

St. Joan of Arc School

Student Chromebook Agreement

Rules, Guidelines, and Procedures

1:1 Student Chromebook Mission:

SJA endeavors to prepare students for an ever-changing world where technological advancements occur rapidly. The mission of the 1:1 Student Chromebook program is to create a collaborative learning environment for all students where technology is immediately available as a tool for learning. Making technology available enables students and teachers to implement transformative uses of technology and enhances student engagement with the content. It also promotes the development of self-directed and lifelong learners who are able to keep pace with a rapidly evolving technological landscape.

1. Receiving Your Chromebook

a. SJA Parent-Student Chromebook Agreement

This Chromebook Agreement must be signed before a Chromebook can be issued to the student.

b. Distribution

Chromebooks are checked out like a textbook and students must return the same Chromebook that they were issued or pay the full replacement cost.

c. Transfer/New Student Distribution

All transfers/new students participate in a school orientation and will be able to pick up their Chromebooks from the library. Both the student and parent/guardian must sign the SJA Chromebook Agreement prior to picking up a Chromebook.

2. Returning Your Chromebook

a. End of Year

At the end of the school year, students will turn in their Chromebooks to their homeroom teacher. Failure to turn in the same Chromebook that was issued will result in the student being charged up to the \$300.00 replacement cost. The school may also file a report of stolen property with a local law enforcement agency.

b. Transferring/Withdrawing Students

Students that transfer out of or withdraw from SJA must turn in their Chromebooks to their homeroom teacher prior to their last day of attendance. Failure to turn in the Chromebook will result in the student being charged the full \$300.00 replacement cost. The school will also file a report of stolen property with the local law enforcement agency.

3. Taking Care of Your Chromebook

Students are responsible for the general care of the Chromebook they have been issued by the school. Chromebooks that are broken or fail to work properly must be taken to the computer teacher (with permission) as soon as possible so that they can be taken care of properly. School-owned Chromebooks should never be taken to an outside computer service for any type of repairs or maintenance. Students should never leave their Chromebooks unsecured.

a. General Precautions

- No food or drink should be next to Chromebooks.
- Cords, cables, and removable storage devices must be inserted carefully into Chromebooks.
- Chromebooks should not be used with the power cord plugged in when the cord may be a tripping hazard.
- Chromebooks can be decorated with removable, school-appropriate stickers. Writing or drawing on the Chromebook is not allowed.
- Heavy objects should never be placed on top of Chromebooks (even inside a backpack).

b. Carrying Chromebooks

- Always transport the Chromebook with care, in a protective case or pack if possible.
- Never lift Chromebooks by the screen.
- Never carry Chromebooks 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 (e.g. pens, pencils, or disks).
- Only clean the screen with a soft, dry microfiber cloth or anti-static cloth.

4. Using Your Chromebook At School

Students are expected to return Chromebooks to their charging station at the end of every school day. This will ensure that the Chromebooks are fully charged for the next school day.

a. Sound

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

b. Logging into a Chromebook

- Students will log into their Chromebooks using their school issued Google Apps for Education account.
- Only SJA students and staff can log into school Chromebooks.
- Students should never share their account passwords with others, unless requested by an administrator.

5. Using Your Chromebook Outside of School

Students must get special permission from their homeroom teacher in order to take a Chromebook and charger home for school work. A Wi-Fi Internet connection will be required for the majority of Chromebook use, however, some applications, such as Google Docs, can be used while not connected to the Internet.

6. Operating System and Security

Students may not use or install any operating system on their Chromebook other than the current version of ChromeOS that is supported and managed by the school.

a. Updates

The Chromebook operating system, ChromeOS, updates itself automatically. Students do not need to manually update their Chromebooks.

b. Virus Protection

Chromebooks use the principle of “defense in depth” to provide multiple layers of protection against viruses and malware, including data encryption and verified boot. There is no need for additional virus protection.

7. 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 (in or out of school), will have all Internet activity protected and monitored by the school. If a website is blocked in school, then it will be blocked out of school. If an educationally valuable site is blocked, students should contact their teachers to request the site be unblocked.

8. Chromebook Identification

a. Records

The school will maintain a log of all Chromebooks that includes the Chromebook serial number, asset tag code, and name and ID number of the student assigned to the device.

b. Users

Each student will be assigned the same Chromebook for the duration of his/her time at SJA. In other words, the Chromebook you are assigned is YOURS, so take good care of it!

9. Repairing/Replacing Your Chromebook

a. Chromebook repair

If your Chromebook is not working, notify your teacher. Your classroom teacher will coordinate with the Computer Teacher to repair your Chromebook.

10. No Expectation of Privacy

Students have no expectation of confidentiality or privacy with respect to any usage of a Chromebook, regardless of whether that use is for school-related or personal purposes, other than as specifically provided by law. The school may, without prior notice or consent, log, supervise, access, view, monitor, and record use of student Chromebooks at any time for any reason related to the operation of the school. By using a Chromebook, students agree to such access, monitoring, and recording of their use.

a. Monitoring Software

Teachers, school administrators, and the technology department staff may use monitoring software that allows them to view the screens and activity on student Chromebooks.

11. Appropriate Uses and Digital Citizenship

School-issued Chromebooks should be used for educational purposes and students are to adhere to the SJA Digital Citizenship Agreement at all times. Please read and sign the use agreement below and have your student return it to their homeroom teacher. Please sign and return ONLY the page below. Keep the above information for your records. Students must have a signed agreement on file in order to be assigned a Chromebook. St. Joan of Arc School believes that the best way to prepare our students for their digital future is to have them practice using online tools appropriately in school. We have monitoring software and filters, but these tools are not perfect guarantees that students will not encounter potentially harmful situations

(harassment, inappropriate content, etc.). Our goal is to use potential mistakes as teachable moments to help protect our students against future harmful experiences online.

Respect and Protect Yourself

- I will keep my passwords private and will not share them with my friends.
- I will be conscious of my digital footprint and careful about posting personal information.
- I will only post text and images that are appropriate for school.
- I will be aware of where I save my files so that I can access them where and when I need them. (Examples: Google Docs, network folder, thumb drive, web file locker).
- I will be aware of whom I am sharing my files with (keeping them private, sharing with teachers and classmates or posting them publicly).
- I will always log out before leaving a computer.
- I will immediately report inappropriate behavior directed at me to a teacher, librarian, or other adult at school.

Respect and Protect Others

- I will not use computers to bully or harass other people.
- I will not log in with another student's username and password.
- I will not trespass into another student's network folder, documents, files, or profile.
- I will not disrupt other people's ability to use school computers.
- I will not pretend to be someone else and will be honest in my representation of myself.
- I will not forward inappropriate materials or hurtful comments or spread rumors.
- I will immediately report any inappropriate behavior directed at my fellow students to my teacher, principal, or other adult at school.

Respect and Protect the Learning Environment

- I will limit my web browsing at school to research similar to that which I would do in class.
- I will not visit inappropriate websites. If inappropriate content comes up, I will immediately close the window or tab.
- I will not play games on school computers without specific teacher instructions.
- I will not send or read instant messages or participate in online forums or chat without specific teacher instruction.
- I will only change background images and screensavers to school appropriate images.

Honor Intellectual Property

- I will not plagiarize, I will cite any and all use of websites, images, books and other media.

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By signing this agreement, I acknowledge that I have read, understand, and accept the terms of the Chromebook Use Agreement. I agree to be financially responsible for the repair or replacement cost should my Chromebook be lost, stolen, or damaged on or off campus.

Please return this form no later than **Tuesday, September 7, 2021**.

Student Name: _____

Student Signature: _____ Date: _____

Parent/Guardian Name: _____

Parent/Guardian Signature _____ Date: _____

Initial if your child does NOT have access to a computer at home. _____