



## Nativity of Mary School

### Chromebook Information Policy and Usage Agreement 2023-2024

*The use of school-supplied Chromebooks at Nativity of Mary School is a privilege that comes with responsibility. Remember, the device is at all times property of Nativity of Mary School, not a student's personal device. Failure to abide by the following guidelines may result in revoking the privilege, or further consequences.*

**Student Usage:** The use of the Chromebook device will not breach the Technology and Social Media Policy found in the Nativity of Mary School Parent & Student Handbook.

Students will not take photos or record video of any persons unless they have the specific consent of a teacher and all persons in the photo or video.

Technology, including but not limited to the Chromebook itself and any ancillary tools such as earbuds, are not to be shared among students.

Students should not personalize their devices in any way. This includes backgrounds, name icons, decals, screensavers, and downloading any software, application or short cuts that have not been explicitly allowed by the teacher.

Students are NOT to update Chrome OS without permission. Access to the Chrome Web Store is prohibited. Apps, therefore, cannot be added without permission.

Students are required to follow all copyright laws around all media including text, images, programs, music, and video.

Students are not permitted to remove the Chromebook device from the school's domain.

Students should not delete the history of sites visited on their Chromebooks. Nativity of Mary School reserves the right to do periodic checks and/or review of Internet sites.

At school, students are to use the school-safe e-mail accounts provided. All communication using email and comments on another's work is expected to be business professional. Students should maintain high integrity with regard to e-mail content such as using appropriate language that is not abusive, offensive, or profane. Do not send mass e-mails, chain letters, or spam.

Only use the device for school work. You must sign into your school issued Google education account. If permitted by the teacher, students may sign into other educational accounts and apps.

Students should never share their account passwords with others, unless requested by a teacher or an administrator.

Student email is provided by the school and Nativity of Mary School reserves the right to archive, monitor, and/or review all use of its email system, and users should not have any expectation of privacy in any electronic message created, sent, or received on the "nativityofmaryschool.org" email system.

**Chromebook Checkout:** Upon return of this signed agreement, students will receive a Chromebook, charging cable, and charging block

**Chromebook Check-in:** Chromebooks and accessories will be returned prior to the end of the school year. If a student transfers out of the school, the Chromebook and accessories will be returned at the time of student withdrawal. Students who graduate early, withdraw, are suspended or expelled, or terminate enrollment for any reason must immediately return their Chromebook and accessories.

**Fines:** If a student fails to return the Chromebook and or accessories when due, the student will pay the replacement cost of the Chromebook and accessories. Furthermore, the student will be responsible for any damage to the Chromebook and accessories. **Families will be financially responsible for the repair or replacement of stolen or abused hardware or materials.**

**Chromebook at School:** Chromebooks are intended for use at school each day. Students should bring their Chromebook to all classes, unless specifically instructed not to do so by their teacher.

**Chromebooks left at home:** If students leave their Chromebook at home, they are responsible for getting the coursework completed as if they had their Chromebook present. If a student repeatedly leaves his or her Chromebook at home, he or she will be subject to appropriate disciplinary action.

**Content Filtering:** Nativity of Mary has content filtering in-place on campus only through our network. There is no content filtering off campus. We encourage every family to evaluate their child's usage and activity at home.

**Charging your Chromebook's battery:** Chromebooks should be charged to full capacity each day before they are brought to school. This is a required expectation.

**Maintaining Device:** Students must keep their device clean and must not touch the screen with anything (e.g. pen, pencil, etc.) other than approved computer screen cleaners. No food or drinks allowed around the devices. Chromebooks must remain free of any writing, drawing, or stickers. Do not place books or other items on top of the device. Make sure nothing is between the screen and keyboard when the Chromebook is closed shut.

**School Responsibilities:** Nativity of Mary School will provide Internet and e-mail access to its students. We will also provide staff guidance to aid students in doing research and help assure student compliance of the acceptable use policy. Teachers are solely responsible for any apps or extensions on the Chromebooks that are not installed by an administrative member of the school staff.

**Parent/Guardian Responsibilities:** Talk to your children about values and standards that they should follow for the use of the Internet. Parents will need to establish ground rules for Chromebook use outside of the school day. **Parent/Guardian will be responsible for the entire cost of repairs to Chromebook that are damaged unintentionally, intentionally, stolen, lost or in need of replacement or repair not covered by warranty. All costs not covered by the warranty will be the responsibility of the Parent/Guardian. This includes the device, charging cable and charging block.**

**Chromebook Identification:** Student Chromebooks will be labeled in the manner specified by the school. Chromebooks can be identified based on serial number. Do not remove your Chromebook's identifying labels or markings.

**Storing your Chromebook:** Students are encouraged to take their Chromebooks home every day after school, regardless of whether or not they are needed. If a parent or guardian wishes, their student may leave their Chromebooks in their classroom in an agreed upon location with their homeroom teacher.

**Chromebooks Left in Unsupervised Areas:** Under no circumstances should Chromebooks be left in unsupervised areas. Unsupervised areas include the school grounds, commons area, the lunch tables, computer lab, library, unlocked classrooms, gym, and hallways. Any Chromebook

left in these areas is in danger of being lost, stolen, or damaged. If a Chromebook is found in an unsupervised area, it will be taken to the main office.

**Additional Information:** The use of Nativity of Mary School's technology resources is a privilege, not a right. The privilege of using the technology resources provided by Nativity is not transferable or extendible by students to other people or groups (such as siblings) and terminates when a student is no longer enrolled in the school. This policy is provided to make all users aware of the responsibilities associated with efficient, ethical, and lawful use of technology resources. If a person violates any of the User Terms and Conditions named in this policy, or any other Nativity of Mary school policy, privileges may be terminated, access to school technology resources may be denied, and appropriate disciplinary action shall be applied. Nativity's Student Code of Conduct shall be applied to student infractions. Violations may result in disciplinary action up to and including suspension and/or expulsion for students.



**Nativity of Mary School Chromebook Information Policy and Usage Agreement**

**2023-2024 School Year | Grades 4-8**

**Please return this agreement to the school office in order to be issued a Chromebook.**

I agree to the stipulations set forth in the Chromebook Information Policy and Usage Agreement. I agree to immediately return the Chromebook and accessories in good working condition upon request or withdrawal from the school district. I assume full responsibility of my issued Chromebook. I acknowledge that this handbook is to be used as a guide to both acceptable and prohibited behavior of this technology.

**I have read and agree to the terms of the Student Chromebook Contract.**

Student Name: \_\_\_\_\_

Student Signature: \_\_\_\_\_

Grade: \_\_\_\_\_ Date: \_\_\_\_\_

Parent Signature: \_\_\_\_\_ Date: \_\_\_\_\_