



ST. MEL'S
CATHOLIC
ACADEMY

St. Mel's Catholic Academy
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Dear Parents and Guardians,

St. Mel's Catholic Academy (SMCA) prides itself on academic excellence, and high school preparation. As part of our initiative, SMCA has instituted a plan to become a 1:1 school, in which all students and faculty have access to a hand-held electronic tool, with which they can facilitate learning. For the 2018-2019 year, students in the 5th through 8th grades will be receiving Chromebooks. With the internet at their fingertips, our students will not only be proficient in academic uses of technology, but also attain a broader knowledge base across their studies.

The Chromebook program at SMCA is an academic program, of whose policies governing the use of the Chromebook are for the support of academic use. Students and parents must abide to the expectations and policies set forth during the lending period. Included is an Acceptable Use Policy and Contract, which details the expectations and requirements of recipients. The use of the Chromebook is a privilege, not a right, and teachers reserve the ability to set additional requirements and parameters for their respective class(es).

Please read through the contract with your son or daughter, and sign all necessary fields. Should you have any questions or concerns regarding this contract, please reach out to me.

Sincerely,



Ms. Schneider
Principal



Chromebook Acceptable Use Policy and Contract

I. Chromebook Distribution and Care

- a. Chromebooks are the property of St. Mel's Catholic Academy (SMCA).
- b. Students are responsible for the general care of the Chromebook, and are expected to use the Chromebook in conformity with this contract and any additionally stipulated guidelines.
- c. SMCA cases will be distributed, and are required at all times. Failure to maintain a covered Chromebook will result in disciplinary action.
- d. Students/Parents/Guardians are solely responsible for the care and safekeeping.
- e. Any damage, including but not limited to broken components and failure to work properly, must be taken to the Principal's office for an evaluation of equipment, repair, and cause. Any loss or damage will result in disciplinary action, as well as financial responsibility of the student(s)/parent(s)/guardian(s).
- f. Full replacement cost will be \$300, including cover and software.

II. General Rules

SMCA's Internet services (web, e-mail, PodCasts, blogs, newsgroups, etc.) are designed to guide users in navigating through vast resources, while minimizing the possibility of accessing information that is inappropriate in the context of a school setting. SMCA, however, cannot guarantee that such material will not be accessed.

- a. Accounts may be used only by the authorized owner(s) of the accounts.
- b. Users are responsible for the file content and e-mail communications of their accounts. All messages shall be purposeful, appropriate, and school related.
- c. Users shall not use their accounts or the network to create, view, or distribute any images, audio, messages, or material which are obscene, harassing, malicious, etc.
- d. Users shall respect the privacy of others, and shall not access, modify, or copy passwords or data belonging to other users. Users will not publish private information about students or staff without permission.
- e. Users are not to connect their personal laptops to the academic network.
- f. Illegal installation or transmission of copyrighted materials is strictly forbidden. Software piracy and plagiarism are illegal.
- g. Students are required to have their Chromebooks daily, and are responsible for keeping them charged. If left at home, students are responsible for getting the course work completed as if they had their Chromebook present. Students repeatedly forgetting the Chromebook at home will face academic and disciplinary action.

- h. Chromebooks are not permitted in the cafeteria, nor during gym class -- Chromebooks are to be locked in the classroom.
- i. Students may not remove the “asset tag” or any other label on the Chromebook.

III. Usage

- a. The Chromebook’s primary function is as an educational tool. By accepting the Chromebook, students agree to participate in all class activities and assignments as directed by their teachers.
- b. The Chromebook is school property, and SMCA maintains the right to inspect it and its contents if deemed necessary by school personnel.
- c. Only the student that receives the Chromebook is authorized to use it, unless otherwise instructed.
- d. Students are responsible for populating the Chromebook with appropriate apps, as well as those apps directed by the school.
- e. The Chromebook must be returned at the end of the year in the condition it was originally received.
- f. The user cannot modify (jailbreak) the equipment at any time.
- g. Internet games/game apps are not allowed.
- h. The software/apps originally installed by SMCA must remain on the Chromebooks in useable condition, and must be easily accessible. These apps are subject to change based on course need.
- i. Inappropriate media may not be used as a screensaver, background, or in the camera roll at any time.
- j. Sound must be muted at all times unless permission is obtained from the teacher for instructional purposes.
- k. The Chromebook camera/microphone is not to be used in school except at the direction of a teacher. Anyone found taking or uploading unauthorized photographs, video, or audio will face severe disciplinary actions, that may include expulsion.

Any user who does not comply with this Acceptable Use Policy will be subject to one or more of the following consequences:

- Conference with parent or guardian,
- Compensation equivalent to the cost of repair or replacement as determined by the school,
- Disciplinary measures at the discretion of the administration, including loss of privilege to use computer systems and devices,
- Expulsion,
- Legal action.

IV. Chromebook Acceptable Use Policy Contract

We have read St. Mel's Catholic Academy Chromebook Acceptable Use Policy, and fully understand that the student will be held accountable for all activities including, but not limited to, the content of materials sent or obtained by mail, news, or any other means using the network privileges. If a Chromebook is assigned to the student we agree to the terms and conditions outlined above, and to abide by the principles and guidelines of the policy. We further agree not to hold SMCA or any of its employees responsible for the performance of the system, loss of data, interruptions of service, or the content of any materials access through its network.

I understand that SMCA reserves the right to at any time amend or add to the policies, rules, and regulations contained in this contract.

Date: _____

Student Homeroom: _____

Chromebook Serial Number: _____

Print Name of Student: _____

Signature of Student: _____

Print Name of Parent/Guardian: _____

Signature of Parent/Guardian: _____