



Technology Resource Acceptable
Use Guide
for Students & Parents/Guardians
2019-2020

Receiving a Chromebook

1.1 Receiving a Chromebook

1. Each student will be assigned a Chromebook.
2. Parents/guardians and students must sign and return the Chromebook User Agreement (Appendix A) before a Chromebook is assigned to the student.
3. Chromebooks will be labeled in a manner specified by ALS Technology Services; this will include the serial number. Labels may not be removed from the Chromebook. Personal customization of the device is prohibited.
4. The Chromebook is the property of Atonement Lutheran School and as a result may be subject to inspection at any time. **The student should have NO expectation of privacy of materials found on a Chromebook.**
5. Students are not allowed to install other operating systems or alter the Chrome OS on the device. Students found breaking this rule may lose the rights to the device for a period of time. Students that persist in this may be reported to the ALS administration for further repercussions.
6. Students are responsible for following the Acceptable Use Policy and appropriate handling of the device during school.
7. Each student will be shown by ALS staff how to appropriately use and take care of the Chromebook.
8. **The school-provided Chromebook is the only device which is permitted to be used during the academic school day.**

1.2 Fines Related to a Chromebook

1. Chromebooks will be regularly inspected for damage.
2. Chromebooks that are damaged will be repaired for a fee. The first repair is provided free of charge to the student. The second repair for the student is \$25. The third and any additional repair is \$40 per incident. If the damage to the Chromebook is beyond repair, the student will be responsible for replacing the Chromebook at a cost of \$250.

Taking Care of a Chromebook

Students are responsible for the general care of the Chromebook they have been issued by ALS. Chromebooks that are broken or fail to work properly must be given to ALS Technology Services staff for an evaluation of the equipment. Care must be taken to protect the screen. **Students are responsible for anything done using their assigned Chromebook or their login.** Chromebooks are the property of ALS and all users will follow these procedures and the ALS Acceptable Use Policy.

2.1 General Precautions

1. Avoid using any sharp object(s) on the Chromebook. The Chromebook will scratch, leading to the potential for needed repairs.
2. Chromebooks do not respond well to liquids. Avoid applying liquids to the Chromebook. Note: Chromebooks are **never** thirsty! NO FOOD or DRINK should ever touch a Chromebook!
3. The Chromebook can be cleaned with a soft, lint-free cloth. Avoid getting moisture in the openings. Do not use window cleaners, household cleaners, aerosol sprays, solvents, alcohol, ammonia, or abrasives to clean the Chromebook.
4. Do not attempt to gain access to the internal electronics or repair a Chromebook. If a Chromebook fails to work or is damaged, report the problem to ALS Technology Services.
5. Never throw, stack or slide a Chromebook.
6. Always open the Chromebook from the center of the screen, away from the camera and not from the corners. Opening the device from the corners creates additional stress on the screen and may lead to the screen cracking.
7. Cords and cables must be inserted carefully into the Chromebook to prevent damage.
8. Chromebooks must remain free of any writing, drawing or any other art supplies, stickers, or labels that are not the property of ALS.
9. Chromebooks have a unique identification number and at no time should the numbers or labels be modified or removed.
10. Chromebooks must never be left in any unsupervised area.
11. Chromebooks must not be left in a location that is not temperature controlled.
12. Chromebooks must be charged for school each day. **This is the student's responsibility.**
13. Chromebooks are assigned to individual students and the responsibility for the care of the Chromebook solely rests with that individual. Students should not lend their Chromebooks to another person.
14. PLEASE DO NOT ATTEMPT TO CONTACT THE Chromebook MANUFACTURER DIRECTLY FOR SERVICE OR REPAIR QUESTIONS. PLEASE CONTACT ALS TECHNOLOGY SERVICES.

2.2 Carrying Chromebooks

Chromebooks should be carried at all times with **TWO hands**. Chromebooks will travel from classroom to classroom via carts to avoid potential mishandling. Never pick up/handle a Chromebook by its screen or handle.

Using a Chromebook at School

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 Undergoing Repair

Loaner Chromebooks may be issued to students when their Chromebooks are being repaired by the school at no charge. A limited number of “loaner” Chromebooks are available, so having a “loaner” is not guaranteed.

3.2 Charging a Chromebook’s Battery

Each student is responsible for making sure their Chromebook is in its correct spot on the Chromebook cart and that it is plugged in to charge when not in use.

3.3 Screensavers/Background photos

While personalized backgrounds **may be permitted** by individual teachers, inappropriate or provocative images including but not limited to pornographic images, guns, weapons, inappropriate language, threatening language, political slogans, drug, alcohol, or gang related images are not permitted and are subject to disciplinary action.

3.4 Sound, Music, Games, Apps

Sound must be muted at all times unless permission is obtained from the teacher for instructional purposes.

Students should provide their own on-ear headsets. Students without their own headsets must mute their Chromebook so as to not disturb the academic setting of the classroom.

Music is not allowed on the Chromebook unless it serves an instructional purpose.

All software/apps must be provided by ALS. Data storage will be through apps on the Chromebook, i.e., Google Docs, GMail, etc. Flash media is not allowed at this time.

3.5 Printing

Students will not have access to printers on their Chromebooks.

3.6 Using the Chromebook Camera

The Chromebook comes equipped with both camera and video capacities, **which may not be used by students without permission from a teacher.** As with all recording devices, it is best practice and common courtesy to ask permission before recording an individual or group and notifying the individual or group if the image will be posted online. **Cameras may never be used in a locker room or restroom per state statute.**

3.7 Using the Google Apps Account

The Google Apps account that each student is provided is the only account that should be utilized on the device.

Atonement Lutheran School Acceptable Use Policy (AUP) for School Computer Systems Information for Students and Parents

Atonement Lutheran School provides all enrolled students in grades 1-8 usage of a Chromebook. Students are able to access information on both our local network and the Internet. **This access is provided as a privilege to students—not as a right**—to facilitate learning, to assist in conducting research, and to allow communication with others. Students must agree to act in a responsible, Christian manner when using these tools.

Atonement Lutheran School will use technology protection measures to block or filter content that is not safe, not educational, and not Christ-centered. Atonement Lutheran School reserves the right to monitor users' online activities and to access, review, copy, and store or delete any electronic communication or files and disclose them to others as it deems necessary. At any time, any of the Chromebook administrators can review and/or delete any file from the network in order to maintain system integrity or to enforce this acceptable usage agreement. Users should have no expectation of privacy regarding their use of Atonement Lutheran School's property, network, and/or Internet access or files, including email.

The following rules apply to all students who are allowed access to the Chromebooks and the Chromebook network:

When using the school's network, I will...

1. PROTECT MY PASSWORD AND RESPECT OTHERS ACCOUNTS

- I will not share my password for convenience with another student.
- I will not steal and use another student's password, a staff member's password, or a teacher's password to access the computer network, understanding that this could lead to disciplinary action.
- Any violation of this Acceptable Use Agreement attributed to a student's username will result in disciplinary action being taken against that student.

2. RESPECT OTHERS PROPERTY AND FILES

- I will not access or tamper with another student's files.
- I will not access or tamper with a faculty or staff member's files or hardware.
- I will not tamper with, damage or disrupt the school's network operating system files from on or off site, understanding that if I even attempt this, it could lead to a legal matter and/or expulsion.
- I will not attempt to circumvent or successfully circumvent any of the security measures installed on the Chromebooks or network, understanding that if I even attempt this, it could

lead to a legal matter and/or expulsion.

3. CARE FOR ALS OWNED DEVICES AND PERIPHERALS

- I will not dismantle, deface, or damage the Chromebook or its various peripherals (keyboard, mouse pad, etc.), understanding that if I do, I will be held responsible to pay the full price for a replacement product.

- I will not add, delete, or alter files or install programs without specific prior permission from one of the Chromebook administrators.

- I will not download executable files on school Chromebooks.

- I will not change settings or preferences on the Chromebook.

- **I understand that if I break any of these aforementioned rules, I can lose my Chromebook usage for a period of time decided by any Atonement faculty or staff member.**

When using the computers to communicate inside and outside of ALS, I will...

1. USE GOOD CHRIST-CENTERED JUDGEMENT WHEN USING THE COMPUTER TO COMMUNICATE

- I may be able to use the email provided from ALS at any time to communicate both within ALS as well as the outside world.*

- I will remember that every letter on these emails should be Christ-centered. I will not use this email to send abusive or offensive messages to people within or outside of ALS.*

2. UNDERSTAND THAT ALL COMMUNICATION IS MONITORED

- I understand that all of the emails, messages, and posts that I send and read are monitored for appropriate content and can be forwarded to the assistant principal or dean of students if the need arises.*

- I understand that any emails that relate to illegal activities must, by law, be reported to the proper authorities.*

*PLEASE NOTE: At this time, email services are shut off for all students on our ALS domain. However, the ALS administration may at any time change this policy and allow email services to be used.

When using the Internet and resources on the Internet on the ALS network, I will...

1. GIVE CARE TO THE CONTENT THAT I BROWSE FOR AT SCHOOL

- I understand that all my Internet requests are monitored, filtered, and documented and can be reviewed at any time by the Chromebook administrators or school administration.

- I understand that Chromebook administrators and school administration block access

via the Internet to content that is considered not Christian or not educational. No permission will be given around this block at any time.

- I will not attempt or succeed at getting around the school's blocking software, understanding that even if I attempt it, the matter will be turned over to the assistant principal and dean of students for review. This includes individuals that might try to tether their devices to their cellular Internet plans onsite to avoid the school's blocking software.

*However, per our family handbook, all cell phones are to be turned in to the classroom teacher at the beginning of the school day for safe-keeping and will be returned to the student at the end of the school day.

2. PUT MY FAITH AT THE FOREFRONT

- I understand that even though ALS aggressively blocks inappropriate sites, some material may be reached that is illegal, defamatory, inaccurate and blatantly sinful. Chromebook administrators will strive to block inappropriate sites when they are discovered.

- I will not search for inappropriate content on the Internet or post remarks on the internet that defame ALS or my Savior.

- I will respect others' work and comply with Fair Use laws and other copyright regulations when accessing the internet.

(Appendix A)

Atonement Lutheran School Chromebook User Agreement

This agreement must be signed by the student AND parent/guardian before a Chromebook will be assigned to the student.

As a user of an Atonement Lutheran School owned Chromebook, I acknowledge receipt of and hereby agree to abide by all guidelines as laid out in the Atonement Lutheran School Acceptable Use Policy.

Student Name (PRINT) _____

Student Signature _____

Date_____

As the parent or legal guardian of the minor student signing above, I grant permission for my student to be assigned and be held responsible for an Atonement Lutheran School owned Chromebook. I understand that I may be held liable for usage violations and/or equipment damage to the Chromebook. I acknowledge receipt of (document may be found at www.atonementmke.org) and hereby agree to abide by all guidelines as laid out in the Atonement Lutheran School Acceptable Use Policy:

Parent/Guardian Signature_____

Date_____

Chromebook ID _____