

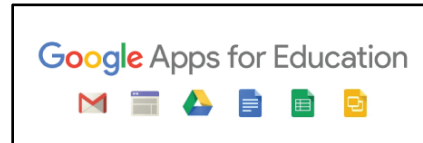


## GOOGLE APPS FOR EDUCATION

User Policies & Agreement

All Saints Academy is excited to provide our middle school staff and students Google Apps for Education enhanced by 1:1 mobile Google Chromebook technology to heighten the way we use technology and share information within and beyond our school community. All students in grades 5-8 will be provided with a Google Education school account and a chromebook mobile learning device.

**GOOGLE APPS FOR EDUCATION:** Google Apps for Education is a special educational learning suite tailored specifically for educational institutions. It includes Web based Google Apps such as email, document creation tools, shared calendars, and collaboration tools. Students are issued an [allsaintswebster.org](http://allsaintswebster.org) email address, which acts as the student's login to the Education Learning suite. These accounts do not reside on the computer itself, but rather they're accessed through a web browser domain owned and operated by All Saints Academy.



### RULES AND APPROPRIATE USAGE

Students are responsible for their own behavior at all times and are required to agree and adhere to the following:

**LIMITED PERSONAL USE:** Student accounts are to be used for educational purposes related to All Saints Academy. Students may not use accounts for

- Unlawful activities,
- Commercial purposes (running a business or trying to make money),
- Personal financial gain (running a web site to sell things),
- Inappropriate sexual or other offensive content,
- Threatening another person,
- Misrepresentation of All Saints Academy, staff or students. Apps, sites, email, and groups are not public forums. They are extensions of classroom spaces where student free speech rights may be limited.

**ACCEPTABLE USE OF TECHNOLOGY POLICY:** All students must agree to follow the All Saints Academy Acceptable use of Technology Policy located in the Student/Parent Handbook at [allsaintswebster.org](http://allsaintswebster.org).

**PRIVACY:** Students have no expectation of privacy on the Google Apps for Education system. School administrators have the right and ability to monitor user accounts for policy and security enforcement.

**SAFETY:** Students may not post personal contact information about themselves or other people. That includes last names, addresses and phone numbers.

- Students agree not to meet with someone they've met online without their parent's approval and participation.
- Students will tell their teacher or other school employee about any message they receive that is inappropriate or makes them feel uncomfortable.
- Students are responsible for the use of their individual accounts and should take all reasonable precautions to prevent others from being able to use their account. ***Under no conditions should a user provide his or her password to another person.***



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**ACCESS RESTRICTION** Access to Google Apps for Education is considered a privilege provided at the discretion of All Saints Academy. While Google hosts these services off-site, All Saints Academy maintains the ability to manage users, groups and settings. All Saints Academy reserves the right to grant and revoke user access, and to control other settings to ensure a safe and secure collaborative environment for students and teachers. All Saints Academy maintains the right to immediately withdraw the access when there is reason to believe that violations of law or school policies have occurred. In such cases, the alleged violation will be referred to the Head of School for further investigation where account restoration, suspension or termination will be determined.

### **CONSUMER SAFETY:**

- **Don't get scammed.** Crooks are good at fooling people. They create fake emails and web pages that look real in a practice called phishing. Don't trust links or web pages sent by email. Instead, open a new browser window and type in the address yourself.
- **Don't get spammed.** Spam is unwanted advertising sent by email. Never reply to spam and never do business with a company that sends spam. Use the "report spam" button to get rid of spam.

### **DIGITAL CITIZENSHIP:**

- **Treat others well.** It hurts to get a mean email just like it hurts when someone is mean in the school hallway. When using email or making a post on a forum or web page, be kind. Everyone will see what you write so think before you type. Be careful with what you say about others and yourself.
- **Respect the rights of copyright owners.** Copyright infringement occurs when an individual reproduces a work without permission that is protected by a copyright. If a work contains language that specifies acceptable use of that work, the user should follow the expressed requirements. If the user is unsure whether or not they can use a work, they should request permission from the copyright owner.

## CHROMEBOOK USER AGREEMENT

All Saints Academy prepares its students with the most modern technology in providing mobile Chromebook learning devices to each of its student in grades 5 – 8. Chromebooks are intended for educational use in school and can be taken home at night.

<b>FEES</b>	
The chromebooks provided are personal computers running Google Operating System and designed for use when connected to the Internet. All chromebooks are equipped with protective casing, additional Go Guardian security and Google Education Learning Suite managed by All Saints Academy.	
<b>USER FEE</b>	<b>REPLACEMENT COST</b>
<b>\$10.00</b>	<b>\$200.00</b>
Each student in grades 5-8 will be required to pay an annual non-refundable user fee of \$10.00 for the use of a chromebook mobile learning device.	The replacement cost for assigned Chromebook is \$200.00. In the event of damage or loss of Chromebook and equipment, the replacement cost is \$200.00.

**EQUIPMENT:** All Saints Academy retains sole right of possession of the Chromebook and related equipment. The Chromebook may be issued to Administrators, Teachers and Students according to the guidelines set forth in this document. All Saints Academy retains the right to collect, reassign and/or inspect the Chromebook at any time; and to alter, add, or delete installed software or hardware.

**MANAGEMENT:** Chromebooks will be managed and monitored by All Saints Academy. All Apps and extensions will be added only through All Saints Academy.

**EXPECTATION OF USE:** Use of the Chromebook will be for school-related instructional and learning purposes.

**CUSTOMIZATION OF EQUIPMENT:** The student is permitted to alter or add files to customize the assigned Chromebook to his/her own working style (i.e. visual preferences). Students may not alter or tamper with the operating system or controls. Students may not alter or deface the Chromebook in any way (i.e. stickers, labels, etc.)

**DAMAGE OR LOSS OF EQUIPMENT:**

In the event of damage or theft of assigned Chromebook assigned:

1. Damage or theft will be immediately reported to a teacher or administrator. A full investigation will follow.
2. A ***Chromebook Damage Report Form*** (located in the main office) must be submitted to the school office attention Technology Director, Ms. DiCola.
3. Disciplinary action may occur if there is evidence of abuse, neglect, or Chromebook is defaced in any way.
4. If the Chromebook assigned is damaged in any way, it is the family's financial responsibility to replace and/or repair the Chromebook as necessary.

## RESPONSIBILITIES & PROPER CARE

<b>MY RESPONSIBILITIES WHILE USING MY ASSIGNED CHROMEBOOK</b>	
1.	I will bring my Chromebook and power cord to school with me every day.
2.	I will bring my Chromebook <b>FULLY CHARGED</b> to school each day.
3.	I will take precautions to preserve battery life during the school day.
2.	I will keep my Chromebook with me and within my sight at all times.
3.	I will adhere to All Saints Academy's Acceptable Use Policy at all times.
4.	I will follow the guidelines listed below for proper care of my assigned Chromebook.
5.	I will immediately report any problem/issues I encounter while using the Chromebook to my teacher.
6.	I understand that the school may set the Chromebook back to factory settings at any point. Setting the Chromebook to factory settings may be a course of action for any repairs or modifications on the Chromebook, and this may result in the loss of data from the Chromebook.
7.	Chromebooks will be returned at the end of the school year for inventory, maintenance and/or software updates. Chromebooks may be reassigned as deemed appropriate by administration.
8.	Upon completing the Eighth Grade, or if I transfer to another school prior thereto, I will return my assigned Chromebook and power cord to the school. Failure to do so may result in a replacement fee cost and/or disciplinary actions.
9.	I will not loan my Chromebook to anyone.

<b>PROPER CARE OF MY ASSIGNED CHROMEBOOK GUIDELINES:</b>	
I will provide proper care to my assigned Chromebook at all times including but not limited to the following:	
1.	I will give the same care to my assigned Chromebook that I would give to my most valued possession.
2.	I will keep food and drink away from my assigned Chromebook.
3.	I will not leave my assigned Chromebook out in extreme heat or cold.
4.	I will not attempt to make repairs to my assigned Chromebook if it is damaged or malfunctioning.
5.	I will always use the appropriate Chromebook adapter to charge Chromebook.
6.	I will not do anything that will permanently alter my assigned Chromebook in any way, including removal of keys and labels.
7.	I will keep the screen clean with a soft, dry anti-static cloth or with a screen cleaner designed specifically for the screen only.
8.	I will use care in transporting my assigned Chromebook to and from school (backpack).
9.	I will keep my school issued protective cover on my assigned Chromebook at all times.
10.	I will not attempt to bypass or remove any filters or restrictions put in place by the school.
11.	I will not change my username or password for my school-issued Google account.