

**ST. HILARY SCHOOL**  
**CHROMEBOOK ACCEPTABLE USE POLICY**  
**Grades 3 - 8**

GRADE: \_\_\_\_\_

Homeroom: \_\_\_\_\_

Last Name:

First Name:

**Student Mobile Device Acceptable Use Policy Agreement**

**I. Introduction**

This mobile device Acceptable Use Policy is intended to promote responsible use and protect students and the school from liability resulting from any misuse of the school-issued Chromebook. Technology, on or off-campus, must be used in accordance with the mission and philosophy of St. Hilary School as well as the Acceptable Use Policy for Technology as stated in the *St. Hilary School Family Handbook*. Teachers may set additional requirements for use in their respective classes.

**The Chromebook remains the property of St. Hilary School at all times.** Therefore, there is no assumption of privacy. The use of the mobile device will be monitored at school and at home. St. Hilary School reserves the right to inspect student Chromebooks at any time during the school year **with or without advance notice**. The device will also be managed through a Mobile Device Management System and Web Filtering component. These systems are used to ensure appropriate usage of each student device through a present configuration determined by the St. Hilary Administration. Misuse of the Chromebook may result in disciplinary action up to and including suspension and expulsion.

Above all, the 1:1 program at St. Hilary School is an academic program, and the policies governing the use of the Chromebook support its academic use. To maintain the integrity of the program, all students and parents/guardians must acknowledge and agree to the following conditions of use:

**II. Chromebook Distribution and Care**

1. The Chromebooks issued to students are the property of St. Hilary School and are made available to students as learning tools.
2. At the beginning of the school year, students in **grades 3-5** will be assigned a Chromebook for in-school use from their class cart. In **grades 6-8**, students will be issued a Chromebook with a case and charging cord for in-school and take-home usage. For those in grades 6-8, each device along with its appropriate case and power cord are to be returned in good condition at the end of each academic year for updates and routine maintenance, or earlier if the student no longer attends St. Hilary School.
3. Students are responsible for knowing how to properly operate and protect the Chromebook. This includes not leaving their device in a location where it can be damaged by cold, heat, or moisture, keeping the device away from food and beverages, and cleaning the device.

**Cleaning Chromebook Devices**

- Grades 3-5: Teacher will clean and disinfect when necessary.
  - Grades 6-8: To clean your Chromebook, no type of cleaning solvent containing ammonia, alcohol, etc... should be used. A particular cleaning solution made up of water and vinegar is the only thing permitted. If you feel that your Chromebook needs this type of attention, please see Mrs. Heuer or Mrs. Weber on the tech team for this cleaning solution.
4. Students/parents/guardians are solely responsible for the care and security of student Chromebooks in the junior high (in grades 3-5, the teacher & student). For grades 3-5, this responsibility changes over to the student/parent/guardians when sent home for administration approved circumstances of distance learning. Chromebooks must never be left in an unlocked car or any unsupervised area outside the direction of the teacher.

5. **For 6<sup>th</sup>, 7<sup>th</sup>, & 8<sup>th</sup> Grade:**

- If a Chromebook is damaged or malfunctions, **the student must notify his/her homeroom teacher and then take the Chromebook to Mrs. Heuer as soon as possible for evaluation.** If the issue cannot be resolved by the tech department, it will be handled per the selected insurance agreement for the Chromebook (see insurance section). If a student damages the Chromebook (outside of reasonable wear and tear), the student/parents/guardians are responsible for the expense of repairing or replacing the device. The **replacement cost** for a Chromebook in grades 7 & 8 is \$160 (**w/o case**) \$190 (**w/ case**). **In grade 6, the cost of replacement is \$300.** The student is never to disassemble or attempt to repair the Chromebook. Damaged chargers hold a replacement fee of \$15.
- If a device needs to be sent away for repair, the student may be issued a spare from the tech department for in-school use. The spare is NOT permitted to go home, and needs to be returned to Mrs. Heuer at the end of each day.
- If a Chromebook is lost or stolen, the student must report the incident to the Principal's Office as soon as possible. In the case of theft, a police report should be filed, and students/parents are responsible for replacing the cost of the Chromebook at \$160 (w/o case) \$190 (w/ case), or \$300 (6th grade).
- Students/parents/guardians are not permitted to repair, alter, modify or replace the Chromebook without express authorization from St. Hilary School. Under no circumstance will St. Hilary School replace or repair a student Chromebook without the required payment from the student/parent.

6. **For 3<sup>rd</sup>, 4<sup>th</sup>, & 5<sup>th</sup> Grade:**

- If a Chromebook is damaged or malfunctions, **the student must notify his/her homeroom teacher and then take the Chromebook to Mrs. Heuer as soon as possible for evaluation.** If a student damages the Chromebook (outside of reasonable wear and tear), the student/parents/guardians are responsible for the expense of repairing or replacing the device. The **replacement cost** for Gr. 3-4 Chromebooks is \$300. For Grade 5, the replacement cost for the Chromebook is \$160. The student is never to disassemble or attempt to repair the Chromebook. Damaged chargers hold a fee of \$15.
- If a Chromebook is lost or stolen, the student must report the incident to the Principal's Office as soon as possible. During distance learning, in the case of theft, a police report should be filed, and students/parents are responsible for replacing the cost of the Chromebook at \$300 for Gr. 3 & 4, and \$160 for Gr. 5.
- Students/parents/guardians are not permitted to repair, alter, modify or replace the Chromebook without express authorization from St. Hilary School. Under no circumstance will St. Hilary School replace or repair a student Chromebook without the required payment from the student/parent.

7. Chromebooks must remain free of any writing, drawing, stickers or labels that are not the property of St. Hilary School. Chromebooks may not be permanently altered in any way. At this time, if applicable, no Chromebook is permitted to be used as a tablet, or with a stylus.

8. **Distance Learning Extension Clause - For 3<sup>rd</sup>, 4<sup>th</sup>, & 5<sup>th</sup> Grade:**

- In the event that St. Hilary School moves to a full distance learning format or any individual student becomes a distance learner, due to an administration approved circumstance, students in grades 3-5 will be permitted to utilize their designated school Chromebook. **NOTE: These Chromebooks are designed and stored to function as 'in-school' devices. When Chromebooks are taken home, it is the responsibility of the student and guardian to safely handle and care for the device. If the extra device is not needed, families may see a need to refuse the option of taking the device home for distance learning that has been approved by administration. Any damage to the device, or necessary repairs that need to be made after a student takes a device home will be the responsibility of the student/guardian. Full replacement cost for Gr. 3 & 4 Chromebooks is \$300.**
- When taken home for administration approved circumstances of distance learning, each student will be allowed to take home both their Chromebook and numbered charger from their class cart. NOTE: There are no cases available for these devices, so special care and attention must be taken when handling and transporting these devices to and from school. Bubble wrap envelopes will be provided for transport.
- Under this clause, parents/students must adhere to all of the same at-home expectations that are

expected and outlined in this policy.

### III. General Expectations

1. Students are responsible for understanding and adhering to all Acceptable Use Policy for Technology regulations from the *St. Hilary Family Handbook* relating to the use of technology, in addition to this Mobile Device Agreement, both at school and at home, at all times.
2. Students may not remove or circumvent the management system installed on the Chromebook. This includes removing restrictions that are loaded by the school on the device. These restrictions include any attempt to bypass security profiles set-up through the school MDM and/or Web Content Filtering systems, deleting/altering apps or settings already installed on the device, or logging into the device using any form of ID or password not provided by the school.
3. Students may only connect to the Internet via the wireless network provided by St. Hilary School while on campus.
4. Students are permitted to take the devices home (**6th - 8th grade only**). However, students are expected to have their Chromebook fully charged at school each day.
5. Parents are expected to provide additional monitoring and enforcement of the **Student Mobile Device Acceptable Use Policy Agreement** when the Chromebooks are taken home or are used off-campus.
6. Sound must be muted at all times unless permission is obtained from the teacher for instructional purposes.
7. Chromebooks must always be within the school-issued protective case when carried. No utensils or materials of any kind should be kept inside the case. Chromebooks are never to be placed in a bookbag or on the floor unless directed by the teacher. **(The school will provide carrying cases for Grade 6, 7, & 8th grade Chromebooks.**
8. Cases provided by the school for the devices should in no way be exchanged with another student or defaced by the student. This includes removal of the identification label that should be showing the users name on the outside at all times. Like the device, these cases are property of the school, and must be returned with its device at the end of the year. The 6th, 7th, & 8th graders are given a Chromebook carrying case, and per this agreement the student/guardian will be responsible for the replacement cost of \$30 for the case.
9. Chromebooks used by students must bear the student's username (or number if gr. 3-5). No other name is acceptable. Students will not remove or deface the serial number on any Chromebook, whether his/hers or not.
10. Students are only permitted to be on their device during normal class period times. Students should not take their devices to lunch, use them at any time while eating or drinking, or have them out in the multi-purpose room prior to the homeroom bell in the morning.
11. Students are only permitted to use their school account to log into their own school-issued device. At no point should a student use their school account to log into another student's device, unless under direction of the teacher. This also applies to personal email accounts. Students are NOT permitted to use a personal email account on any school device at any time, especially on their 1:1 device.
12. **This 1:1 device acceptable use policy applies to St. Hilary School students at all times, whether the device is his/hers or not, and whether or not students are on campus, as St. Hilary School students are always representatives of St. Hilary School.**

### IV. Apps, Files, Etc.

1. Students are expected to back up all educational work on the Chromebook under teacher direction if necessary. St. Hilary School does not take responsibility for any lost data.
2. **Students are discouraged from printing materials on campus. Printers are available in the library for limited student use as directed by a teacher or librarian. Readers, worksheets, and other academic materials are available digitally on each device for study and reference.**
3. During the school day, earphones may be used only with the permission from the teacher.
4. Educational Apps will be provided by the school. Any software/apps originally installed by St. Hilary School must remain on the Chromebook in usable condition and be easily accessible at all times. The school may add software applications or apps throughout the year.
5. Students are not permitted to add any Apps or personal data (i.e. photos, movies, video, or other personal entertainment) to the devices, unless assigned by the classroom teacher.
6. Certain assignments may require the use or download of music files and apps. Students may access items

under the supervision of their teacher. Music may be stored on the devices, but it must contain appropriate ratings and adhere to the mission and philosophy of St. Hilary School.

7. As stated in the Acceptable Use Policy for Technology, students must refrain from using social media, gaming or blogging websites on the school-issued Chromebooks. Students should not receive pop-up or email notifications from Facebook or other social networking/entertainment sites or apps on the school-issued devices.

8. The camera may be used only when assigned by a teacher for educational purposes. When assigned, students may not distribute, publish, post, email, or share images and/or videos of students, St. Hilary School personnel or the campus (beyond the scope of the assignment.) Photos or video taken with the devices for academic assignments must conform to the mission and philosophy of St. Hilary School.

9. When using the Chromebook for video conferencing (Zoom and/or Meets) students are only permitted to participate in meetings under teacher supervision. They are NOT permitted to record sessions, start/conduct their own sessions, and/ or use the program for non-educational purposes.

10. When conducting internet searches, students must adhere to the expectations of the schools Acceptable Use Policy for Technology.

## **V. Prohibited Use**

### **Students/Parents/Guardians shall not:**

1. Leave the Chromebook unattended on the campus or be unaware of its location.
2. Throw the Chromebooks or otherwise handle it carelessly.
3. Exchange Chromebooks with another student.
4. Allow other students to retain or remove the Chromebook from their presence.
5. Copy certain Internet materials or reproduce or transmit materials without the permission of the author or other right-holder.
6. Plagiarize academic materials. It is the student's responsibility to respect and adhere to all copyright, trademark and other intellectual rights and trade secrets laws.
7. Use the Chromebook for any action that violates existing school rules or public law.
8. Use inappropriate language, create, access or distribute, or encourage others to create, access or distribute, offensive, profane, bullying/threatening, pornographic, obscene, rumors/gossip, sexually explicit or other content that is discourteous or abusive, harmful to other persons, not aligned with the school's mission and philosophy, or prohibited by law, when using e-mails, journals, wikis, blogs, or any other forms of communication.
9. Use chat rooms or messaging services not authorized by the teacher for academic use.
10. Access sites selling term papers, book reports, and other forms of student work.
11. Spam: send mass or inappropriate emails.
12. Gain access to other students' accounts, files, and/or data.
13. Use the school's Internet/e-mail accounts for financial or commercial gain or for any illegal activity.
14. Bypass the St. Hilary School web filter through a web proxy.
15. Share passwords, addresses, or other personal information on the Internet without the authorization of a parent or school representative.
16. Use or possess hacking software.
17. Mark, destroy, or decorate a school provided Chromebook case.
18. Inappropriate device background and/or account icon.

## **VI. Hold Harmless and Indemnification**

In consideration for receiving the Chromebook from St. Hilary School, the student and his/her parent or legal guardian agrees not to sue and hereby releases, waives, discharges, holds harmless, indemnifies, and defends **St. Hilary Parish/School, the Pastor/Ecclesiastical Liaison, employees, the Roman Catholic Diocese of Cleveland, the Bishop of the Roman Catholic Diocese of Cleveland, the Office of Catholic Education, and all their agents, successors and assigns** from any and all liability, losses, damages, claims, actions and causes of action of every nature for any and all known or unknown, foreseen or unforeseen, bodily or personal injuries, property damage, or other loss, whether claimed by the student, parent, legal representative, or any third party, relating in any way to the use of the Chromebook furnished by St. Hilary

School to the student.

## USER AGREEMENT / PARENT PERMISSION FORM

**\*Both Signatures Required\***

### ***Student Signature Section:***

- I have read the terms and conditions of the Student Device Acceptable Use Policy.
- I understand that technological resources are provided for educational purposes only, and I will use my Chromebook only for appropriate, educational purposes, in accordance with school policies.
- I understand that my Chromebook is the property of St. Hilary School, is loaned to me for educational use, and is subject to inspection at any time without notice.
- I agree to abide by the terms and conditions stated in the Student Mobile Device Acceptable Use Policy. Additionally, I will be responsible for the consequences of inappropriate use of technology, including the Internet, both on and off school property. I understand that consequences may include revocation of privileges to access the Internet and/or other technological resources, suspension, expulsion, and possible legal action.
- If I fail to comply with the above expectations, I understand that consequences may be issued at the discretion of the teachers and the administration, and that a stricter consequence may be issued based upon the severity of the infraction, as follows:

### **OFFENSES TRACKED BY SEMESTER:**

**1st offense:** student receives verbal warning (AUP #1 Gradelink noted)

**2nd offense:** student serves lunch-time detention (AUP #2 Gradelink noted & detention dated)

**3rd offense:** student serves after-school detention and loses Chromebook for one week (AUP #3 Gradelink noted & start date noted)

**4th offense:** student serves after-school detention and leaves Chromebook at school for the remainder of the year (AUP #4 Gradelink marked & date to start 'school use only' noted)

**5th offense:** student and parent meet with teacher and administration; student loses all Chromebook privileges and is responsible for finding another way to complete assignments and assessments involving the Chromebook.

User Name \_\_\_\_\_

*(print)*

User Signature \_\_\_\_\_ Date \_\_\_\_\_

Grade \_\_\_\_\_ Homeroom \_\_\_\_\_

### ***Parent/Guardian Signature Section:***

As the parent or legal guardian of the student signing above, I have read this Student Mobile Device Acceptable Use Policy and grant permission for my child to access St. Hilary School's information technology resources. I understand that my child will be held liable for violations of this agreement and that my child and I will be responsible for all damage or loss caused to the iPad or Chromebook as a result of neglect or abuse. I understand that St. Hilary School's information technology resources are intended for educational purposes. I also understand that St. Hilary School may not be able to restrict access to all controversial materials, and I will not hold St. Hilary School responsible for materials acquired on the network.

Parent/Guardian Name \_\_\_\_\_ Date \_\_\_\_\_

*(print)*

Parent/Guardian Signature \_\_\_\_\_

## ***Chromebook Insurance Coverage***

### **Chromebook Coverage:**

Saint Hilary School utilizes the company Vivacity for insurance coverage on school issued Chromebooks distributed to students in the 6th, 7th, & 8th grade. With coverage through Vivacity, each Chromebook will be insured with a protective case. At a cost of \$40, the Chromebook will be covered for **one school year**, with a \$0 deductible for unlimited claims. This fee is automatically charged to all students in grades 6-8 through yearly tuition invoices. Below are more coverage details. **NOTE: Although protective cases will be issued with the Chromebooks, the cases themselves are NOT covered under this insurance. Therefore, students are advised to always adhere to proper handling of the Chromebook cases.**

**Covered:** Accidental damage & handling, mechanical breakdown, liquid damage, & electrical failures.

**Not Covered:** Cosmetic damage, intentional damage, viruses, theft, misplacement, or the charging cords. (**\$15 fee for lost or stolen charger.**)

**Vivacity Insurance: \$40 (cost for 1-yr. of coverage) Deductible: \$0**