



Corpus Christi School

Chromebook Acceptable Use Policy

Corpus Christi School (CCS) will supply an EduGear Chromebook for Seventh and Eighth Grade student use for the 2016-2017 school year. The student will be issued a Chromebook with predetermined extensions installed.

Eighth Grade students and parents are required to review and sign this document before a student can receive his/her Chromebook.

Technology resources at CCS are provided for the purpose of supporting the educational mission of the School. The School's goal in providing the Chromebook 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 Parent - Student Handbook. It is understood that members of the CCS community will use all types of computing devices and the School's network in a responsible, ethical, and legal manner at all times.

CCS retains sole right of possession of the Chromebook and related equipment. The Chromebook will be issued to students according to the guidelines set forth in this document. CCS retains the right to collect and /or inspect the Chromebook at any time, and to alter, add, or delete installed software or hardware.

1. Chromebook

1.1 Receiving Your Chromebook

In order for a student to receive his/her Chromebook, the Use Policy must be signed by a parent and student and returned to the school.

1.2 Chromebook Check-in

All Chromebooks will be returned the final week of school.

Students who leave CCS for any reason must return his/her Chromebook.

Students are responsible for returning the Chromebook in good working order at the end of the school year or upon termination of enrollment at CCS. Students will be responsible for the costs of repair or replacement if the Chromebook is not returned in good working order.

2. Taking Care of Your Chromebook

Students are responsible for the general care of the Chromebook they have been issued by the school. Chromebooks that are broken or fail to work properly must be returned to the computer lab at CCS for an evaluation.

2.1 General Precautions

- * The Chromebook is school property and all users will follow this policy and the CCS acceptable use policy for technology.
- * Cords and cables must be inserted carefully into the Chromebook to prevent damage.
- * Chromebooks must remain free of any writing, drawing, stickers, or labels that are not the property of CCS.
- * Students wishing to leave their Chromebooks at school upon completion of the school day must check them with the charging cable to the computer lab for safekeeping at dismissal and check them back out prior to homeroom.
- * Students may not use “skins” to “personalize” their Chromebooks.

2.2 Carrying Chromebooks

The protective cases provided with the Chromebooks have sufficient padding to protect the Chromebook from normal wear and tear and provide suitable means for carrying the devices within the school. The guidelines below should be followed:

- * Chromebooks should always be within the carrying case when carried to and from school and from classroom to classroom.
- * Avoid placing too much pressure and/or weight (such as folders, textbooks, and workbooks) on the Chromebook. This is especially true when carrying the Chromebook in student backpacks.
- * Carrying cases must be returned in good order at the end of the school year.

2.3 Screen Card

The Chromebook 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 top of the Chromebook when it is closed.
- * Do not place anything near the Chromebook that could put pressure on the screen.
- * Do not place anything within the two halves of the Chromebook.
 - * Do not “bump” the Chromebook against lockers, walls, car doors, floors, etc. as it will eventually break the screen.

3. Using Your Chromebook at School

Chromebooks are intended for use at school each day. Students must be responsible to bring their Chromebook, **fully charged**, to all classes, unless specifically instructed not to do so by their teacher.

Students who repeatedly (three or more times in a quarter) fail to bring their Chromebook to school or maintain a fully charged battery may lose the privilege of the Chromebook for a time to be determined by the principal.

3.1 Chromebooks Left at Home

If students leave their Chromebook at home, they are responsible for getting the course work completed as if they had their Chromebook present. Loaner Chromebooks may not be available to students who forgot to bring their Chromebook to school or failed to charge their Chromebook.

3.2 Passwords

Students will be assigned a Google account and password. This password may not be changed by the student.

Google account passwords will be shared with the student's parents or guardians.

The faculty of CCS reserves the right to check student accounts.

3.3 Background Photos

A standard background will be preset on the Chromebook and may not be changed by the student. Students may, however, select an appropriate Google account login picture for their Chromebooks.

3.4 Photos

Photo/Image storage on the Chromebook or Google Drive will be for school projects only. Storage of student personal photos or downloaded images is not allowed.

Camera Use: Corpus Christi Chromebooks are equipped with cameras and must only be used for an educational assignment.

3.5 Sound, Music, Games, or Programs

* Students may not download music from any music sharing site unless directed by or with the permission of a teacher

* Music is only allowed on the Chromebook if provided by the teacher for educational use.

* Sound must be muted at all times unless permission is obtained from the teacher for instructional purposes.

* Non-educational games are not allowed on the Chromebooks.

* The device can only be synced by the school's Google Chrome Administrator.

3.6 Home Internet Access

Students are allowed to set up wireless networks on their Chromebooks to assist them with Chromebook use while at home.

4. Managing Your Files & Saving Your Work

4.1 Saving Work

It is the student's responsibility to ensure that work is not lost due to mechanical failure or accidental deletion. Google Drive malfunctions are not an acceptable excuse for not submitting work; therefore, students should back up all work.

4.2 Network Connectivity

CCS makes no guarantee that the school's wireless network will be up and running 100% of the time.

5. Software on Chromebooks

5.1 Originally Installed Software

CCS will synchronize the Chromebooks to contain the necessary Extensions for school work. Students will **not** synchronize Chromebooks or add extensions through a personal Google account. The software/extensions originally installed by CCS must remain on the Chromebook in useable condition and be easily accessible at all times. From time to time the school may add or modify software applications or extensions for use in a particular course.

Periodic checks of Chromebooks will be made to ensure that students have not removed required extensions and/or synced to a personal Google account.

5.2 Inspection

Students may be selected at random to provide their Chromebook for inspection.

5.3 Procedure for re-loading software

If technical difficulties occur or illegal software (non-CCS extensions or programs) is discovered, the Chromebook will be restored by the CCS Google Chrome Administrator. The school does not accept responsibility for the loss of any software or documents deleted due to a re-sync or re-image. In this event, the student may lose the privilege of Chromebook use.

5.4 Software Upgrades

Upgrade versions of licensed software / apps are available from time to time. Students may be required to return their Chromebooks to the computer lab.

6. Acceptable Use

The use of the CCS technology resources is a privilege, not a right. The privilege of using the technology resources provided by the school is not transferable or extendible by students to people or groups outside the school 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, privileges may be terminated, access to the school's technology resources may be denied, and the appropriate disciplinary action shall be applied.

6.1 Chromebook Care

Students will be held responsible for maintaining their individual Chromebooks and keeping them in good working order.

* Chromebook cases furnished by the school must be returned with only normal wear and tear and no alterations to avoid paying a replacement fee.

* Chromebooks that malfunction or are damaged must be reported to the computer lab. The school will be responsible for repairing Chromebooks that malfunction. The costs of repairing Chromebooks that have been damaged from student misuse are the sole responsibility of the student.

* Neglect or accidental damage will be repaired with the costs of repair or replacement being entirely borne by the student. **Optional** insurance coverage is available, and if chosen then the deductible cost will be borne by the student.

* Chromebooks that are stolen must be reported immediately to the computer lab and the Police Department.

6.6 Legal Propriety

Students must 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 a parent.

7. Protecting and Storing Your Chromebook

7.1 Chromebook Identification

Student Chromebooks will be labeled in the manner specified by the school.

8. Chromebook Insurance

8.1 School Protection

CCS offers at the students' expense optional insurance protection offered by Worth Ave. Group, underwritten by Hanover Insurance Company. The protection covers:

- * Accidental damage - including drops/liquid spills
- * Liquid submission
- * Theft
- * Fire/Flood damage
- * Vandalism (by someone other than an CCS student)
- * Natural disasters
- * Power surge due to lightning

See insurance application form for prices.

8.2 Claims

All insurance claims will be handled by the parent working directly with the insurance agency. In the event of theft, parents must report the loss to their local police department. A copy of the damage or police report must be presented to the CCS school office before a Chromebook can be repaired or replaced.

9. Cost of Repairs

Students may be held responsible for all damage to their Chromebooks including, but not limited to: broken screens, cracked plastic pieces, inoperability, etc. Should the cost to repair exceed the cost of purchasing a new device, the student will pay for full replacement value. Lost items such as cases and cables will be charged the actual replacement cost.

I agree to the terms and conditions stated in this policy:

_____ Student Signature _____ Date

_____ Parent Signature _____ Date