

# Blessed Trinity Catholic School

## Student Chromebook Use Agreement

### Introduction

In conjunction with Blessed Trinity Catholic School's *Acceptable Use Policy*, the Student Chromebook Use Agreement establishes additional guidelines for Chromebooks that are assigned to individual students. Blessed Trinity Catholic School may introduce new rules and procedures to this Agreement, or modify existing ones, at any time and reserves the right to interpret these rules and procedures in relation to each individual situation.

Blessed Trinity provides content filtering of inappropriate materials as able on the devices. (Parents should also set internet controls at home.) Blessed Trinity also provides access to Google Apps for Education services. These services will be treated similar to school lockers; that is; Blessed Trinity staff reserves the right to review, monitor, and restrict information stored on or transmitted via school-owned devices and to investigate inappropriate use of resources.

### Device Ownership

Chromebooks, power cords and cases are, and will remain, owned by Blessed Trinity Catholic School at all times. Devices assigned to students are loaned on a temporary basis, and at no time should the Chromebook be considered owned by the student. Student use of Chromebooks is a privilege, and that use is conditional upon compliance with the school's *Acceptable Use Policy*, copyright compliance, and other policies and procedures outlined in this Agreement.

### Device Assignment & Loan

Students will receive a Chromebook, power adapter and case issued by the school. Students will be able to take their Chromebook home after the following requirements have been met:

- Student Chromebook Use Agreement, signed by both parent & student
- Online Resources Permission form, signed by parent *online*
- Handbook/Acceptable Use form, signed by parent & student *online*

### Device Return & Inspection

Chromebooks, power cords and cases must be returned to the designated location at the end of school year. Students who leave Blessed Trinity must return their device, case and power cord *on their last date of attendance*. If a student fails to return these at the end of the school year or upon termination of enrollment at Blessed Trinity, that student or his/her parent/guardian will be subject to criminal prosecution or civil liability. Failure to return the device will result in a theft report being filed with the police department. The family will be responsible for paying the replacement cost of the device if not returned.

It is expected that Chromebooks, power cords and cases will be returned in excellent physical and working condition. Upon return of the device, it will be inspected, and if damages are found beyond normal “wear and tear” that were not previously reported to the school, the student and family will be responsible for any repair costs that are necessary, up to the cost of replacement of the device, power cord and/or case, if necessary.

## **Student User Expectations and Restrictions**

As responsible users of technology and privileged users of a Student Chromebook, students are expected to:

- Bring their Chromebook to school **fully charged** each day. If a student fails to bring his/her Chromebook, or has an uncharged device, she or he is still responsible for the completion of all coursework in a timely manner. Blessed Trinity Catholic School will not provide “loaner” Chromebooks for this purpose.
- Bring their device to all classes, unless specifically instructed not to do so by their teacher. Exceptions: physical education, art and music.
- Use only the Chromebook assigned to them individually. Students should not use another student’s assigned Chromebook, subscriptions, log-ins, files, or personal information.
- Keep their personal login information, such as usernames and passwords, private and should not log in to any device as another person.
- Prevent their personal information, such as name, address, photos, or other identifying information from becoming public online.
- Log out of device when not in use to protect their work and information.
- Leave all asset or identification tags on hardware or cases in place and in pristine condition.
- Keep their Chromebook away from food or liquid. Chromebooks are not allowed during lunch in the cafeteria, or anywhere else in school where food or liquids are being used/consumed.
- Use devices in a responsible and ethical manner and obey general school expectations concerning behavior and communication that applies to device use. If a student should receive email or come across content containing inappropriate or abusive language or content, he/she will make their teacher/staff member (at school) or parent/guardian (at home) aware immediately.
- Use all technology resources in an appropriate manner so as to not damage school equipment. This damage includes, but is not limited to, the loss of data resulting from delays, non-deliveries, misdeliveries or service interruptions caused by the student’s own negligence, errors or omissions.
- Help Blessed Trinity protect our computer system/device by contacting a staff member about any security problems they may encounter.

## **Privacy**

As the devices are Blessed Trinity property, students should expect no privacy with them. Students may be selected at random, at any time, to provide their device for inspection. They will provide staff with any needed passwords.

## **Device Management**

All devices will be managed by Blessed Trinity. No personal accounts are permitted on school devices unless specifically approved by a Blessed Trinity staff member. Any attempts by students to circumvent any management settings will result in the confiscation of the device and disciplinary action. Students may not change or attempt to change any network or security settings on Blessed Trinity devices. Students may not employ the use of any software, system, or other device to circumvent the content filter. Any attempts to defeat or bypass the BTCS network or filter or to modify the device operating system may result in disciplinary action.

Students are not permitted to download any apps not approved by the school. School-approved apps will appear within the apps listed as “for btcsmn.org” in the Chrome Web Store. Students will have opportunities to suggest apps and to request specific apps, if there is educational merit to them. The determination of which apps will be added rests with the Technology Coordinator, in consultation with any other members of the staff who are impacted by the decision.

## **Cameras and Microphones**

The Chromebook comes equipped with audio and video recording capabilities through a built-in microphone and camera. Improper use of these tools has serious ethical and legal implications.

### *Policy Compliance*

There are appropriate academic uses for video and audio recording with the Chromebook. All electronic recordings created with the device must comply with Blessed Trinity Catholic School policies, State and Federal laws, and must reflect the mission and values of Blessed Trinity Catholic School. Blessed Trinity Catholic School prohibits recording undertaken without the knowledge and consent of the person or persons being recorded. Blessed Trinity Catholic School prohibits the use of electronic recording devices in a manner that compromises the privacy interests of other individuals (See Blessed Trinity Catholic School’s *Harassment Policy*). Blessed Trinity Catholic School also prohibits harassment and bullying (See Blessed Trinity Catholic School’s *Harassment Policy* as well as its *Acceptable Use Policy*) in all forms. Use of the Chromebook in a manner that violates Blessed Trinity Catholic School policy will result in disciplinary consequences and may result in revocation of the device.

Users of the Chromebook should be aware that State and Federal laws in many instances prohibit recording undertaken without the knowledge and consent of the person or persons being recorded. Violations of State and Federal recording laws may be reported to the proper authorities and may result in criminal prosecution.

### *Classroom Use*

Use of the Chromebook and any other devices with audio and video recording capabilities for instructional use is at the discretion of the teacher, and a student must obtain prior approval to use the device for such purposes. Users must obtain prior permission from a subject before any electronic recording or image (for example, a classroom project filmed in a hallway). Any electronic recordings obtained with the recording device at any time are for instructional/educational purposes and individual use. Therefore, electronic recordings obtained with the Chromebook may not be shared, published or re-broadcast for any reason by the student without permission of the instructor and the involved parties (including the parents of Blessed Trinity students). This includes, but is not limited to, Facebook, YouTube, Instagram, Twitter, any other social media site, or any image and video sharing service.

### *Locker Rooms*

The Minnesota law mandates that all audio and video equipment be powered off while in school locker rooms or bathrooms. Blessed Trinity Catholic School complies with this mandate. In addition, Chromebooks must be locked securely while being stored in locker rooms.

## **Device Use & Care (TigerCare)**

Students are responsible for the general care of the device they have been issued by Blessed Trinity. Devices that are broken or fail to work properly must be taken to the Blessed Trinity Technology Coordinator for an evaluation of the equipment. It is expected that these devices and their accessories will be returned in excellent condition at the end of the school year or upon termination of enrollment at Blessed Trinity.

### **Device Care**

Blessed Trinity has established a list of reminders for students about how to properly care for their Chromebooks. This reminder system is called **TigerCare** and is posted in each classroom, reminding students that:

- The device is school property and all users will follow the Acceptable Use Policy (AUP) for technology within Blessed Trinity. The AUP can be found in the Student/Parent Handbook.
- Students are responsible for keeping the battery of their device charged for school each day.
- Cords and cables must be inserted carefully into the device to prevent damage.
- Keep your Chromebook away from food, drinks and other liquids, and wash your hands before using it, especially after eating.
- Chromebooks should not be subjected to extreme cold or hot weather, excessive weight, or direct sunlight. Students also need to avoid putting their Chromebook into an overly full backpack or locker, or tossing a case containing a Chromebook.

- Devices must remain free of any writing, drawing, stickers, labels, or any other physical alterations that are not the property of Blessed Trinity.
- Devices must never be left in a locker, unlocked car, or any unsupervised area.

### **Screen Care**

- Screens can be damaged if subjected to rough treatment or excessive pressure.
- Do not lean on the top of the device or use it as a writing surface.
- Do not place anything on or near the Chromebook that could put pressure on the screen.
- Clean the screen with a soft, dry cloth or antistatic cloth. Do NOT use cleaning sprays. If more extensive cleaning is needed, please take the device to the Technology Coordinator.

### **Storage & Security**

Student Chromebooks should always be within the protective case provided by Blessed Trinity at all times. The protective cases provided with device have sufficient padding and provide a suitable means for carrying the device.

When students are not using their device, they should be stored in their case, and secured in a classroom or other designated secure place. We ask that students NOT place devices in lockers. Students will take their device home every day after school unless alternative arrangements have been made. Devices should not be stored in a vehicle.

Under no circumstances should devices be left in unsupervised areas. Unsupervised areas include but are not limited to: the school grounds and campus, the cafeteria, locker rooms, gym, unlocked classrooms, and hallways. Any device left in these areas is in danger of being stolen. If a device is found in an unsupervised area, it will be taken to the computer lab or office. Devices are not to be left in unsupervised areas when attending sports practice and sports games, music practice, theatre practice or any extracurricular event.

### **Damage, Loss or Theft**

#### **Damage**

If a student Chromebook fails to work or is damaged, report the problem to the Technology Coordinator as soon as possible. Do not attempt to repair the Chromebook or to gain access to the internal electronics. Chromebook repair/replacement options will be determined by the Technology Coordinator in consultation with the Principal.

#### **Damage Repair or Replacement Costs**

Repair or replacement costs will be determined based on an assessment of whether the damage resulted from intentional actions, negligence, or accidental causes. General wear-and-tear and repairs for hardware failure by no fault of the user or family are built into our program budget. Intentional damage, or damage resulting from negligence or misuse (i.e. spills,

drops, etc.) will be the responsibility of the student's family, just as is the case with any other school property. The maximum amount charged would be the replacement cost of the damaged property.

### **Loss or Theft**

If a student Chromebook is lost or stolen, the student must immediately report the situation to the Technology Coordinator or Principal. If the Chromebook is subsequently found, that too should be reported immediately to the Technology Coordinator or Principal. It is the responsibility of the student/family to recover, or replace, a lost Chromebook. In cases of theft or other criminal acts, a police report, or fire report in the case of fire, **MUST** be filed by the student's family. A copy of the police/fire report must be provided to the school office so that an insurance claim can be filed if necessary. These cases will be evaluated on an individual basis as to whether or not the family is responsible for any replacement costs.

### **Loaner Devices**

Subject to availability, loaner Chromebooks *may* be issued when students have to leave their Blessed Trinity Catholic School Chromebook with the Technology Coordinator for repair. Loaner devices will not be provided if a student has forgotten her or his Chromebook, or has brought an uncharged Chromebook to school.