

Saint Michael School
80 Maple Avenue
North Andover, MA 01845



Phone (978) 686-1862
Fax (978) 688-5144
st-michael@comcast.net
www.saintmichael.com

Technology and Chrome Book Policy

Because we value the use of technology in education, Saint Michael School wants to ensure that all students develop technology skills for life-long learning. Student internet and technology use within our school is for **educational purposes only**. At St. Michael School kindness matters and students are always expected to act in a Christ-like manner.

In order to protect a student's privacy and anonymity, the school also issues individual accounts through Google Apps for Education. 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 use of any technology at school is a **privilege** and not a right, and that everything done on any school controlled computer; network or electronic communication device may be monitored by the school. In addition to some of the items below, all rules in the Student and Upper School Handbook apply while using technology.

Technology Acceptable Use Policy

Students will use technology resources (iPads, Chromebooks, PC's, etc.) in a responsible, ethical and legal manner. These technology resources are only for school-related purposes and with a teacher's permission/guidance.

Students will not access, modify or destroy other user's data. They will not knowingly spread a computer virus, impersonate another user, violate copyright laws, install or use unauthorized software, damage or destroy resources or intentionally offend, harass or intimidate others.

Students will never post videos or photos of the school property, staff/faculty, classmates, etc. without prior written permission.

Students will access the internet only under appropriate adult supervision and will only view sites that directly pertain to a school-related assignment. School technology resources will not be used to create, distribute, download or view illegal or inappropriate content.

Students will not plagiarize from the internet.

Students will immediately inform a staff or faculty member if they encounter material that is obscene, illegal, inappropriate, and offensive or otherwise makes them feel uncomfortable.

Students will not use technology resources to engage in any commercial activity including the purchase of goods and services. Students should not give out personal information (full name, address, telephone number, etc.).

Students will use electronic mail responsibly and only through an authorized class account. They will not create, distribute or forward chain letters, offensive message, harassing messages or a message that contains false information. They will not distribute any copyrighted material without the owner's written permission.

Students understand that emailing classmates or others during school time is not allowed. Emailing your classmates during school time is similar to passing notes in class which is also not allowed. Student cannot use technology in one class to do work for a different class.

Students will never tamper with/or hack any St. Michael Google Account, Chromebook, PC, iPad, cables, etc.

Students will never download any VPN's, extensions, programs, etc.

Students will always protect their password and report if they suspect the password was compromised.

Students should immediately notify a staff or faculty member if they are the subject of harassment while using technology resources or if they witness inappropriate use of technology resources.

All technology use will be monitored by teachers and administration. All school devices, log-ins and stored data are the property of Saint Michael School.

Students will always keep their Chromebook in a hard protective case/shell and protect it from damage.

Students should never leave their Chromebook or charger unattended.

Consequences of Technology Violations

Detention

Loss of technology privileges

Financial responsibility for replacing damaged software and/or hardware

Suspension

Expulsion

Legal action and prosecution by the authorities

Chromebook Agreement

Saint Michael School retains the sole right of possession of any Chromebook. The Chromebook, including the charger and any installed software, is leased to the students for educational purposes only.

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.

Users have no rights, ownership or expectations of privacy to any data that is, or was, stored on the Chromebook, school network, or any school issued applications and are given no guarantees that data will be retained or destroyed.

If a student's Chromebook is inoperable, the school has a limited number of spare devices for use while the student's Chromebook is repaired or replaced. This agreement remains in effect for any borrowed Chromebooks.

The school will repair or replace damaged equipment due to normal usage. If the unit is under manufacturer's warranty it may be sent in for repair depending on the defect or issue. Repair cost associated with breakage and damages deemed as willful abuse or neglect will be the responsibility of the student, this includes broken keys, touch pads, cracked screens, etc. 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 replacement cost to purchase a new device.

Students are expected to keep their Chromebooks in a hard protective case/shell. This includes while it is in their backpack, locker, or otherwise not being used. Excessive scratches, dings, dents, are signs of negligence and will result in the student being charged the full replacement cost, as, other unapparent damages could result from those signs of neglect.

Permanent modifications, such as but not limited to: Permanent skins/stickers, colored keyboard keys, or modified cases are not allowed and will result in the student being charged the full replacement cost to purchase a new device.

Students are responsible for the Chromebook/Charger issued to them and must adhere to the following:

Students must comply with the Technology Acceptable Use Policy

Students must bring their Chromebook to school every day fully charged. Failure to do so may result in disciplinary action.

Students must treat their device with care and never leave it in an unsecured location.

Students must promptly report any problems with their Chromebook or charger to the Office.

Students may not remove or interfere with the serial number and other identification tags.

Students may not attempt to remove or change the physical structure of the Chromebook.

Students may not attempt to install or run any operating system on the Chromebook other than the Chrome OS operating system supported by the school.

Students must keep their device clean and must not touch the screen with anything (e.g., your finger, pen, pencil, etc.) other than approved computer screen cleaners.

Students are required to follow all copyright laws around all media including text, images, program, music and videos. Downloading, sharing and posting online illegally obtained media is against the Acceptable Use Policy.

This agreement does not permit the use/loan of the Chromebook to others and you agree to prevent such use. Students will not loan their Chromebook to another student, friend or family member.

The Chromebook and original charger must be returned in good condition at the end of the school year. Failure to do so will result in an invoice for the full amount of its replacement.

The Chromebook will be added to the SMS Google Device Management System

The cost of the yearly lease can be found on your FACTS account. All payments are made through FACTS.

Saint Michael School owns the Chromebook, software and issued apps, and stored data on the Chromebook/Google Account.

Students who cease to enroll in St. Michael School will return the Chromebook in good working order (along with the charger) or pay the full replacement cost.

Please be aware that once you have accepted possession and use of your school sponsored Chromebook and Google account the information contained in this document is in full effect. We agree not to hold Saint Michael School or any of its employees liable for the performance of the system or the content of the materials accessed through it.