



Acceptable Use Policy and Chromebook Agreement 2020-2021



Steps To Receive a Chromebook

1. Read policy guidelines page 1-7
2. Sign, detach and return pages 8-9

St. Paul's Lutheran School
Acceptable Use Policy (AUP) for School Computer Systems
Information for Students and Parents

St. Paul's Lutheran School provides each student in grades 1-8 with a Chromebook for school use. Students are able to access information on the Internet and use applications on these devices. This access is provided as a privilege to students—not as a right—to facilitate learning, to assist in conducting research, and to allow communication with others. Students must agree to act in a responsible, Christian manner when using these tools.

St. Paul's Lutheran School will use technology protection measures to block or filter content that is not safe, not educational, and not God-pleasing. St. Paul's Lutheran School reserves the right to monitor users' online activities and to access, review, copy, and store or delete any electronic communication or files and disclose them to others as it deems necessary. At any time, any of the computer administrators can review and/or delete any file from the network in order to maintain system integrity or to enforce this acceptable usage agreement. Inappropriate use of St. Paul's Lutheran School Technology can result in limited or banned computer use, disciplinary consequences, removal from courses, loss of credit, receiving a failing grade, and/or legal action.

Users should have no expectation of privacy regarding their use of St. Paul's Lutheran School property, network, and/or Internet access or files, including email. The following rules apply to all students who are allowed access to the computers and the computer network:

When using the school's network, I will...

1. PROTECT MY PASSWORD AND RESPECT OTHERS ACCOUNTS

- I will not share my password for convenience with another student.
- I will not steal and use another student's password, a staff member's password, or a teacher's password to access the computer network, understanding that this could lead to disciplinary action.
- Any violation of this Acceptable Use Policy attributed to a student's username will result in disciplinary action being taken against that student.

2. RESPECT OTHERS PROPERTY AND FILES

- I will not access or tamper with another student's files
- I will not access or tamper with a faculty or staff member's files or hardware.
- I will not tamper with, damage or disrupt the school's network operating system files from on or off site, understanding that if I even attempt this, it could lead to a legal matter and/or expulsion
- I will not circumvent or attempt to circumvent any of the security measures installed on the computers or network, understanding that if I even attempt this, it could lead to a legal matter and/or expulsion.

3. CARE FOR ST. PAUL'S LUTHERAN SCHOOL-OWNED DEVICES

- I will not add, delete, or alter files or install programs without specific prior permission from one of the computer administrators.
- I will not download executable files on school computers.
- I will not change settings or preferences on the computer.

I understand that if I break any of these rules, I can lose my computer usage for a period of time decided by the administrators.

When using the computers to communicate inside and outside of St. Paul's Lutheran School, I will...

1. USE GOOD CHRIST-CENTERED JUDGEMENT WHEN USING THE COMPUTER TO COMMUNICATE

- I will be able to use approved collaborative tools (Shared Google Docs, Google Classroom, etc.) on my Chromebook to communicate only within ST. PAUL'S LUTHERAN SCHOOL Google Apps For Education (GAPE) users (i.e. @stpaulslivonia.org).
- I will remember that every letter typed on these tools should be God-pleasing. I will not use these tools to send abusive or offensive messages to people within or outside of ST. PAUL'S LUTHERAN SCHOOL.

2. UNDERSTAND THAT ALL COMMUNICATION IS MONITORED

- I understand that all of the documents, messages, and posts that I send and read are monitored for appropriate content and can be forwarded to administrators if the need arises.
- I understand that any document, messages, or posts that relate to illegal activities must, by law, be reported to the proper authorities.

When using the Internet and resources on the Internet on the St. Paul's Lutheran School network, I will...

1. GIVE CARE TO THE CONTENT THAT I BROWSE FOR AT ST. PAUL'S LUTHERAN SCHOOL

- I understand that all my Internet requests are monitored, filtered, and documented and can be reviewed at any time by the computer administrators or school administration.
- I understand that computer administrators and school administration block access via the Internet to content that is considered not Christian or not educational. No permission will be given around this block at any time.
- I will not attempt or succeed at getting around the school's blocking software

2. PUT MY FAITH AT THE FOREFRONT

- I understand that even though ST. PAUL'S LUTHERAN SCHOOL aggressively blocks inappropriate sites, some material may be reached that is illegal, defamatory, inaccurate and blatantly sinful. Computer administrators will strive to block inappropriate sites when they are discovered.
- I will not search for inappropriate content on the Internet or post remarks on the Internet that defame St. Paul's school, teachers, students, or families.
- I will respect others' work and comply with Fair Use laws and other copyright regulations when accessing the internet.

Receiving and Returning Chromebooks

1.1 Receiving a Chromebook

- Each student grades 1-8 will receive a Chromebook.
- Parents/guardians and students must sign and return the Chromebook User Agreement before a Chromebook is issued to the student.
- Chromebooks will be labeled in a manner specified by St. Paul's Lutheran School
- The Chromebook is the property of St. Paul's Lutheran School, and as a result, may be subject to inspection at any time. The student should have NO expectation of privacy of materials found on a Chromebook.

- Students are not allowed to install other operating systems or alter the Chrome OS on the device. Students found breaking this rule may lose the rights to the device for a period of time.
- Students are responsible for following the Acceptable Use Policy

1.2 Returning a Chromebook

- Chromebooks and all St. Paul's Lutheran School owned accessories will be returned during the final week of the school year so they can be checked for serviceability.
- Chromebooks must be returned immediately when a student transfers out, is suspended or expelled, or terminates enrollment for any reason from St. Paul's Lutheran School.

1.3 Fines Related to a Chromebook

- Chromebooks will be turned into the student's teacher, when requested, in satisfactory condition. Chromebooks will be inspected for damage. In the case of damage, the student/parent/guardian will be charged a fee for needed repairs, not to exceed the replacement cost of the Chromebook. St. Paul's Lutheran School will make the final determination of any fees assessed.
- If a student fails to return the Chromebook, the student/parent/guardian will pay the replacement cost of the Chromebook.

1.4 Taking Care of a Chromebook

- Students are responsible for the general care of the Chromebook they have been issued by St. Paul's Lutheran School.
- Chromebooks that are broken or fail to work properly must be given to the teacher for an evaluation of the equipment.
- Care must be taken to protect the screen.
- Students are responsible for anything done using their assigned Chromebook or their login.
- Chromebooks are the property of the St. Paul's Lutheran School and all users will follow these procedures and the St. Paul's Lutheran School Acceptable Use Policy.

2.1 General Precautions

- Avoid using any sharp object(s) on the Chromebook. The Chromebook will scratch, leading to the potential for needed repairs.
- Chromebooks do not respond well to liquids. Avoid applying liquids to the Chromebook.
- The Chromebook can be cleaned with a soft, lint-free cloth. Avoid getting moisture in the openings. Do not use window cleaners, household cleaners, aerosol sprays, solvents, alcohol, ammonia, or abrasives to clean the Chromebook.

- Do not attempt to gain access to the internal electronics or repair of a Chromebook. If a Chromebook fails to work or is damaged, report the problem to the teacher.
- Never throw or slide a Chromebook.
- Always open the Chromebook from the center of the screen and not from the corners. Opening the device from the corners creates additional stress on the screen and may lead to the screen cracking.
- 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 the St. Paul's Lutheran School.
- Students are encouraged to purchase a padded, protective sleeve or laptop bag if taking the Chromebook home.
- Chromebooks have a unique identification number and at no time should the numbers or labels be modified or removed.
- Chromebooks must never be left in an unlocked locker, in an unlocked car, or in any unsupervised area.
- Chromebooks should be placed vertically on a locker shelf or in a backpack/book bag to avoid putting any pressure on the screen.
- Chromebooks must not be left in a vehicle or a location that is not temperature controlled.
- Chromebooks are assigned to individual students and the responsibility for the care of the Chromebook solely rests with that individual. Students should not lend their Chromebooks to another person.

2.2 Chromebook Charging and Storage

- Chromebooks must be charged for school each day. This is the student's responsibility to ensure that they are plugged in correctly before leaving school each afternoon.
- In cases where the battery does run out, students may be able to connect their Chromebook to a power outlet in class at the teacher's discretion

3.1 Using a Chromebook at School

- Chromebooks are intended for use at school each day. In addition to teacher expectations for Chromebook use, school messages, announcements, calendars, and schedules may be accessed using the Chromebook. Students are responsible for bringing their Chromebook to all classes unless specifically instructed not to do so by a teacher.

3.2 Chromebooks at Home

- Students may take a Chromebook home at night with teacher permission.

- If a student leaves the Chromebook at home or comes to school with an insufficiently charged Chromebook, the student is responsible for getting his/her coursework completed as if the Chromebook were present.

3.3 Chromebook Undergoing Repair

- Loaner Chromebooks may be issued to students when their Chromebooks are being repaired by the school at no charge. A limited number of “loaner” Chromebooks are available, so having a “loaner” is not guaranteed.

3.4 Sound and Music

- Sound must be muted at all times unless permission is obtained from the teacher for instructional purposes.
- Students should provide their own headsets/earbuds. Students without their own headsets/earbuds must mute their Chromebook to not disturb the academic setting of the classroom.

3.5 Using the Chromebook Camera

- The Chromebook comes equipped with both camera and video capacities. As with all recording devices, students must have permission before recording an individual or group and also permission before the individual or group may be posted online.

3.6 Managing Your Files and Saving Your Work:

- Students may save documents to their Google Drive. Saving to Google Drive will make the file accessible from any computer with internet access. Students using Google Drive to work on their documents will not need to save their work, as Drive will save each keystroke as the work is being completed. It will be the responsibility of the student to maintain the integrity of their files.

3.7 Software on Chromebooks:

- Chromebook software is delivered via the Chrome Web Store. These are web-based applications and extensions that do not require installation space on a hard drive. Some applications, such as Google Drive, are available for offline use. The software originally installed on the Chromebook must remain on the Chromebook in usable condition and easily accessible at all times.
- From time to time the school may add software applications and extensions. This process will be automatic with virtually no impact on students. Applications and extensions that are no longer needed will automatically be removed by the school as well.

3.8 Virus Protection:

- Virus protection is unnecessary on the Chromebook due to the unique nature of its design.

3.9 Additional Software:

- Students will not install additional software on their Chromebook other than what has been approved by St. Paul's Lutheran School .

3.10 Inspection:

- Students may be selected at random to provide their Chromebook for inspection. The purpose for inspection will be to check for proper care and maintenance as well as inappropriate material being carried into the school.

St. Paul's Lutheran School Acceptable Use Policy and Chromebook Agreement

This agreement must be signed and initialed by the student AND parent/guardian before a computer access will be issued to the student of St. Paul's Lutheran School .

OWNERSHIP OF THE CHROMEBOOK

St. Paul's Lutheran School retains sole right of possession of any Chromebook. The Chromebooks are lent to the students for educational purposes only for the academic year. St. Paul's Lutheran School staff 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.

- Students who cease to enroll in St. Paul's Lutheran School, the student/parents, will return the leased Chromebook in good working order or pay the full \$250.00 replacement cost.
- St. Paul's Lutheran School cannot be held liable to any claim of damage, negligence, or breach of duty.

As a user of a St. Paul's Lutheran School-owned computer and the ST. PAUL'S LUTHERAN SCHOOL network, I acknowledge and hereby agree to abide by all guidelines as laid out in the St. Paul's Lutheran School Acceptable Use Policy and Chromebook Agreement.

Student Name (PRINT) _____

Student Signature _____ Date _____

Chromebook Serial Number	ST. PAUL'S LUTHERAN SCHOOL Issued Number

As the parent or legal guardian of the minor student signing above, I grant permission for my student to be held responsible for St. Paul's Lutheran School-owned computer equipment. I understand that I may be held liable for usage violations and/or equipment damage. I acknowledge receipt of and hereby agree to comply with the user requirements contained in the Acceptable Use Policy. I give permission for my child to use Google Apps for Education. My initials on the following page indicate that I agree to enforce acceptable use when my child is off school property.

Parent/Guardian Signature _____ Date _____

Digital Citizenship Pledge	Student Initials	Parent Initials
<p>I promise to respect the rights of others:</p> <ul style="list-style-type: none"> · Be safe online. Never give out personal information, including, but not limited to, last names, phone numbers, SSN#, addresses, exact birth dates, and pictures. Passwords are not to be shared with anyone but parents or teacher. · No student user is permitted to access other user's private files. · Be constructive. When commenting on someone else's work, be sure it is in the spirit of improving the writing. · Treat others online, as you would like to be treated. Stand up for others and notify your teacher if you observe cyberbullying. 		
<p>I promise to respect the technology:</p> <ul style="list-style-type: none"> · Never do anything that could cause damage to the equipment. · Only perform tasks that you have been trained, instructed, and permitted to do. · Use two clean hands when handling the Chromebooks. · Do not download or upload any media from the Internet without the expressed consent from your teacher. · Notify your teacher if you encounter inappropriate content or something that makes you feel uncomfortable. 		
<p>I promise to respect the law:</p> <ul style="list-style-type: none"> · Give proper credit to the sources for words and images included in your work. · Do not spread viruses or knowingly disrupt the online environment. 		
<p>I promise to respect the purpose of school technology:</p> <ul style="list-style-type: none"> · Non-educational games or personal use are not allowed on school-owned devices.. · All work stored on school's equipment belongs to the school and may be accessed by school personnel. · I promise to avoid chat rooms and social media while on the school's network, unless instructed by a knowledgeable teacher. 		
<p>I promise to respect the gifts God has given to me:</p> <ul style="list-style-type: none"> · I want to give glory to God with all my gifts, including with technology (1 Corinthians 10:31). · I want to be a good steward of technology so that God may be praised in all I do (1 Peter 4:10ff). · I want to show others Christ's love while interacting online (John 15:12). 		