

Chromebook Policies



Madonna High School

2023-2024

TABLE OF CONTENTS

Internet Use - Terms and Conditions	4
Acceptable Use	4
Privileges	4
Unacceptable Use	4
Copyright/intellectual property and identity	5
Network Etiquette	5
Communications	6
Security	6
Respect for Others Property	6
Remote Access	6
Social Media	6
Chromebook Policy	8
Student Responsibilities	8
Chromebook Insurance/Repairs	9

The use of technology is a privilege afforded to students to enhance learning. Technology can be used to teach technological skills, integrate various content areas, encourage critical thinking and problem solving, and develop ethical practices.

With this privilege comes responsibility. The staff will make every effort to provide a safe environment for students who access the Internet, but the student must also use the equipment correctly and appropriately.

The following is the Diocesan Acceptable Chromebook Use Policy that all students and parents will sign at the beginning of the school year. Students will not be allowed access to computers or receive a Chromebook until the agreement is signed. Students who violate the letter or the spirit of the policy will be subject to appropriate disciplinary action, including but not limited to suspension, reduction, or revocation of computer privileges, withdrawal from computer courses (including yearbook) and notification of the withdrawal on the student's official transcript, or dismissal.

Recognizing the legal and ethical obligations to its students, Madonna High School takes its technological responsibilities seriously. It, therefore, retains the following rights and understands the following responsibilities:

1. To log network use and to monitor file server space utilization by users, and assume no responsibility or liability for files deleted due to violation of file server space allotments.
2. Remove a user account on the network.
3. Monitor the use of online activities. This may include real-time monitoring of network activity and/or maintaining a log of internet activity for later review. Moreover, Madonna High School 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. Virus protection is unnecessary on the ChromeBook due to the unique nature of its design.
4. Provide internal and external controls as appropriate and feasible. Such controls shall include the right to determine who will have access to Madonna-owned equipment and, specifically, to exclude those who do not abide by Madonna's Acceptable Use Policy or other policies governing the

use of school facilities, equipment, and materials. Madonna reserves the right to restrict online destinations through software or other means.

5. Provide guidelines and make reasonable efforts to train staff and students in acceptable use and policies governing online communications.

Internet Use - Terms and Conditions

Acceptable Use

The use of your accounts must be in support of education and research and consistent with the educational objectives of Madonna High School. Use of another organization's network or computing resources must comply with the rules appropriate for that network. Students must not access social networking sites, streaming video or audio sites, or gaming sites, unless under teacher supervision for an educational purpose.

Privileges

The use of the internet is a privilege, not a right. Access to the internet must be expressly permitted in any area of the school. Inappropriate use will result in a cancellation of those privileges. The system administrators and the Administration will deem what is inappropriate use, and their decision is final.

Unacceptable Use

Includes, but is not limited to, the following:

1. Giving out personal information about another person, including home address, phone number, or email address.
2. Accessing home email accounts from school, signing up for home email accounts, or using instant messages through the MHS network.
3. Using the network for commercial or for-profit purposes or personal business.
4. Using the network for product advertisement or political lobbying.
5. Intentionally seeking information on, obtaining copies of, or modifying files, photos, other data, or passwords belonging to other users, falsely represent or misrepresent other users on the network.
6. Disrupting the use of the network by others. Hardware and/or software shall not be destroyed, modified, or abused in any way.
7. Installing or using a proxy server, or any other means, with the intent to bypass web content filters.

8. Malicious use of the network 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.
9. Transmitting hate mail, chain letters, mass mailings, harassment, discriminatory remarks, and/or other antisocial behaviors.
10. The unauthorized installation of any software, including shareware and freeware, for use on school computers.
11. Using the network to access or process pornographic material, inappropriate text files (as determined by the system administrator and/or the Administration), or files dangerous to the integrity of the local area network.
12. Downloading entertainment software or other files not related to the mission and objectives of Madonna High School for transfer to a user's home computer, personal computer, or other media. This prohibition pertains to freeware, shareware, copyrighted commercial and noncommercial software, and all other forms of software and files not directly related to the instructional and administrative purposes of Madonna High School.
13. Downloading, copying, otherwise duplicating, and/or distributing copyrighted materials without the specific written permission of the copyright owner is prohibited, except that duplication and/or distribution of materials for educational purposes is permitted when such duplication and/or distribution would fall within the Fair Use Doctrine of the United States Copyright Law (Title 17, USC).
14. Use of the network for any unlawful purpose is prohibited.
15. Use of profanity, obscenity, racist terms, or other language that may be intended to offend another user is prohibited, including bullying, cyberbullying, etc.
16. Playing games is prohibited unless specifically authorized by a teacher for instructional purposes.
17. Establishing network or internet connections to live communications, including voice and/or video (relay chat) like Google Chat, Google Meet, Zoom, etc., is prohibited unless specifically authorized by the system administrator.
18. Any attempts, successful or not, to circumvent content filtering, activity logging, or any other function of the MHS network.
19. Using a hotspot or other external internet connection during school.

Copyright/intellectual property and identity

All sources obtained for student work must be properly cited. Transferring copyrighted material to and from school without the express permission of the owner is a violation of Federal Law.

Network Etiquette

You are expected to abide by the generally accepted rules of network etiquette. These include, but are not limited to, the following:

- Do not reveal the personal address or phone number of students, teachers, administrators, or yourself.
- Do not use the network in such a way that you would disrupt the use of the network by other users.
- You are the owner of what you publish via the network and are not the owner of someone else's information accessed via the network.
- Be polite. Do not get abusive in any postings on the internet.
- When finished with a computer, log off.

Communications

Electronic and/or digital communications between students and teachers should be conducted solely for appropriate educational purposes and employ only school-sanctioned means. This includes teacher web pages, teacher school email, school phone number, and educationally-focused networking sites. Students should not have access to teachers' personal email or phone number. If a student contacts a teacher using personal numbers, email or networking sites, the teacher will notify the Principal immediately.

Security

Security on any computer system is a high priority, especially when the system involves many users. If you feel you can identify a security problem on the internet, you must notify the system administrator or your teacher. Do not demonstrate the problem to other users. Attempts to log on to the internet as a system administrator will result in cancellation of user privileges. Any user identified as a security risk or having a history of problems with other computer systems may be denied access to the internet and the computer labs.

Respect for Others Property

Do not access, view, alter, erase, or damage another individual's account or storage device. Entering or attempting to enter someone's account is strictly forbidden and disciplinary consequences will be determined by the Administration.

Remote Access

Students accessing their accounts remotely must remain responsible for complying with the terms of this policy.

Social Media

All behavioral standards in this handbook apply to students who are on any public or private access internet site, including all social media. Consequences for students representing themselves or the school in a manner that is deemed inappropriate or in violation of any of the standards will be disciplined.

The name, Madonna High School, or any form of it, may not be used or associated with any unofficial social media pages.

Madonna High School makes no warranties of any kind, whether expressed or implied, for the service it is providing. Madonna High School will not be responsible for any damages a student might suffer. These include loss of data resulting from delays, non-deliveries, mis-deliveries, or service interruptions caused by its own negligence or a student's errors or omissions. Use of any information obtained via the internet is at the student's own risk. Madonna High School specifically denies all responsibility for the accuracy or quality of information obtained through its services.

Chromebook Policy

Students at MHS will utilize Google Chromebook computers on the school provided wireless network. Chromebooks and school computers are strictly for educational use consistent with the educational goals of Catholic education and the school.

Each student receives a Chromebook and one (1) Chromebook charger. Until a receipt for purchase or ownership is issued by the school, all Google Chromebooks and chargers remain the property of MHS during the entirety of a student's career.

Only school-purchased Chromebooks will be allowed in the classroom. No other technology will be permitted in the classroom.

The Chromebook is for academic use. Only the school provided email address is to be used with the device. Students return the device at the end of the second semester each year for cleaning, licensing, updates, and maintenance.

Student Responsibilities

(Not following the policies can result in disciplinary action)

- Must charge the Chromebook at home and have it fully charged each morning.
- May not unilaterally claim possession of a Google Chromebook nor may they discard the device. The school may ask for the return, or review, of a Chromebook at any time for any reason.
- Are not permitted to attach personal Chromebooks (or personal laptops/tablets) to the school network.
- May not rent or sell a MHS Google Chromebook to any third parties or other students.
- Must keep the Chromebook in their possession or secured in a locked classroom or locker at all times. If a Chromebook is found to be unattended, it will be returned to the office, system administrator, or a teacher, and the student who left their Chromebook unattended may receive disciplinary action.

- Must not lend their Chromebook to other students and must not borrow a Chromebook from another student.
- If the device is lost, damaged, or stolen, the responsibility falls to the student to whom the device is assigned.
- Must carry and transport the Chromebook appropriately on campus. The school-provided case is not to be removed.
- Must be entirely responsible for backing up their own data (lost or damaged data is not the responsibility of the school).
- Should avoid use of the device in the Cafeteria while food or drink is being consumed.
- Are not permitted to write on the Chromebook or school-provided cases, have stickers applied to them, or modify or deface them in any way.
- Must not remove, relocate, or write on the asset tag sticker on the Chromebook.
- Are not allowed to create or use any administrative passwords on their Chromebooks.
- Are not to open the Chromebook to attempt their own repairs, including attempting to change the battery.
- Are not permitted to use a personal network, virtual private network, etc. to connect the Chromebook to the internet (e.g., personal cell phone hotspots) while at school during school hours.

Chromebook Repairs

1. Chromebooks should be handled with respect and care. Inappropriate treatment of school Chromebooks is not acceptable and may result in reduction of technology privileges and/or disciplinary action.
2. Students are responsible for returning broken, damaged, or unusable Chromebooks to the school technology office immediately for inspection and assessment. Non-functioning devices are not an excuse for lack of participation in class or failure to complete assigned work.
3. Chromebooks that are unusable and need to be repaired will have a temporary replacement unit issued to the student, if available.

4. Madonna High School has a Repair Fee for Chromebooks. For the student's first incident there is no fee. Starting with the second incident requiring physical repair, the following fee schedule applies:
 - Second repair and all repairs after: \$50 per incident
 - Repair Fee will be charged for any damage discovered during summer maintenance.
 - **NOTE FOR SCHOOL YEAR 2024-2025:** Madonna will not do any physical repairs to Chromebooks purchased outside of the school. Students/Parents are responsible for any physical repairs to these Chromebooks. Temporary replacements for damage to these Chromebooks will be for a length of time determined between the parents and Administration. New Chromebooks must be purchased through the school. Students are responsible for all work, assignments, and participation in class while their Chromebook is out for repairs.
5. The Repair Fee does not cover lost Chromebooks and therefore the student must purchase a new device through the school.
6. In cases of stolen Chromebooks, a police report must be filed and a copy of the police report must be provided to the school. A determination will be made by the Administration as to whether the student will receive a replacement Chromebook or be responsible for the purchase of a new one. New Chromebooks must be purchased through the school.
7. If a student loses their charger, they must purchase a replacement charger for \$20 from the school.
 - a. This ensures the charger has proper voltage, wattage, etc. for the Chromebook, helps prevent damage to the Chromebook and further repair fees, and helps prevent possible battery explosion.
 - b. **NOTE FOR SCHOOL YEAR 2024-2025:** Madonna will only have chargers available for the Chromebooks sold by the school.
8. Madonna High School is not responsible for the loss or theft of any student property.

Financial Policy 2023-2024 for Parental Supplement

1. Madonna High School will sell Chromebooks, currently \$300 each, that can be purchased before school begins.
2. There will be a technology fee, currently \$50, charged each year a student is at Madonna from seventh grade to twelfth grade.
3. The technology fee covers cleaning, licensing, updating, and maintenance of the Chromebook throughout the student's time at Madonna, as well as use of the network, student accounts, etc. Therefore, after graduation, the student can have the Madonna software removed and keep the Chromebook. Madonna will not keep any Chromebooks after six (6) years.
 - a. Google issues a license for updating Chromebooks for the first six (6) years after the Chromebook is made (not purchased). These licenses ensure the Chromebook is able to take the various required tests (like, NWEA, SAT, ACT, etc.). This license cannot be renewed or extended.
 - b. Therefore, entering seventh graders must purchase a Chromebook from Madonna so they will be able to take all tests throughout their time at Madonna. If a license expires for current students, a new Chromebook must be purchased.
4. For any exceptions to the above, Madonna will not cover the cost or do any physical repairs to any non-Madonna-purchased Chromebooks.