

Ursuline High School

1:1 Chromebook Program User Policy

As stated in the Student Technology and Internet Acceptable Use Policy (STIAUP), the schools in the Diocese of Youngstown maintain computer systems and networks (information and communication resources) as a part of its mission to promote excellence in education and to enhance students' productivity, efficiency and effectiveness with communication and resource sharing.

Ursuline High School will permit students to bring a Personally Owned Device (POD) to use during the school day for educational purposes. Students must be committed to digital citizenship and use technology resources in ways that promote an educational environment that follows the philosophy, principles and teachings of Ursuline High School. All users are subject to legal requirements as well. **Students and parents or guardians must sign the Chromebook Policy Agreement, as well as the STIAUP to be permitted to use such devices in school.**

Responsibility, Safety and Security

A student is responsible for securing Chromebooks at all times. If a Chromebook appears to have been stolen, the student should immediately report the incident to the assistant principal.

The safety and security of the students and the network are our primary concern, and students are required to work with the teaching staff and administrators to protect fellow students, electronic devices and systems. Security on any computer system is a high priority, especially when the system involves many users. If a student identifies a security problem involving him/herself or another student, they are to report it to the assistant principal.

Security measures, such as filters and virus protection software, are not to be bypassed by using personal data plans. Compliance to the *Child Internet Protection Act* as referred to in the Student Technology and Internet Acceptable Use Policy is a must (see link to [ORC § 3314.21](#)). The school may take disciplinary action against students found violating this policy.

Privileges

The use of school Internet accounts and equipment is a privilege and may be revoked for misuse or violation of policies by the administration, teachers, or another designated school official.

Privacy

There is **no** expectation of privacy with the use of personal devices that access the school network or used in school. All Information Technology (IT) systems and networks and all messages or documents composed, sent or received on these systems are and remain the property of the school.

Expectations

As a student of the Diocese of Youngstown and Ursuline High School I agree to:

- use the school wireless network at all times. Students **may not use personal data plans** (2g, 3g or faster) due to safety and security reasons (see link to [ORC § 3314.21](#)).
- keep my Chromebook with me or locked in my locker.
- keep the Chromebook in the protective case at all times while on school property.
- back-up all work on a daily basis to cloud storage, personal flash drive, home computer or storage device. Information is not to be stored on school systems.
- use a Chromebook in a classroom only with explicit teacher approval and supervision.
Teachers will include their policy regarding Chromebooks in their classroom rules.

- follow all rules in the Student Technology and Internet Acceptable Use Policy (STIAUP).

- adhere to any additional guidelines that the classroom teaching staff or other school personnel may require including connection to the Internet or using Apps, games, etc.
- in no way use a Chromebook to disrupt or distract from the learning environment.
- in no way use a Chromebook to interfere with the academic performance of myself or another student.
- not use resource intensive applications, programs, etc. that take up an unusual amount of bandwidth (music and video sharing programs like You Tube, Netflix and Pandora).
- come to school with a fully charged device and not rely on school outlets.
- not take, possess, or transmit pictures or video on any camera or video enabled device without express consent of a school official *and the subject being photographed*.
- not take, possess, or transmit pictures or video on any camera or video enabled device that violates the philosophy, principles and/or teachings of the Diocese of Youngstown or the Roman Catholic Church.
- not take, possess or transmit pictures or video on any camera or video enabled device that violates diocesan and school policy, the Student Code of Conduct, or civil law.
- respect and guard the privacy of myself and others by not posting last names on the Internet through email or any social networking system or group and then, only when, permission is explicitly given by school officials, students, parents or guardians.
- adhere to copyright laws (not duplicating text, licensed software or related documents as stated in the STIAUP).
- refrain from making **personal contact** during class time that is **unrelated to school business** with any type of device or means (through text, email, Skype or similar, etc.). The exception would be to contact a relative or responsible party to pass on crucial information. This is done strictly with permission given by a school official.
- refrain from sending any message by any means (text, email, etc.) that you would not want read by a third party (student or adult).
- keep my device muted or in a silent mode

The school reserves the right to audit and monitor usage of these resources and to access, view and disclose their contents, with or without notice or the consent of the user and with or without cause.

Students must surrender their Chromebook to any authorized personnel upon request and must allow these authorized personnel to examine the Chromebook to determine whether established policies have been violated.

The Diocese of Youngstown and Ursuline High School take available precautions and use firewalls and filters to restrict/limit access to controversial materials and also have alerted students to the risks of the Internet and the use of computer/telecommunications devices; however, on a global network it is impossible to control all communication and materials.

Regulations and Guidelines

As a student of the Diocese of Youngstown and Ursuline High School I agree to not:

- take pictures, videos, or recordings of students, faculty, teaching staff or administrators with a Chromebook without their knowledge and permission;
- bypass the school filtered network to access the internet;
- destroy, intrude upon or harm the network monitoring software or applications;
- violate copyright laws or plagiarize;
- use a device for any type of cheating as referred to in the STIAUP; and
- use a device for personal purchases of any kind while on school premises.

Violations of the above guidelines will be considered a **serious violation** of the school's Chromebook Policy.

As a student of the Diocese of Youngstown and Ursuline High School I understand:

- Chromebooks may be used in classrooms as directed by teachers with the primary usage always relating to instruction.
- Chromebooks may be used in study hall, the library/learning center or cafeteria. Earbuds are not permitted at anytime at Ursuline. Students may not listen to music or stream video from their Chromebook
- Chromebooks may NOT be brought to Mass, prayer services, or assemblies.

Using a Chromebook that violates the above conditions will be considered a **minor violation** of the school's Chromebook Policy

Any violation of security, safety and privacy regulations and rules of Ursuline High School and/or Diocese or civil law, when using a POD at school, may also subject a student to disciplinary and legal action as listed in the Student Technology and Internet Acceptable Use Policy (STIAUP).

Network access and Chromebook use is a privilege that may be revoked for any reason at the discretion of the administration.

Security, Safety and Privacy Violations Regarding Blogging, Wikis and Using Social Networking

Students should be creative, thoughtful, and proactive in building digital footprints that contribute to their personal growth. Students should act in a way that makes their parents, the Diocese of Youngstown and Ursuline High School proud. Students should be aware that colleges and universities, scholarship committees, potential employers, and internship supervisors may monitor these sites as a way of assessing and selecting applicants.

As with any electronic communication, blogging, wikis and social networking paths have value in a school environment when used for collaboration and communication between students about educational materials. When using these internet resources, students must be committed to digital citizenship and use technology resources in ways that promote an educational environment that follows the philosophy, principles and teachings of Ursuline High School, the Diocese of Youngstown and the Roman Catholic Church.

Rules and regulations for participating in social networking are for activity done both in and out of school when such: a.) creates a hostile environment; b.) infringes on the rights of staff or student(s) at the school; and c.) disrupts the educational process or the orderly operation of a school. Text or photos placed online should be considered by the user as a public document or image. The school Student Code of Conduct and all technology related policies apply. All users are subject to civil laws as well. Students are to report any misuse of the network to a teacher or administrator.

As a student of the Diocese of Youngstown and Ursuline High School I agree to not:

- transmit hurtful or damaging information or comments as outlined in the STIAUP to mistreat, embarrass or disrespect any member of the school community;
- transmit and display/share personal information, inappropriate images or content using a Chromebook of students, faculty, teaching staff or administrative staff;
- post or share falsified information using a Chromebook regarding students, faculty, teaching staff or administrative staff;
- use names, initials, logos, pictures, or representations of the students, faculty, administration or other individuals that, in the determination of the school administration, are degrading, lewd, threatening or inappropriate including but not limited to comments, cartoons, jokes, unwelcome propositions or love letters;
- access any Internet site deemed inappropriate by the administration;
- engage in conduct that violates safety, security and privacy regulations and guidelines in this policy and the STIAUP (e.g., any forum to intentionally mistreat, embarrass or disrespect other students, families, alumni, faculty, administration or other members of the school community); or
- electronically transmit any material in violation of school policy or any federal or state laws or regulation.
- take or possess picture or video containing confidential school materials, such as test questions or the homework of other students

Violations of the above guidelines will be considered a **serious violation** of the school's POD Policy.

Teaching staff and administrators have the right to deny student's access to blogs, wikis and social networks at school if inappropriate behavior is evidenced including poor network etiquette.

Accepted Rules of Network Etiquette

Students must be committed to using digital citizenship when using technology resources by applying network etiquette whether personally owned or school owned. Network etiquette is another practice that ensures an educational environment that follows the philosophy, principles and teachings of the Roman Catholic Church. Network etiquette includes

- *Being Polite:* Remember, what is written or posted can be viewed globally;
- *Using appropriate language and refraining from making offensive remarks and sharing offensive material;*
- *Respecting Privacy:* Remember, email and other postings on the Internet are not guaranteed to be private. You and others are put at risk when personal information is shared on the Internet.
- *Connecting fairly:* Avoid slowing the network.

Consequences

Minor violations of this Chromebook Policy will result in the following penalties from the classroom teacher, administrator, or supervisor of the study hall, cafeteria, or library/learning center.

1. The student's Chromebook will be confiscated until the end of the period and may be confiscated until the end of the day.
2. The student will sign a conduct card for violation of the Chromebook Policy with a penalty of 5 conduct points and 1 detention.

Serious violations of the POD and Cell Phone Policy will result in one or more of the following penalties and will be assessed at the discretion of the school administration:

1. The student's Chromebook will be confiscated.
2. Students will face suspension or revocation of computing and other technological privileges.
2. Students will face disciplinary action assigned by the Assistant Principal, including a conference with the student's parents.
3. Students will face other legal action including action to recover damages.
4. Students will face referral to law enforcement agencies.

In addition:

- Deliberate or careless transmission, publication or postings of person's private information, falsifying information and posting inappropriate or harmful material as outlined in the STIAUP will result in disciplinary action up to and including expulsion.
- Bypassing the network monitoring software or applications considered intrusive by the school is a serious offense, and will result in disciplinary action, up to and including expulsion.

In some circumstances parents can be held responsible for student's acts according to Ohio law. Students and parents or guardians must sign the Chromebook Policy Agreement before a student will be permitted to use such devices and the Internet at school.

If as a parent or guardian you do not consent to having your student use a personally owned device in school, you may verify that information by sending a written letter stating such.

Chromebook Specific Policy

Intended Use

*The Chromebook issued to students by Ursuline is intended for academic use only and is to be treated in a fashion similar to textbooks. The Chromebook is not to be used for personal entertainment, social media, gaming, personal business, etc. Any attempts to access blocked sites, attach to the guest Wi-Fi, or bypass security will be considered a violation of the *Ursuline Technology Acceptable Use Policy*. Refer to the *Disciplinary Consequences* section in regard to violations.*

Ownership

Ownership of the Chromebook belongs to Ursuline High School through the duration of its use here at the school. Chromebooks will be returned to Ursuline at the conclusion of each academic year. Ursuline will re-issue the Chromebook for each academic year. Students may not keep the device at the end of the senior year.

The device will be treated in a similar manner as other school-owned educational tools such as textbooks; therefore, all Ursuline High School policies, rules, handbooks, contracts, and directives, including disciplinary measures, apply to the use of device.

Each Chromebook will be associated with a student that matches the number on the unit in order to track and maintain individual use.

Any student's Chromebook may be inspected at any time. Additionally, administration and teachers have management software that allows screen inspections at all times. This includes the viewing of email, assignments, the revision history of assignments, etc. The purpose for inspection will be to check for proper care, use, and maintenance as well as to identify and respond to inappropriate use and materials on the device.

Students are responsible for lost or damaged devices due to any form of misconduct. (See *Insurance* below). Please take extra caution to secure your Chromebook while in the classroom, in transit, and during after school activities.

Insurance

Private insurance for the Chromebook is provided by Ursuline to parents through a third party provider. This policy covers accidental damage or loss due to theft (which requires a police report to be filed) or natural disaster such as flooding or fire. Theft from an unlocked, unattended vehicle, damage due to malicious intent, and negligence are not covered. Student and their family are responsible for repair or replacement cost for denied claims. Each family is responsible for paying \$25 annually for the insurance cost.

Chromebook Cases

Hard cases will be provided to the students for the Chromebooks. Cases must remain on the Chromebook at all times. Students are responsible for lost or broken covers.

Google Management Console

Each Chromebook issued at Ursuline will have a special license established with Google which allows the administration the ability to control access to the Internet and allow for administrative control over the fleet of Chromebooks. This is helpful to protect our students as well as to manage classroom lists and instructional groups and many other administrative features.

Student Identification of Chromebooks

Each student will be assigned a Chromebook with a number. Students may not exchange or borrow a Chromebook from another student.

Under no circumstances are students to modify, deface, remove or destroy identification labels.

Chromebooks must remain free of any decorative writing, drawings, stickers, paint, tape, or labels that are not the property of Ursuline High School. Compliance checks will be done by the teachers and school administration.

A Chromebook is assigned to each student. Students may neither loan their Chromebooks to other students nor may they borrow Chromebooks from other students.

Care of Chromebooks

1. Protect Chromebook screens, which can be damaged if subjected to rough treatment. The screens are particularly sensitive to damage from excessive pressure.
2. Do not place anything near the Chromebook that could put pressure on the screen.
3. Do not poke or push the screen.
4. Do not lean on top of the Chromebook
5. Do not lift the Chromebook by the screen.
6. Chromebooks should never be shoved into a locker or wedged into a book bag, which may break the screen.
7. Do not remove cases. One case will be issued free of charge to students for their Chromebooks. These covers must remain on at all times. If damaged or lost, students will be responsible for the cost of a replacement case.
8. If the Chromebook becomes damaged while the cover is off, student will be responsible for the cost of repairs, so it is imperative that damaged or lost covers are repaired or replaced as soon as possible.
9. Do not carry Chromebooks while open. Chromebooks must always be closed when transporting.
10. Do not place anything on the keyboard before closing the lid (e.g. pens, pencils, notebooks).
11. Do not use window cleaner or any type of liquid or water on the Chromebook.
12. Never use any product containing any alcohol, ammonia, or other strong solvent to clean Chromebooks.
13. Do not spray or wipe Chromebooks with any ammonia/household cleaner/water and /or cleaning cloth/wipes.
14. Clean the screen with a soft, dry, anti-static, or micro-fiber cloth. Individually packaged pre-moistened eyeglass lens cleaning tissues can be purchased to clean the screen. These are very convenient and relatively inexpensive.
15. No food or drink should be placed next to your Chromebook while it is in use.
16. Cords, cables, and removable storage devices must be inserted carefully into the Chromebook.
17. Chromebooks should be SHUT DOWN in addition to just signing out at least weekly to allow for necessary updates. Closing the lid only puts the device to sleep.
18. Do not expose your Chromebook to extreme temperature or direct sunlight for extended periods of time. Extreme heat or cold may cause damage to the laptop. Extreme heat or cold may cause damage to the laptop. Never store your Chromebook in a car for this reason.
19. Always bring your laptop to room temperature prior to turning it on.
20. When not in use, Chromebooks should be stored in a locked locker.
21. Students are responsible for securely storing their Chromebook during extra-curricular activities.

Using Your Chromebook at School

New students will be trained on how to use the Chromebook at the beginning of each school year through the freshman English class.

The Chromebook is required for use at school each and every day. Students are responsible for charging their Chromebook at home each night and for bringing their Chromebooks to all classes, unless specifically advised not to do so by their teacher.

A teacher or staff member has control over when and how Chromebooks are to be used in the classroom or similar settings. Chromebooks are not to be used in the classroom unless it is part of the instruction and under the supervision of the teacher. Students may be permitted to take notes on their Chromebook, but this will be determined by individual class teacher.

Managing Your Files & Saving Your Work

Students are expected to save documents to their Google Drive account. They may also save to an external memory devices such as, USB flash 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 and keep proper backups. Students will be trained on proper file management procedures.

Ursuline Student Gmail Accounts

Part of the Google Platform is that each student will be assigned a Google Gmail account. The accounts are set up with the “@uhs.doyocs.org” user domain.

Students are required to access this Gmail account daily for school and teacher communication. It is also the means by which students can contact teachers and administrators.

Use of email as a group chat or for non-academic purposes or activities not sanctioned by the instructors or school administration is prohibited.

All students will be issued passwords for their Google Account at the beginning of the school year, and the Assistant Principal will retain a master list of passwords.

Students are not permitted to login to anyone else’s account.

If it is deemed necessary to email the entire student body or an entire class (i.e. Juniors) students should first get permission from a teacher, moderator or administrator before issuing said email.

Email access will be through a Google Gmail system managed by the school and only allows use within the Ursuline user domain. Emails from users outside the uhs.doyocs.org domain are restricted to school determined addresses. Contact technical support if there is a valid reason to unblock an external email.

Accessing personal Gmail accounts is a violation of the *Ursuline’s Technology Acceptable Usage Policy* and is rendered unnecessary by the issuance of a Ursuline student account as well a access to Google drive.

The interface is heavily monitored by Ursuline network administrators and is subject to filtering of inappropriate content and the discipline policies of Ursuline High School.

Daily & Home Student Chromebook Responsibilities

All students are required to take their Chromebooks home each night throughout the school year for charging. Students are to charge their Chromebooks each evening. All students need to bring their Chromebooks fully charged to school each day. Charging at school is not permitted.

The protective case of the Chromebook will only provide basic protection from everyday use. It is not designed to prevent damage from drops or abusive handling. Avoid placing the Chromebook in a book bag or carrier where heavy items such as books may press against and damage the screen. Do not toss the bag or drop the bag if your Chromebook is inside. Be sure to read the *Care of Chromebook* section.

Parents and students are fully responsible for the devices off school property.

Technical Support, Maintenance, and Repairs

Ursuline will provide technical support and service on the operational end of the device and will be responsible for maintenance. Chromebooks that fail to work properly will be serviced by Ursuline High School. Students must not modify, upgrade, or attempt to repair device issued under this policy. These same rules apply to Chromebook loaners.

Student Chromebooks and accessories (charger and battery) will be collected at the end of each school year for maintenance over summer vacation.

Students are responsible for keeping their Chromebooks clean and free of cosmetic damage. Students are responsible for keeping the hard covers on the Chromebook at all times.

If a student is restricted access for an academic site necessary for class, he or she should contact the teacher with details about the site. The teacher will then contact the Assistant Principal for approval.

Loss or Repair or Theft of Your Chromebook

If a student needs to report a repair or theft of Chromebook, they are to sign the Chromebook Clipboard in the office. Students will record his/her name and a description of the issue. Students will be seen to address concerns in a timely manner.

Repaired Chromebooks will end up with the original factory image as first received. It is important that students keep their school data synced to Google Drive so documents and class projects will not be lost.

If repair is needed due to malicious damage (whether to an assigned or loaned Chromebook) further sanctions may result. Students and parents will be charged for Chromebook damage that is a result of misuse or abusive handling.

Loss or theft of device, off school property, must be reported to the school and a copy of the police report must be submitted by the first subsequent business day following the loss or theft. It is the family's responsibility to report theft to the local police department.

Chromebooks lost at school should be reported to the Assistant Principal via the Chromebook Clipboard located in the main office.

Replacements for lost chargers must be done through the main office as using third party charging adapters violates manufacturer's warranties. Families will be billed for a replacement charger.

Loaner Chromebooks

A student who does not have use of their Chromebook at any point during the day (left at home, not charged, dead battery. Lost...) may be issued a loaner for the day. Students can obtain a loaner by signing the Chromebook Clipboard in the main office. Students will be seen in a timely manner to address their concerns.

Loaners are required to be returned to the Main Office by the end of the end of the school day. Those issued a loaner will be given a warning or a detention for repeated violations. Repeat violations of this policy will result in further disciplinary action, which may include suspension. Loaners issued due to mechanical failure or damage resulting in an insurance claim will not result in disciplinary action, unless it is determined the damage was caused by willful neglect or misuse of the Chromebook.

Software on Chromebooks

Chromebook software is delivered via the Chrome Web Store. These are web-based applications 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.

All Chromebooks are supplied with the latest build of Google Chrome Operating System (OS), and many other applications useful in an educational environment. The Chrome OS will automatically install updates when the computer is shut down and restarted. It is important to shut down completely on a regular basis or the Chromebook may perform erratically and become unstable until it is restarted.

From time to time the school may add software applications for use in a particular course. This process will be automatic with virtually no impact on students. Applications that are no longer needed will automatically be removed by the school as well.

Students should not attempt to install additional software or apps on their Chromebook.

Virus Protection

Virus protection is unnecessary on the Chromebook due to the unique nature of its design. This is one of the many benefits of this platform.

Consequences and Disciplinary Actions

Disciplinary consequences are listed and defined in a previous section of this document covering school computers, Chromebooks, and all devices loaned to students.

All students and their parents/guardians are required to sign the *Ursuline Technology Acceptable Use Policy* contract. By signing this contract, you are agreeing that you have read and understand the policies stated in the document, and you are accepting responsibility for all actions as outlined in this policy. *Your signed contract will be kept on file.*

Links

<http://transition.fcc.gov/cgb/consumerfacts/cipa.pdf> *Children's Internet and Protection Act* and Protecting Children in the 21st Century Act

Ohio Revised Code §§ [3314.21](#) on web content filtering

Ohio Revised Code §§ [2917.21\(A\)](#), [2913.01\(Y\)](#) on cyber-bullying

<https://www.ohiobar.org/ForPublic/Resources/LawFactsPamphlets/Pages/LawFactsPamphlet-23.aspx> See **"What should I know about my children's Internet use?"**

<http://www.coppa.org/coppa.htm> See part (4) (A) and (B) Children's Online Privacy Protection Act (COPPA)

www.copyright.gov/fls/fl102.html Copyright Law and United States Fair Use

Ursuline High School

Chromebook Use Agreement

I understand and agree to abide by the terms of the Ursuline High School Student Personally Owned Device and Cell Phone Policy. I understand that when I am using Personally Owned Devices or Cell Phones at school and accessing the Internet, I am responsible for safeguarding and maintaining my own device. I must respect myself, others and the property of the school or others; adhere to all rules of courtesy and etiquette laws as prescribed by federal, state, or local governments, and all Diocese of Youngstown and Ursuline High School rules and policies.

I understand that Internet access or school network access, whether in school or through remote connections, is to be used for educational purposes only.

_____ Date ____/____/____
Student Signature Grade

Parent and Guardian

Student Personally Owned Device, Chromebook and Cell Phone Policy Agreement

As the parent or guardian of this student, I have read the Ursuline High School Personally Owned Device and Cell Phone Policy and agree to its terms. I will instruct my child regarding any risks, responsibilities and regulations and the importance of following rules for personal safety and security and the safety and security of others.

I hereby give my permission for _____ to
(student's name)

use a personally owned device in school and access the school's Internet network. I understand that my child has agreed not to access inappropriate material on the Internet, damage property or cause harm to others. I understand that Ursuline High School or Diocese of Youngstown is not held liable for theft, loss or damage of personally owned devices and their peripheral components that are located on school property. I will emphasize to my child that he or she is responsible for safeguarding and maintaining his or her own device.

Parent/Guardian Printed Name: _____

Parent/Guardian Signature: _____

Return to your homeroom teacher by Friday, August 24.