Maternity *of* Mary
Saint Andrew
CATHOLIC SCHOOL

CHROMEBOOK RESPONSIBLE AND ACCEPTABLE USE PLAN

Our mission: In answering the call of Jesus Christ, Maternity of Mary – St. Andrew Catholic School is dedicated to providing a Catholic education that develops the unique God-given gifts of each student. In partnership with engaged families and a supportive parish community, the school provides an environment that inspires and upholds academic excellence, spiritual growth, service, and social responsibility.

Our philosophy: Maternity of Mary – St. Andrew Catholic School graduates inquisitive, compassionate, prayerful students who enter high school with a strong academic, moral, and spiritual foundation. Our graduates have a strong awareness of their God-given uniqueness, demonstrate a love of learning, have a strong dedication to community service, and an enthusiasm for their Catholic faith.

Philosophy/Statement of Ethics

This policy is based on a philosophy of:

- Upholding the mission and values of Maternity of Mary – St. Andrew School (MMSA)
- Protecting the safety and security of faculty/staff and student information;
- Maintaining the integrity of the MMSA computer system;
- Facilitating and teaching the use of technology tools for teaching and learning.

About the MMSA Chromebook Program

The focus of the Chromebook Program at MMSA is to prepare students for their futures in a world of digital technology and information. As we navigate the 21st century, excellence in education requires that technology be seamlessly integrated throughout our academic programs. Increasing access to technology is essential for the future, and as such the primary learning tool for MMSA students is the Chromebook. The individual use of Chromebooks is a way to empower students to perform at their full potential and to prepare them for the real world of high school, college and the workplace. In addition, they encourage students to solve problems and think critically by stimulating analytical thinking. Technology immersion does not diminish the vital role of the teacher. To the contrary, it transforms the teacher from a director of learning to a facilitator of learning. Learning with Chromebooks integrates technology into the curriculum anytime and anyplace, and is integrated with our continued dynamic interaction among students, educators, parents, and the extended community. The policies, procedures and information contained in this document apply to all Chromebooks used MMSA, and include any other device the Administration considers to fall under the umbrella of this policy.

USING YOUR CHROMEBOOK

RECEIVING AND RETURNING YOUR CHROMEBOOK

Receiving Your Chromebook

Chromebooks, power adapters, and cases will be distributed to students incrementally beginning with 8th grade, then 7th grade, and finally 6th grade. Chromebooks will be distributed in the student's advisory class. Both parents/guardians and the student must sign and return the *Chromebook Responsible and Acceptable Use Plan* and *Technology Pledge* documents before a Chromebook will be issued. The *Chromebook Responsible and Acceptable Use Plan* outlines the parameters for families to protect Chromebooks and the school's investment in them.

Chromebook Check-in

Chromebooks, power adaptors and cases will be returned together during the last two weeks of school. If a student transfers out of MMSA during the school year, the Chromebook and all accessories must be checked-in/returned at that time.

Check-in Fines

If a student's Chromebook, AC power adapter, and or case has been damaged or defaced, the student will be billed either for the repair or replacement during the check-in. If a student's Chromebook and accessories are not returned at the designated check-in time and MMSA is unable to retrieve any MMSA property after attempting to contact the family, the student's grade reports/ transcripts will be withheld and the matter will be turned over to local law enforcement.

TAKING CARE OF YOUR ASSIGNED CHROMEBOOK

- Students are responsible for the general care of the Chromebook and AC power adaptor that was issued to them by MMSA. Chromebooks and/or AC power adaptors that are broken or fail to work properly must be taken immediately to the principal.

- **Protect the Chromebook screen by following the rules below.** The Chromebook screen can be damaged if subjected to rough treatment. Chromebooks, like all laptops, are particularly sensitive to damage from excessive pressure on the screen.
    - Close the Chromebook screen gently before moving the Chromebook; do not walk and carry the Chromebook with the lid open.
    - 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 in the carrying case that will press against the cover.
    - Do not poke the screen with pencils, pens, etc.
    - Do not place anything on the keyboard before closing the lid (e.g. pens, pencils, or disks).
    - Clean the screen with a soft, dry cloth or anti-static cloth. **Do not spray** any liquid cleaner or water on the Chromebook!

    - Do not bump the Chromebook against lockers, walls, car doors, floors, etc. as it will eventually break the screen.

- No food or drink is allowed next to the Chromebooks, whether in use or with lid closed, whether at school or outside of school. The student is responsible to make sure liquids are kept away from the Chromebook. It only takes a split second and a few drops on the Chromebook to fry its motherboard.

- MMSA Chromebooks and accessories must remain free of any writing, drawing, stickers, or labels that are not the property of MMSA.

- Chromebooks must never be left in an unlocked car or any unsupervised area.

- Students are responsible for charging their Chromebook's battery at home and bringing their fully-charged Chromebook to school every morning.

- Sound must be muted at all times unless permission is obtained from the teacher.

- Headphones may be used at the discretion of the teacher.

- A USB or wireless mouse and/or keyboard may be used with the Chromebook.

- If asked by any teacher or administrator to provide his/her Chromebook for inspection, the student must do so immediately and provide the password to unlock the screen if necessary. Failure to do so will result in disciplinary action, including the possible suspension of all technology privileges at MMSA.

- MMSA expects that the student will share his/her Google password with parents and guardians, and those adults should feel free at any time to login to the Chromebook and inspect how it is being used by their daughter/son.

MANAGING YOUR FILES & SAVING YOUR WORK

Using Google Apps / Google Drive / Google Classroom

Students have personal accounts (*lastname.firstname*@mmsaschool.org) on MMSA's *Google Apps for Education* system. *Google Classroom* is part of this system and used to interact with teachers and other students. The Chromebooks can be used for schoolwork at home, but students can also access their schoolwork from any modern computer which has Internet access. Each family can decide whether the student does schoolwork on a family computer, their assigned MMSA Chromebook, or a combination of both. All use of MMSA technology systems and assets are governed by the "Acceptable Use Policy" found on the MMSA website. Students and parents are responsible to keep up with any changes to MMSA policies. The current version published on our website supersedes any previous version.

Printing

Teachers will not require that any schoolwork be printed from the student's Chromebooks, therefore it will not be necessary to set up printing capabilities.
Your family is free to set up printing capabilities at home using instructions found on the Internet (search for "Google Cloud Print"). MMSA is not equipped to offer technical support for printing from Chromebooks.

Software on Chromebooks

All software and apps on the Chromebooks will be installed and managed wirelessly through MMSA. Students are *not able* to install additional apps on their Chromebooks. Additional software (apps) may be installed by MMSA when requested by teachers and approved by school administrators. Anti-virus protection is unnecessary on the Chromebooks due to the unique nature of their design.

Charging your Chromebook Battery

Chromebooks must be brought to school each day in a fully-charged condition. AC power adaptors *must* be kept at home to avoid damage during transport and lessen the chance of loss. Students must charge their Chromebooks each evening at home. The Chromebook battery can power up to eight hours of continuous use, so a Chromebook brought to school fully-charged will last the entire school day. If for any reason a student's Chromebook does not get charged overnight, it must be brought to school *without the power adapter* and brought to the office immediately for a charge. This is expected to happen very rarely; repeated incidents will be dealt with on a case-by-case basis. Any student failing to bring their assigned Chromebook to any class with a sufficient battery charge will be considered to be unprepared for class and may face disciplinary action at the teacher's discretion.

Non-functioning Chromebooks and adaptors

Chromebooks and/or AC power adaptors which fail to work properly must be taken to the school office for troubleshooting and inspection by the principal/administration. A replacement or temporary loaner Chromebook will be issued at the discretion of the principal. Equipment failure not the result of abuse by the student will be replaced or repaired promptly.

Damaged Chromebooks and accessories

- In the case of accidental damage, the terms of the warranty will govern the repair needed and responsibility for the cost.
- If the damage is covered by warranty, there will be no cost to the family, and a temporary Chromebook will be provided during the repair.
- In the case of accidental damage not covered by warranty, the family will be required to pay up to $180. (Note: The coverage conditions of the warranty are governed by the manufacturer, not MMSA Catholic School.)
- A lost or damaged power cord must be replaced, and the cost will be the responsibility of the student's family (approximately $35).
- A lost or damaged cover will be replaced by MMSA School, and the cost will be the responsibility of the student's family (approximately $20).
- A student who frequently damages the Chromebook may lose the option to take the Chromebook home and may only be allowed to continue using a Chromebook

with restricted use and access, and/or may be subject to other restrictions or consequences to be determined at the sole discretion of MMSA School.

USER RESPONSIBILITIES

Use of Technology Resources

The use of MMSA technology resources is a privilege, not a right. The privilege of using our system is not transferable or extendible by students to siblings or people or groups outside the school, and privileges terminate when a student is no longer enrolled at MMSA or sooner at the discretion of the principal. 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. MMSA's Code of Conduct shall be applied to all student infractions.

Each student's MMSA Chromebook is provided on loan for educational use relevant to the student's classes at MMSA and may not be used by siblings or anyone else for any other use. The student is responsible to safeguard the Chromebook and will be responsible for any damage or abuse to the Chromebook and accessories regardless of how the damage occurs or who causes the damage.

It is recommended that all use of the Chromebooks outside of school only be under parental or guardian supervision. Questions about appropriate use are welcome at any time either to the principal or to the MMSA Tech Help email service we are setting up.

Acceptable Use

- All use of the Internet must be in support of educational and research objectives consistent with the mission and objectives of MMSA.
- Proper codes of conduct in electronic communication must be used. When using e-mail, extreme caution must always be taken in revealing any information of a personal nature.
- Because of security and privacy issues, users will never share individual account information, especially passwords.
- If a student identifies a security problem on the MMSA network or with MMSA technology assets, he/she is responsible for notifying the school office directly or by email to techhelp@mmsaschool.org. Students *should not* demonstrate the problem to other users.
- All communications and information accessible via the network should be assumed to be private property, but students have no reasonable expectation of privacy when using MMSA technology assets. All Google account usage and technology device usage is subject to oversight and inspection by school administration and parents at any time.
- Exhibit exemplary behavior on the network as a representative of your school and community. Be polite!

- Users will honor the legal rights of software producers, network providers, copyright and license agreements, and intellectual property.
- From time to time, MMSA will make determinations on whether specific uses of the network are consistent with the Acceptable Use practice, and our policy documents may be updated at any time, with the most current version available on our website superseding all others.

Unacceptable Use of the MMSA Technology System (hereafter *"MMSA Tech"*)

- Giving out personal information about another person, including home address and phone number, is strictly prohibited.
- Any use of MMSA Tech for commercial or for-profit purposes is prohibited.
- Any use of MMSA Tech for product advertisement or political lobbying is prohibited.
- Users shall not intentionally seek information on, obtain copies of, or modify files, other data, or passwords belonging to other users, or misrepresent other users on the network.
- Users may not touch or use any device assigned to or owned by a teacher or staff of MMSA without explicit permission.
- Users may not use another individual's Google account. Using someone else's device or account, even if the account is found already logged in, is a severe violation of MMSA policy. If you encounter any device already logged in to someone else's account, the proper procedure is to log that person out immediately and report what you found to a teacher or school admin.
- No use of MMSA Tech shall serve to disrupt the use of MMSA Tech by others.
- Hardware and/or software shall not be destroyed, modified, or abused in any way.
- Malicious use of MMSA Tech to develop programs that harass other users or infiltrate a computer or computing system and/or damage the software components of a computer or computing system is prohibited.
- Hate mail, chain letters, harassment, discriminatory remarks, and other antisocial behaviors are prohibited.
- The unauthorized installation of any software, including shareware and freeware, on or while using MMSA Tech is prohibited.
- Use of MMSA Tech to access or process inappropriate material (as determined by the school principal), or files dangerous to the integrity of MMSA Tech is prohibited.
- MMSA Tech may not be used for downloading entertainment software or other files not related to the mission and objectives of MMSA, including freeware, shareware, copyrighted commercial and non-commercial software, and all other forms of software and files not directly related to the instructional and administrative purposes of MMSA.
- Use of MMSA Tech for any unlawful purpose is prohibited.
- Use of profanity, obscenity, racist terms or another language that may be offensive to another user is prohibited.
- School rules regarding bullying and harassment apply to all use of MMSA Tech.
- Playing games is prohibited unless specifically authorized by a teacher for instructional purposes.

- Establishing network or Internet connections to live communications, including voice and/or video chat, is prohibited unless specifically authorized by a teacher.

No Right to Privacy

Users of the MMSA Technology system have no right to privacy and should have no expectation of privacy in materials sent, received, or stored in school-owned computers, on the school network, or in the Google system. All communications (including e-mail and attachments) and information accessible via the network are school property. Messages relating to or in support of illegal activities may be reported to authorities.

Cyberbullying

- "Cyberbullying involves the use of information and communication technologies such as email, text messages, instant messaging, social media, and defamatory websites to support deliberate and hostile behavior by an individual or group that is intended to harm others." --Bill Belsey, President of Bullying.org *(paraphrased)*

- The school's technology system, whether accessed at school or away from school, during or after school hours, may not be used for the purpose of cyberbullying. All forms of cyberbullying are unacceptable and viewed as a violation of this policy and the school's acceptable computer use policy and procedures.

- Users are responsible for the appropriateness of the material they transmit. Hate mail, harassment, discriminatory remarks, or other anti-social behaviors are expressly prohibited. Cyberbullying includes, but is not limited to the following misuses of technology: harassing, teasing, intimidating, threatening, or terrorizing another person by sending or posting inappropriate and hurtful e-mail messages, instant messages, text messages, digital pictures or images, or web site postings, including blogs.

- Students and community members who believe they have been the victims of such misuses of technology as described in this policy should not erase the offending material from the system. The situation should be brought to the attention of the principal immediately. School administrators shall fully investigate all reports of cyberbullying. In situations in which Cyberbullying originated from a non-school computer, but brought to the attention of school officials, any disciplinary action shall be based upon whether the conduct is determined to be severely disruptive of the education process so that it markedly interrupts or severely impedes the day-to-day operation of a school. In addition, such conduct must also violate a school policy. Such conduct includes, but is not limited to, threats, or making a threat off school grounds, to harm a member of the school staff or a student. Disciplinary action may include, but is not limited to, the loss of technology privileges, suspension, or expulsion for verified perpetrators of cyberbullying. Discipline for cyberbullying will be handled on a case-by-case basis. In addition, when any kind of threat is communicated or when a hate crime is committed, it shall be reported to local law officials.

Failure to comply with any of the Policies outlined within this document will result in restricted use of a Chromebook and MMSA Technology at the discretion of the Principal.

This document is subject to change without notice.
The most current version of this document is available online at mmsaschool.org and supersedes any earlier version.