



ST. VINCENT
DE PAUL
CATHOLIC SCHOOL

CHROMEBOOK 1:1 POLICY

As part of our commitment to integrating technology into the curriculum, St. Vincent de Paul Catholic School has purchased Chromebooks and their related accessories for students' individual use at school. The mission of this program is to create an engaging and collaborative classroom environment that broadens the scope of learning to the ever changing global world. This program significantly extends the learning exercise, triggering information pursuit, creative thinking, interpersonal communication, and collaboration. The use of Chromebooks shall be consistent with the Roman Catholic identity of our school, reinforce the curriculum, and reflect the varied instructional need and learning styles of our students.

Each student in grades 5-8 will be loaned a Chromebook for the upcoming school year. In order for a student to be loaned a Chromebook, you and your child must read, sign, and return the attached acknowledgement. Access to the technology resources of the school is a privilege and not an entitlement or right, and you and your child are responsible for the appropriate care, handling, and use of the Chromebook as outlined in this policy. If the school changes this policy at any time during the school year, the school will notify you of the change(s).

A. USING THE CHROMEBOOK

- 1. Acceptable Use of Chromebook.** Your child's use of the Chromebook is to be for educational purposes consistent with the curricular goals of the school and in adherence of school and diocesan policies. Your child may not use (or allow others to use) the Chromebook loaned to him/her in a way that violates the school or diocesan policy on acceptable use of its electronic network (St. Vincent de Paul Catholic School Parent Student Handbook pp. 56-68). By using the Chromebook, you and your child agree to abide by school and diocesan, *Computer Software Use and Federal Copyright Law* pg. 56; *Internet Acceptable Use Policy* pg. 57; *Limitation of Liability* pg. 66; *Computer Use and Federal Copyright Law* pp. 66-67; *Diocese of Peoria Harassment Policy* pg. 68; *Anti-Bullying Policy and Procedure* pg. 43-48; *Discipline* pg. 52-56; as well as all other applicable policies and their corresponding administrative procedures and the guidelines in this policy. Violation of any of these policies, administrative procedures, or guidelines could result in your child's loss of the privilege of using the Chromebook; discipline, up to and including suspension or expulsion; and referral to law enforcement.

- 2. Using the Chromebook.** Chromebooks seamlessly integrate with the Google Apps for Education suite of productivity and collaboration tools. This suite includes Google Docs (word processing), Spreadsheets, Presentations, Drawings, and Forms. All work is stored in the cloud and can be accessed through any internet device for home use. Students will log into their Chromebooks using their school issued Google Apps for Education account. Students should never share their account passwords with others, unless requested by the teacher or administrator.

- 3. Email Accounts.** All students are issued a school email address through Google's Gmail service. Email accounts will have restricted access as determined by the school.

Every email sent and received from a school email account, whether at home or school, is archived and property of the St. Vincent de Paul Catholic School. The school makes every attempt to block objectionable material, however, if your child receives an inappropriate email, your child should report it immediately to school personnel and forward it to the school technology department.

- 4. Accessories.** The school will provide a mandatory carrying case necessary for use of the Chromebook. The decision whether to purchase additional accessories (such as a wireless mouse) for the device rests with you and your child. As with any personal property brought to school, the school reserves the right to disallow the use of any accessory and is not responsible for any loss or damage to personal property. In addition, the school cannot and does not guarantee that an accessory purchased at one point in time will be compatible with devices provided in the future.

- 5. Caring for the Chromebook.** The Chromebook assigned to your child remains the property of the school and must be maintained appropriately. In addition to the manufacturer's instructions included with the Chromebook, your child must care for the Chromebook as follows:
 - a. Cases.**
 - Each student will be issued a protective case for his/her Chromebook that should be used whenever the Chromebook is being transported or not in use.
 - Although the cases are reinforced to help protect the Chromebooks, they are not guaranteed to prevent damages. It remains the student's responsibility to protect his/her device.

b. Carrying Chromebook.

- Always transport Chromebooks with care and in the school- issued protective cases. Failure to do so may result in disciplinary action.
- Never lift the Chromebook by the screen.
- Never carry Chromebook with the screen open.

c. Screen Care. The Chromebook screen can be damaged if subjected to heavy objects, rough treatment, some cleaning solvents, and other liquids. The screens are particularly sensitive to damage from excessive pressure.

- Do not put pressure on the top of a Chromebook when it is closed.
- Do not store a Chromebook with the screen open.
- Do not place anything in the protective case that will press against the cover.
- Make sure there is nothing on the keyboard before closing the lid. (i.e. pens & pencils)
- Only clean the screen with a soft, dry microfiber cloth or anti-static cloth.

d. General Care

- At the end of use, students are responsible for returning their Chromebook to their homeroom and plugging them in to charge for future use. Insert and remove cords and cables carefully to prevent damage to the connectors.
- Do not write or draw on, apply stickers or labels to, or otherwise mark up or deface the Chromebook or case.
- Keep food and beverages away from the Chromebook and case.
- Students are to make sure the Chromebook is always secure. Don't leave it in an unlocked locker, a desk, or other location where someone might take it.
- Your child's Chromebook and case will have a service tag/asset tag to identify it.

B. CHROMEBOOK DATA AND SOFTWARE

- 1. Content Filter.** The school utilizes an Internet content filter that is in compliance with the federally mandated Children's Internet Protection Act (CIPA). All Chromebooks, regardless of physical location, will have all Internet activity protected and monitored by the school. If an educationally valuable site is blocked, students should contact their teachers to request the site to be unblocked.
- 2. Personal Content on Google Drive.** Your child should be aware that any content (including, but not limited to, documents, music or audio files, backgrounds, and photographs) stored on the Chromebook potentially could

be subject to access by the school and third parties pursuant to law or subject to discovery in a legal proceeding. In addition, personal content may be deleted in the course of routine maintenance and/or troubleshooting.

3. Sound.

- Sound must be muted at all times unless permission is obtained from a teacher.
- Headphones may be used at the discretion of the teachers.
- Students should have their own personal set of headphones for sanitary reasons.

4. School-Required Software. The school will provide any software/apps required to use the Chromebook for school purposes. This software may not be removed. The school may update, add, or remove software at any time for any reason, without prior notice.

5. Prohibited “Jailbreaking.” “Jailbreaking” is the act of replacing the manufacturer’s operating system with custom software, allowing the user to circumvent the manufacturer’s security and licensing restrictions. The act of jailbreaking or otherwise disrupting the configuration of the Chromebook voids the manufacturer’s warranty and is a violation of this policy. Removal of any school-installed configuration is prohibited and will be considered a violation of this policy.

6. Personal Software. Your child is not permitted to install additional software or apps on the Chromebook.

7. Compliance with Copyrights. In using the Chromebook, your child must follow the School Policy pp. 66-67, Copyright, governing use of copyrighted material and applicable copyright law.

8. No Expectation of Privacy. There is no expectation of privacy for any communication made using the Chromebook or for any content created, accessed, or stored on the Chromebook or in the Google Suite. The school reserves the right to inspect the Chromebook and its contents at any time and for any reason.

C. REPAIR OF, LOSS OF, OR DAMAGE TO CHROMEBOOK

1. Technical Support & Chromebook Loaners. During the school year, if your child’s Chromebook is not functioning properly, students should alert his/her homeroom teacher, where a repair form will be completed. If necessary, the technical support employee of the school will assess the Chromebook and attempt to correct any problems with it. Students will be issued a loaner device,

if available, while this student's Chromebook is being repaired. The loaner Chromebook should be treated the same as the student's device as set forth in this policy.

2. **Responsibility for Lost or Damaged Chromebook.** If your child's Chromebook is lost or damaged, you or your child must report it immediately to your homeroom teacher where a repair form will be completed. In the event that this occurs, you will be responsible for replacement or repairs as follows:
 - a. If the school determines that the damage is the result of an equipment failure covered by a warranty, the warranty will apply with no further action required.
 - b. If the damage is the result of a student's negligence or intentional destruction, or if the Chromebook is lost, you will be required to pay in full for the repair or replacement of the equipment.

D. WAIVER AND INDEMNIFICATION

1. **Waiver of Chromebook-Related Claims.** By signing the "Chromebook Acknowledgement" below, you acknowledge that you and your child have read, understand, and agree to follow all guidelines and policies outlined or referenced in this policy and agree to be bound by it. You also agree and represent that the Chromebook (including any related accessories) was delivered in good working order and that it must be returned to the school in good working order consistent with this policy. By signing this acknowledgement, you waive any and all claims you or your child (and each of your respective heirs, successors, and assigns) may have against St. Vincent de Paul Catholic School, and its individual members, officers, employees, and agents relating to, connected with, or arising from the use of the Chromebook or this policy.
2. **Indemnification for Chromebook-Related Claims.** To the fullest extent allowed by law, you agree to indemnify, defend, and hold harmless St. Vincent de Paul Catholic School, the Diocese of Peoria, and its individual members, officers, employees, and agents from any and all claims, damages, losses, causes of action, and the like relating to, connected with, or arising from the use of any school Chromebook issued to your child.

ST. VINCENT DE PAUL CATHOLIC SCHOOL

CHROMEBOOK 1:1 POLICY AGREEMENT

I have read the **St Vincent de Paul Catholic School Chromebook 1:1 Policy** and agree to abide by all of its provisions. My child has also read the policy and will follow the rules and procedures set out in this Chromebook 1:1 policy.

Student Signature	Date
-------------------	------

Parent Signature	Date
------------------	------

Parent Signature	Date
------------------	------