

St. Helena Catholic School

Chromebook Policy

2018-2019

This year St. Helena's will be handing out Chromebooks at the start of classes this fall. The Chromebook program will include students in grades 6-8. Each student will receive a Chromebook to be used in the classroom as well as at home for educational purposes. Teachers will be using Chromebooks for technology instruction, assignments, projects, textbooks, research, and assessments.

In order for students to take their Chromebook home with them, they will need to return the slip attached at the end of this packet to their homeroom teachers where it will be kept on file. By signing the slip, you agree to the rules and understand the consequences of any misuse or damage to the Chromebook. Users will be held responsible for inappropriate use and handling.

Note: Student use of the Chromebook is not filtered when it is connected to the Internet outside of the school network. Students are expected to follow the same Internet guidelines with the school's property whether at school or at another wireless location. St. Helena Catholic School reserves the right to periodically check the student's Internet history and take disciplinary action due to violations of the acceptable use policy outside of school. Students assume responsibility for the safekeeping of the Chromebook and its associated peripheral devices (including but not limited to A/C adaptors) and assume responsibility for the cost of the repair, for its loss, or for its damage. Families may be responsible for charges related to negligent or intentional damages to the Chromebook. Please review the following guidelines with your child explaining his/her commitment. We expect these will help clarify his/her responsibility for the Chromebook:

Responsibilities:

- We understand that we are responsible for the condition of the Chromebook. If it is not returned or it is damaged, we will be assessed the replacement cost (\$250 for the Chromebook, \$30 for the A/C adaptor).
- We understand that this Chromebook is for school related activities only. This Chromebook is not for personal use.
- We understand that the student will exercise reasonable care to protect the Chromebook from damage or loss.
- We understand the student will store the Chromebook in his/her locker when it is not in use and will not share the Chromebook with any other classmates.
- We understand that the student must bring his/her Chromebook charged to class every day.
- We understand that the student may not install any unapproved apps on the Chromebook.
- Misuse of the Chromebook may result in the loss of the privilege of the Chromebook at home, at school, or both.
- If the Chromebook is lost/stolen, my parent/guardian will immediately file a police report and submit a copy of the report to a school administrator within 48 hours.
- The student will report immediately any damage to the Chromebook to his/her teacher.
- We understand that the student must comply with all St. Helena Catholic School technology practices both at school and at home.
- We understand that this Chromebook is property of St. Helena Catholic School and that the school retains control and supervision of the Chromebook, network and Internet services owned by the school as well as Internet activity conducted on the Chromebook on non-school network(s), such as but not limited to home Internet accounts. The

school reserves the right to monitor all Chromebook and Internet activity by students. As a student I have no expectation of privacy in my use of school Chromebooks, including email and stored files, and Internet activity either at school or away from school.

- The Chromebook and power supply will be returned in reasonable condition when the student is no longer enrolled at the middle school.

Avoiding potential risks and hazards

Identity theft, phishing, and scams are fairly well publicized. To avoid becoming a victim:

- Keeping personal information off the internet is important. Even publishing photos to the world beyond your friend circle can be risky. Photos document where you have been and what time you were there, among other personal pieces of information. It can be used to piece together your routines and potentially turn you into a target.
- Stay with sites recommended by your teachers or parents. If you aren't sure about a site, ask.
- Slow down and read everything on an unfamiliar site (or from an unknown author in email) twice. If something does not make sense, seems too good to be true, or seems to lack attention to quality or detail, then think twice.
- If something demands immediate action, do not click on the suggested button or link. Tell an adult.
- It is possible to click on a link for a reputable business and be redirected to a fake website that looks just like the real thing. Before giving ANY personal identification, including trying to log in, make sure the url address is correct (on a Mac, you will need to click on the address bar to see the full address) and that there is a little security lock or https:// at the beginning of the url.
- Remember: It doesn't take much information to identify you. Most people can be identified with just three pieces of information: gender, date of birth, and zip code.

1. *Risks on the Internet*. Massachusetts Institute of Technology, <https://ist.mit.edu/security/internet> 23 Aug. 2016.
2. *How to recognize a fake URL*. eHow.com. http://www.ehow.com/how_2003266_recognize-fake-url.html 23 Aug. 2016.

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Student signature_____ **Date** _____

I have carefully read the above agreement concerning my responsibilities related to the provision of a Chromebook to my child.

Parent/Guardian signature

_____ **Date** _____ I accept the conditions set forth above and will exercise appropriate supervision of my child's use of the Chromebook and accept responsibility for the exercise of ordinary and reasonable care of the Chromebook.

Please return this page to school after parent and student have signed the policy.