- DO NOT spray or wipe your CB with any Windex-household cleaner-water and/or cleaning cloth wipes.

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