

St. Dominic High School
Chromebook Agreement and Acceptable Use Policy

2019-2020

NOTE: This is a supplement to our standard Technology Acceptable Use Policy which can be found in the Student Handbook.

I. Distribution/Collection of Devices

- a) Freshmen will receive their Chromebooks during Freshman Orientation. Students will be allowed to keep their Chromebooks over the summer during the 3 year lease. At the end of the lease, devices will be collected at the end of the school year.
- b) The school also reserves the right to collect devices at any time for inspection or maintenance.

II. Web Filtering and Installation of Apps/Extensions

- a) As a school-issued device, the Chromebook will be filtered both at school and at home to ensure it is only used for educational purposes. Students are encouraged to use personal devices at home for anything non-school related.
- b) Students will also be blocked from installing unapproved apps and extensions. Teachers may request specific apps or extensions that will be pushed to devices or made available for download in the Chrome App Store. Students who would like to recommend an app or extension may speak to a teacher or **Ms. McGovern in the library.**

III. Classroom Use

- a) Students are expected to arrive to school each day with a **fully-charged Chromebook.**
- b) In an effort to go more paperless, many materials and assignments have been transitioned to digital format. The Chromebooks also enable new types of activities and assignments.
- c) The Chromebook is one of many instructional tools which teachers may choose to implement. All teachers are expected to incorporate the Chromebook into their classes, but textbooks, workbooks, paper-based materials and other resources will continue to be utilized when instructionally appropriate.
- d) Students are still encouraged to have a notebook and folder for each subject in order to stay organized, although the amount of paper-based materials and assignments will decrease over time.
- e) Students are expected to follow the teacher's directions about appropriate use of the Chromebook in class.

IV. Posting Homework Assignments

- a) All homework assignments, whether or not they require the use of the Chromebook, will be posted in Google Classroom. Students will use Google Classroom and Google Calendar to keep track of assignments and due dates.
- b) Parents who would like to check their child's homework assignments in Google Classroom should ask their child for his/her Google username and password.

V. Technical Issues

- a) Students who experience a Chromebook issue go to **Ms. McGovern in the library**. Students must request a pass from their teacher.
- b) If the device requires extensive troubleshooting or repair, the student will be temporarily issued a loaner device. By logging in to the loaner device with his/her Google account, all of the student's icons, settings and files will be instantly accessible. The student will be notified when his/her device has been repaired.
- c) Technical issues not related to damage are covered under warranty.

VI. Damage

- a) If a student damages his/her Chromebook, it should be brought to **Ms. McGovern in the library**. It will be sent out for repair.
- b) A **\$50 deductible** will be charged for each occurrence. A loaner device will be temporarily issued, and the student will be notified when his/her device has been repaired.

VII. Replacement Supplies

- a) Along with the Chromebook, students will receive a charger, carrying case and stylus. Students are expected to use the same case and stylus throughout their 4 years at St. Dominic High School.
- b) In order to protect the Chromebook, students are required to store and carry the device in the **school-issued case**.
- c) If a student needs to purchase replacement items, they may be purchased in cash from **Ms. McGovern in the library**.
 - i. Charger: \$20.00
 - ii. Adonit Stylus: \$7.00
 - iii. Wacom Stylus: \$15.00
 - iv. Replacement tips for Wacom stylus (3 pack): \$4.00
 - v. Carrying case: \$17.00

VIII. Lost/Stolen Devices

- a) If a device is lost or stolen, the student must immediately notify **Ms. McGovern in the library**.
- b) While each Chromebook will be installed with theft recovery software, locating or recovering the device is not guaranteed. In the case that the device cannot be found or recovered, the student is responsible for the replacement cost of a new device.

IX. Use of Non School-issued Devices

The use of cell phones and other personal devices during the school day is prohibited in accordance with the Student Handbook. Students may use personal devices after school.

General Precautions

- a) **Each student receives a school-issued Google account, which will also serve as his/her e-mail account. Students may only use this account for educational purposes. In accordance with our Acceptable Use Policy (AUP), devices and accounts are subject to inspection by an administrator at any time.**
- b) Avoid using any sharp object(s) on the Chromebook.
- c) Chromebooks do not respond well to liquids. Avoid applying liquids to the Chromebook.
- d) The Chromebook can be cleaned with a soft, lint-free cloth. Avoid getting moisture in the openings. Do not use window cleaners, household cleaners, aerosol sprays, solvents, alcohol, ammonia, or abrasives to clean the Chromebook.
- e) Do not attempt to gain access to the internal electronics or repair of a Chromebook. If a Chromebook fails to work or is damaged, report the problem to **Ms. McGovern in the library.**
- f) Never throw or slide a Chromebook.
- g) Cords and cables must be inserted carefully into the Chromebook to prevent damage.
- h) **Chromebooks, chargers, and school-issued cases must remain free of any writing, drawing, stickers, or labels that are not the property of St. Dominic High School.**
- i) Chromebooks have the ability to be remotely located. Modifying, disabling, or attempting to disable the locator is a violation of the Acceptable Use Policy (AUP) and grounds for disciplinary action.
- j) Chromebooks have a unique identification number (asset tag) and at no time should the numbers or labels be modified or removed.
- k) Chromebooks must never be left in an unlocked locker, on top of a locker, in an unlocked car or in any unsupervised area.
- l) Chromebooks should be carried and stored in the **school-issued carrying case**. Devices should not be carried in heavy or book-filled backpacks to avoid putting pressure on the device. When storing your Chromebook in your locker, it is recommended to store the device vertically, **on top** of books, or on the top shelf (if available).
- m) Chromebooks must not be left in a vehicle or a location that is not temperature controlled.
- n) **Chromebooks must be fully charged at home each night to be ready for use the following school day.**
- o) Chromebooks are assigned to individual students and the responsibility for the care of the Chromebook solely rests with that individual. Students should not lend their Chromebooks to another person.
- p) The carrying case provided with the Chromebook has sufficient padding to protect the Chromebook from normal treatment and provide a suitable means for carrying the device. The Chromebook must be protected by a **school-issued carrying case** at all times to safeguard against unintended damage.

User Agreement

Students: By signing the Chromebook Receipt form during distribution

Parents: By initialing the Chromebook Agreement and Acceptable Use Policy declaration online in NetClassroom/School Forms

Agree to the following:

- a) I will take good care of my Chromebook and know that I will retain the device until
 - i. Graduation
 - ii. Withdrawal
 - iii. Older devices are replaced school-wide in three years
- b) I will never leave my Chromebook unattended in an unsecured or unsupervised location.
- c) I will never loan out my Chromebook to other individuals.
- d) I will know where my Chromebook is at all times.
- e) **I will charge my Chromebook's battery to full capacity each night.**
- f) I will follow the teacher's directions with regard to acceptable classroom use.
- g) I will keep food and beverages away from my Chromebook since they may cause damage to the device.
- h) I will not disassemble any part of my Chromebook or attempt any repairs.
- i) I will report any issues with the Chromebook to **Ms. McGovern in the library**. If a loaner device is issued, I am responsible for the proper care of the device until it is returned.
- j) I will protect my Chromebook by always carrying it in a **school-issued case** to avoid damage.
- k) I will not place decorations (stickers, markers, writing, etc.) on the Chromebook.
- l) I understand that the Chromebook I am issued is subject to inspection at any time without notice and remains the property of St. Dominic High School.
- m) I will follow all policies outlined in the Chromebook Agreement and Acceptable Use Policy.
- n) I agree to pay the full replacement cost of my Chromebook or charger, in the event that these items are lost or damaged by any means other than normal use or wear-and-tear.
- o) I agree to pay a **\$50 deductible** in the event that the device becomes broken or damaged by any means other than normal use or wear-and-tear.
- p) I agree to return the Chromebook and charger in good, working condition upon graduation, withdrawal or school-wide device replacements/upgrades.