

# 1:1 Chromebook Acceptable Use Policy

At St. Felicitas, we believe that to be fully college and career ready in the 21st Century, our students must become powerful users of technology. Empowering them to feel comfortable, confident, and independent with computer tools is essential, as many of our local high schools have implemented 1:1 or Bring Your Own Device (BYOD). A closely supervised 1:1 program will help our middle school students develop the skills to succeed in connected educational environments.

## SECTION I – GENERAL TERMS AND CONDITIONS

**1.1 Participation** – This program is for 6th, 7th, and 8<sup>th</sup> grade students. Use of Chromebooks will be required for many class projects and students will be using the Chromebooks in the classroom as well as taking them home. All policies on this document will apply, independently of the location of the device. Students are expected to bring their Chromebooks to school, fully charged, every school day.

**1.2 Financial Responsibility** – Families are responsible for costs to repair accidental damage resulting from drops, spills, or other mishaps (not covered by warranty). In case of loss or theft, when not on school premises, the family will be responsible for full replacement. There is a \$75 a year Chromebook purchase fee. Each student receives a brand new Chromebook their 6th grade year. It will stay with them through 8th grade and they will keep it after they graduate.

**1.3 Internet Filtering and Monitoring** – Each Chromebook will be monitored, including location tracking, and will be subject to Internet filtering according to school and CIPA standards in all locations. School administrators will be able to view installed applications and web sites visited. If students attempt to access blocked sites, the Technology Coordinator will be notified. Students are to follow all guidelines from the Technology Acceptable Use Policy when using 1:1 Chromebooks whether they are at school, home, or elsewhere.

**1.4 Applications** – St. Felicitas will pay for (and retain ownership of) all software necessary to make full use of the Chromebooks as educational tools. All installed apps are placed on the Chromebooks by the school administration.

**1.5 Student Responsibility** - It should be understood that 1:1 Chromebooks are for educational use only, and students found using school Chromebooks improperly may have special restrictions applied or lose the use of the device altogether. Some, but not all, examples of prohibited uses can be found in Section III.

## SECTION II – CARE OF 1:1 Chromebooks

### 2.1 General Precautions

- The Chromebook is school property and all users will follow this policy and the St. Felicitas Acceptable Use Policy for Technology.
- Only use a clean, soft cloth to clean the screen, no cleansers or liquid.
- No liquids or foods should be around the Chromebook when in use.
- Cords and cables must be inserted carefully into the Chromebooks to prevent damage.
- Chromebooks must remain free of any writing, drawing, stickers, or labels that are not placed by St. Felicitas staff.
- Chromebooks must never be left in an unlocked home, car, or any unsupervised area outside of school.
- Chromebooks left in classrooms during the day must be placed on the classroom windowsill bookshelf.

**2.2 Carrying Chromebooks** – 1:1 Chromebooks will be provided with a protective case. Students are required to keep Chromebooks in closed cases when carried. Students are not to carry Chromebooks in their backpacks or use them while walking. Transportation back and forth is the responsibility of the student/parents.

**2.3 Damage** – In case any damage to the Chromebook does occur, students are to inform the Technology Coordinator immediately so that proper precautions and repairs may be undertaken.

## SECTION III – STUDENT EXPECTATIONS

**3.1 Chromebooks Left at Home** – Chromebooks will be part of students' required school supplies, and students who leave them at home will be considered unprepared. If students leave their Chromebook at home, they are responsible for getting the course work completed as if they had their Chromebook present.

**3.2 Charging your Chromebook Battery** – Chromebooks must be brought in to school each day **fully charged**. Chromebook batteries will last a full school day.

**3.3 Wallpapers/Background Photos** – Inappropriate media may not be used as a wallpaper or background photo. Inappropriate language, offensive phrases, sexually suggestive images, weapons, alcohol or drug related images are unacceptable and will result in disciplinary action.

### **3.4 Sound, Music, Games, or Programs**

- Sound must be muted at all times unless permission is obtained from the teacher for instructional purposes.
- Internet games are prohibited, as are game apps without educational value.
- Students may not install their own apps.

**3.5 Camera Use** – Students may use their Chromebook cameras and microphones only under the direction and supervision of a teacher. Students are not to take pictures, audio, or video of themselves, staff, or other students unless expressly directed by a teacher. Any unauthorized use of cameras or microphones will be subject to disciplinary action.

**3.6 Passwords** – St. Felicitas takes the privacy of student data very seriously. Students are required to password protect their devices and keep their passwords secret. Passcodes should only be shared with parents or school staff. Passwords should not be changed from what is given by the school.

**3.7 No-Tech Time** – Students may not use their Chromebooks during recess, lunch, immediately before or after school, or at Homework Club without the express permission of a supervising staff member.

**3.8 Other Prohibited Uses** – The following activities are expressly prohibited while using school provided technology:

- Illegal installation or transmission of copyrighted materials.
- Any action that violates existing school policy or public law.
- Sending, accessing, uploading, downloading, or distributing offensive, profane, threatening, obscene, or sexually explicit materials.
- Use of chat rooms or messaging clients.
- Use of social networking sites such as Facebook, Twitter, Instagram, etc
- Attempting to gain access to other student's accounts, files, or data.
- Listening to music, playing games, watching videos or browsing the web during class.
- Deleting apps provided by St. Felicitas.
- Removing any configuration profiles provided by St. Felicitas.
- Removing identifying stickers or marking from Chromebooks.
- Use of school internet/email accounts for non-school related uses.
- Connecting personal internet/email accounts to the Chromebooks.
- Giving out any student's personal information, for any reason, over the Internet. This includes, but is not limited to, names, addresses, phone numbers, email addresses, or pictures.
- Sending unsolicited messages to other students (spam.)
- Using Chromebooks for non-educational purposes during the school day.
- Using Chromebooks at any time when teachers or staff have prohibited their use.
- Using Chromebooks at any time when a student's parents have prohibited their use.
- Vandalism: any malicious attempt to harm or destroy hardware, software, or data, including both physical damage and damage caused by downloading viruses, spyware, or other malware.

**Please sign and return this page**  
**Student/Parent Agreement for 1:1 Chromebooks**

By signing below, both parents and students enrolled in the 1:1 Chromebook program agree to all the conditions and guidelines set forth in the 1:1 Acceptable Use Policy. You pledge the following:

- I will take good care of my Chromebook.
- I will never leave the Chromebook unattended in a public or unsupervised space outside of school.
- I will know where my Chromebook is at all times.
- I will charge my Chromebook's battery daily before coming to school.
- I will keep food and beverages away from my Chromebook to prevent damage.
- I will not disassemble any part of my Chromebook or attempt any repairs.
- I will protect my Chromebook by only carrying it in the case provided by school.
- I will only use my Chromebook in ways that are appropriate and that meet St. Felicitas School's expectations, which are educational.
- I will not place decorations (such as stickers or drawings) on the Chromebook.
- I will not remove or deface the St. Felicitas stickers on the Chromebook.
- I will not remove any software or data placed on my Chromebook by St. Felicitas.
- I understand that my Chromebook is subject to inspection at any time without notice and remains the property of St. Felicitas School.
- I will not change my given password.
- I understand that my Chromebooks location, software, and Internet use are subject to monitoring and filtering.
- I understand that there is a \$75 a year Chromebook purchase fee.
- I will follow the policies outlined in the Chromebook Acceptable Use Policy and the Diocese of Oakland/St. Felicitas School Internet Acceptable Use Policy, and the school's technology policy (as outlined in the Parent/Student Handbook) while at school, as well as outside the school day.
  - I will be responsible for all damage or loss to the Chromebook while it is in my care.
  - I will return the Chromebook in good working condition at the end of the school year.

I agree to the stipulations set forth in the Chromebook Acceptable Use Policy, the Technology Acceptable Use Policy, and the Student/Parent Agreement for 1:1 Chromebook (above). I hereby understand that I am fully financially responsible for any non-normal wear and tear, as determined by the administration, and am responsible for monitoring my child's technology use outside of school.

Student Name (print): \_\_\_\_\_ Student #: \_\_\_\_\_

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Parent Name (print): \_\_\_\_\_

Parent Signature: \_\_\_\_\_ Date: \_\_\_\_\_

