



## Student Chromebook Contract

The use of school-supplied Chromebooks at St. Michael Catholic School is a privilege that comes with responsibility. Remember, the device is at all times property of St. Michael Catholic School, not a student's personal device. If students notice that something is wrong with the device, they are expected to report to a teacher immediately. Failure to abide by the following guidelines may result in revoking the privilege, or further consequences.

1. Students must bring their Chromebook to school every day and make sure it is fully charged. Failure to do so may result in disciplinary action.
2. Students must treat their device with care and never leave it in an unsecured location.
3. Students will not take photos or record video of any persons unless they have the specific consent of a teacher and all persons in the photo or video.
4. Families will be financially responsible for the repair or replacement of stolen or abused hardware or materials..
5. Students must keep their device clean and must not touch the screen with anything (e.g., finger, pen, pencil, etc.) other than approved computer screen cleaners. No food or drinks allowed around the devices. Water damage is not covered by the warranty and will be the responsibility of the parent to pay for repair or replacement.
6. Do not place books or other items on top of the device. Make sure nothing is between the screen and keyboard when the Chromebook is shut closed.
7. Only use the device for school work. You must sign into your school issued Google education account. No other accounts (Google or otherwise) may be accessed on the school-issued Chromebooks at any time.
8. Students should never share their account passwords with others, unless requested by an administrator.
9. Student email is provided by the school and St. Michael Catholic School reserves the right to archive, monitor, and/or review all use of its email system, and users should not have any expectation of privacy in any electronic message created, sent, or received on the "stmichaelcs.org" email system. School email is for school purposes only and should not be used to sign up for subscriptions or any social media sites.
10. At school, students are to use the school-safe email accounts provided. All communication using email and comments on another's work is expected to be business professional. Students should maintain high integrity with regard to e-mail content such as using appropriate language that is not abusive, offensive, or profane. Do not send mass emails, chain letters, or spam.
11. Students should not delete history of sites visited on their Chromebooks. St. Michael Catholic School reserves the right to do periodic checks and/or review of Internet site visits.
12. Technology, including but not limited to the Chromebook itself and any ancillary tools such as earbuds, are not to be shared among students.
13. Students should not personalize their devices in any way. This includes backgrounds, name icons, decals, screensavers, and downloading any software, application or short cuts that have not been explicitly allowed by the teacher.
14. Students are NOT to update Chrome OS without permission.
15. Access to the Chrome Web Store is prohibited. Apps, therefore, cannot be added without permission.
16. Students are required to follow all copyright laws around all media including text, images, programs, music, and video. Downloading, sharing, and posting online illegally obtained media is against the St. Michael Catholic School's Use of Technology policy.
17. The use of the Chromebook device will not breach the Technology and Acceptable Use Policy found in the St. Michael Catholic School Parent-Student Handbook.

**Students must follow the following six conditions of being a good digital citizen:**

- **Respect Yourself.** *I will show respect for myself through my actions. I will select online names that are appropriate, I will consider the information and images that I post online. I will consider what personal information about my life, experiences, experimentation, or relationships I post. I will not be obscene.*
- **Protect Yourself.** *I will ensure that the information, images and materials I post online will not put me at risk. I will not publish my personal details, contact details or a schedule of my activities. I will report any attacks or inappropriate behavior directed at me. I will protect passwords, accounts and resources.*
- **Respect Others.** *I will show respect to others. I will not use electronic mediums to antagonize, bully, harass or stalk other people. I will show respect for other people in my choice of websites, I will not visit sites that are degrading, pornographic, racist or inappropriate. I will not abuse my rights of access and I will not enter other people's private spaces or areas.*
- **Protect Others.** *I will protect others by reporting abuse, not forwarding inappropriate materials or communications; I will moderate unacceptable materials and conversations, and will not visit sites that are degrading, pornographic, racist or inappropriate.*
- **Respect Intellectual Property.** *I will request permission to use resources. I will suitably cite any and all use of websites, books, media etc. I will acknowledge all primary sources. I will validate information. I will use and abide by the fair use rules.*
- **Protect Intellectual Property.** *I will request to use the software and media others produce. I will use free and open source alternatives rather than pirating software. I will purchase, license and register all software. I will purchase my music and media, and refrain from distributing these in a manner that violates their licenses. I will act with integrity.*

**I have read and agree to the terms of the Student Chromebook Contract.**

Student Name (printed): \_\_\_\_\_

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

Year of Graduation: \_\_\_\_\_

Date Submitted: \_\_\_\_\_

Parent Signature: \_\_\_\_\_