



Ss. Robert & William Catholic School Chromebook Acceptable Use Policy

The focus of the Chromebook program at Ss. Robert & William Catholic School is to help empower students to realize their full potential and prepare them for the future in a world of digital technology and information. Using the Chromebooks encourages students to solve problems and think critically by stimulating analytical thinking. Technology immersion does not dim the vital role of the teacher in the classroom. It transforms the teacher from a director of learning to a facilitator of learning. Learning with Chromebooks integrates technology into the curriculum anytime, anyplace. Learning results from the continuous dynamic interaction among students, educators, parents, and the extended community.

The policies, procedures, and information contained in this document apply to all Chromebooks used within Ss. Robert & William Catholic School. Administrators and teachers may set additional requirements for Chromebook use within the school and their classrooms.

General Information:

- **Chromebooks, cases, and power cords are the property of Ss. Robert & William Catholic School.**
- Students and their parents/guardians are responsible for reviewing/signing the Chromebook Acceptable Use Policy and paying a mandatory, non-refundable insurance fee. Insurance is issued through Worth Ave. Group. **Students will not be issued a Chromebook until the insurance fee of \$30.00 for the school year is received. Checks can be made payable to: Ss. Robert & William Catholic School.**
- Students are responsible for the general care of the Chromebook which they have been issued by the school. **Insurance does not cover intentional damage to the device.** Charges for intentional damage will be the responsibility of the parents. Wear-and-tear damage is not covered by insurance.
- Nonfunctioning Chromebooks should be brought to Mrs. Chamberlin for repair. Insurance repairs can take up to 6 weeks after the initial claim.
- Chromebooks will be distributed in the fall within the first two weeks of school, once the signature page and insurance fee have been received. Chromebooks will be collected at the end of the school year for storage and needed repair.
- All Ss. Robert & William Catholic School Chromebooks are identified by student name and serial number. Students should not modify, remove, or destroy these identification labels.

Chromebook Use and Best Practices:

- Chromebooks are intended for use both at school and at home for academic purposes. Students are responsible for bringing their Chromebooks home each evening and to school each day in a protective case. Students are expected to bring Chromebooks to all classes unless specifically instructed not to do so by their teacher.
- In addition to teacher expectations for Chromebook use, school messages, grades, announcements, calendars, academic handbooks, student handbooks, and schedules may be accessed using the Chromebook.
- Chromebook use is limited to specific guidelines provided by teachers both at school and at home. The school employs a security program to monitor student use at all times. Random analysis will be used to ensure students are using Chromebooks appropriately. In addition, students may be selected at random to provide their Chromebooks for inspection. The purpose of the inspection is to check for proper care and maintenance, as well as inappropriate use and materials.
- Students should have no expectation of personal privacy in connection with their usage of the Chromebook, Google Apps, and other technology resources. Ss. Robert and William retains the right to monitor, access, and review all student messages or information accessed or created using school owned Chromebooks and/or Ss. Robert and William sponsored Google Apps accounts.
- Chromebooks **MUST NOT** be used for any non-school related activity including, but not limited to personal videos, photos, creation and distribution of videos, gaming, or personal social media (i.e. Instagram, Twitter, Facebook, Snapchat, Pinterest, Spotify, etc.)
- Chromebook is not to be used for personal emailing.
- Only photos and videos taken for academic purposes will be allowed. Backgrounds should be those provided on the Chromebook.
- Students are not permitted to loan out their Chromebook to any other individual.

Storage, Maintenance, and Care:

- Chromebooks should not be stored in vehicles or left in unsupervised areas such as the cafeteria, gym, locker rooms, hallways, etc. If a Chromebook is found in an unsupervised area it will be returned to the office.
- Chromebooks must remain free of any writing, drawing, doodling, stickers, or labels that are not the property of Ss. Robert & William Catholic School.
- To conserve battery life, Chromebooks should be shut down when not in use.
- No food or drink is allowed next to the Chromebook while it is in use.
- Chromebooks **MAY NOT BE** stored on the floor. When not in use, they should be shut down, safely stored in a case, and placed on a desk/table.
- Chromebooks should only be transported in the protective case. They should never be shoved in a locker or wedged into a book bag, as this may damage the screen.

- Students should not carry the Chromebook while the screen is open unless directed by a teacher to do so.
- Chromebook screens should be protected:
 - Close the screen before moving it.
 - Do not lean on the top of or put pressure on the Chromebook screen.
 - Do not carry anything in the protective case that will press against the cover.
 - Do not touch or poke the screen the Chromebook does not have a touch screen.
 - Do not place anything on the keyboard before closing the lid.
 - Clean the screen with a soft, dry anti-static or micro-fiber cloth. Do not use window cleaner or any type of water or liquid on the Chromebook.

Charging Your Chromebook: Each day Chromebooks must be brought to school fully charged. Students are responsible for charging their Chromebook battery each evening with the enclosed Chromebook power cord to assure proper battery life during the day. A fully charged battery will last 6 - 8 hours. Students who chronically come to school without a charged Chromebook may receive disciplinary action.

Software on Chromebooks: Ss. Robert & William Catholic School Chromebooks are managed devices. All software and apps on the Chromebooks will be installed and managed wirelessly through Ss. Robert & William Catholic School. **Students will not be able to install additional apps or extensions on their Chromebooks.** Additional software will be installed wirelessly as it is recommended and approved by teachers and school administrators. **Please note:** virus protection is unnecessary on the Chromebook due to the unique nature of its design. Also, please note that Internet content on the Chromebook will be filtered through the school Ss. Robert & William Catholic School's wireless network while in use at school. **At home, you will be responsible for filtering Internet content through your own wireless connection or via parental supervision.**

Maintaining Files and Saving Work: Students will be logging into the Ss. Robert & William Catholic School Google Apps for Education (GAFE) domain. All documents will save to the student's Google Drive associated with their warriroclassroom.org account. Students using Google Drive to work on documents will not need to save their work, as all work is saved with each keystroke as work is being completed. These files will then be accessible from any computer with internet access. Chrome is the recommended browser. It is the student's responsibility to maintain the integrity of all files in their Google Drive.

Printing:

- At School: Printing will be available on a limited basis at school only and subject to classroom and teacher requirements. Teaching strategies that teachers use in their classrooms will encourage and facilitate digital copies of some schoolwork.

- At Home: The Chromebook will not support a physical printer connection (no printer cables). Instead, students may print at home, as needed, using Google Cloud Print Service. A wireless home network and wireless printer is required for this. For more information, go to <http://google.com/cloudprint>.

Students and their parents/guardians are reminded that use of technology is a privilege and not a right and that everything done on any device, network, or electronic communication device may be monitored by the school administration. Inappropriate use of the technology can result in notification of parents, receiving a failing grade, limited or banned computer use or Internet access, disciplinary consequences, removal from school, and/or legal action as set forth in the school Acceptable Use Policy.

The Parent/Guardian and Student need to sign page 5 of this agreement and return back to school with the insurance money prior to receiving a Chromebook.

If there are any questions regarding the Chromebook program at Ss. Robert & William Catholic School, please contact:

Mrs. Kat Chamberlin
kchamberlin@srwschool.cc
(216) 731-3060, ext. 208

Detach, sign, and return the following:

I have read and understand the Ss. Robert & William Catholic School 2019-2020 Chromebook Policy and Guidelines. I accept and agree to follow this policy. I further understand that any violation of this Chromebook Policy or School Acceptable Use policy will result in serious consequences including, but not be limited to, the restriction or loss of network and/or device privileges as well as other disciplinary actions. The Administration reserves the right to the final interpretation and decision of consequences in all Chromebook Policy and Acceptable Use matters.

Student Signature _____ **Grade** _____

Student Name (Printed) _____

As a parent/guardian of the above student, I understand that my child will be responsible for abiding by the Chromebook Acceptable Use Policy and the School Acceptable Use policy. I have read and discussed these policies in their entirety with him/her and we understand the responsibility they have in using their Chromebook while at Ss. Robert & William Catholic School and at home.

Parent/Guardian Signature _____

Parent Name (Printed) _____

Date _____

<p><i>For Office Use Only</i></p> <p>Date Agreement was received: _____</p> <p>Date Insurance Payment was received: _____ <input type="checkbox"/> Cash <input type="checkbox"/> Check (Number) _____</p> <p>Initials of who received the payment: _____</p>
