



St. Charles Borromeo Catholic School

www.stcharlesschoolfw.org
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260-484-3392

Dear Parents and Students,

St. Charles Borromeo School Student Chromebooks Acceptable Use Agreement

It is the ultimate goal of St. Charles Borromeo School to build a relationship of Chromebook trust among students, the school, and parents. This can be accomplished most effectively when parents act with the school as vigilant partners who encourage and monitor responsible student Chromebook usage.

1. The Chromebook that your child has been issued is the property of St. Charles Borromeo School, and is made available to him as a tool for learning. Like textbooks and other school property, the Chromebook is assigned to the student and the Chromebook and all connective equipment must be returned to the school at the end of the school year, or upon withdrawal or transfer.
2. Before a Chromebook is to be taken home, a parent/guardian must attend an orientation session and understand what is expected relative to the use of the Chromebook. An acceptable use agreement – signed by both student and parent/guardian – is required before the Chromebook will be allowed to go home.
3. The Chromebook is meant for student use only. It is not meant to be a family computer or to be used by siblings in any way that would compromise a student's access to the Chromebook.
4. Use of Internet resources – including online curriculum content purchased by the school – is an important part of the student learning process. St. Charles Borromeo School does equip all devices with Internet filtering services, which are directly connected to our school network, and we will remotely monitor student Chromebook use on a daily basis. Parents will need to ensure the Chromebook will connect to the home WiFi. In a few cases, an adapter may need to be purchased to connect to the Internet at home. An adapter may be purchased for about \$12.00 at www.amazon.com/Plugable-Ethernet-Network-Adapter-Chromebook. Parents are also asked to monitor home Chromebook use daily to ensure that its primary function is academic and that students are consistently completing assigned schoolwork with minimal use of the Chromebook for student personal time. There must be a healthy balance – work first and a little leisure later.

School Disciplinary Measures Regarding Student Misuse of the Chromebook

Students are expected to act respectfully and responsibly. Inappropriate student use or neglect of a Chromebook may result in limits to, or loss of, use of the Chromebook. In the case of intentionally neglectful or abusive behavior, students may face disciplinary measures up to, and including, suspension or expulsion per school discipline policy.

General Handling And Required Care of the Chromebook

Please understand that the use of a Chromebook is a privilege, and must be treated as such. Inappropriate student use or neglect of a Chromebook may result in limits to, or loss of, use of the Chromebook. If a student loses the use of his Chromebook through neglect or abuse, the student will still be expected to complete any coursework as assigned by the teacher.

1. Each Chromebook has been assigned a unique identification. Students are not to alter or remove this identification in any way.
2. The Chromebook should be transported in the school-provided case at all times. Any damage resulting from failure to use the required case will result in fees being assessed for the full cost of repairs.
3. Each student is expected to bring his Chrome to school each day and to have his Chromebook battery fully charged. This means that a student should establish a habit of charging his Chromebook fully each evening in preparation for the next school day.
4. The Chromebook comes pre-loaded with all applications (apps) a student will need for his classes. A student is not allowed to uninstall or modify any apps or the operating system in any way. Installation of apps by a student is not permitted.
5. A student is not permitted to sync his iPad with a personal computer or “jailbreak” the device to alter the configuration or functionality that has been established by the school.
6. A student must not leave his Chromebook unattended at any time while at school, and he must follow all school procedures for securing unattended Chromebooks when necessary (athletic activities, etc.).
7. Hands should be clean before using the Chromebook and the screen should be only be wiped with a dry, clean, soft cloth – microfiber cloth is recommended but any soft cotton fabric will work.
8. Commercial liquid or spray cleaners should not be used on the Chromebook body or screen. Dry, clean, soft cloth only.
9. When connecting charging cables, be patient and correctly line up the connecting cable when inserting and removing. Students are responsible for damage to the charger port or connector pin resulting from mishandling.
10. If you have problems with your Chromebook, stop using the device and ask your teacher for help.
11. Neither the Chromebook nor the case should be marked in any way with pens, markers, stickers, etc.
12. Foreign objects (paperclips, pens, etc.) should never be inserted into the ports (openings) of the Chromebook.
13. Students should not have food or drink near the Chromebook.

Financial Responsibility for Chromebook Damage (Accident, Neglect, Abuse, Theft Etc.)

Parents and students understand that the Chromebook is a learning tool that must be handled responsibly. Parents and students are financially responsible for repairs and/or replacement of the Chromebook when neglect and/or abuse occur. Parents and students also have partial financial responsibility for repairs and/or replacement when accidental damage occurs. The following are guidelines defining negligence and abuse regarding Chromebook handling and financial responsibility.

1. In the event of damage or loss resulting from abuse, mishandling, neglect, or theft of a Chromebook, students and parent/guardians will be required to pay 100% of all repair or replacement costs not to exceed \$200.
2. In the event of accidental damage of a Chromebook, students and parent/guardians will be required to pay 50% of all repair or replacement costs, not to exceed \$100 per damage incident. Any damage to a charging cord will require full replacement cost.

Examples of Accidental Repair Responsibility:

DAMAGED EQUIPMENT	COST REPAIR/REPLACE	STUDENT/PARENT RESPONSIBILITY
Screen replacement	\$120	\$60
Keyboard/Trackpad replacement	\$90	\$45
Bottom Case parts	\$50	\$25
Charging cord	\$30	\$30
Zipcase	\$20	\$10

3. Any needed repairs and/or replacement purchases will be handled by St. Charles Borromeo School exclusively. Students and parent/guardians should not attempt self repairs to damaged equipment or seek, on their own, to purchase replacement parts or equipment from outside vendors.
4. Leaving a Chromebook unattended, failing to secure it per school regulations, leaving it in an unlocked car, leaving it on a bus, loaning your Chromebook to a friend, etc., do not qualify as a legitimate insurance claim for theft/loss. These and similar situations are classified as loss through negligence and would result in the replacement cost being assessed to the student (approximately \$200).
5. Damage caused by liquid/beverage spills (liquids near Chromebook are explicitly prohibited per Chromebook Agreement) would result in repair/replacement costs.
6. Intentionally marking, defacing, and/or abusing the Chromebook or the Chromebook case (amusement, anger, frustration, etc.) would result in repair/replacement costs.
7. Damage caused by tampering with hardware components or operating system to alter school configurations would result in repair/replacement costs.
8. Excessive scratches/wear to Chromebook exterior would result in repair/replacement costs.
9. All items must be returned by the last day of school. I understand that my child will be charged for any missing equipment or cables.

St. Charles Borromeo School Network And Technology Etiquette

Chromebook iPad, computer, and Internet access is available to students and teachers in St. Charles Borromeo Catholic School. We are very pleased to bring this access to our school and believe that this technology offers vast, diverse, and unique resources to both students and teachers. Our goal in providing these offerings to students and teachers is to promote educational excellence by facilitating resource sharing, innovation, and communication. The use of the Internet and related technologies must be in support of education and research and consistent with the educational objectives of our St. Charles Borromeo Catholic School.

As a user of the St. Charles Borromeo Catholic School computer network, I hereby agree to comply with the stated rules, terms, and conditions, honoring all relevant laws and restrictions.

I understand that my use of technology and the Internet in the school is a privilege, not a right. Inappropriate use may result in a cancellation of those privileges. The school administration determines appropriate use and their decision is final. Further disciplinary action may follow as indicated in the school handbook.

I understand that I am expected to abide by the generally accepted rules of technology and network etiquette. These include (but are not limited to) the following:

Network and Technology Etiquette

1. Be polite. Do not send abusive messages to others.
2. Use appropriate language. Do not swear, use vulgarities or any other inappropriate language.
3. Illegal activities are strictly forbidden.
4. Keep your personal address and phone number private and do not reveal the phone numbers of students or colleagues.
5. Note that personal electronic mail (e-mail) is not to be used. The technology coordinator has access to all student technology, information, and systems. Messages or use relating to, or in support of, illegal activities may be reported to the authorities.
6. Use technology and network in such a way that will not disrupt the use of the network by other users.
7. Note that all communications and information accessible via the network should be assumed to be private property.
8. Inform the technology coordinator of any security problem immediately.
9. Inform the technology coordinator of any unsolicited online contact immediately.
10. Handle with responsibility and care any computers, computer systems, computer networks, iPads, and/or any other school technology made available to you by the school.

I understand that the following are not permitted:

1. Sending or displaying offensive, violent, pornographic, obscene or sexually explicit messages or pictures.
2. Using violent, abusive, obscene or sexually explicit language.
3. Sending harassing, insulting, or threatening messages.
4. Damaging computers, computer systems, computer networks, or iPads or attempting to harm or destroy data of another user.
5. Violating copyright laws.
6. Unauthorized use of another's password.
7. Trespassing in other's folders, work, or files.
8. Intentionally wasting resources.
9. Employing technology or the network for commercial purposes.
10. Transmission of any material in violation of any U.S., state or local law.
11. Obtaining software or data fraudulently or illegally.
12. Revealing one's own or another's personal address or phone number.

Equipment assignment summary: X 1 Chromebook Serial #: _____
 X 1 AC Power Adapter and Charging Cord X 1 ZipCase

Chromebook Consequences

Students who arrive at school without their school assigned Chromebook: (Per quarter, like tardies)

First Offense-

1. Warning issued: parent phone call home to deliver Chromebook
2. Student will use paper and pencil in class until Chromebook arrives
 - a. If Chromebook cannot be delivered to school that day, continue using paper and pencil or alternative assignment from teacher.
 - b. If assignment must be completed with Chromebook, points will be deducted from assignment each day until complete.

Second Offense-

1. Minor infraction: parent phone call home to deliver Chromebook
2. Student will use paper and pencil in class until Chromebook arrives
 - a. If Chromebook cannot be delivered to school that day, continue using paper and pencil or alternative assignment from teacher.
 - b. If assignment must be completed with Chromebook, points will be deducted from assignment each day until complete.

Third Offense-

1. Major infraction: parent phone call home to deliver Chromebook
2. Student will use paper and pencil in class until Chromebook arrives
 - a. If Chromebook cannot be delivered to school that day, continue using paper and pencil or alternative assignment from teacher.
 - b. If assignment must be completed with Chromebook, points will be deducted from assignment each day until complete.
1. Teacher contacts parents to create a proactive plan

Fourth Offense-

1. Major infraction: parent phone call home to deliver Chromebook
2. Student will use paper and pencil in class until Chromebook arrives
 - a. If Chromebook cannot be delivered to school that day, continue using paper and pencil or alternative assignment from teacher.
 - b. If assignment must be completed with Chromebook, points will be deducted from assignment each day until complete.
3. Student receives Saturday School

For students who arrive at school with their school assigned Chromebook with low or no charge:

1. Student will inform teacher immediately of charge below 30%.
2. Student will use Chromebook until charge has fully been depleted or save power until needed for specific classes/assignments under the discretion of the teacher.
3. Student will use paper and pencil or alternative assignment for the day if battery runs out.
 - a. If Chromebook usage is required for assignment, points will be deducted from the specific assignment.



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St. Charles Borromeo School Student Chromebook Acceptable Use Acknowledgement

Student Agreement

I have read, and agree to comply with, the *St. Charles Borromeo School iPad Acceptable Use Agreement*.

Student Printed Name

Student Signature

Date

Parent Agreement

I have read, and agree to comply with, the *St. Charles Borromeo School iPad Acceptable Use Agreement*.

Parent/Guardian Printed Name

Parent/Guardian Signature

Date

Equipment assignment summary:

X 1 Chromebook: Serial # _____

X 1 AC Power Adapter and Charging Cord

X 1 Case