



## **Bishop Grimes Jr. / Sr. High School Chromebook Acceptable Use Policy and Agreement**

Bishop Grimes Jr. / Sr. High School and ESM school district have purchased a Chromebook for the student's educational use for the current school year. The student will be issued a Chromebook with Google Apps for Education permissions and a school designed user profile installed. Students and parents are required to review this document as well as sign the accompanying agreement to protect the hardware and software inherent with this technology. Technology resources at Bishop Grimes Jr. / Sr. High School are provided for the purpose of supporting the educational mission of the school. The school's goal in providing the student a Chromebook is to promote educational excellence by facilitating resource sharing, innovation, research, creativity, communication, increased productivity, project-based learning, and mobile learning.

Use of these technologies is a privilege that carries responsibilities 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 Bishop Grimes Jr. / Sr. High School community will use all types of computing devices, the school's network, and diocesan-issued e-mail address in a responsible, ethical, and legal manner at all times. Bishop Grimes Jr. / Sr. High School retains sole right of possession of the Chromebook and related equipment. The Chromebook will be issued to students according to guidelines set forth in this document. Bishop Grimes Jr. / Sr. High School retains the right to collect and/or inspect the Chromebook at any time and to alter, add, or delete installed profiles, software, or hardware.

### **1. Chromebooks**

#### **a. Receiving your Chromebook**

- i.** Chromebooks will be distributed at the discretion of a school administrator. Parents and students must sign and return the Bishop Grimes Jr. / Sr. High School Chromebook Acceptable Use Policy before receiving a Chromebook.

#### **b. Chromebook Check-In**

- i.** Chromebooks will be returned upon administrative request as determined by the school's administrators. Students who transfer, withdraw, are suspended or expelled from Bishop Grimes Jr. / Sr. High School during the school year, must surrender the Chromebook upon termination of enrollment.

#### **c. Check-In Fines**

- i.** Failure to return the Chromebook will result in a theft report being filed with the local police department. If a student fails to return the Chromebook at the end of the school year or upon termination of enrollment at Bishop Grimes Jr. / Sr. High School, the undersigned parent/guardian will be subject to civil liability including the replacement cost of the Chromebook. Furthermore, that student and his/her family will be responsible for any damage to the Chromebook, consistent with the school's Chromebook protection plan. The student's family will be

charged a fee for any needed repairs and fees, not to exceed the replacement cost of the Chromebook.

## **2. Taking care of your Chromebook**

- a.** Students are responsible for general care of the Chromebook they have been issued by the school. Chromebooks that are broken or fail to work properly must be taken to the Library for an evaluation of the equipment by the Library Media Specialist. If the Chromebook is found to be damaged beyond the school's ability to fix it internally, the school will arrange for the repairs to the Chromebook, but it is the student's and/or family's fiscal responsibility to repair or replace the device.
- b.** If a student's Chromebook breaks or is inoperable, whether intentionally or by accident, it is not the school's responsibility to pay for the replacement of the Chromebook. It is the responsibility of the student and his/her family to pay for the repairs or replacement.
- c. General Precautions**
  - i.** The Chromebook is school property and all users will follow this policy and the Bishop Grimes Jr. / Sr. High School Acceptable Use Policy for technology.
  - ii.** Chargers, cords, and cables must be inserted carefully into the Chromebook and electrical outlets to prevent damage.
  - iii.** Chromebooks must remain free of any writing, drawing, stickers, or labels that are not the property of Bishop Grimes Jr. / Sr. High School.
  - iv.** Chromebooks must never be left in an unlocked locker, unlocked car, school cubby, or any unsupervised area.
  - v.** Students may not use "skins" to personalize their Chromebooks.
  - vi.** Students are to be careful if carrying a Chromebook in a book bag. Excessive pressure against textbooks, dropping the book bag, and/or throwing the book bag may result in damage to the Chromebook.
- d. Carrying Chromebooks**
  - i.** Avoid placing too much pressure and/or weight (such as books) on the Chromebook.
  - ii.** Do not carry the Chromebook by the "handle".
- e. Screen Care**
  - i.** Chromebook screens can be damaged if subjected to rough treatment. The screens are particularly sensitive to damage from excessive pressure on the screen.
  - ii.** Do not lean on the top of the Chromebook when it is closed.
  - iii.** Do not place anything near the Chromebook that could put pressure on the screen.
  - iv.** Clean the screen with a soft, dry antistatic or microfiber cloth.
  - v.** Do not "bump" the Chromebook against lockers, walls, car doors, floors, etc. as it will break the screen.

## **3. Using your Chromebook at School and at Home**

- a.** Chromebooks are intended for use at school each day. In addition to teacher expectations for Chromebook use, school messages, school e-mail messages,

announcements, planners, calendars, and schedules may be accessed using the Chromebook. Students are responsible for bringing their Chromebook, fully charged to all classes unless specifically instructed not to do so by their teacher.

- b. Students who repeatedly (three or more times in a marking period) fail to bring their Chromebook to school or maintain a fully charged battery will lose the privilege of the Chromebook for a time to be determined by administration.
- c. **Chromebooks left at Home**
  - i. If students leave their Chromebook at home, they are responsible for getting the course work completed as if they had their Chromebook in class. Loaner Chromebooks will not be available to students who forgot to bring their Chromebook to school or failed to charge their Chromebook prior to the start of the school day. Failure to have their Chromebook may affect a student's class participation grade.
- d. **Charging your Chromebook's Battery**
  - i. Chromebooks must be brought to school each day in a fully charged condition. Students need to charge their Chromebooks each evening. This may take up to 5 hours to fully charge the Chromebook. This should become part of a student's evening routine and preparation for the next school day.
- e. **Passwords**
  - i. Students will be issued a Bishop Grimes email address and password that will be kept on record with administration and the Library Media Specialist. It may not be changed. Students are prohibited from sharing this information with anyone except their parents. School-issued e-mails can be accessed by the school at any time and all e-mails sent and received are traceable. If a student is found abusing their school-issued e-mail his/her email address may be suspended.
- f. **Screensavers/Background Photos**
  - i. A standard background will be preset on the Chromebook. Students may not change the screensaver or background to something that is morally or socially inappropriate or vulgar.
- g. **Photos**
  - i. Photo/image storage on the Chromebook will be for school purposes. Storage of inappropriate student personal photos or downloaded images is not allowed on a student's Google Apps for Education (GAFE) account.
- h. **Sound, Music, Games, or Programs**
  - i. Students may not download any music, games, or programs.
  - ii. Sound must be muted at all times unless permission is obtained from the teacher for instructional purposes. Earbuds or headphones must be provided by the student.
  - iii. All programs, apps, and sites accessed on the device must be appropriate and acceptable for school use.
- i. **Printing**
  - i. Printing may be available with the Chromebook. Students will be given information and instruction on printing with the Chromebook at school.

- j. Home Internet Access**
    - i. Students are allowed to set up wireless networks on their Chromebooks to assist them with Chromebook use while at home. Printing at home will require a wireless printer and proper settings on the Chromebook.
- 4. Managing Files and Saving Work**
  - a. Saving Work**
    - i. Student work is not saved on the Chromebook. Students will be instructed on how to save their work to their GAFE account, specifically using Google Docs.
  - b. Network Connectivity**
    - i. Bishop Grimes Jr. / Sr. High School makes no guarantee that the school wireless network will be up and running 100% of the time.
- 5. Software on Chromebooks**
  - a. Inspection**
    - i. Students may be selected at random to provide their Chromebook for inspection.
- 6. Acceptable Use**
  - a.** The use of the Bishop Grimes Jr. / Sr. High School 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 at the school.
  - b.** 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. Bishop Grimes Jr. / Sr. High School's Chromebook Acceptable Use Policy shall be applied to student infractions.
  - c. Parent/Guardian Responsibilities**
    - i. Parents are expected to talk to their children about values and the standards that their children should follow on the use of the internet, just as they do on the use of all media information sources, such as television, telephones, movies, and radio.
  - d. School Responsibilities:**
    - i. To provide internet and email access (if applicable) to its students.
    - ii. To provide data storage. This will be treated similar to school lockers. Bishop Grimes Jr. / Sr. High School reserves the right to review, monitor, and restrict information stored on or transmitted via school owned equipment and to investigate inappropriate use of resources.
    - iii. To provide staff guidance to aid students in doing research and help assure student compliance of the acceptable use policy.
  - e. Student Responsibilities:**
    - i. To use Chromebooks in a responsible and manner.
    - ii. To obey general school rules concerning behavior and communication that apply to Chromebook use.

- iii. To 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. Use of any information obtained via Bishop Grimes Jr. / Sr. High School designated internet system is at the users own risk. Bishop Grimes Jr. / Sr. High School specifically denies any responsibility for the accuracy or quality of information obtained through its services.
- iv. To help Bishop Grimes Jr. / Sr. High School protect its computer systems/devices by contacting an administrator about any security problems they may encounter.
- v. To monitor all activity on their account(s).
- vi. To turn off and secure their Chromebook after they are finished working to protect their work and information.
- vii. To print a copy of any email containing inappropriate or abusive language or questionable subject matter and turn it in to the Main Office.
- viii. To return their Chromebook at the end of each school year. Students who transfer, withdraw, are suspended or expelled, or terminate enrollment at Bishop Grimes Jr. / Sr. High School for any other reason must return their individual school Chromebook on the date of termination.

**f. Student Activities Strictly Prohibited:**

- i. Illegal installation or transmission of copyrighted materials.
- ii. Any action that violates existing school or diocesan policy or public law.
- iii. Sending, accessing, uploading, downloading, or distributing offensive, profane, threatening, pornographic, obscene, or sexually explicit materials.
- iv. Use of chat rooms, websites that sell term papers, book reports, and other forms of student work.
- v. Use of any messaging services (i.e. MSN Messenger, ICQ, AIM, IMO)
- vi. Any games, unless used with the permission of a teacher for educational purposes.
- vii. Use of outside data disks or external attachments without prior approval from the administration.
- viii. Changing of Chromebook settings (exceptions include personal settings such as font size, brightness, etc.).
- ix. Spamming or sending mass or inappropriate emails.
- x. Gaining access to other students' accounts, files, and/or data.
- xi. Use of the school's internet/e-mail accounts for financial or commercial gain, or for any illegal activity.
- xii. Use of anonymous and/or false communications, such as, but not limited to, MSN Messenger, Yahoo Messenger, email, etc.
- xiii. Participation in credit card fraud, electronic forgery, or other forms of illegal behavior.
- xiv. 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.

- xv. Transmission or accessing materials that are obscene, offensive, threatening, or otherwise intended to harass or demean recipients.
- xvi. Bypassing the Bishop Grimes Jr. / Sr. High School web filter through a web proxy.
- xvii. Students are not allowed to use another student's Chromebook.

**g. Chromebook Care**

- i. Students will be held responsible for maintaining their individual Chromebooks and keeping them in good working order.
- ii. Chromebook batteries must be charged and ready for each school day.
- iii. No labels or stickers are to be applied to the Chromebook.
- iv. Chromebooks that malfunction or are damaged must be reported to the Library Media Specialist. The school will be responsible for organizing the necessary repairs to the Chromebook. The student and/or student's family will be responsible for the entire cost of repairs to the Chromebooks that are physically damaged or inoperable due to user-fault. Chromebooks that are stolen must be reported immediately to the Administration. Chromebooks should not be left unattended or unsecure at any time.

**h. Legal Propriety**

- i. Comply with trademark and copyright laws and all license agreements. Ignorance of the law is not immunity. If you are unsure, ask the media specialist.
- ii. Plagiarism is a violation of the Bishop Grimes Jr. / Sr. High School Code of Conduct. 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.
- iii. Use or possession of hacking software is strictly prohibited and violators will be subject to the Bishop Grimes Jr. / Sr. High School Student/ Parent Handbook. Violation of applicable state or federal law will result in criminal prosecution or disciplinary action.

**7. Protecting and Storing your Chromebook**

**a. Chromebook Identification**

- i. Student Chromebooks will be labeled in the manner specified by the school. Chromebooks can be identified by serial number or school label.

**b. Storing your Chromebook**

- i. When students are not using their Chromebook, it should be put away.
- ii. Nothing should be placed on top of the Chromebook. Students should take their Chromebook home every day after school, regardless of whether or not they are needed. Chromebooks should not be stored in a vehicle.
- iii. If a student needs a secure place to store their Chromebook, they may check it in for storage with the Main Office or Library Media Center.

**c. Chromebooks left in Unsupervised Areas**

- i. Under no circumstances should Chromebooks be left in unsupervised areas. Unsupervised areas include anywhere on the school grounds and

campus (i.e. the lunchroom, computer lab, library, unlocked classrooms, study halls, hallways, gym locker room, unattended book bag). Any Chromebook left in these areas is in danger of being damaged or stolen. If a Chromebook is found in an unsupervised area, it will be taken to the school office. In the event that a Chromebook has been turned into the Main Office due to not being supervised, the student will have to check in and check out their Chromebook from the school office daily for one week.

#### **8. Cost of Repairs**

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







**Bishop Grimes Jr. / Sr. High School**  
**Student Pledge for Chromebook Use**



- I will use my Chromebook in ways that are appropriate and educational and that meet Bishop Grimes Jr. / Sr. High School's usage and behavioral expectations.
- I will use appropriate language when using emails, journals, wikis, blogs, or any other forms of communication. I will not create, or encourage others to create, discourteous or abusive content. I will not use electronic communication to spread rumors, gossip, or engage in any activity that is harmful to other persons.
- I understand that my Chromebook is subject to inspection at any time without notice and remains the property of Bishop Grimes Jr. / Sr. High School.
- I will follow the policies outlined in the Bishop Grimes Chromebook Acceptable Use Policy and the Bishop Grimes Jr. / Sr. High School Student/Parent Handbook and Planner while at school and at home during all times.
- I will take appropriate care of my Chromebook.
- I will never leave my Chromebook unattended and I will know where it is at all times.
- I will never loan out my Chromebook to other individuals.
- I will not let anyone else use my Chromebook other than my parents or guardians.
- I will charge my Chromebook daily and arrive at school with my device charged.
- I will clean the screen with a soft, dry antistatic or microfiber cloth.
- I will keep food and beverages away from my Chromebook so they may cause damage to the device. This includes during Lunchtime.
- I will not disassemble any part of my Chromebook or make any attempts to repair the Chromebook myself.
- I will not place decorations (such as stickers, markers, etc.) on the Chromebook or do anything to permanently alter the Chromebook in any way.
- I will not remove or deface the serial number or other identification on any Chromebook.
- I will file a police report in case of theft, vandalism, and other acts and inform the Library Media Specialist and Main Office.
- I will be responsible for all damages or loss caused by neglect or abuse.
- I agree to return the Chromebook and power cords in good working condition.

**I agree to the expectations set forth in the above documents.**

Student Name (print): \_\_\_\_\_

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

Parent/Guardian Name (print): \_\_\_\_\_

Parent/Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_



**Bishop Grimes Jr. / Sr. High School  
Chromebook Acceptable Use Policy:  
Parent/Guardian Policy**



I hereby release Bishop Grimes Jr. / Sr. High School and its personnel from any and all claims and damages of any nature arising from my child's use, or inability to use, the school technology, including but not limited to claims that may arise from the unauthorized use of the Chromebook to purchase product or services.

I understand that it is impossible for Bishop Grimes Jr. / Sr. High School to restrict access to all controversial materials, and I will not hold the school responsible for materials accessed on the network. I also agree to report any inappropriate Chromebook use to the school administration.

I accept full responsibility if and when my child's use of technology is not in the school setting and understand that my child is subject to the same rules, expectations, and agreements while not in school.

I accept that I am responsible to pay for repairs or replacement of the device should it be physically damaged, broken, or inoperable due to my son's/daughter's carelessness, lack of attention, and/or misplacement.

I have read and understand the information contained in this document and agree to abide by the rules set forth in this document.

Parent/Guardian Name (print): \_\_\_\_\_

Parent/Guardian Email: \_\_\_\_\_

Parent/Guardian Phone: \_\_\_\_\_

Parent/Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Child's Name (print): \_\_\_\_\_

**NOTE:** *In compliance with the Children's Internet Protection Act (CIPA), Bishop Grimes Jr. / Sr. High School has adopted internet safety policies and filters access to "inappropriate" materials online. The Diocese of Syracuse Technology Curriculum includes aspects of Digital Citizenship, Cyber Ethics, and Cyber Safety.*