

Acceptable Use Agreement
Chromebook or another approved technology device

The focus of the Chromebook program at Oostburg Christian School is to provide tools and resources for our students who are 21st century learners. Increasing access to technology is essential for the future of our students and the use of Chromebooks is a way to help them apply technology in college, in the workplace, and beyond.

The policies, procedures and information within this document apply to all Chromebooks used at School, including any other device considered by the Administration to come under this policy. Teachers may set additional requirements for use in their classroom.

All middle school students will need a Chromebook. Oostburg Christian School will provide that device. The Google platform will be the primary tool used for instruction.

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1. RECEIVING YOUR Chromebook & Chromebook CHECK-IN

1.1 Receiving Your Chromebook

Each middle school student will receive a Chromebook to use for the year. After 3 years of consecutive use, the Chromebook becomes the property of the family. Students will receive their Chromebook the first week of school. Each student will return their Chromebook at the end of the school year for summer storage. (Exception: Graduates will keep their Chromebook)

1.2 CHROMEBOOK FEE

There is a yearly chromebook fee of \$75 to cover the cost, care, and use of Chromebooks. Students will **not** receive their device until the payment has been made along with the signed agreement policy.

2. TAKING CARE OF YOUR CHROMEBOOK

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

2.1 General Precautions

- Students are responsible for keeping their Chromebook battery charged for school each day.
- The Chromebook is school property and all users will follow this agreement and the Oostburg Christian School Acceptable Use Policy.
- Only use a clean, soft cloth to clean the screen—don't use cleansers of any type.
- Cords and cables must be inserted carefully into the Chromebook to prevent damage.
- Students are responsible for keeping their Chromebooks secured at all times.

2.2 Carrying Chromebook Recommendation

The protective sleeve for a Chromebook has sufficient padding to protect the Chromebook from normal treatment and provide a suitable means for carrying the device within the school. The guidelines below should be followed:

- We recommend a case/sleeve to protect the Chromebook during transport in and out of school. We recommend a carrying case or better yet, a backpack with a laptop sleeve for transportation. Parents are responsible for providing this if they choose.
- Chromebook should always be within the protective case when carried.
- Books, folders, pens, pencils and other items should be kept away from the Chromebook to avoid placing too much pressure and weight on the Chromebook screen.
- Chromebooks should never be carried by placing hands on the screen and lifting.

2.3 Screen Care

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

- Do not lean on the top of the Chromebook when it is closed.
- Do not place anything near the Chromebook that could put pressure on the screen.
- Clean the screen with a soft, dry cloth or anti-static cloth.
- Do not "bump" the Chromebook against lockers, walls, car doors, floors, etc. as it will eventually break the screen.

3. USING YOUR CHROMEBOOK

Chromebooks are intended for use at school each day. In addition to teacher expectations for Chromebook use, school messages, announcements, calendars and schedules may be accessed using the Chromebook.

3.1 Chromebook Left at Home

- If students leave their Chromebook at home, they are responsible for getting the course work completed as if they had their Chromebook present. Students also may be subject to receiving a tardy (tardies).

3.2 Chromebook Undergoing Repair

- Loaner Chromebooks may be issued to students when they leave their Chromebook for repair. There may be a delay in getting a Chromebook should the school not have enough to loan.

3.3 Charging Your Chromebook Battery

- Chromebooks must be brought to school each day in a fully charged condition. Students need to charge their Chromebook each evening.

3.4 Screensavers/Background Photos

- Inappropriate media may not be used as a screensaver or background photo.
- Presence of guns, weapons, pornographic materials, inappropriate language, alcohol, drug, gang related symbols or pictures will result in disciplinary actions.

3.5 Sound, Music, Games, or Programs

- Sound must be muted or headphones used at all times unless permission is obtained from the teacher for instructional purposes.
- Internet games are not allowed on the Chromebook.
- Installation of any apps will be controlled by OCS for OCS owned Chromebooks.
- During the hours of 8:10-3:25 the students can only be using their Chromebook for educational purposes.
- The Chromebook should not be out during break time and/or recess.

3.6 Photos/Video Taken with Chromebook

- Students may not take photos or video of other students, staff, or anyone without their permission. The possession, forwarding, or uploading of unauthorized photos or video to any website, network storage area, or person is strictly forbidden. In addition, photos and video taken with the Chromebook may not be used to slander, bully or denigrate any student, staff member, or anyone on or off the campus at any time. Photos and video taken with the Chromebook are for educational purposes only.
- Chromebooks are not allowed in bathrooms or locker rooms.

3.7 Google Hangouts (Skype app for Google)

- Google Hangouts should not be used during school hours unless OCS decides it is needed for specific events.

4. MANAGING YOUR FILES & SAVING YOUR WORK

4.1 Saving Documents

- Students may save work on the Chromebook using Google accounts. It is also recommended that students e-mail documents to themselves. It is the student's responsibility to ensure that work is not lost due to mechanical failure or accidental deletion. Chromebook malfunctions are not an acceptable excuse for not submitting work.

4.2 Network Connectivity

- OCS makes no guarantee that their network will be up and running 100% of the time. In the rare case that the network is down, the school will not be responsible for lost or missing data.

5. SOFTWARE ON CHROMEBOOKS

5.1 Originally Installed Apps

- The apps originally installed by Oostburg Christian School must remain on the Chromebook in usable condition and be easily accessible at all times. From time to time the school may add apps for use in a particular course.

5.2 Inspection

- Student Chromebooks might be randomly inspected.

5.3 Procedure for Re-Loading Apps

- If technical difficulties occur or non OCS installed apps are discovered, the Chromebook will be restored from backup. The school does not accept responsibility for the loss of apps or documents deleted due to a reformat and re-image, and any costs associated with re-imaging a Chromebook will be assessed to the student.

5.4 Software Upgrades

- Upgrade versions of apps are available from time to time. Students may be required periodically to update and sync their device.

6. ACCEPTABLE USE

The use of the OCS technology resources is a privilege, not a right. The privilege of using the technology resources provided by OCS is not transferable or extendible by students to people or groups outside the school and terminates when a student is no longer enrolled at OCS. 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 this policy, privileges may be terminated, access to the school's technology resources may be denied, and the appropriate disciplinary action shall be applied.

Violations may result in disciplinary action up to and including suspension/expulsion for students. When applicable, law enforcement agencies may be involved.

6.1 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, cellphones, movies, and radio.

6.2 School Responsibilities

- Provide Internet to its students at school.
- Provide Internet blocking of inappropriate materials as able at school and away from school (depending on broadband connectivity at home)
- Provide guidance to aid students in doing research/projects and help assure student compliance of the acceptable use policy.

- Provide guidance to aid students in using discernment with technology, and develop good digital citizenship.

6.3 Student Responsibilities

- Using Chromebook in a responsible and ethical manner.
- Obeying general school rules concerning behavior and communication that apply to Chromebook/computer use.
- Using all technology resources in an appropriate manner so as to not damage school equipment. This “damage” includes, but is not limited to, the loss of data resulting from delays, non-deliveries, mis-deliveries or service interruptions caused by the student’s own negligence, errors or omissions. Use of any information obtained via OCS designated Internet system is at your own risk. OCS specifically denies any responsibility for the accuracy or quality of information obtained through its services.
- Helping OCS protect our computer system/devices by contacting a staff person about any security problems they may encounter.
- Monitoring all activity on their account(s).
- When finished with the Chromebook, turning off and securing the Chromebook to protect homework and the device.
- If an email or other communication is received containing inappropriate or abusive language, or if the subject matter is questionable, report it to a staff person immediately.

6.4 Student Activities Strictly Prohibited on Chromebooks

- Illegal installation or transmission of copyrighted materials
- Any action that violates existing Board policy or public law
- Sending, accessing, uploading, downloading, or distributing offensive, profane, threatening, pornographic, obscene, or sexually explicit materials
- Use of chat rooms or websites selling term papers, book reports, and other forms of student work
- Messaging services (i.e., MSN Messenger, ICQ, etc.)
- Internet games except those authorized by staff
- Use of outside data disks or external attachments without prior approval from tech support
- Changing of Chromebook settings (exceptions include personal settings such as font size, brightness, etc.)
- Downloading apps
- Spamming/sending mass or inappropriate emails
- Gaining access to other student accounts, files, and/or data
- Use of the school’s Internet/email accounts for financial or commercial gain or for any illegal activity
- Use of anonymous and/or false communications
- Giving out personal information, for any reason, over the Internet. This includes, but is not limited to, setting up Internet accounts including those necessary for chat rooms, Ebay, email, etc.
- Participation in credit card fraud, electronic forgery or other forms of illegal behavior.
- 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 recipients
- Bypassing the OCS web filter through a web proxy
- Taking photos or video of other students, staff or anyone without their permission. The possession, forwarding, or uploading of unauthorized photos or video to any website, network storage area, or person is strictly forbidden. Photos and video taken with the Chromebook are for educational purposes only

6.5 Chromebook Care

Students will be held responsible for maintaining their individual Chromebook and keeping them in good working order.

- Chromebook batteries must be charged and ready for school each day.
- Only labels or stickers approved by OCS may be applied to the Chromebook.
- Chromebooks that malfunction or are damaged must be reported to tech support as soon as possible. The school will be responsible for repairing Chromebooks that malfunction. See Section 8 of this Agreement for costs to students and parents for damaged Chromebooks.
- Chromebooks that are stolen must be reported immediately to the OCS Office.

6.6 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.
- Plagiarism is illegal. 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.
- Use or possession of hacking software is strictly prohibited and violators will be subject to applicable state or federal laws that may result in criminal prosecution or disciplinary action by OCS.

6.7 Student Discipline

The following are considered misuse of the Chromebook and will be a first offense:

- not having Chromebook at school
- not having Chromebook charged for class
- leaving Chromebook anywhere in school
- using the Chromebook for non-academic uses during class

The prohibited items listed in 6.4 are considered abuse of the Chromebook and will be a second offense:

If a student violates any part of the above policy, he/she will be put on the following disciplinary steps:

- 1st Offense – Student will receive a private dining.
- 2nd Offense – Student will receive a detention.
- 3rd Offense – Student will lose Chromebook privileges for a length of time determined by the administration.

7. PROTECTING & STORING YOUR CHROMEBOOK

7.1 Chromebook Identification

- Student Chromebook will be labeled in the manner specified by the school. Chromebook can be identified in the following ways:
 - Record of serial number

7.2 Storing Your Chromebook

- When students are not using their Chromebook, they should be stored securely. Nothing should be placed on top of the Chromebook when stored in the locker.

7.3 Chromebook Left in Unsupervised Areas

- Under no circumstances should a Chromebook be left in unsupervised areas. Unsupervised areas include the school grounds and campus, the student center, computer labs, locker rooms, library, unlocked classrooms, dressing rooms and hallways. Any Chromebook left in these areas is in danger of being stolen. If a Chromebook is found in an unsupervised area, it will be taken to the technology help desk. Students need to retrieve their Chromebook from the OCS technology help desk, and will receive a “private dining” detention according to the discipline policy, and may be subject to a fine to retrieve the Chromebook, see 6.7.

8. COST OF REPAIRS

8.1 Costs for Damaged, Lost or Stolen Chromebook

- Students will be held responsible for ALL damage to their Chromebook and accessories not covered by warranty including, but not limited to: broken screens, cracked pieces, inoperability, etc.
- In the event of accidental damage, the Student and Parent will be billed a fee according to the damage done to the device.

NOTE: Full cost for repair or replacement will be charged when damage occurs due to gross negligence, intentional destruction, or willful misconduct as determined by the administration. Examples of this type of damage include but are not limited to tossing the Chromebook, setting heavy items on top of the Chromebook, stepping on the Chromebook, leaving the Chromebook in extreme heat or cold temperatures, abusing apps, etc. In the event the Chromebook, cover, sleeve, or cables are lost or stolen, the Student and Parent will be billed the full cost of replacement as determined by the administration.

ACCEPTABLE USE OF TECHNOLOGY AGREEMENT STUDENT/PARENT ACKNOWLEDGMENT

STUDENTS: I have read and will abide by the Chromebook Acceptable Use Agreement of Oostburg Christian School. I further understand that any violation of the agreement is unethical and may constitute a criminal offense. Should I commit any violation, my access privileges may be revoked and school disciplinary action and/or appropriate legal actions may be taken.

PARENTS/GUARDIANS: I have read and agree to assist my child in understanding and abiding by the Chromebook Acceptable Use Agreement of Oostburg Christian School. I understand that access to OCS technology equipment and its entire system of electronic communication is designed for educational purposes. I also recognize that some materials on the Internet may be controversial and objectionable and that, while every attempt will be made to block inappropriate sites, it is impossible for Oostburg Christian School to restrict access to all controversial and objectionable materials. I will not hold Oostburg Christian School responsible for the accuracy or quality of any materials acquired or viewed on its system by my child. I understand that improper or inappropriate use of technology equipment and the OCS system by my child may result in revocation of his/her technology privileges and the imposition of school discipline, criminal penalties, or civil penalties. I accept all financial and legal liabilities that may result from my child's use of OCS equipment and technology system. I release OCS, its officers, employees, agents, representatives, and all organizations and individuals related to the OCS technology system from any and all liability or damages that may result from my child's use of the school's equipment and electronic communication system. I specifically agree to indemnify and hold OCS its officers, employees, agents, and representatives harmless for any actions, claims, costs, damages, or losses, including, but not limited to, attorney's fees, incurred by OCS relating to, or arising out of my child's use of such equipment and system.

CHROMEBOOK USE: The student below will be issued a Chromebook in support of his/her education at OCS. The Chromebook and its content remain the property of OCS. Oostburg Christian School's Chromebook Acceptable Use Agreement fully applies to the use of this equipment both on and off school premises. Chromebook settings have been adjusted for appropriate school use. These settings must not be altered, deleted or circumvented in any way. The school has also downloaded applications for student use. Any charges associated with a non-school issued app must be paid for by the student. Oostburg Christian School reserves the right to remove any non-school related material (apps, music, pictures) if the space requirements needed for school activities are not available. The student and parent/guardian agree to be responsible for the maintenance and care of the Chromebook, and to return it when requested in the same condition in which it was received, except for normal and reasonable wear and tear. Chromebooks may be inspected periodically to check for appropriate use.

STUDENT

NAME: _____

(Please Print)

STUDENT

SIGNATURE: _____

PARENT

NAME: _____

(Please Print)

Please check the statement below which is applicable.

() I grant my child permission to use an OCS Chromebook and electronic communication system.

PARENT

SIGNATURE: _____

DATE: _____

Oostburg Christian School Student Pledge for Chromebook Use

1. I will take good care of my Chromebook.
2. I will never leave the Chromebook unattended.
3. I will never loan out my Chromebook to other individuals.
4. I will know where my Chromebook is at all times.
5. I will charge my Chromebook's battery daily.
6. I will keep food and beverages away from my Chromebook since they may cause damage to the device.
7. I will not disassemble any part of my Chromebook or attempt any repairs.
8. I will protect my Chromebook
9. I will use my Chromebook in ways that are appropriate, meet OCS expectations, and are educational.
10. I will not deface the serial number or Chromebook label on any Chromebook.
11. I understand that my Chromebook is subject to inspection at any time without notice and remains the property of the Oostburg Christian School.
12. I will follow the policies outlined in the Chromebook Acceptable Use Agreement while at school, as well as outside the school day.
13. I will immediately notify the school office in cases of theft and vandalism.
14. I will be responsible for all damage or loss caused by neglect or abuse.
15. I agree to return the Chromebook, cover, and power cords in good working condition. (Grade 6, 7)

I agree to the stipulations set forth in the above documents including the Chromebook Acceptable Use Agreement; the Student/Parent Acknowledgment Form; and the Student Pledge for Chromebook Use.

Student Name (please print): _____

Student Signature: _____

Date: _____