



Chromebook Acceptable Use Policy

General

This policy is intended to provide students and parents with the parameters for acceptable and legal use of Chromebooks issued by RCS. Students using RCS-issued Chromebooks must use them in accordance with these established guidelines for the purpose of learning. The school will monitor Chromebook activities that take place both at school and at home using a variety of tools.

Christian morality obligates each person to use all things in ways that are good and meaningful for human development. With right of access comes the responsibility to use the source both correctly and wisely. RCS students and staff are expected to exercise wise judgment, common sense and good taste in selecting sites and content from the internet. RCS will use software tools to strictly monitor all web activity for inappropriate use. Staff will also assist in monitoring internet usage at school. Away from school it is ultimately the responsibility of each student and parent/guardian to monitor the appropriate use of the internet.

RCS respects the privacy of every student with respect to stored files and Gmail accounts. However, the school administration maintains the right to search these files in order to investigate suspected inappropriate behavior.

Any student who violates the acceptable use policy will be referred to the administration. Consequences for inappropriate use may include detention, suspension and/or loss of Chromebook privileges. RCS reserves the right to alter or amend this policy at any time.

RCS requires that all students abide by the [Children's Internet Protection Act](#), the [Diocese of Harrisburg Technology Guidelines](#), the [RCS Student Handbook](#), and all applicable state and local laws pertaining to stalking, harassment and bullying.

Device Guidelines

- 6th, 7th and 8th Grade students will be issued a Chromebook for their use at school and home. It is the student's responsibility to keep the Chromebook safe & secure at all times.
- The Chromebook must not be stored in a location where it can be damaged by moisture or extreme hot or cold. Do not leave it in a car or any unsupervised area. Keep food and beverages away from the Chromebook at all times.
- RCS identification labels must remain on the Chromebook, case and charger.
- If a Chromebook is lost, stolen, damaged or working improperly, contact the school office as soon as practical.

- If a Chromebook is stolen at home, the family is expected to report the theft to the proper authorities. If the Chromebook is stolen at school, RCS will report the theft to the proper authorities.
- Students will be held responsible for damage to their Chromebook including, but not limited to the following: broken screens, cracked plastic pieces, and inoperability. Students are encouraged to participate in the RCS Chromebook Protection Plan to mitigate the cost of repairs associated with normal usage. Lost accessories such as cases, earphones and cables will be charged at actual replacement cost.
- Students are expected to charge their devices at home. Limited charging opportunities exist at school.
- Students must have Chromebooks covered with school issued cases at all times.
- Chromebooks and cases must remain free of writing, drawing, stickers, skins or labels that are not the property of RCS.
- Students using Chromebooks must use their RCS issued Google ID.

Acceptable use of the Internet

- At school, all students will connect to the internet through our Lightspeed filtered and secured server (RCS WIFI) when using their Chromebook.
- Away from school, use of private or public WIFI is authorized. Exercise caution when using public WIFI as this increases security risks.
- RCS will carefully monitor internet usage both at school and at home. Accessing or attempting to access inappropriate content will result in disciplinary action.
 - At school, browsing is limited to academic activity only as directed by the classroom teacher. Off topic surfing of the web or use of Gmail while in class is prohibited and may result in restrictions to Chromebook use.
 - At home, the first priority use of the Chromebook is to complete homework and school projects. On a not-to-interfere with schoolwork basis, use of the Chromebook for appropriate personal use is authorized. Failure to complete assignments on time will be justification to restrict Chromebook usage to school related activities only.
- Students using Chromebooks to complete assignments are expected to hand in all assignments on time even if technology issues arise. Students are encouraged to always have a back-up plan including using Google Drive storage and Chromebook offline functionality. RCS recognizes that problems may arise with the use of technology that are out of the student's control. These issues will be handled on a case by case basis and at the discretion of the classroom teacher.
- Data storage will be through the student's Google Drive. Students have unlimited storage capacity in Google Drive.
- Students must obtain permission from the classroom teacher prior to taking a picture in class.
- In class, sound must be muted at all times unless permission is obtained from the classroom teacher. Earphones should only be used with permission of the classroom teacher.

- All Apps provided by the school must be loaded and available on the Chromebook at all times.

Specifically Prohibited actions

- Exchanging Chromebooks with another student. This includes allowing other students to log in to your Chromebook.
- Sharing your password with another student.
- Using the Chromebook for any action that violates school rules or public laws.
- Spamming: Sending mass or inappropriate emails.
- Using or possessing hacking software.
- Creating, accessing or distributing offensive, profane or sexually explicit material.
- Replacing, altering, modifying or repairing the device.
- Receiving notifications from social media and apps.
- Students may not take photos or videos of other students, staff, or anyone else without their permission. The possession, forwarding or uploading of unauthorized photos or video to any website, network storage area, or person is strictly forbidden. In addition, photos and video taken with the Chromebook may not be used to slander, bully or denigrate any student or staff member.
- RCS issued Chromebooks are the only authorized devices in the classroom. Use of student personal electronic devices remain prohibited on school grounds and if carried, must be powered off and kept inside backpack. RCS takes no responsibility for lost or stolen personal devices.
- Sound on the Chromebook must be muted at all times unless permission is obtained from the classroom teacher. Earphones should only be used with permission of the classroom teacher.
- Deleting preloaded applications is prohibited. All software/Apps provided by the school must be loaded and available on the device at all times.
- Students must obtain permission from the classroom teacher prior to taking a picture in class.

Resurrection Catholic School reserves the right to update and revise policies as needed.

Resurrection Catholic School does not collect or sell any student data on the issued Devices.



CHROMEBOOK ACCEPTABLE USE POLICY

We have read, understand and will comply with the guidelines and policy provided in the Chromebook acceptable use policy.

Student Name (Print): _____

Student Signature: _____ **Date:** _____

Parent Name (Print): _____

Parent Signature: _____ **Date:** _____