



ST. PHILIP NERI CATHOLIC SCHOOL

WHERE FAITH AND KNOWLEDGE MEET

6600 Kawanee Ave.

Metairie, LA 70003

504-887-5600

www.stphilipneri.org

St. Philip Neri School Chromebook Policy Handbook

The policies, procedures, and information within this document apply to all Chromebooks used at St. Philip Neri School by students, staff, or guests, including any other device considered by the Administration to fall under this policy.

Teachers may set additional requirements for Chromebook use in the classroom.

2025 - 2026 School Year

- I will take good care of my Chromebook and know that I will be issued the same Chromebook each year.
- I will never leave my Chromebook unattended in an unsecured or unsupervised location.
- I will never loan out my Chromebook to other individuals.
- I will know where my Chromebook is at all times.
- I will plug my Chromebook into the charging cart before I leave school each day.
- I will keep food and beverages away from my Chromebook since they may cause damage to the device.
- I will not disassemble any part of my Chromebook or attempt any repairs.
- I will use my Chromebook in ways that are appropriate for education.
- I will not place inappropriate decorations (stickers, markers, writing, etc.) on the Chromebook.
- I understand that the Chromebook I am issued is subject to inspection at any time without notice.
- I will follow the policies outlined in this Chromebook Policy document and the Archdiocesan Acceptable Use Policy (included in the St. Philip Neri Student-Parent Handbook).
- I will be responsible for all damage or loss caused by neglect or abuse.
- I agree to pay the full replacement cost of my Chromebook, power cord, and wall charger in the event that any of these items are lost, stolen, or damaged.
- I agree to return the Chromebook, power cord, and wall charger in good working condition at the end of each school year. Seventh Grade students will take their Chromebooks at the end of the year as their personal property, provided that the entire cost of the book (\$350) has been paid.

I understand that all technology violations will be subject to the school's discipline policy.

Receiving Your Chromebook:

Chromebooks will be distributed each Fall. **Parents and students must sign and return the Chromebook Policy Sign-off and Student Pledge document before the Chromebook can be issued to their children.**

Return:

Student Chromebooks will be collected at the end of each school year. Students will retain their original Chromebook each year while enrolled at SPN. Students who transfer away from SPN will be required to pay the balance of their Chromebook if they wish to take it with them. **If a Chromebook is not returned, the parent/guardian will be held responsible for payment in full.**

Taking Care of Your Chromebook:

Students are responsible for the general care of the Chromebook which they have been issued by the school. Chromebooks that are broken or fail to work properly must be first reported to the homeroom teacher. The teacher will email Mrs. Vollenweider about the problem. If a loaner Chromebook is needed, one will be issued to the student until the Chromebook can be repaired or replaced.

General Precautions:

- No food or drink is allowed next to your Chromebook.
- Cords, cables, and removable storage devices must be inserted carefully into the Chromebook.
- Students are responsible for placing the Chromebook in the charging cart at the end of the school day.

Carrying Chromebooks:

- Only the Chromebook should be in the student's hands – no binders or water bottles.

Screen Care:

The Chromebook screen can be damaged if subjected to rough treatment.

- Do not lean on top of the Chromebook.
- Do not place anything near the Chromebook that could put pressure on the screen.
- Do not stack Chromebooks on top of each other.

Using Your Chromebook at School:

The Chromebook is intended for use at school each and every day. Students must be responsible for bringing their chromebooks to all classes, unless specifically advised not to do so by their teachers.

Sound:

Sound must be muted at all times unless permission is obtained from the teacher to turn on the Chromebook's sound for instructional purposes. Students will provide their own earbuds to be used when instructed by the teacher.

Managing Your Files and Saving Your Work:

Students may save documents to the Chromebooks internal memory. Students will have the capability to save documents to a Google Drive account. It will be the responsibility of the student to maintain the integrity of their files. Students will be trained on proper file management procedures and use of cloud storage.

Personalizing the Chromebook:

Students may not personalize the Chromebook in any way.

Software on Chromebooks:

- **Originally Installed Software:**
 - ▶ The software originally installed on the Chromebook must remain on the machine in usable condition and must be easy to access at all times. 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.
- **Virus Protection:**
 - ▶ Virus protection is unnecessary on the Chromebook due to the unique nature of its design.
- **Additional Software:**
 - ▶ Students are unable to install additional software on their Chromebook other than what is installed by St. Philip Neri School.
- **Inspection:**
 - ▶ Students may be selected at random to provide their Chromebook for inspection. Students may also be selected for inspection of their Chromebook if a staff member suspects that inappropriate material resides on the device or the student has violated the St. Philip Neri School Acceptable Use Policy.

General Guidelines:

- Chromebooks are not to be used on "peer-to-peer" (P2P) or torrent sites.
- The Archdiocese of New Orleans web-filtering system restricts the use of social media sites.
- The use of any program to circumvent school and Archdiocesan firewalls and web filtering is prohibited.
- Students are not permitted to take video, photos, or voice recordings of anyone or anything on campus, during the school day, unless given permission to do so by a teacher in the course of completing an assignment.
- Students must not intentionally transmit viruses, worms, and other such malicious computer programs using Chromebooks.
- Students are not permitted to add any additional accounts to the Chromebook.

- Students must not modify, upgrade, or attempt to repair Chromebooks without the express written permission of St. Philip Neri School. Additionally, the student should not remove any restrictions on the device or attempt to “jailbreak” it.
- Students will have access to forms of media and communication which is in support of education and research and in support of educational goals and objectives at St. Philip Neri School. Access to media and communication beyond these specific uses will not be supported or allowed.
- Students are responsible for their ethical and educational use of the technology resources of St. Philip Neri School.
- Access to St. Philip Neri School’s technology resources is a privilege and not a right. Each employee, student, and/or parent will be required to follow the rules of the Archdiocese’s Acceptable Use Policy. Violations of these rules will result in the loss of privileges as well as other disciplinary action as defined by the district’s Acceptable Use Policy, Plan of Discipline, or other policies.
- **Recognizing that it is impossible to define every instance of acceptable and unacceptable use, it will be at the discretion of the school administration to determine whether an action involving the Chromebook is unacceptable, should the action not be enumerated in this guide.**
- Transmission of any material that is in violation of any federal or state law is prohibited. This includes, but is not limited to the following: confidential information, copyrighted material, threatening or obscene material, and computer viruses.
- Any attempt to alter data, the configuration of a computer, or the files of another user, without the consent of the individual, school administrator, or technology administrator, will be considered an act of vandalism and subject to disciplinary action in accordance with school discipline policy.

Privacy and Safety:

- Do not enter any chat rooms
- Do not open, use, or change computer files that do not belong to you.
- Do not reveal your full name, phone number, home address, social security number, credit card numbers, passwords, or passwords of other people.
- Remember that network storage is not guaranteed to be private or confidential. St. Philip Neri School reserves the right to inspect your files at any time and will take the necessary steps if files are in violation of the district’s Acceptable Use Policy.
- If you inadvertently access a web site that contains obscene, pornographic, or otherwise offensive material, notify a teacher or the principal immediately so that such sites can be blocked from further access. This is not merely a request. It is a responsibility.

PLEASE NOTE: All activity is recorded in the Chromebook’s history.

Legal Property:

- All student and staff must comply with trademark and copyright laws and all license agreements. Ignorance of the law is not immunity. If you are unsure, ask the network administrator if you are in compliance with the law.

- Plagiarism is a violation of St. Philip Neri School's discipline code. Give credit to all sources used, whether quoted or summarized. This includes all forms of media on the Internet, such as graphics, movies, music, and text.

Consequences:

- The student or staff member whose name a system account and/or computer hardware is issued will be responsible at all times for its appropriate use. Non-compliance with the policies of the Chromebook Policy Handbook or the Archdiocese's Acceptable Use Policy will result in disciplinary action as outlined by the discipline code and/or other school policies for the user unless there is proof that another is responsible.
- Network usage and all stored files shall not be considered confidential and may be monitored at any time by the network administrator or other school administrators to ensure appropriate use. St. Philip Neri School cooperates fully with local, state, or federal officials in any investigation concerning or relating to violations of computer crime laws.

Protecting & Storing Your Chromebook:

Chromebook Identification:

- Chromebooks will be labeled and identified by recording their serial numbers and given a school tag.

Storing Your Chromebook:

- When students are not monitoring their Chromebooks, they should be stored in the charging cart. Nothing should be placed on top of the Chromebook. The Chromebook is not to be stored in lockers or anywhere else at school.

Chromebooks Left in Unsupervised / Unsecured Areas:

- Under no circumstance should a Chromebook be stored in unsupervised areas. Unsupervised areas include the school grounds and campus, the cafeteria, unlocked classrooms, library, hallways, bathrooms, or any other entity that is not securely locked or in which there is not supervision.
- Unsupervised Chromebooks will be confiscated by staff and taken to the Principal's office.

Chromebook Technical Support:

Mrs. Vollenweider will be the first point of contact for repair of the chrome books. Services provided by Mrs. Vollenweider include:

- Password retrieval
- User account support
- Coordination of warranty repair
- Distribution of loaner chrome books
- Hardware maintenance and repair
- Operating System or software configuration support
- Restoring Chromebook to factory default state
- System software updates

Repairing or Replacing Your Chromebook:

Damaged, Lost or Stolen Accessories:

- Students will be required to replace the chrome book and chrome book accessories such as AC adapter & power cord.
- Replacement of the entire device and accessories (\$350)

Indemnification

By signing the St. Philip Neri Chromebook Policy Handbook, the student and his/her parent(s)/guardian(s) agree to hold St. Philip Neri School, the Archdiocese of New Orleans, and the Roman Catholic Church harmless from and against any and all liabilities, costs, attorney fees, and other damages which arise out of or relate in any way to the use of the Chromebook and its software.

Digital Citizenship for Students

1. I will be **honest** while online.

I will not pretend to be anyone else online. I will not use another person's username or password. I will not create an account or post any words, pictures, or sounds using someone else's name. I will not post anonymous messages.

2. I will be **respectful** online.

I will use appropriate manners and language. I will not write anything mean or hurtful to another person. I will not bully or make fun of anyone. I will tell a teacher if I see anything hurtful to another student online. I will not change or destroy the work of others. I will not post someone's personal messages without their permission. I will not post any information related to my school or district without written permission of the superintendent.

3. I will be **safe** online.

I will not post my photograph, my personal address, my personal phone number, or my last name on the Internet.

4. I will be **responsible** with the computer equipment and networks at school.

I will not damage or destroy any computer equipment on purpose. I will not move any equipment without permission. I will not upload or create a computer virus. I will report any problems with the computer or the Internet to my teacher without showing other students.

5. I will be **responsible** with my schoolwork on the computer.

I will act responsibly in my research and assignments. I will use my time on the Internet wisely. I will not view inappropriate material online. I will get permission from my teacher before signing up for any websites or online services. I will not post information about selling a product, my political views, or anything against the law.

6. I will not go into another students' account or alter another students' work.

7. I will not communicate with anyone through any programs.

8. I will not share any student created material unless instructed to do so by a teacher.



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STUDENT CHROMEBOOK AGREEMENT

2025 - 2026

By signing this agreement, both student and parent understand that the student is responsible for all items in this agreement. The student will be subject to disciplinary action and/or remuneration will be required should any part of this contract be broken. Please keep a copy of this agreement for reference. Return this page with signatures.

- **Recognizing that it is impossible to define every instance of acceptable and unacceptable use, it will be at the discretion of the school administration to determine whether an action involving the Chromebook is unacceptable, should the action not be enumerated in this guide.**

Student Name: _____
(Please Print)

Student Signature: _____

Parent Signature: _____

Date: _____