

**Saint Philip Neri School**  
**Acceptable Use Policy for Chromebooks**  
**Adapted from the Archdiocese of Philadelphia's**  
**Acceptable Use Policy for Mobile Devices**

Students and parents are required to review this document and sign the accompanying agreement prior to the use of school issued Chromebooks. Technology resources are provided for the purpose of supporting the educational mission of St. Philip Neri School. The school's goal in providing the Chromebooks is to promote educational excellence by facilitating resource sharing, innovation, research, creativity, communication, increased productivity, and mobile learning.

Use of these technologies is a privilege that carries responsibility and behavioral expectations consistent with all school rules and policies, including but not limited to those stated in the handbook. It is understood that all members of the school community will use all types of computing devices and the school's network in a responsible, ethical, and legal manner at all times.

St. Philip Neri School retains sole right of possession of the Chromebooks and related equipment. The Chromebooks will be issued to students according to the guidelines set forth in this document. St. Philip Neri School retains the right to collect and/or inspect the Chromebooks at any time, and to alter, add, or delete installed software or hardware.

## **CHROMEBOOKS**

1. Your child will be allowed to use their assigned Chromebook only after both parent and student sign the Chromebook Acceptable Use Policy and Pledge documents.
2. Chromebooks will be kept at school at all times unless they are needed for distance learning. Each student in grades 1 through 8 will have the Chromebooks at their disposal throughout the school day. At the end of the school year they will remain at school as a part of school property.

## **CARING FOR YOUR CHROMEBOOKS**

Students are responsible for the general care of the Chromebooks they have been issued by the school. Any Chromebook that is broken or fails to work properly must be taken immediately to the teacher for an evaluation of the equipment.

## **GENERAL PRECAUTIONS**

- The Chromebooks are school property. All users will follow this policy and the Archdiocesan Acceptable Use Policy for Technology.
- Cords and cables must be inserted carefully into the Chromebooks to prevent damage.
- Chromebooks must remain free of any writing, drawing, stickers, or labels.
- Chromebooks must never be left in a desk or any unsupervised area.
- Chromebook screens can be damaged if subjected to rough treatment.

## **MEDIA AND PERSONALIZATION**

- A standard background will be pre-set on the Chromebook. This may be changed to an appropriate background of the student's choice.
- The camera on the chromebooks will be disabled so no pictures or videos can be taken in school. If the teacher requests that the students have access to the cameras for a particular project they will be turned on only for the length of the completed assignment.
- Sounds must be muted at all times unless permission is obtained from the teacher.
- Only games and apps distributed through school are allowed on the Chromebooks.

## **CHROMEBOOK/APPS**

Students will be selected at random to provide their Chromebook for inspection. St. Philip Neri reserves the right to check the Chromebooks at any time

## **ACCEPTABLE USE**

This policy is provided to make all users aware of the responsibilities associated with efficient, ethical, and lawful use of technology resources. If a person violates any of the User Terms and Conditions named in the Chromebook Acceptable Use Policy, or the general Archdiocesan Acceptable Use Policy for Technology, privileges may be terminated, access to the school's technology resources may be denied, and the appropriate disciplinary action shall be applied. Violations may result in disciplinary action up to and including suspension/expulsion for students. When applicable, law enforcement agencies may be involved.

## **PARENT/GUARDIAN RESPONSIBILITIES**

Talk to your children about values and the standards that your children should follow on the use of the Internet just as you do on the use of all media information sources such as television, phones, movies, and radio.

## **STUDENT RESPONSIBILITIES**

- Use the Chromebook in a responsible and ethical manner.
- Obey general school rules concerning behavior and communication that apply to Chromebook use.
- Use all technology resources in an appropriate manner so as to not damage school equipment.
- Help the school protect our computer system/device by contacting a teacher about any security problems.
- Securing the Chromebook after work is completed to protect work and information.

## **STUDENT ACTIVITIES STRICTLY PROHIBITED**

- Illegal installation or transmission of copyrighted materials
- Any action that violates existing school policy or public law
- Sending, accessing, uploading, or downloading offensive, profane, threatening, obscene, or explicit materials.
- Spamming (sending mass or inappropriate emails)
- Gaining access to other student's accounts, files, and /or data without permission.
- Messaging and sending emails without permission during school hours.

## **LEGAL PROPRIETY**

Comply with trademark and copyright laws and all license agreements. Ignorance of the law is not immunity. If you are unsure, ask a teacher or parent. Give credit to all sources used, whether quoted or summarized. This includes all forms of media on the Internet, such as graphics, movies, music, and text.

## **STORING YOUR CHROMEBOOK**

When students are not using their Chromebook, under no circumstances should the device be left in unsupervised areas. Any Chromebook left in these areas is in danger of being stolen.

## **COST OF REPAIRS**

Parents are being asked to pay a \$25 insurance fee to cover any and all costs for repairs incurred for the present school year. Students will receive the Chromebooks once the insurance fee is paid and the forms are signed and returned.

## **FACTS Management Billable Event: Technology Insurance Fee**

The \$25.00 fee, per applicable student, will be entered into the FACTS system and will be withdrawn from your respective FACTS account. You should receive notice from FACTS that a new charge has been added to your account and it will also confirm the withdrawal date.

*\*\*\*Any family that has not set up an account with FACTS by the due date established above should contact Michael Pastorius in the Church Office (610-834-1975) so a plan can be worked out to allow your children to have a Chromebook distributed to them along with the rest of their classmates.*

I agree to the stipulations set forth in the above documents, and I understand that any and all violations of these stipulations will result in the loss of Chromebook privileges and disciplinary action based on the severity of the offense as deemed appropriate by the teachers and principal.

**PLEASE MAKE SURE TO IN FILL IN ALL THE INFORMATION REQUIRED BELOW**

Student Name (please print) \_\_\_\_\_

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

Parent/Guardian Name (Please Print) \_\_\_\_\_

Parent/Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**RETURN ONLY THIS PAGE WITH ALL INFORMATION FULLY COMPLETED. THE \$25 INSURANCE FEE WILL BE PAID THROUGH FACTS TUITION MANAGEMENT. PLEASE KEEP THE OTHER FOUR PAGES FOR FUTURE REFERENCE.**

THANK YOU

**PLEASE SIGN & RETURN BY SEPTEMBER 13**