

EDUCATIONAL PURPOSE

St. Paul Ann Arbor works to provide students and staff with up-to-date technological tools for education. The goal is to prepare our students for higher education and/or the world of work in the 21st century. The use of technology within our school will foster leadership, communication, achievement, collaboration, problem-solving skills, responsibility, and ethical decision-making skills. This opportunity is a privilege and must be treated as such by all users.

CHROMEBOOK USE

Students will be assigned a Chromebook for use within the classroom. Chromebooks are to remain in the classroom unless circumstances require otherwise (to be determined by SPAA). Students will not be given access to a Chromebook until the Acceptable Use Policy is signed by the student and the parent.

The Chromebooks are school property and must be treated with care. The following measures should be taken while using the Chromebook:

- Do not eat or drink while using the Chromebook
- Do not alter or damage the Chromebooks in any way
- No personal web surfing
- Inappropriate media or language may not be used as Chromebook backgrounds or themes.
- Only use the Chromebook issued to you.
- Carry Chromebooks with the cover closed and with two hands. Chromebook should be used on a flat surface.
- It is the responsibility of the students to keep issued Chromebooks charged/powered up

If the student fails to care for the Chromebook properly, he/she will be held responsible for any repairs necessary, up to and including full replacement. Improper use may result in loss of privileges.

Chromebooks are run through a content filter at school, which is able to filter inappropriate content, and GoGuardian is utilized to monitor student activity through their Google account. While the student will not have a Chromebook at home, a student's Google account is still accessible. Students are subject to disciplinary action for inappropriate technology use on and off-campus.

INTERNET ACCESS

Any email, computer application, information in the domain, or computer system is subject to monitoring by St. Paul Ann Arbor.

Inappropriate use of the internet/network includes, but is not limited to the following:

1. Use of any method to bypass the school's content filtering policies.
2. Accessing, uploading, downloading, or distributing pornographic, obscene, or sexually explicit material of any kind.
3. Accessing, uploading, downloading, or distributing music or electronic files of any kind.
4. Transmitting obscene, abusive, sexually explicit, or threatening language.
5. Accessing another individual's materials, information, or files without previously being given permission.
6. Using or attempting to discover another's password.
7. Violating copyright or using the intellectual property of another individual or organization
8. without their permission.
9. Vandalizing, defined as any unauthorized access and/or malicious attempt to damage computer hardware/software or networks. Also, including the destruction or attempt to destroy the data of another user by creating, uploading, or intentionally introducing viruses into the network/internet.
10. Intentionally wasting limited resources and storage space.
11. Harassing, insulting, or attacking others. "Bullying" means intimidations or harassment that causes a reasonable student to fear for his or her physical safety or property.
12. Bullying may consist of physical actions, including gestures, or oral, cyberbullying, electronic, or written communication, and any threat of retaliation for reports of such acts.
13. Using, disclosing, or disseminating personal information online, such as full name, home address, phone number, etc.
14. Using email lists from the district, network, or server to gain personal information about other individuals.
15. Gaining unauthorized access to resources or entities.
16. Invading the privacy of others.
17. Improperly and/or intentionally altering the set-up of computers as determined by the administration. This includes, but is not limited to; desktops, wallpapers, screensavers, shareware, or any installed apps.
18. Using apps that have not been pre-approved or assigned by staff or administration.
19. Seeking to gain or gaining unauthorized access to the domain, apps, internet or computer devices.
20. Failure to follow school policy, building policies and guidelines, or any other policies established by the building administration, or certified staff designed to prevent computer, internet, or network usage.
21. Using the Chromebook to listen to music or watch videos that are not part of classroom assignments.
22. Any issue the administration deems as inappropriate use.

Use of the internet/network is a privilege, not a right. Students who violate these rules, or any other classroom rules relating to computer use are subject to disciplinary action up to and including suspension from school. Students violating policies pertaining to the standards of conduct regarding internet use will be subject to the following:

Restriction or loss of network/internet access for an undisclosed period of time deemed appropriate by the administration: and/or

Disciplinary or legal action including, but not limited to, suspension or expulsion from school and/or criminal prosecution under appropriate local, state and federal laws; and/or

Restitution for the cost of damages to hardware/software.

CELL PHONE/SMART DEVICES

Cell phones and other personal electronic devices (such as iPods) are permitted at school, however, these devices will NOT be allowed in classrooms during the school day, unless otherwise requested by the teacher. The school day starts at 8:00 and ends at 3:30, or when the child leaves after care.

When the student arrives at school, the device will be turned off and will remain in the child's backpack for the duration of the day. Devices will remain turned off until the student is off-campus unless authorized by a teacher or administration.

Keep in mind the following, regarding personal devices:

- No picture or recording of any student, teacher, administrator, or personnel may be done without prior authorization from the person(s) themselves.
- St. Paul Ann Arbor is not responsible for lost or damaged devices.
- The use of devices in bathrooms or locker rooms is prohibited.

Smart Watches should not use their internet functionality, if a student can not follow that expectation, they may be banned from wearing their smart watch.

**St. Paul Ann Arbor Acceptable Use Guideline Form
2024-2025 School Year**

Return of this form is mandatory for each student making use of the Chromebook on a regular basis. This form must be signed and returned before Chromebook use will be issued to a student. This policy covers all use of technology at SPAA. Please read the previous pages of the Technology Acceptable Use Policy. After reading, please discuss these policies with your son/daughter. This permission will remain in force through the current school year unless revoked by the school for disciplinary reasons.

Student Pledge for Chromebook Use (“My Chromebook” refers to the Chromebook issued to you by the school for use in the classroom.)

1. I will protect and take good care of my Chromebook.
2. I will never leave my Chromebook unsecured or loan it to other individuals.
3. I will never expose my Chromebook to excessive heat or cold.
4. I will know where my Chromebook is at all times.
5. I will keep food and beverages away from my Chromebook.
6. I will not disassemble any part of my Chromebook or attempt any repairs.
7. I will use my Chromebook in ways that are appropriate, meet SPAA expectations, and are educational.
8. I will not place decorations (such as stickers, markers, etc) on my Chromebook.
9. I understand that my Chromebook is subject to inspection at any time without notice and remains the property of SPAA.
10. I will follow the policies outlined in the Technology Use Policy while at school, as well as outside the school day.
11. I will be responsible for all damage or loss caused by neglect or abuse.
12. I will not touch or use another student’s Chromebook unless I have been given permission.
13. I will not try to interfere with GoGuardian.

I agree to the stipulations set forth in the above documents including the Technology Acceptable Use Policy and the Student Pledge for Chromebook Use.

Student Name (Print Please): _____

Student Signature: _____ Date: _____

Parent/Guardian Name (Print Please): _____

Parent/Guardian Signature: _____ Date: _____