Policy for Acceptable Use of Computer Resources and Chromebooks

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The following policy contains the governing philosophy for regulating the use of the school's computing facilities and resources.

Acceptable Use

The school supports the use of computer, networks, and the Internet in our curriculum in order to facilitate learning and teaching. The use of computers and network facilities shall be in support of education and consistent with the educational objectives of the school as well as varied instructional needs, learning styles, abilities and development levels of students.

Responsibilities

Students have the responsibility to use the new technologies according to the direction of their teachers, their parents, and this policy.

Teachers have the responsibility to provide clear guidelines, direction, and supervision for the use of the new technologies with their students.

Administrators, teachers and staff have a professional responsibility to work together to help students develop the intellectual skills necessary to discriminate among information sources, to identify information and technology in an ethical way to meet their educational goals.

All users have the responsibility to respect and protect the rights of every other user in the school and on the Internet. All users must recognize that all data is the property of Blessed Sacrament School and there is no expectation of privacy.

All users are expected to act in a responsible, ethical and legal manner in accordance with school policy, and local, state and federal law.

Any user who receives threatening or unwelcome communications is expected to immediately bring them to the attention of a teacher or administrator.

Any user knowledgeable about violation of computer laws and policies, as well as about any potential security problem of the school's computer systems and networks is expected to notify a school authority. The problem should not be demonstrated to other users. The user is expected to cooperate in the operation of computer systems and networks as well as in the investigation of misuse or abuse.

Privileges

Access to the computing facilities and resources is a privilege granted solely to faculty, staff and students attending Blessed Sacrament, or other persons specifically granted permission by a school official.

The school establishes that this use is a privilege, not a right; inappropriate, unauthorized and/or illegal use, determined by school authorities, may result in the cancellation of those privileges and appropriate disciplinary action.

School Authority or Responsibilities

The school reserves the right to revoke user privileges, remove user accounts, reset or change Google account passwords and refer to legal authorities when appropriate violations of this policy and any other applicable school policies, including those governing network use, security, vandalism and copyright of school resources and equipment.

The school reserves the right to limit, restrict or extend computing privileges and access to its resources. Those who do not abide by the policies should expect at least a suspension of computer privileges.

The school reserves the right to determine which network services will be provided through school resources.

The school reserves the right to deny computer privileges to any user identified as a security risk or having a history of problems with other computer systems. The determination of risk shall be the responsibility of a school authority.

The school reserves the right to examine any user files, should the security of a computer system be threatened or unacceptable use is suspected.

The school reserves the right to log network use and monitor storage space utilization by any user.

The school reserves the right to view and monitor all applications provided through the network, including email and to log Internet use by any user.

The school shall not be responsible for student information that is lost, damaged or unavailable due to technical problems or error.

The school makes no warranties of any kind, whether expressed or implied, for the network service it is providing.

The school specifically denies any responsibility for the accuracy or quality of information available on the Internet to students and staff and does not imply endorsement of the content.

The school reserves the right to determine if any activity not appearing in the list below constitutes an acceptable or unacceptable use of the computer facilities or network resources.

Consequences for Inappropriate Use

The use of the computer, network or Internet for illegal, inappropriate, unacceptable, or unethical purposes by students or employees us prohibited. Any user, whether student or employee, who violates the prohibitions listed in this policy, engages in any other act determined to be unacceptable use of the network by school authorities, or violates any other school policy governing use of school resources, any copyright law, whether through ignorance, negligence, or deliberate disregard, will have his/her user privileges revoked and may face other disciplinary procedures according to existing and applicable school policies. In addition, illegal use of the network, any other activity involving the violation of local, state, or federal laws will be reported to the appropriate legal authorities for prosecution. All offenses of this Policy will be handled by the Administration of Blessed Sacrament School. The intent of the inappropriate use will dictate the level of discipline.

Any user (and/or his/her family) will be responsible for any cost to restore vandalized systems to normal operations.

Prohibitions

This policy strictly prohibits the following activities and any other determined by the school authorities to be unacceptable uses of the network. These prohibitions are in effect any time school resources are accessed whether on school property, directly from outside school, or indirectly through another network resource.

Unauthorized Use

All users are prohibited from using, or trying to use, a network account that was not assigned to that explicit user, unless access has been authorized by a school authority.

All users are prohibited from trying in any way to obtain the password for another user's account.

All users are prohibited from disclosing to an unauthorized person a password or any password for any computer program or network account.

All users are prohibited from attempting to disguise their identity of an account or computer.

Excessive Use

All users are prohibited from deliberately performing acts which are wasteful of computing or printing resources, or which unfairly monopolize resources to the exclusion of others.

All users are prohibited from excessively using system resources in an attempt to cause a system failure.

All users are prohibited from playing games on any computer network unless specifically assigned by a teacher for instructional purposes.

Harassing, Offensive and Illegal Use

All users are prohibited from using the computer to access or transmit obscene or pornographic material.

All users are prohibited from harassing others or infringing upon others' rights by transmitting material likely to be abusive, profane, threatening, libelous, or sexually, racially, or religiously offensive.

All users are prohibited from developing, running, or installing programs on school computer facilities with the malicious intent to harass other users or infringe upon other's rights or which may lead to a law suit or criminal charges.

Personal, Financial and Political Gain

All users are prohibited from using computer facilities for commercial advertisement or for-profit purposes.

All users are prohibited from using computer facilities for non-school related activities.

All users are prohibited from using computer facilities for checking non-school issued e-mail accounts.

Security Violation

All users are prohibited from using computer resources to access, or attempt to access, unauthorized computer files or network services, including files, access, or data from external sources outside the school for which the user does not have authorization from the owner.

All users are prohibited from attempting to monitor another user's electronic communications, or intentionally obtain, modify or delete another user's data or passwords, without permission from the owner.

All users are prohibited from attempting to circumvent or defeat data protection schemes or uncover security breaches.

Vandalism

All users are prohibited from making unauthorized modifications to any computer program. This includes, but is not limited to, downloading and installing of unauthorized software from the internet or other source of removable media.

All users are prohibited from attempting to harm or destroy data of another user or to harm or destroy computer hardware, software, or configuration.

All users are prohibited from deliberately performing an act which will seriously impact the operation of computer facilities or network resources.

All users are prohibited from developing, running or installing any programs on any school computer facilities with the malicious intent to harm or destroy hardware or software components of any computer or network.

All users are prohibited from conducting such acts as theft, mutilation, or unauthorized appropriation of computer hardware or software.

Copyright Violation

All users are prohibited from using school technology or computer facilities for fraudulent copying, communications or modifications of materials in violation of local, state, or federal copyright laws.

All users are prohibited from violating intellectual property rights by the illegal installation, distribution, reproduction, or use of copyrighted material, or violating software licensing agreements and software copyright laws.

Other Rules

All users must comply with the acceptable use policy and contracts of the school's Internet provider. Violating any terms of said policy or contracts are prohibited.

All users are subject to the acceptable use policies of all external networks through which communication are transmitted.

Students may have additional rules that govern computer use in individual grades, departments, libraries or classrooms. These rules are in addition to, rather than instead of, the rules in this policy.

All users must assure that all software and hardware foreign to the school shall be virus-free.
Students at Blessed Sacrament School can be issued Chromebooks for use in school. This document provides students and their parents/guardians with information about taking care of the equipment, using it to complete assignments, and being a good digital citizen.

Students and their parents/guardians are reminded that the use of technology is a privilege and not a right and that everything done on any device, network, or electronic communication device may be monitored by the school authorities. Inappropriate use of the technology can result in limited or banned computer use, disciplinary consequences, removal from courses, loss of credit, receiving a failing grade, and/or legal action. Students and their parents/guardians are responsible for reviewing the Chromebook agreement.

Ownership of the Chromebook

Blessed Sacrament School (BSS) retains the sole right of possession of the Chromebook. The Chromebooks are loaned to the students for educational purposes for the academic year. Moreover, BSS administrative staff and faculty retain the right to collect and/or inspect Chromebooks at any time, including via electronic remote access and to alter, add, or delete installed software or hardware.

Responsibility for the Chromebook

Students are solely responsible for the Chromebooks issued to them and must adhere to the following:

Students must:
- Comply with the Chromebook Agreement & BSS Acceptable Use Policy, and all policies of the school when using their Chromebooks.
- Make sure their Chromebooks are fully charged. Failure to do so may result in disciplinary action. Note: A fully charged Chromebook should last 6.5 hours charged.
- Treat their device with care and never leave it in an unsecured location.
- Promptly report any problems with their Chromebook to a faculty member.
- Not remove or interfere with the serial number and other identification.
- Not attempt to remove or change the physical structure of the Chromebook, including keys, screen cover or plastic casing.
- Not attempt to install or run any operating system on the Chromebook other than the ChromeOS operating system supported by the school.
- Keep the device clean and must not touch the screen with anything (e.g. your finger, pen, pencil, etc.).

Students are responsible for any damages they cause to someone else's Chromebook!

Taking Care of Your Chromebook

Students are responsible for the general care of the Chromebook which they have been issued by the school. Chromebooks that are broken or fail to work properly must be reported to a teacher immediately. If a loaner Chromebook is warranted, one will be issued to the student until their Chromebook can be repaired or replaced.

General Precautions:
- No food or drink is allowed next to your Chromebook while it is in use.
- Cords, cables, and removable storage devices must be inserted carefully into the Chromebook.
- Students should never carry their Chromebook while the screen is open unless directed to do so by a teacher.
- Chromebooks should be shut down when not in use to conserve battery life.

Screen Care:
The Chromebook screen 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.
- Do not place anything near the Chromebook that could put pressure on the screen.
- Do not poke the screen.
- Do not place anything on the keyboard before closing the lid (e.g. pens, pencils, notebooks).

Managing Your Files and Saving Your Work

Students may save documents to their Google Drive, or they may save to an external memory device such as a SD card or USB flash drive. Saving to Google Drive will make the file accessible from any computer with internet access. Students using Google Drive to work on their documents will not need to save their work, as Google Drive will save each keystroke as the work is being completed. It will be the responsibility of the student to maintain the integrity of their files and keep proper backups. Students will be trained on proper file management procedures.

Sound

Sound must be muted at all times unless permission is obtained from the teacher for instructional purposes. Headphones may be used with teacher permission.

Personalizing the Chromebook

Chromebooks must remain free of any decorative writing, drawing, stickers, paint, tape, or labels that are not the property of Blessed Sacrament School. Spot checks for compliance will be done at any time.

Software on Chromebooks

Originally installed software: Chromebook software is delivered via the Chrome Web Store. These are web-based applications that do not require installation space on a hard drive. The software originally installed on the Chromebook must remain on the Chromebook in useable condition and easily accessible at all times.

All Chromebooks are supplied with the latest build of Google Chrome Operating System (OS), and many other applications useful in an educational environment. The Chrome OS will automatically install updates when the computer is shut down and restarted. From time to time the school may add software applications for use in a particular course. This process will be automatic with virtually no impact on students. Applications that are no longer needed will be automatically removed by the school as well.

Virus Protection

Virus protection is unnecessary on the Chromebook due to the unique nature of its design.

Additional Software

Students are unable to install additional software on their Chromebook other than what has been approved by Blessed Sacrament School.

Inspection

Students may be selected at random to provide their Chromebook for inspection. The purpose for inspection will be to check for proper care and maintenance as well as inappropriate material.

Monitoring of Use

In compliance with local, state and federal regulations, the school utilizes CIPA (Children's Internet Protection Act) compliant filtering. The school also uses third party solutions to monitor content for threats, violence, illegal activity, etc. Notifications come to BSS tech support and administration regarding suspicious activity and, when concerns are identified, disciplinary action and/or parent/guardian contact may occur. Students should be aware that there should be no expectation of privacy when using the BSS network or equipment.

Procedure for Restoring Chrome OS

If technical difficulties occur, technical support staff will use the "5 minute" rule. If the problem cannot be resolved in 5 minutes, the Chromebook will be restored to factory defaults. In a One-to-One environment it is impossible for support staff to maintain a working environment for all if too much time is spent fixing every glitch that may arise. Restoring Chrome OS will restore the device to the state in which the student originally received it at. All student created files stored on an external SD card, USB flash drive, or Google Drive will be intact. However, all other data (music, photos, documents) stored on internal memory that has NOT been synced will not be restored unless the student requests that an attempt be made to salvage it.

Storing Your Chromebook

When students are not using their Chromebook, they should be stored in the crates provided in the technology lab or within their classrooms. Nothing should be placed on top of the Chromebook. The Chromebook is not to be stored in student lockers. The Chromebook should be fully charged each night and students returning their Chromebook to the crates are responsible for plugging in the AC adapter.

Chromebooks Left in Unsupervised/Unsecured Areas

Under no circumstances should a Chromebook be stored in unsupervised areas. Unsupervised areas include the school grounds, the cafeteria, unlocked classrooms, library, locker rooms, dressing rooms, hallways, or any other entity that is not securely locked or in which there is not supervision.

Unsupervised Chromebooks will be confiscated by staff and taken to the Principal's office. Disciplinary action may be taken for leaving a Chromebook in an unsupervised location.

Network Connectivity

Blessed Sacrament School makes no guarantee that their network will be up and running 100% of the time. In the rare case that the network is down, the school will not be responsible for lost or missing data.

Repairing or Replacing Your Chromebook

- Loaner Chromebooks may be issued to students when they leave their Chromebook for repair.
- If repair is needed due to malicious damage or any other misuse, the school may refuse to provide a loaner Chromebook.
- Repaired Chromebooks will end up with the original factory image as first received. It is important that students keep their school data synced to cloud drives so documents and class projects will not be lost. Personal information that cannot be replaced should be kept at home on an external storage device.
- Students and parents/guardians will be charged for Chromebook damage that is a result of misuse or abusive handling. Parents will be billed for parts and labor.

Damage and Repair

The school will repair or replace damaged equipment resulting from normal use. All other breakages will be the responsibility of the student and parent/guardian to pay for. The school will make its best attempt to purchase replacement parts at the best possible price. Loss or theft of the device is also the student's responsibility and will result in the student being charged the full $300.00 replacement cost to purchase a new device.

FREQUENTLY ASKED QUESTIONS

1. **What are my responsibilities as a parent/guardian in terms of replacement of the Chromebook if it is damaged, lost or stolen?**

   Blessed Sacrament School will be responsible for the repair of the Chromebook for normal wear of the unit. If the Chromebook is damaged, lost or stolen, the student/parent/guardian is responsible for the cost of repair or replacement.

2. **What are the replacement costs of the Chromebook and accessories?**

Chromebook	$300.00
Screen Replacement	$25.00
Bezel Replacement	$55.00
Keyboard Replacement	$20.00
AC Charger Replacement	$15.00

3. **What if a student forgets to charge their Chromebook?**

   There will be a limited number of power outlets in the classrooms. Students who consistently (three times or more) come to class unprepared without a charge will be required to leave their Chromebook in the technology lab for charging.

4. **Will students take their Chromebooks home?**

   Chromebooks and all Blessed Sacrament School accessories will be kept on school property at the end of each day and charged overnight in the technology lab.

Blessed Sacrament School
Chromebook & Acceptable Use Policy for Computer Resources

Parents of minors are required to sign this Agreement before any student will be granted permission to use any of the BSS computer resources. Students are required to sign the agreement as an indication they understand the rules and regulations of the Chromebook & Acceptable Use for Computer Resource and Policy. Read this Agreement carefully before signing.

Student
I understand and will abide by the Blessed Sacrament School's Chromebook, Computer, Network and Internet Acceptable Use Policy. I further understand that any violation of the Policy is unethical and may constitute a criminal offense. Should I commit any violation, my access privileges may be revoked, school disciplinary action and/or appropriate legal action may be taken.

User's Full Name *(Please Print)*: _____

User's Signature: _____

Date: _____

Parent or Guardian
As the parent or guardian of this student, I understand that this access is designed for educational purposes. I also recognize it is impossible for the school to restrict access to all controversial materials; and I will not hold them responsible for materials acquired on the computer system. Further, I accept full responsibility for supervision if and when my child's use is not in a school setting. I hereby give permission to issue and account for my child and certify that the information contained on this form is correct.

NOTE: Parents are encouraged to help monitor student use by observing and questioning the use of the computer by their child.

Parent or Guardian's Name *(Please Print)*: _____

Parent or Guardian's Signature: _____

Please sign and return to the school office