



Chromebook Acceptable Use Policy

Please keep this page at home, sign and return the last page.

Upper School students at Holy Trinity School may use Chromebooks during the school day. Students pick up Chromebooks from classroom charging stations as needed, and return them to the carts at the end of the class period.

By having Chromebooks readily accessible to students, our goal is to be able to more actively integrate technology into multiple courses. Through a wide variety of endeavors, students will have the opportunity to develop creative, collaborative and critical thinking skills. We hope our students will learn acceptable, ethical and appropriate use of technology as life-long learners.

Specifically our students will:

- Create, edit and collaborate on all documents in Google Drive.
- Conduct online research.
- Have access to a menu of web-based resources to enhance their learning, note taking, keyboarding, presentations and online review.

It is important that students understand that the Chromebooks are to be used only for school-related work during the day. Therefore we ask that you review the following rules with your student. You and your student must sign the form below before your student may use a Chromebook in class.

I agree that I will:

- Be prepared and have my Chromebook ready to work when given specific permission by a teacher for that class in that classroom.
- Use the Chromebook only for activities my teacher has allowed.
- Respect the Chromebooks of others.
- Never eat or drink near the Chromebooks.
- Make sure the Chromebook remains free of any writing, drawing, stickers, and labels.
- Secure the Chromebook in the charging cart at the end of the class period.
- **Report any loss or damage to any Chromebook immediately to Mr. Littlejohn.**
- Protect the display by carefully closing the lid when moving the Chromebook, and never carry the Chromebook by the screen.

Using the Internet is a privilege. Therefore, I agree that I will:

- Act responsibly when accessing the Internet, using approved sites at the appropriate times.
- Notify my teacher immediately if I accidentally access an inappropriate site.
- **Only use the School-issued email on the Chromebooks.**
- Protect my user account by logging off when not at my computer.

I agree that I will NOT:

- Type, send or otherwise use any inappropriate or offensive words, or display, send, or otherwise use inappropriate or offensive images, sounds or messages from or on the Chromebook.
- “Hack” into any computer system.
- Use copyrighted materials that exceed fair use guidelines without written permission of the author.
- Share passwords with anyone other than a parent or teacher.
- Share personal or private information with anyone on the internet or via Email.
- Maliciously damage or steal school computer equipment or electronic data.
- Erase the browsing history on the web browser. An empty browser history is an admission of guilt.
- Use the Chromebook for streaming music or playing video games.
- Students should be aware that our network does track and alert us to attempts to access sites containing inappropriate material.

I understand that:

- Students are financially responsible for malicious or reckless damage to or loss of the Chromebook, up to \$250 (the replacement value of the device) in these situations.
- If the screen is damaged due to careless behavior, students will need to pay the \$60 replacement fee for the screen.
- Each student Chromebook is labeled with the classroom where it belongs, and HTS maintains a list of the assigned serial numbers. If the number/label falls off, notify Mr. Littlejohn immediately to procure a new one.
- Students have no expectation of confidentiality or privacy with respect to any usage of the Chromebook. Holy Trinity teachers may, without prior notice or consent, supervise, access, view, monitor, and record use of student Chromebooks at any time.
- Chromebook use is monitored by “Go Guardian” or a similar internet use tracking program.

Students who violate these standards will meet with the teachers and/or administration to discuss consequences on a case-by-case basis. Students who have lost their computer privileges for a length of time will be assigned to work with minimal applications, which will allow them to complete their assignments.

If you have any questions about the program, please contact Chris Littlejohn at Littlejohn@htsdc.org, or Charlie Hennessy at CHenness@htsdc.org.

Suggestions for Digital Media Use at Home

While the Chromebooks will be used at school, we realize our students use a variety of Digital Media at home. This is a good opportunity for you to review online best-practices with your child. We recommend you visit the website Common Sense Media (<http://www.commonsensemedia.org/>). The following is a guide based upon one found on their website, and is a great jumping off point to discuss digital safety with your child.

I will ..

stay safe.

- I will not create accounts or give out any private information – such as my full name, date of birth, address, phone number, or photos – without my family’s permission.
- I will not share my passwords with anyone other than my family. I will ask my family to help me with privacy settings if I want to set up devices, accounts or profiles.
- If anyone makes me feel pressured or uncomfortable, or acts inappropriately toward me online, I’ll stop talking to that person and will tell a friend or family member I trust about it.

think first.

- I will not bully, humiliate, or upset anyone online or with my phone – whether through sharing photos, videos, or screenshots, spreading rumors or gossip, or setting up fake profiles, and I will stand up to those who do.
- I know that whatever I share online or with my cell phone can spread fast and far. I will not post anything online that could harm my reputation.
- Whenever I use, reference, or share someone else’s creative work online, I will give proper credit to the author or artist.

stay balanced.

- I know that not everything I read, hear, or see online is true. I will consider whether a source or author is credible.
- I will help my family set media time limits that make sense, and then I will follow them.
- I will be mindful of how much time I spend in front of screens, and I will continue to enjoy the other activities – and people – in my life.

In exchange, my family agrees to . . .

- recognize that media is a big part of my life, even if they don’t always understand why.
- talk with me about what worries them and why, before saying “no.”



Chromebook Acceptable Use Policy 2018-19
Please return this page in your child's Tuesday Folder.

I have read the Chromebook Acceptable Use Policy and agree to it:

Student Name: _____

Signature: _____ Date: _____

Parent: _____ Date: _____

Please return this form, signed, to your child's homeroom teacher without delay. Thank you.