

**Acceptable Use Policy for Google Chrome Books  
Policies and Procedures  
1 to 1 Learning Environment  
Catholic Schools of the Archdiocese of Philadelphia  
(with revisions specific to SKD School)**

**GRADE 3 and 4**

Students and parents are required to review this document, as well as sign the accompanying agreement prior to the use of school issued Google Chrome Books.

Technology resources are provided for the purpose of supporting the educational mission of the school. The school's goal in providing the Google Chrome Book is to promote educational excellence by facilitating resource sharing, innovation, research, creativity, communication, increased productivity, and mobile learning.

Use of these technologies is a privilege that carries responsibility and behavioral expectations consistent with all school rules and policies, including but not limited to those stated in the School Handbook. It is understood that all members of the school community will use all types of computing devices and the school's network in a responsible, ethical, and legal manner at all times.

The Archdiocese of Philadelphia, Office of Catholic Education (AOP/OCE), and the local school retains sole right of possession of the Google Chrome Book and related equipment. The Google Chrome Book will be issued to students according to the guidelines set forth in this document. AOP/OCE and the local school retain the right to collect and/or inspect the Google Chrome Book at any time, and to alter, add, or delete installed software or hardware.

**Receiving Your Google Chrome Book**

Google Chrome Books will be distributed to each student. Google Chrome Books are for school use only. Students are not permitted to take home their Google Chrome Book.

**Caring For Your Google Chrome Book**

Students are responsible for the general care of the Google Chrome Book they have been issued by the school. Google Chrome Books that are broken or fail to work properly must be taken immediately to their teacher for an evaluation of the equipment.

**General Precautions**

- The Google Chrome Book is school property; therefore, all users will follow this policy and the Archdiocesan Acceptable Use Policy for Technology.
- Cords and cables must be inserted carefully into the Google Chrome Book to prevent damage.
- Google Chrome Books must remain free of any writing, drawing, stickers, or labels.

**Screen Care**

The screens can be damaged if subjected to rough treatment. The screens are particularly sensitive to damage from excessive pressure on the screen.

- Do not lean on the Google Chrome Book
- Do not place anything in the carrying case that will press against or scratch the cover.
- Do not bump the Google Chrome Book against lockers, walls, floors, etc. as it will eventually break the screen.

### **Passwords**

Google Chrome Books will be password protected. During the first week, each student will login using their Google Account. Passwords will be kept on record with the teacher and may not be changed without school's permission. Students are prohibited from sharing this password with anyone else except their parents.

### **Media and Personalization**

A standard background will be preset on the Google Chrome Book. Students may create wallpaper backgrounds only from the wallpapers provided in Settings.

### **Photos Photo/Image**

Storage of a student's personal photos or personal downloaded images is not permitted.

### **Sound, Music, Games, Apps**

- Sound must be muted at all times unless permission is obtained from the teacher.
- If a student finds an educational app, he/she may bring it to the attention to his/her teacher for consideration.

### **Saving Work**

It is the student's responsibility to ensure that work is not lost due to mechanical failure or accidental deletion.

### **Network Connectivity**

The Archdiocese of Philadelphia and the local school makes no guarantee that the school wireless network will be up and running 100% of the time.

### **Inspection**

Students may be selected at random to provide their Google Chrome Book for inspection. The local school and Archdiocese reserve the right to inspect Google Chrome Books and all contents at any time.

### **Acceptable Use**

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 the Acceptable Use Policy, or the general Archdiocesan Acceptable Use Policy for Technology, privileges may be terminated, access to the school's technology resources may be denied, and the appropriate disciplinary action will be applied. Violations may result in disciplinary action up to and including suspension/expulsion for students. When applicable, law enforcement agencies may be involved.

### **Parent/Guardian Responsibilities**

Talk to your children about values and the standards that your children should follow on the use of the Internet just as you do on the use of all media information sources such as television, phones, movies, and radio.

### **Students Responsibilities**

- Use the Google Chrome Book in a responsible and ethical manner.
- Obey general school rules concerning behavior and communication that apply to Google Chrome use.
- Use all technology resources in an appropriate manner so as to not damage school equipment. Damage includes, but is not limited to, the loss of data resulting from delays, non-deliveries, or service interruptions caused by the student's own negligence, errors or omissions.
- Help the school protect our computer system/device by contacting a teacher about any security problems.
- Secure the Google Chrome Book after work is completed to protect work and information.
- Print a copy of any email containing inappropriate or abusive language (or if the subject matter is questionable), and turn it in to the teacher.

### **Student Activities Strictly Prohibited**

Students who engage in any of the following prohibited activities will earn a detention or suspension based on the infraction.

- Illegal installation or transmission of copyrighted materials.
- Any action that violates existing School policy or public law.
- Sending, accessing, uploading, or downloading, offensive, profane, threatening, obscene, or explicit materials.
- Installing games/apps.
- "Jailbreaking" of your Google Chrome Book
- Spamming--sending mass or inappropriate emails.
- Gaining access to other student's accounts, files, and/or data without permission.
- Vandalism (any malicious attempt to harm or destroy hardware, software or data, including, but not limited to, the uploading or creation of computer viruses or computer programs that can infiltrate computer systems and/or damage software components) of school equipment will not be allowed.
- Transmission or accessing materials that are obscene, offensive, threatening or otherwise intended to harass or demean others.
- Bypassing the school's content web filter through a web proxy.

### **Google Chrome Book Care**

- Students will be held responsible for maintaining their individual Google Chrome Books and keeping them in good working order.
- Google Chrome Books batteries must be charged and ready for school each day. No labels or stickers may be applied to the Google Chrome Books.
- Google Chrome Books that malfunction or are damaged must be reported to the classroom teacher. A repair fee of \$50 will be charged. Depending on the type of repair needed, this fee may not be available in excess of two incidents. Students will be responsible for the entire cost of repairs to Google Chrome Books that are damaged intentionally.

- Google Chrome Books that are stolen must be reported immediately to the principal and the Police Department.

### **Legal Propriety**

Comply with trademark and copyright laws and all license agreements. Ignorance of the law is not immunity. If you are unsure, ask a teacher or parent. Give credit to all sources used, whether quoted or summarized. This includes all forms of media on the Internet, such as graphics, movies, music, and text.

### **Storing Your Google Chrome Book**

When students are not using their Google Chrome Books, nothing should be placed on top of the Google Chrome Book.

### **Google Chrome Books Left in Unsupervised Areas**

Under no circumstances should Google Chrome Books be left in unsupervised areas. Unsupervised areas include the school grounds and campus, the lunchroom, computer lab, library, unlocked classrooms, and hallways. Any Google Chrome Books left in these areas is in danger of being stolen. If a Google Chrome Book is found in an unsupervised area, it will be taken to the Computer Lab where the student will need to sign a release for its return.

### **Cost of Repairs**

Students will be held responsible for ALL damage to their Google Chrome Books including, but not limited to: broken screens, cracked plastic pieces, inoperability, etc. The fee for the repair of this damage will be approximately \$50 which will be charged to the student. Depending on the type of repair needed, this fee may not be available in excess of two incidents. Students will be responsible for the entire cost of repairs to Google Chrome Books that are damaged intentionally. Lost items such as cables will be charged the actual replacement cost.

