



**St. Anna Catholic School
Technology Use Agreement**

This agreement is made effective upon receipt of the device, between St Anna Catholic School (hereinafter referred to as the “school” or “SAS”), the student (“student”), and his or her parent(s) or legal guardian (“parent”).

This agreement applies to any technological device and its accessories/peripherals owned by St. Anna Catholic School, and/or to any device in use at St. Anna Catholic School owned by the Diocese of Worcester or Leominster Public Schools. All conditions of the Acceptable Use Policy apply at all times, regardless of where or by whom this device is used. Students may not use any device at the school or take any device off campus without first completing this agreement.

The student and parent, in consideration of being provided with a device, software, and related materials (“device”) for use while enrolled at SAS, hereby agrees as follows:

I. Equipment

- A. The device is and shall remain the property of St. Anna Catholic School and is being loaned to the student for a period of time *for educational use*.
 - 1. School administrative and technology staff retain the right to collect and/or inspect the device at any time, including via electronic remote access, and to alter, add, or delete installed software, extensions, and apps.
- B. All reasonable efforts are made to keep basic device configurations the same for all student users within limits appropriate for those students’ ages and abilities.
- C. The school will retain records of the serial numbers of provided equipment.
- D. In the event that a device is inoperable, the school has a limited number of spare devices for use while the original device is repaired or replaced.
 - 1. The school cannot guarantee a loaner device will be available at all times.
 - 2. This agreement remains in effect for all substitute devices.

II. Damage to or Loss of Equipment

- A. The parent is financially responsible for loss or damage of equipment.
 - 1. Examples of damage include but are not limited to:
 - a) Damage or loss resulting from an unattended device
 - b) Damage when others use the device
 - c) Using the device in an unsafe environment and/or in an unsafe manner
- B. All attempts will be made to repair damaged devices. The school does not guarantee that the device will be made operable.
 - 1. The school will charge the student and parent for full repair or replacement of the device.
 - a) Broken Chromebook screen: \$50
 - b) Broken Chromebook keyboard: \$90
 - c) Broken Chromebook charger: \$50
 - d) Damaged Chromebook exterior: \$25
 - e) Replacement Chromebook: \$220



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- C. In the event of loss of or damage to the device, the parent and student will contact the school as soon as possible to report the event.
 - 1. Parents and students are encouraged to file a police report if the device is believed to have been stolen.
 - 2. Repeated or habitual loss or damage may result in the revocation of the student's access to a device.
- D. The school may remotely disable any device that is reported lost, stolen, or damaged.

III. School-Issued Accounts and Network Resources

- A. All students in grades kindergarten through eight are issued a GSuite for Education account upon enrollment.
 - 1. These accounts are secured in compliance with regulations for student privacy and safety.
 - 2. The student may not use network resources:
 - a) To create, send, access, or download material which is abusive, hateful, harassing, or sexually explicit. This includes cyberbullying.
 - b) To download or stream internet-based media for personal use.
 - c) To alter, add, or delete any files that affect the configuration of a school device.
 - d) To conduct any illegal activity. This includes adhering to copyright laws.
 - e) To access the data or account of another user. Altering files of another user is considered vandalism.
- B. The school takes reasonable precautions to protect the student's digital safety.
 - 1. The student's email is restricted to the school domain. No messages can be sent to or received by outside parties.
 - 2. Access to restricted content is regulated and controlled at multiple points in the school's system.
- C. All important user data is stored safely in the cloud for Chrome-OS devices. This is password-protected. Specific kinds of files, like downloads, cookies, and browser cache files, may still be present on the computer hardware. The Chrome device encrypts this data, making it very difficult for anyone to access those files.
 - 1. It is the responsibility of the student to maintain an appropriate password for account security.
- D. The student must not:
 - 1. Give out personal information (home address, phone number, etc.) to anyone on the Internet.
 - 2. Share passwords with anyone except the parent and the teacher.
 - 3. Post anonymous messages.
 - 4. Knowingly visit inappropriate/unacceptable sites.
- E. The student should immediately contact the teacher, the principal (principal@stannaleom.org) or the IT administrator (itadmin@stannaleom.org) upon receipt of any questionable material on their account.

IV. Legal and Ethical Use of Equipment and Accounts

- A. The student must not install any personally owned or downloaded software onto the device; store any files on the device which could constitute a copyright or licensing violation; or store any files which could be deemed illegal or of an inappropriate nature.
- B. The student should not store any data on the device or engage in any activity that would compromise the identity of others or that would put any protected data, passwords, or information at risk.
 - 1. The student should sign out of the device regularly, especially for transportation off campus.



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- C. The student is responsible for proper device care while the device is denoted for their use.
1. All devices must be treated with care.
 2. The student is expected to charge the device overnight. Failure to charge the device may result in an inoperable device the subsequent day. The student will still be responsible for the day's work.
 3. The device should be secured or attended (within sight) at all times.
 - a) The device should be returned to the cart at the end of each school day.
 - b) Unattended and unlocked equipment, if stolen, will be the parent's financial responsibility.
 4. The student is expected to maintain the operating system in good working order.
 - a) Chrome OS devices update quickly and generally require only a restart to install. Students should check regularly for updates.
 - b) Students should regularly clean out any files stored to the hard drive of the device, especially photos and downloads.
 5. The student should not attempt to remove or change the physical structure of the device.
 - a) This includes removing the rubber bumpers on the screen and bottom of the device, and adding stickers to the cover of the device.
 - b) Do not remove or interfere with the serial number or any identification placed on the device.
 6. The device must be kept clean.
 - a) The school will provide materials for cleaning/sanitizing the device. The student should not use any other materials for cleaning/sanitizing except a soft, dry, anti-static cloth for wiping the screen.
 - b) The student should not eat or drink while using the device. Water bottles should be kept clear of the device, preferably on the floor.
 7. The student and parent is responsible for providing peripherals such as a mouse or headphones/earbuds. The parent is responsible for replacement of these peripherals as needed.
- D. The school may monitor all devices and school-issued accounts using a variety of methods to ensure compliance with school policies.
- E. The school is in compliance with regulations for filtering internet access while on campus.
1. If this device connects to the internet outside of school, it is understood that the internet will not be filtered by the school.
 2. Internet supervision and/or filtering is the responsibility of the student and the parent while the device is off campus.
 3. The student should not allow others to use the device for internet browsing. The student is responsible for all activity on the device.
- F. The school owns and operates the devices and software that compose the network resources.
1. The school is obligated to take steps to ensure that all equipment is used legally. Hence, any illegal use of network resources is prohibited.
 2. All content created, sent, accessed, or downloaded using any part of the school's network resources is subject to the rules stated in this document and the school technology policies.



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3. School and IT administrators monitor the network and may find it necessary to investigate electronic incidents, even if they happen after hours and outside of school.
4. As owners of the network resources, including the email system, the school reserves the right, if needed and at its discretion, to remotely access, open, examine, and/or delete electronic correspondence or files that violate this policy.

V. Disclaimer

- A. The school does not have control over the information on the internet, nor does it provide any technical barriers to students' access to the full range of information available while not connected to the school's network. Sites accessible via the internet may contain material that is defamatory, inaccurate, abusive, obscene, profane, sexually explicit, threatening, racially offensive, illegal, or otherwise inconsistent with the mission of the school and its Catholic teachings. While the school's intent is to make internet access available for educational goals and objectives, students will have the ability to access other materials as well. The school expects students to obey this technology use agreement as well as the policies outlined in the Parent-Student Handbook when using the internet. Students found in violation of these policies will be disciplined. Additionally, the school makes no warranties with respect to school network resources, nor does it take responsibility for the content of any advice or information received by the student; or the costs, liability, or damages incurred as a result of access to school network resources or the internet, or any consequences of service interruptions. This agreement exists in concert with all other existing school policies, guidelines, and procedures. Specific items not covered here may be addressed by other school policies, guidelines, or procedures at the discretion of the principal or designees.



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Printed name of student: _____ Grade: _____

Serial number: _____ Device ID: _____

Model: _____

Accessories: _____

_____ I have read, understand, and agree to the above restrictions and responsibilities.

_____ I acknowledge receipt of the device identified in this request and agree to return this equipment at the conclusion of utilization or upon request of the technology or school administrator, whichever occurs first.

_____ I fully understand that if I violate any of the above, I may not be permitted to use school devices and my parents/guardians may be billed for any costs incurred by the school. Additionally, I may be subject to disciplinary action at the discretion of teachers and/or administration.

Student Signature: _____ Date: _____

Guardian Name: _____ Signature: _____

This technology request was approved by _____ on _____.

Tech or School Administrator Signature: _____

Return of Equipment

The above-mentioned equipment has been returned to _____ on _____.

Signature: _____

Comments:



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G Suite for Education

St. Anna School uses G Suite for Education. We provide and manage a G Suite for Education account for each student in grades Kindergarten through eight.

G Suite for Education is a set of education productivity tools from Google including Gmail, Calendar, Docs, Classroom, and more used by tens of millions of students and teachers around the world. Students use their G Suite accounts to complete assignments, communicate with their teachers, sign into their Chromebooks, and learn 21st-century digital citizenship skills.

The notice below provides answers to common questions about what Google can and cannot do with your child's personal information, including:

What personal information does Google collect?

How does Google use this information?

Will Google disclose my child's personal information?

Does Google use student personal information for users in K-12 schools to target advertising?

Can my child share information with others using the G Suite for Education account?

Please read it carefully, let us know of any questions, and then sign below to indicate that you have read the notice and give your consent. You must provide your consent to allow your child to use school-issued devices.

I give permission for St. Anna Catholic School to create/maintain a G Suite for Education account for my child and for Google to collect, use, and disclose information about my child only for the purposes described in the notice below.

Full name of student: _____ Grade: _____

Printed name of parent/guardian: _____

Signature of parent/guardian: _____ Date: _____



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G Suite for Education Notice to Parents and Guardians

This notice describes the personal information we provide to Google for these accounts and how Google collects, uses, and discloses personal information from students in connection with these accounts.

Using their G Suite for Education accounts, students may access and use the following “Core Services”:

Grades K-8	Grades 3-8	Grades 6-8
Calendar Classroom Drive Docs, Sheets, Slides, Forms Meet Keep Tasks	Gmail Google Hangouts Contacts Calendar Classroom Drive Docs, Sheets, Slides, Forms Meet Keep Tasks	Google Chat Jamboard Sites Gmail Google Hangouts Contacts Calendar Classroom Drive Docs, Sheets, Slides, Forms Meet Keep Tasks

In addition, we allow students in grades 6-8 to access certain other Google services with their G Suite for Education accounts. Specifically, your child may have access to the following “Additional Services”:

Applied Digital Skills, App Maker, Blogger, Earth, Maps, Science Journal, Socratic

Google provides information about the information it collects, as well as how it uses and discloses the information it collects from G Suite for Education accounts in its G Suite for Education Privacy Notice. You can read that notice online at https://gsuite.google.com/terms/education_privacy.html You should review this information in its entirety, but below are answers to some common questions:



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What personal information does Google collect?

When creating a student account, St. Anna's may provide Google with certain personal information about the student, including, for example, a name, email address, and password. Google may also collect personal information directly from students, such as a profile photo added to the G Suite for Education account.

When a student uses Google services, Google also collects information based on the use of those services. This includes:

- device information, such as the hardware model, operating system version, unique device identifiers, and mobile network information including phone number;
- log information, including details of how a user used Google services, device event information, and the user's Internet protocol (IP) address;
- location information, as determined by various technologies including IP address, GPS, and other sensors;
- unique application numbers, such as application version number; and
- cookies or similar technologies which are used to collect and store information about a browser or device, such as preferred language and other settings.

How does Google use this information?

In G Suite for Education Core Services, Google uses student personal information to provide, maintain, and protect the services. Google does not serve ads in the Core Services or use personal information collected in the Core Services for advertising purposes.

In Google Additional Services, Google uses the information collected from all Additional Services to provide, maintain, protect and improve them, to develop new ones, and to protect Google and its users. Google may also use this information to offer tailored content, such as more relevant search results. Google may combine personal information from one service with information, including personal information, from other Google services.

Does Google use student personal information for users in K-12 schools to target advertising?

No. For G Suite for Education users in primary and secondary (K-12) schools, Google does not use any user personal information (or any information associated with an G Suite for Education Account) to target ads, whether in Core Services or in other Additional Services accessed while using an G Suite for Education account.

Can my child share information with others using the G Suite for Education account?

We allow students to access Google services such as Google Docs and Sites, which include features where users can share information with others or publicly. When users share information publicly, it may be indexable by search engines, including Google. However, all reasonable efforts are made to limit external access to students' information.



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Will Google disclose my child's personal information?

Google will not share personal information with companies, organizations and individuals outside of Google unless one of the following circumstances applies:

With parental or guardian consent. Google will share personal information with companies, organizations or individuals outside of Google when it has parents' consent (for users below the age of consent), which may be obtained through G Suite for Education schools.

With St. Anna School. G Suite for Education accounts, because they are school-managed accounts, give administrators access to information stored in them.

For external processing. Google may provide personal information to affiliates or other trusted businesses or persons to process it for Google, based on Google's instructions and in compliance with the G Suite for Education privacy notice and any other appropriate confidentiality and security measures.

For legal reasons. Google will share personal information with companies, organizations or individuals outside of Google if it has a good-faith belief that access, use, preservation or disclosure of the information is reasonably necessary to:

- meet any applicable law, regulation, legal process or enforceable governmental request.
- enforce applicable Terms of Service, including investigation of potential violations.
- detect, prevent, or otherwise address fraud, security or technical issues.
- protect against harm to the rights, property or safety of Google, Google users or the public as required or permitted by law.

Google also shares non-personal information -- such as trends about the use of its services -- publicly and with its partners.

What choices do I have as a parent or guardian?

First, you can consent to the collection and use of your child's information by Google. If you don't provide your consent, we will not create a G Suite for Education account for your child, and Google will not collect or use your child's information as described in this notice.

If you consent to your child's use of G Suite for Education, you can access or request deletion of your child's G Suite for Education account by contacting itadmin@stannaleom.org or principal@stannaleom.org. If you wish to stop any further collection or use of your child's information, you can request that we use the service controls available to limit your child's access to features or services, or delete your child's account entirely. You and your child can also visit <https://myaccount.google.com> while signed in to the G Suite for Education account to view and manage the personal information and settings of the account.



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What if I have more questions or would like to read further?

If you have questions about our use of Google's G Suite for Education accounts or the choices available to you, please contact itadmin@stannaleom.org. If you want to learn more about how Google collects, uses, and discloses personal information to provide services to us, please review the [G Suite for Education Privacy Center](https://www.google.com/edu/trust/) (at <https://www.google.com/edu/trust/>), the [G Suite for Education Privacy Notice](https://gsuite.google.com/terms/education_privacy.html) (at https://gsuite.google.com/terms/education_privacy.html), and the [Google Privacy Policy](https://www.google.com/intl/en/policies/privacy/) (at <https://www.google.com/intl/en/policies/privacy/>).

The Core G Suite for Education services are provided to us under [Google's Apps for Education agreement](https://www.google.com/apps/intl/en/terms/education_terms.html) (at https://www.google.com/apps/intl/en/terms/education_terms.html).