

Our Lady of the Lake School Chromebook Acceptable Use Policy 2023 - 2024

Please read and accept terms for the use of student Chromebooks.

Our Lady of the Lake School (OLLS) will supply a Chromebook for Fifth, Sixth, Seventh, and Eighth Grade students to use for the 2023 - 2024 school year with predetermined extensions installed.

Fifth, Sixth, Seventh, and Eighth Grade students and parents are required to review and sign this document and submit the Retainer Fee (section 8.1) before a student can receive his/her Chromebook to take home.

Technology resources at OLLS are provided for the purpose of supporting the educational mission of the School. The School's goal in providing the Chromebook is to promote educational excellence by facilitating resource sharing, innovation, research, collaboration, creativity, communication, increased productivity, and mobile learning.

Use of these technologies is a privilege that carries responsibility and behavioral expectations consistent with all school rules and policies, including but not limited to, those stated in the Parent-Student Handbook and the OLLS's Acceptable Use Policy. It is understood that members of the OLLS community will use all types of computing devices and the School's network in a responsible, ethical, and legal manner at all times.

OLLS retains the sole right of possession of the Chromebook and related equipment. The Chromebook will be issued to students according to the guidelines set forth in this document. OLLS retains the right to collect and /or inspect the Chromebook at any time and to alter, add, or delete installed software or hardware.

1. Chromebook

1.1 Receiving Your Chromebook

- In order for a student to receive his/her Chromebook, the Acceptable Use Policy must be agreed to and the Retainer Fee paid. If paying online, the agreement can be completed online. If paying by cash or check, you will receive a digital copy of this agreement to be signed by both a parent and the student receiving the Chromebook.

1.2 Chromebook Check-in

- All Chromebooks will be returned the final week of school.
- Students who leave OLLS for any reason must return his/her Chromebook.
- Students are responsible for returning the Chromebook in good working order at the end of the school year or upon the termination of enrollment at OLLS. Students will be

responsible for the costs of repair or replacement of the Chromebook and accessories if not returned in good working order.

2. Taking Care of Your Chromebook

Students are responsible for the general care of the Chromebook they have been issued by the school. Chromebooks that are broken or fail to work properly must be returned to the computer lab at OLLS for an evaluation.

2.1 General Precautions

- The Chromebook is school property and all users will follow this policy and the OLLS Acceptable Use Policy for technology.
- Cords and cables must be inserted carefully into the Chromebook to prevent damage.
- Chromebooks must remain free of any writing, drawing, stickers, or labels that are not the property of OLLS.
- Students wishing to leave their Chromebooks at school upon completion of the school day must check them with their homeroom teacher for safekeeping at dismissal and check them back out prior to homeroom.
- Students may not use “skins” or stickers to “personalize” their Chromebooks.

2.2 Carrying Chromebooks

- Avoid placing too much pressure and/or weight (such as folders, textbooks, and workbooks) on the Chromebook. This is especially true when carrying the Chromebook in student backpacks.

2.3 Screen

The Chromebook screens 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 when it is closed.
- Do not place anything near the Chromebook that could put pressure on the screen.
- Do not place anything within the two halves of the Chromebook.
- Do not “bump” the Chromebook against lockers, walls, car doors, floors, etc. as it will eventually break the screen.

3. Using Your Chromebook at School

Chromebooks are intended for use at school each day. Students must be responsible to bring their Chromebook, fully charged, to all classes, unless specifically instructed not to do so by their teacher.

Students who repeatedly (three or more times in a quarter) fail to bring their Chromebook to school or maintain a fully charged battery may lose the privilege of the Chromebook for a time to be determined by the principal.

3.1 Chromebooks Left at Home

- If students leave their Chromebook at home, they are responsible for getting the course work completed as if they had their Chromebook present. Loaner Chromebooks may not be available to students who forgot to bring their Chromebook to school or failed to charge their Chromebook.

3.2 Passwords

- Students will be assigned a Google account and create their own password. This password may not be changed by the student unless Technology Integrationist is notified.
- Google account passwords will be shared with the student's parents or guardians. The faculty of OLLS reserves the right to check student accounts.

3.3 Background Photos

- A standard background will be pre-set on the Chromebook and may not be changed by the student. Students may, however, select an appropriate Google account login picture for their Chromebooks.

3.4 Photos

- Photo/Image storage on the Chromebook or Google Drive will be for school projects only. Storage of student personal photos or downloaded images is not allowed.
- Camera Use: OLLS Chromebooks are equipped with cameras and must only be used for an educational assignment.

3.5 Sound, Music, Games, or Programs

- Students may not download music from any music sharing site unless directed by or with the permission of a teacher.
- Music is only allowed on the Chromebook if provided by the teacher for educational use.
- Sound must be muted at all times unless permission is obtained from the teacher for instructional purposes.
- Non-educational games are not allowed on the Chromebooks.
- The device can only be synced by the school's Google Chrome Administrator.

3.6 Home Internet Access

- Students are allowed to set up wireless networks on their Chromebooks to assist them with Chromebook use while at home.

4. Managing Your Files & Saving Your Work

4.1 Saving Work

- It is the student's responsibility to ensure that work is not lost due to mechanical failure or accidental deletion. Google Drive malfunctions are not an acceptable excuse for not submitting work; therefore, students should back up all work.

4.2 Network Connectivity

- OLLS makes no guarantee that the school's wireless network will be up and running 100% of the time.

5. Software on Chromebooks

5.1 Originally Installed Software

- OLLS will synchronize the Chromebooks to contain the necessary Extensions for school work. Students will not synchronize Chromebooks or add extensions through a personal Google account. The software/extensions originally installed by OLLS must remain on the Chromebook in usable condition and be easily accessible at all times. From time to time, the school may add or modify software applications or extensions for use in a particular course.
- Periodic checks of Chromebooks will be made to ensure that students have not removed required extensions and/or synced to a personal Google account.

5.2 Inspection

- Students may be selected at random to provide their Chromebook for inspection.

5.3 Procedure for re-loading software

- If technical difficulties occur or illegal software (non-OLLS extensions or programs) is discovered, the Chromebook will be restored by the OLLS Google Chrome Administrator. The school does not accept responsibility for the loss of any software or documents deleted due to a resync or re-image. In this event, the student may lose the privilege of Chromebook use.

5.4 Software Upgrades

- Upgrade versions of licensed software/apps are available from time to time. Students may be required to return their Chromebooks to the computer lab.

6. Acceptable Use

- The use of the OLLS technology resources is a privilege, not a right. The privilege of using the technology resources provided by the school is not transferable or extendable by students to people or groups outside the school and terminates when a student is no longer enrolled in the school.
- This policy is provided to make all users aware of the responsibilities associated with the 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 r

6.1 Chromebook Care

- Students will be held responsible for maintaining their individual Chromebooks and keeping them in good working order.
- Chromebooks that malfunction or are damaged must be reported to the computer lab. The school will be responsible for repairing Chromebooks that malfunction. The costs of repairing Chromebooks that have been damaged from student misuse are the sole responsibility of the student.
- Neglect or accidental damage will be repaired with the costs of repair or replacement being entirely borne by the student. Optional insurance coverage is available, and if chosen then the deductible cost will be borne by the student.
- Chromebooks that are stolen must be reported immediately to the computer lab and the Police Department.

6.2 Legal Propriety

- Students must comply with trademark and copyright laws and all license agreements. Ignorance of the law is not immunity. If you are unsure, ask a teacher or a parent.

7. Protecting and Storing Your Chromebook

7.1 Chromebook Identification

- Student Chromebooks will be labeled in the manner specified by the school.

8. Chromebook Insurance

8.1 School Protection

- Families will be charged a \$50 retainer fee. Families with multiple children will be charged \$50 for the first child, and \$30 for each subsequent child. Payment can be made online through Blackbaud, or by cash or check sent to the Main Office.

The protection covers:

- Accidental damage – including drops/liquid spills (one time per year)
- Liquid submersion
- Theft
- Fire/Flood damage
- Vandalism (by someone other than an OLLS student)
- Natural disasters
- Power surge due to lightning

Please see insurance: the Electronic Device Protection on the OLLS website for details about the insurance coverage.

Claims

- All insurance claims will be handled by the OLLS technology department with the assistance of the parent/guardian. In the event of theft, parents must report the loss to their local police department. A copy of the damage or police report must be presented to the OLLS school office before a Chromebook can be repaired or replaced.

9. Cost of Repairs

- Students may be held responsible for all damage to their Chromebooks including, but not limited to: broken screens, cracked plastic pieces, inoperability, etc. Should the cost to repair exceed the cost of purchasing a new device, the student will pay for full replacement value. Lost items such as chargers will be charged the actual replacement cost.