



# **St. Catherine of Siena School Chromebook Usage Policy (“CUP”) and Agreement**

*2017-2018 School Year*

### ***I. Purpose***

St. Catherine of Siena School is excited to roll out its 1:1 technology initiative. Chromebooks in the hands of each fifth grade student will provide a new wealth of resources literally at the push of a button. There is a growing reliance in today's world on computers both in education and the workplace. SCS wishes to integrate technology seamlessly into the curriculum to both increase rigor and educate students on the appropriate use of computers as an educational instrument.

Chromebooks at SCS are meant to be another "tool" to enhance teaching and learning in the classroom. Chromebooks will not be used continuously in every class every single day. Rather, Chromebook use will be "teacher directed" in activities that will augment the topics and skills being taught. The role of the teacher in the classroom will remain vital as teachers will shift from being directors of learning to being facilitators of understanding.

### ***II. Applicability of Other School Rules and Policies***

St. Catherine of Siena School authorizes the use of Chromebooks in a manner consistent with the school's mission, religious beliefs, and disciplinary code as stated in the Parent-Student Handbook.

Rules, regulations, and policies specific to the use of Chromebooks are enumerated in this Usage Policy and Agreement. The school administration reserves the right to make changes to the Chromebook Usage Policy and Agreement at any time without prior notice. Changes to the "CUP" will be disseminated to the parents/guardians and students through Edline e-mail.

### ***III. Ownership***

Chromebooks will be purchased, in full, by the families of students, through the school, either upon entering fifth grade or joining the "middle school" at some other time. The student will continue to use the same Chromebook through the end of his/her seventh grade year. The responsibility of proper care and usage lies solely with the student at all times. Chromebooks will go home nightly and must be brought to school by the students each day.

St. Catherine of Siena School is the sole licensee of the software included on each Chromebook. Any copying, modifying, merging, or distribution of the software by the student is prohibited. The student is responsible for complying with any and all hardware, software, and service provider licensing agreements, terms of use, and applicable state and federal copyright and other intellectual property protections. Violations of any such licenses, terms, or laws shall continue a violation of the "CUP".

### ***IV. Expectations***

- Students must never access, keep, or send anything they would not want their teachers and/or parents to see.
- Students must willingly submit their Chromebook to school personnel for inspection and/or investigation upon request.
- Students must accept the monitoring of Chromebook activity at all time, even off campus, through the management console.
- Students must fully charge Chromebooks each night to ensure they are ready for each school day.
- Students must not willfully or purposefully damage the Chromebook or any of its peripherals.

### ***V. Acceptable Use***

- St. Catherine of Siena School only authorizes use of Chromebooks on campus in a manner that supports the instructional goals of the school and follows the general guidelines and expectations of the school.
- Chromebooks should be handled and used with care.
- Chromebooks are to be brought to school every day fully charged unless otherwise instructed by a school administrator.
- Students must not install any program on Chromebook computers unless specifically authorized to do so by a teacher or school administrator.
- Chromebooks are not to be used on "peer-to-peer" (P2P) or torrent sites.

- The Archdiocese of New Orleans’ web-filtering system restricts the use of social media sites.
- The use of any program to circumvent school and Archdiocesan firewalls and web-filtering is prohibited.
- Students are not permitted to post images of any student or staff member.
- Students are not permitted to take video, photos, or voice recordings of anyone or anything on campus, during the school day, unless given permission to do so by a teacher in the course of completing an assignment.
- Students must not intentionally modify network configuration files or otherwise interfere with the functioning of the St. Catherine of Siena School Wi-Fi network.
- Students must not intentionally transmit viruses, worms, and other such malicious computer programs using Chromebooks.
- Students must not modify, upgrade, or attempt to repair Chromebooks without the express written permission of St. Catherine of Siena School. Additionally, the student should not remove any restrictions on the device or attempt to “jailbreak” it.

## **VI. Security**

- In monitoring of the safe and appropriate use of Chromebooks by SCS students, the school will use programs that can view student work in progress, access memory on the Chromebook as well as “cloud” storage, emulate the screen, “force” or “kill” screens and programs, and disable some of the hardware (i.e. USB ports, camera). Teachers, administrators will have these abilities whether the Chromebook is on campus or not.
  - At school, accessible content will be subject to the web-filtering system put in place by the Archdiocese of New Orleans, Google’s “Safe Search” feature, and restrictions set by the school to the Google network and domain.
  - At home, accessible content will be subject to Google’s “Safe Search” feature, the school’s restrictions and settings of the Google network and domain, and “Securly” - an off-site web-filtering service.
- The school will provide a system for labelling and identifying all Chromebooks.

## **VII. Liability**

- Students alone are responsible for all material sent by and/or stored on Chromebooks. Students accept responsibility for keeping their Chromebooks free from any and all content that...
  - ...could be harmful/dangerous to the integrity of the school’s Wi-Fi or wired network.
  - ...is illegal in nature.
  - ...does not conform to the missions, goals, and teachings of St. Catherine of Siena School, the Archdiocese of New Orleans, and the Roman Catholic Church.
- St. Catherine of Siena School is not liable for any material sent by and/or stored on student Chromebooks.

## **VIII. No Guaranteed Content Privacy**

- St. Catherine of Siena School cannot guarantee that content stored on student Chromebooks will be private.
- St. Catherine of Siena School reserves the right to monitor or access the storage on Chromebook computers, including student “cloud” storage (i.e. Google Drive), for any reason in accordance with school regulations and civil law. The right to monitor includes, but it not limited to, circumstances when St. Catherine of Siena School suspects, or is advised of: possible breaches in security, willful damage to the network or machine, harassment, or other violations of school policies, rules, regulations, directives, or law, or if evidence exists which demonstrates to the school that the Chromebook may contain information, data, or other intellectual property that legally belongs to another party.

## **IX. Repairs**

- Chromebooks in need of repair will be shipped to the school’s vendor of choice at student expense for repairs to be made.
- A “loaner” Chromebook may be issued to the student, if there is one available. Chromebooks on loan to students awaiting repairs on their devices may be taken home.

### ***X. If a Chromebook is out for repair***

- The student may check out a loaner for the day, if there is a machine available.
- A student borrowing a “loaner” must sign a “loaner agreement” and will be responsible for any and all damage to or loss of the loaned device, including monetary damages.
- “Loaner” Chromebooks must be turned into the school office before the student leaves campus for the day.

### ***XI. Disciplinary Measures***

- In addition to the measures prescribed by the school’s disciplinary code in the Parent-Student Handbook:
  - Noncompliance with the “CUP” will result in the issuance of a conduct form, in the appropriate category given the violation- the consequences range from points off the quarterly conduct grade to detention and possible in-school suspension. Continued infractions when using the machine could result in the restriction or loss of Chromebook use. Severe infractions may result in a permanent termination of Chromebook use by the student.
  - Students are required to make full financial restitution for any unauthorized expenses incurred or any damages caused to their own Chromebook or someone else’s.
  - School administrators reserve the right to determine when the “CUP” has been violated.
  - Students violating any part of the “CUP” may face additional disciplinary action deemed appropriate in keeping with St. Catherine of Siena’s disciplinary policies and guidelines.
  - When appropriate, disciplinary action may include legal action.
- **Definite “don’ts” that will result in a conduct form being issued:**
  - Being “off task” – using programs or visiting websites that are not part of the current lesson/activity.
  - Deliberately damaging, vandalizing, and/or deleting “shared” documents.
  - Using the camera to take still images and/or videos without expressed permission of the teacher.
  - Posting or sharing still images and/or videos on social media platforms without the expressed permission of the teacher.
  - Attempting to circumvent the forced settings, firewall, and other built-in protections.

### ***XII. Digital Citizenship***

- CLEAR: Guidelines for students to be good “digital citizens”
  - **C**onsiderate – think before you do, say, type, or save anything
  - **L**egal and **E**thical – respect the ownership rights of others, use media only with permission, and respect the privacy of others
  - **A**ppropriate – use the technology for its intended educational purposes
  - **R**esponsible – take care of your Chromebook, both the hardware and your files

### ***XIII. Indemnification***

By signing the St. Catherine of Siena School Chromebook Usage Policy and Agreement, the student and his/her parent(s)/guardian(s) agree to hold St. Catherine of Siena School harmless from and against any and all liabilities, costs, attorney fees, and other damages which arise out of or relate in any way to the use of the Chromebook and its software.



## **Chromebook Usage Policy and Agreement Form**

\*All parents and students must sign and submit this form on a yearly basis.

I have received a physical copy of St. Catherine of Siena School's Chromebook Usage Policy and Agreement ("CUP"). I have reviewed the entire policy and understand the expectations, rules, regulations, and consequences contained. I understand the student is responsible for the use of the Chromebook, and will be held accountable for behavior in relation to what is outlined in this agreement, including the monetary responsibility for repairs.

I understand that St. Catherine of Siena School reserves the right at any time to amend the Chromebook Usage Policy and Agreement, and that I will be informed of these changes by e-mail. I am aware that a digital copy of the Chromebook Usage Policy and Agreement is available on the school website ([www.scsgators.org](http://www.scsgators.org)).

I further understand that St. Catherine of Siena School and the Archdiocese of New Orleans operate a strict web-filtering system and firewall in order to provide a "safe" Internet environment for students. The school and the Archdiocese have made all reasonable attempts to filter, remove, and block anything that might be considered inappropriate for student access. I acknowledge that it is simply impossible to restrict access to all controversial materials and I will not hold St. Catherine of Siena School, the Archdiocese of New Orleans, and the Roman Catholic Church responsible for any materials acquired during the use of Chromebooks.

Students agree that, when not in a school setting, they will submit to parent/guardian monitoring of Chromebook use. Parents/Guardians agree to supervise the use of Chromebooks when students are away from school.

\_\_\_\_\_  
*Student name (printed)*

\_\_\_\_\_  
*Student signature*

\_\_\_\_\_  
*Date*

\_\_\_\_\_  
*Parent/Guardian name (printed)*

\_\_\_\_\_  
*Parent/Guardian signature*

\_\_\_\_\_  
*Date*