

**St. Catherine of Siena School**  
**Rockford Diocese: Acceptable Usage Policy**  
**Chromebook Addendum**

Students in 6th- 8th grades will receive a Chromebook at the beginning of the school year. Parents AND students must sign the Acceptable Use Policy (AUP) and Chromebook Addendum before a Chromebook can be issued.

The school assigned Chromebook is property of St. Catherine of Siena School (SCSS) and intended to be used to support and further the student's education at SCSS. It is not for entertainment or to be used by other family members.

The school assigned Chromebook will be returned to school at the end of the school year.

The following is an addendum to the standard AUP and not a replacement for it. This addendum adds special considerations in connection with SCSS's Chromebook initiative. This addendum covers school responsibilities/provisions, expected Chromebook use, and proper care for the school assigned Chromebook. SCSS administration reserves the right to make changes to this addendum during the year without notice.

**School Responsibilities**

St. Catherine of Siena School will provide

- A working, protected Chromebook at the start of the school year. This will include the Chromebook, and a power cord.
- Internet access throughout the school campus. However WiFi access is susceptible to unscheduled and unforeseen downtime in which case, SCSS will take steps to rectify promptly.
- Data storage through Google Docs. Stored data is subject to review and monitoring at any time.
- Staff guidance to aid the students in using the Chromebook to complete assignments.

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**Chromebook Use**

The Chromebook is intended for school use each day. Students will have Internet capabilities to gain access to websites directed by the teacher. The use of the Chromebook will be to support and enrich the curriculum. All terms of acceptable use stated in the standard St. Catherine School AUP apply. In addition, the following terms will apply specifically to the student assigned Chromebook:

- Children's Online Protection Act (COPA) states that children under the age of 13 cannot create email accounts of their own. St. Catherine School provides students with Google Apps accounts which allow the students to send and received emails only between other users in our domain. Chromebooks are to be used with school provided Google accounts only.
- Students are required to have a fully charged, student assigned Chromebook each day.

- Students are responsible for taking their Chromebook home each evening to charge. Batteries must be charged each evening allowing up to 5 hours for a complete charge.
- Students who forget to bring their Chromebook to school or forget to charge their Chromebook will still be responsible for completing that days work. There will be no extended due dates because of a forgotten Chromebook or low battery charge.
- Loaner Chromebooks will not be available for students who forget to bring their Chromebook to school or bringing an Chromebook to school which is not fully charged.
- If students choose to use their Chromebook at home, they will need to connect their assigned Chromebook to their home wireless network.
- Student assigned Chromebook should never be left unattended.
  - Unattended Chromebooks will be returned to the computer lab and the student will be subject to disciplinary action(s).
  - Student assigned Chromebooks are not to be left in an unlocked car, school desk, lunch room, unlocked locker, or other unsupervised area.
  - Students will be allowed to charge their Chromebook during lunch/recess using the classroom charging station.
  - Students are not to bring their Chromebooks to lunch or P.E.
- Students are not to lend/borrow their assigned Chromebook to other students.
- Students are not allowed to change or share the password to their assigned Chromebook.
- If a student assigned Chromebook needs repair, a loaner will be made available.
- Student assigned Chromebooks are equipped with a camera. Students should use the camera for school projects and assignments only, as directed by the teacher.
  - Only photos & videos for school projects are to be stored on the Chromebook
  - Photos & videos of other students, teachers, faculty and staff are strictly prohibited without prior consent from the teacher or staff member.
- The student assigned Chromebook has print capability.
  - Print only what is necessary for school related assignments at school.
  - Always PREVIEW before printing.
- Student assigned Chromebooks will be subject to inspection at any time.
- Failure to return the student assigned Chromebook will result in a fine for a lost or stolen Chromebook equal to cost of the Chromebook. Returning the student assigned Chromebook after the end of the year collection is subject to a late fee.

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### **Chromebook Care**

In order that student assigned Chromebooks are fully operational on a daily bases, they must be treated properly. Students are responsible for maintaining their assigned Chromebook. Any problems or concerns should be reported to Mrs. Hart immediately.

- Student assigned Chromebooks are to be kept in a parent provided approved case at all

times. The protective case must have sufficient padding to protect the Chromebook from normal treatment.

- The Chromebook is a technological tool and not a toy or a weapon. Carry it securely and do not “bump” it into a locker, door, desk or another person.
  - Nothing should be set on top of the Chromebook.
  - Student assigned Chromebooks should be secured when being transported.
  - At no time should an Chromebook be tossed.
  - The Chromebook should not be dropped on the floor in front of the locker as part of a stack of textbooks.
- Student assigned Chromebooks are not to be left in extreme heat or cold such as in a car.
  - Students are not allowed to deface the Chromebooks with stickers, doodles or other means of defacing.
  - The Chromebook screen can be damaged if subjected to rough treatment or excessive pressure.
    - Do not lean on the Chromebook.
    - Do not place extra items inside the protective case or on top of the Chromebook.
    - A standard screensaver and background is set on the Chromebook. If changed, screensavers and backgrounds should not display any people and should be consistent with Christian values.
    - Clean the screen with a soft lint free cloth, no cleaner.
  - Chromebooks are inventoried by serial number and St. Catherine School Property label. Chromebooks should be stored in their cases at all times to protect the label.
  - Students will be held responsible for damage to the Chromebooks.
  - Lost or damaged power cords must be replaced, and the student will be charged the actual replacement cost.
  - Parent provided earbuds/headphones are the responsibility of the student. They should be kept clean and stored in such a way as to avoid entanglement.
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## **Consequences**

The Chromebook will be an important tool for education at St. Catherine of Siena Catholic School. However, there also must be consequences for using the Chromebook in violation of this addendum. Any consequences will be in keeping with the standard St. Catherine of Siena Catholic School AUP and may include, but are not limited to, disciplinary actions, the loss of privileges and monetary fees. The use of the Chromebook is a privilege and should not be taken lightly.

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This page must be signed and returned with the signed page from the standard AUP before you can receive your assigned Chromebook.

**St. Catherine of Siena Chromebook Acceptable Use Addendum to the Student**

- I understand that by signing this page and accepting my student assigned Chromebook, I agree to follow the terms put forth in this addendum.
- I will use and care for the assigned Chromebook as required.
- I will obey the rules of etiquette and courtesy in all uses of the assigned Chromebook.
- I also understand the consequences for not following this Addendum.

Student Name (Please Print): \_\_\_\_\_

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

**St. Catherine of Siena Chromebook Acceptable Use Addendum for Parent/Guardian**

As the parent or guardian of \_\_\_\_\_

- I have read and understand the information contained in this addendum and agree to abide by the terms set forth in this document.
- I have reviewed this addendum with my child and believe that s/he understands the terms of their assigned Chromebook use.
- I understand that my child is subject to the same terms of use while not in school.
- I accept full responsibility for my child's use of the school assigned Chromebook when not in the school setting.
- I agree to report any inappropriate Chromebook use to the school administration.
- I accept that I am responsible to pay for any costs incurred due to loss or recklessness.
- I understand that it is impossible for SCSS to restrict access to all controversial materials, and I will not hold the school responsible for such materials accessed via the student assigned Chromebook.

Parent/Guardian Name \_\_\_\_\_

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

Parent/Guardian Phone \_\_\_\_\_ Date \_\_\_\_\_

Parent/Guardian Signature \_\_\_\_\_