



## St. Leonard Parish School

### 1:1 Chromebook Responsible Use Policy

The Chromebook, case, and charging cord issued to the student are property of St. Leonard and remain such until the student completes his course of study and graduates from St. Leonard. As such, the Chromebook and its accessories are on loan to the student and must be used in accordance with the Chromebook Responsible Use Policy, the school's Acceptable Use Policy, and any applicable laws – both at home and at school. We encourage students to use the Chromebook as their own but require that students operate with the understanding that use of this device, as well as access to the school network and Internet, are privileges and not rights. These items are provided to promote learning and are intended to support the learning objectives of St. Leonard. Students are expected to pursue these objectives in a responsible way, including ethical use of the Chromebook especially in regards to the integrity of the assignments and work produced using the Chromebook.

#### General Use of the Chromebook

1. The student and the student's parent/guardian must have read the Chromebook Initiative Responsible Use Policy and signed and returned the Agreement Form prior to the student's receipt of the Chromebook.
2. Each Chromebook is assigned to an individual student. Students should never "swap" or "share" Chromebooks.
3. Students are required to activate the password setting and to use the password. Students should never share their password.
4. Altering the original pre-set school profiles is prohibited. Examples include but are not limited to:
  - a. *Loading unauthorized applications*
  - b. *Changing or removing operating system extensions*
  - c. *Changing the Chromebook name*
  - d. *Altering the pre-loaded operating system or applications*
  - e. *Altering security software*
  - f. *Taking the Chromebook apart for access to internal parts*
5. Students are responsible for keeping current with Chromebook updates to ensure the Chromebook and its applications are operating at the greatest potential.
6. Students are required to utilize their school provided Google Account to maintain accounts, documents, and settings.
7. Bypassing St. Leonard's web filter or firewall through use of a web proxy is strictly prohibited and will result in disciplinary action.
8. "Modding" or otherwise tampering with the Chromebook will result in disciplinary action and removal of the privilege of using the Chromebook.
9. Internet access, e-mail, and other media that are accessed, created, or stored on the Chromebook are the property of the school. The school has the right to review these items for appropriateness and to limit or revoke a student's access to them at any time for any reason.
10. Parents, guardians, and students do not have a right or expectation of privacy for any use of the Chromebook or school network.
11. The Chromebook may be selected at random for inspection at any time. It may be taken away at any time for disciplinary reasons.
12. Sending, receiving, downloading, or distributing any offensive, profane, threatening, pornographic, or sexually explicit material is strictly prohibited.
13. Computer hacking or trespassing, harassment, bullying, threats, or fraud via the Chromebook will result in serious disciplinary and potential legal action. Ignorance of these regulations is not an excuse.
14. Students are responsible for keeping the Chromebook charged so that it can be used at school every day.
15. Chromebook should be in a student's possession or in a designated secure area at all times. Designated secure areas include the student's locked hallway locker or another area designated by a teacher during class time.
16. Student-loaded apps, music, videos, and other downloads are unacceptable as they interfere with instructional/educational requirements.
17. Students are prohibited from playing non-academic Internet and app games during instructional time. Students may not play games during lunch or free time unless otherwise instructed, because of network bandwidth issues.
18. School rules concerning appropriate communication are to be obeyed. Students are not allowed to text/message to individuals in or outside of the school building during the school day unless it is part of class instruction monitored by a teacher. E-mail should be used only for legitimate and responsible communication between students and faculty. Rude, abusive, threatening, or otherwise inappropriate language is not permitted.
19. If a student receives any message containing inappropriate or abusive language or if the subject is questionable, they are to inform the teacher and administration.
20. The use of the Chromebook camera is prohibited during class unless the classroom teacher grants permission. If permission is granted, the camera feature is only to be used as directed by the teacher for that particular period.
21. Illegal transmission of copyrighted material is strictly prohibited.

22. Any student who continually does not bring his or her Chromebook to school could have take-home privileges revoked. The student will be required to check the Chromebook in and out each day.
23. Any accessories lost or broken on device is the student's responsibility to replace.
24. Tablets will be collected during the month of May for a summertime collection to be reconfigured and wiped clean for a fresh start to the next school year.

### **General Care of the Chromebook**

1. Students are expected to treat their Chromebook with care and respect.
2. When transporting their Chromebooks to and from school, students should be sure it is placed in the provided carrying case and ensure that the case is fully closed.
3. Students should protect their Chromebooks from extreme heat or cold. Chromebooks should never be left in a car, even if the car is locked.
4. Refrain from applying pressure on the screen area of the device.
5. Only use a soft, lint-free, slightly damp cloth to wipe your Chromebook screen. Do not use window cleaner, household cleaners, or solvents. Avoid moisture in opening/connection ports.
6. Chromebooks should be protected from the weather, water or other liquid, food, and pets. If the Chromebook gets wet, turn the machine off and allow it to dry thoroughly, typically 8+ hours, before using again.
7. Heavy objects should never be placed or stacked on top of the Chromebook. This includes books, musical instruments, sports equipment, etc.
8. Any inappropriate or careless use of a Chromebook should be reported to a teacher or other staff member.
9. If the Chromebook is damaged or not working properly, it must be taken to Mr. Reed, the Technology Coordinator, for repair or assistance. If malfunction occurs outside of school hours, students and/or parents should contact Mr. Reed via email and during the next school day.
10. If the Chromebook is lost or stolen, parents/guardians should immediately report the loss or theft to the school office at 502-895-5265. A message is acceptable after school hours. A police report must be filed within 48 hours.
11. If a student withdraws from St. Leonard for any reason prior to graduation, the Chromebook and its accessories must be returned to St. Leonard before records will be released.
12. Students coming into St. Leonard after the start of the 6<sup>th</sup> grade, pay a lease fee for a loaner Chromebook with the option to pay the remaining balance to keep or return the loaner upon graduation.
13. Should a student depart from St. Leonard prior to graduation, they will have the option to pay the remaining balance to keep or return the device upon departure.

### **Consequences of Inappropriate Use**

Students are expected to use their Chromebooks in accordance with the Responsible Use Policy, the school's Acceptable Use Policy (as stated in the Student-Parent Handbook), and any applicable laws. Failure to use the Chromebook appropriately will result in one or more of the listed consequences as determined by St. Leonard:

- Student Conference
- Parent Conference
- Revocation of student use or access privileges, including Chromebook take-home privileges
- Any and all school disciplinary actions
- Civil or criminal liability under applicable laws