

**Acceptable Use Policy for Our Lady of Good Counsel School:**

**Policies and Procedures - Grades 3 to 8**

**1 to 1 Learning Environment: Catholic Schools of the Archdiocese of Philadelphia  
(with revisions specific to OLG School)**

Students and parents are required to review this document, as well as sign the accompanying agreement prior to the use of school issued Google Chromebooks.

Technology resources are provided for the purpose of supporting the educational mission of the school. The school's goal in providing the Google Chromebook is to promote educational excellence by facilitating resource sharing, innovation, research, creativity, communication, increased productivity, and mobile learning.

Use of these technologies is a privilege that carries responsibility and behavioral expectations consistent with all school rules and policies, including but not limited to those stated in the School Handbook. It is understood that all members of the school community will use all types of computing devices and the school's network in a responsible, ethical, and legal manner at all times.

The Archdiocese of Philadelphia, Office of Catholic Education (AOP/OCE), and the local school retains sole right of possession of the Google Chromebook and related equipment. The Google Chromebook will be issued to students according to the guidelines set forth in this document. AOP/OCE and the local school retain the right to collect and/or inspect the Google Chromebook at any time, and to alter, add, or delete installed software or hardware.

**Receiving Your Google Chromebook**

Google Chromebooks will be distributed to each student.

**Google Chromebook Check-in**

Google Chromebooks will be returned during the final weeks of school, or prior date as determined by the local school. Students who transfer, withdraw, are suspended or expelled from their school during the school year must return the Google Chromebook upon termination of enrollment.

**Check-in Fines**

Failure to return the Google Chromebook may result in a theft report being filed with the local Police Department. If a student fails to return the Google Chromebook at the end of the school year or upon termination of enrollment, that student/family will be subject to criminal prosecution or civil liability. The student/family will also pay the replacement cost of the Google Chromebook, or, if applicable, any insurance deductible. The student will be charged a fee for any needed repairs, not to exceed the replacement cost of the Google Chromebook.

### **Caring For Your Google Chromebook**

Students are responsible for the general care of the Google Chromebook they have been issued by the school. Google Chromebooks that are broken or fail to work properly must be taken immediately to their teacher for an evaluation of the equipment.

### **General Precautions**

- The Google Chromebook is school property; therefore, all users will follow this policy and the Archdiocesan Acceptable Use Policy for Technology.
- Cords and cables must be inserted carefully into the Google Chromebook to prevent damage.
- Google Chromebooks must remain free of any writing, drawing, stickers, or labels.
- Google Chromebooks must never be left in an unlocked locker, unlocked car, school cubby or any unsupervised area.

### **Carrying Google Chromebooks**

- Google Chromebooks must always be in a carrier bag when carried or used.
- Avoid placing too much pressure and/or weight (such as folders and books) on the Google Chromebook.

### **Screen Care**

The screens can be damaged if subjected to rough treatment. The screens are particularly sensitive to damage from excessive pressure on the screen.

- Do not lean on the Google Chromebook
- Do not place anything in the carrying case that will press against or scratch the cover.
- Do not bump the Google Chromebook against lockers, walls, car doors, floors, etc. as it will eventually break the screen.

### **Using Your Google Chromebook At School**

Google Chromebooks are intended for use at school each day. Students are responsible to bring their Google Chromebook, fully charged, to all classes, unless specifically instructed not to do so by their teacher. A student who forgets his/her Google Chromebook or does not have it adequately charged will be marked unprepared for class.

### **Google Chromebooks Left At Home**

If students leave their Google Chromebook at home, they are responsible for getting their class work completed as homework that night. Loaner Google Chromebooks will not be available.

### **Charging Your Google Chromebook's Battery**

Google Chromebooks must be brought to school each day in a fully charged condition. Students need to charge their Google Chromebooks each evening. This may take up to 5 hours to fully charge the Google Chromebooks. The authentic Google Chromebook charger provided must be used.

### **Passwords**

Google Chromebooks will be password protected. During the first week, each student will login using their Google Account. Passwords will be kept on record with the teacher and may not be

changed without school's permission. Students are prohibited from sharing this password with anyone else except their parents.

### **Media and Personalization**

A standard background will be preset on the Google Chromebook. Students may create wallpaper backgrounds only from the wallpapers provided in Settings.

### **Photos Photo/Image**

Storage of a student's personal photos or personal downloaded images is not permitted.

### **Sound, Music, Games, Apps**

Sound must be muted at all times unless permission is obtained from the teacher. · If a student finds an educational app, he/she may bring it to the attention to his/her teacher for consideration.

### **Saving Work**

It is the student's responsibility to ensure that work is not lost due to mechanical failure or accidental deletion.

### **Network Connectivity**

The Archdiocese of Philadelphia and the local school makes no guarantee that the school wireless network will be up and running 100% of the time.

### **Inspection**

Students may be selected at random to provide their Google Chromebook for inspection. The local school and Archdiocese reserve the right to inspect Google Chromebooks and all contents at any time.

### **Acceptable Use**

This policy is provided to make all users aware of the responsibilities associated with efficient, ethical, and lawful use of technology resources. If a person violates any of the User Terms and Conditions named in the Acceptable Use Policy, or the general Archdiocesan Acceptable Use Policy for Technology, privileges may be terminated, access to the school's technology resources may be denied, and the appropriate disciplinary action will be applied. Violations may result in disciplinary action up to and including suspension/expulsion for students. When applicable, law enforcement agencies may be involved.

### **Parent/Guardian Responsibilities**

Talk to your children about values and the standards that your children should follow on the use of the Internet just as you do on the use of all media information sources such as television, phones, movies, and radio.

### **Students Responsibilities**

- Use the Google Chromebook in a responsible and ethical manner.
- Obey general school rules concerning behavior and communication that apply to Google Chrome use.

- Use all technology resources in an appropriate manner so as to not damage school equipment. Damage includes, but is not limited to, the loss of data resulting from delays, non-deliveries, or service interruptions caused by the student's own negligence, errors or omissions.
- Help the school protect our computer system/device by contacting a teacher about any security problems.
- Secure the Google Chromebook after work is completed to protect work and information.
- Print a copy of any email containing inappropriate or abusive language (or if the subject matter is questionable), and turn it in to the teacher.
- Return their Google Chromebook to the Principal's Office or Computer Lab at the end of the school year. Students who transfer, withdraw, are suspended or expelled are required to return their Google Chromebook to the principal's office immediately.

### **Student Activities Strictly Prohibited**

Students who engage in any of the following prohibited activities will earn a detention or suspension based on the infraction.

- Illegal installation or transmission of copyrighted materials.
- Any action that violates existing School policy or public law.
- Sending, accessing, uploading, or downloading, offensive, profane, threatening, obscene, or explicit materials.
- Installing games/apps.
- "Jailbreaking" of your Google Chromebook
- Spamming--sending mass or inappropriate emails.
- Gaining access to other student's accounts, files, and/or data without permission.
- Vandalism (any malicious attempt to harm or destroy hardware, software or data, including, but not limited to, the uploading or creation of computer viruses or computer programs that can infiltrate computer systems and/or damage software components) of school equipment will not be allowed.
- Transmission or accessing materials that are obscene, offensive, threatening or otherwise intended to harass or demean others.
- Bypassing the school's content web filter through a web proxy

### **Google Chromebook Care**

- Students will be held responsible for maintaining their individual Google Chromebooks and keeping them in good working order.
- Google Chromebooks batteries must be charged and ready for school each day. No labels or stickers may be applied to the Google Chromebooks.
- Google Chromebooks that malfunction or are damaged must be reported to the classroom teacher. A repair fee of \$50 will be charged. Depending on the type of repair needed, this fee may not be available in excess of two incidents. Students will be responsible for the entire cost of repairs to Google Chromebooks that are damaged intentionally.
- Google Chromebooks that are stolen must be reported immediately to the principal and the Police Department.

### **Legal Propriety**

Comply with trademark and copyright laws and all license agreements. Ignorance of the law is not immunity. If you are unsure, ask a teacher or parent. 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.

### **Storing Your Google Chrome book**

When students are not using their Google Chromebooks, nothing should be placed on top of the Google Chrome Book. Students should take their Google Chromebooks home every day after school, regardless of whether or not they are needed. Google Chromebooks should not be stored in a vehicle for an extended period of time, especially in warm weather. If a student needs a secure place to store his/her Google Chromebook during the school day, he/she may place in the storage cabinet.

### **Google Chromebooks Left in Unsupervised Areas**

Under no circumstances should Google Chromebooks be left in unsupervised areas. Unsupervised areas include the school grounds and campus, the lunchroom, computer lab, library, unlocked classrooms, and hallways. Any Google Chromebooks left in these areas is in danger of being stolen. If a Google Chromebook is found in an unsupervised area, it will be taken to the Computer Lab where the student will need to sign a release for its return.

### **Cost of Repairs**

Students will be held responsible for ALL damage to their Google Chromebooks including, but not limited to: broken screens, cracked plastic pieces, inoperability, etc. The fee for the repair of this damage will be approximately \$50 which will be charged to the student. Depending on the type of repair needed, this fee may not be available in excess of two incidents. Students will be responsible for the entire cost of repairs to Google Chromebooks that are damaged intentionally. Lost items such as cables will be charged the actual replacement cost.

**Our Lady of Good Counsel Catholic School**  
**Archdiocesan Catholic School Student Pledge for Google Chromebook Use**  
**Grades 3 through 8: 2023-2024 School Year**

- I will use my Google Chromebook in ways that are appropriate
- I will use appropriate language when using e-mails, journals, wikis, blogs, or any other forms of communication. I will not create, or encourage others to create, discourteous or abusive content. I will not use electronic communication to spread rumors, gossip, or engage in any activity that is harmful to other persons.
- I understand that my Google Chromebook is subject to inspection at any time without notice and remains the property of the school.
- I will follow the policies outlined in the Google Chromebook Acceptable Use Policy and general Acceptable Use Policy while at school and at home during all times.
- I will take good care of my Google Chromebook.
- I will never leave the Google Chromebook unattended. I will know where it is at all times.
- I will protect my Google Chromebook.
- I will charge my Google Chromebook's battery daily and arrive at school with my device charged.
- I will keep food and beverages away from my Google Chromebook since they may cause damage to the device.
- I will not disassemble any part of my Google Chromebook or attempt any repairs.
- I will not place decorations (such as stickers, markers, etc.) on the Google Chromebook or do anything to permanently alter the Google Chromebook in anyway.
- I will inform the principal in writing within 24 hours of theft or vandalism.
- I will be responsible for all damage or loss caused by neglect or abuse.
- I agree to return the Google Chromebook, power brick and cords in good working condition.
- I agree to the stipulations set forth in the above documents. I understand that changes or additions may be made at any time.