

# Madonna Chromebook Policies

The use of technology is a privilege afforded to the 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 the 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 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 or revocation of computer privileges.

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 fileserver space utilization by users, and assume no responsibility or liability for files deleted due to violation of fileserver 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

1. 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 or gaming sites, unless under teacher supervision for an educational purpose.
2. 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 principal will deem what is inappropriate use, and their decision is final.
3. Unacceptable Use - includes but is not limited to the following:
  - a. Giving out personal information about another person, including home address phone number, or e-mail address.
  - b. Accessing home e-mail accounts from school, signing up for home e-mail accounts, or using instant messages through the MHS network.
  - c. Using the network for commercial or for-profit purposes or personal business.
  - d. Using the network for product advertisement or political lobbying.
  - e. 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.
  - f. Disrupting the use of the network by others. Hardware and/or software shall not be destroyed, modified, or abused in any way.
  - g. Installing or using a proxy server, or proxy server websites with the intent to bypass web content filters.
  - h. 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.
  - i. Transmitting hate mail, chain letters, mass mailings, harassment, discriminatory remarks, and/or other antisocial behaviors.
  - j. The unauthorized installation of any software, including shareware and freeware, for use on school computers.
  - k. Using the network to access or process pornographic material, inappropriate text files (as determined by the system administrator or on-site administrator), or files dangerous to the integrity of the local area network.



only school-sanctioned means. This includes teacher webpages, 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, e-mail or networking sites, the teacher will notify the principal immediately.

7. 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 internet and the computer labs.
8. Respect for other's property - Do not access, view, alter, erase, or damage another individual's account or disk/CD/DVD. Entering or attempting to enter someone's account is strictly forbidden and will result in cancellation of privileges.
9. Remote Access - Students accessing Madonna High School's web pages, Facebook page, or databases from a remote location remain responsible for complying with the terms of this policy.
10. Social Media - All standards in this handbook for appropriate behavior apply to students who subscribe to 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 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 who purchased a chromebook through the school will receive 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.

Students who bring their own chromebook must purchase the software through the school (\$50) before they can use it in class. Only school approved chromebooks will be allowed in the classroom. No other technology will be permitted in the classroom.

Even though the student purchased the chromebook it is still the property of the school and students must follow all guidelines set forth in this policy form.

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 2nd semester each year for routine 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 unless it is for academic purposes that are approved by the administration.
- 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 Dean of Students and the student 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.
- 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 be write on chromebook, have stickers applied to them, or to be modified or defaced the chromebook 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 to connect the chromebook to the Internet (i.e. personal cell phone hotspots)

## Chromebook Insurance / 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 disciplinary action.
2. Chromebooks are insured and a copy of the policy is available on the school's website.
3. 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.
4. Chromebooks that are unusable and need to be repaired will have a temporary replacement unit issued to the student.
5. Madonna High School has instituted an insurance co-pay for the Chromebooks. For the student's first and second incident there is no co-pay. Starting with the third incident requiring repair, the following fee schedule applies:
  - Third Repair- \$10
  - Fourth Repair- \$15
  - Fifth Repair and above- \$ 20 per incident.
6. This fee schedule is based on a single academic year and number of repairs does not carry over to the following year.
7. The insurance does not cover lost Chromebooks and therefore the student must purchase a new device through the school.
8. In cases of stolen Chromebooks, a police report must be filed in the jurisdiction of the student's residence with statements taken at the school. A temporary replacement will be provided to the student while the police investigation is underway. Once the case is closed, the student will receive a replacement

Chromebook or be responsible for the purchase of a new one if it is determined that they did not provide adequate protection/security for the device.

9. If the student needs a 2nd charger for any reason, it is the student's responsibility to purchase one. There are a variety of retail outlets that sell chargers. If a student damages or loses their case they will be provided a new one and the cost added to FACTS.