

St. Bernadette School

Student Responsible Use Policy 2021 - 2022

Lenovo Chromebooks are issued to St. Bernadette Grades 1 to 5 for use at school. Under special circumstances, students from these classes may be allowed to take his or her Chromebook home. Each student is responsible for the proper care and safety of the computer and related equipment.

Purpose

This statement establishes policies and procedures for information technology acquisition and use at St. Bernadette. For this policy, the term information technology encompasses the Lenovo Chromebooks.

Stewardship of Equipment

Upon signing this form, a student and parent assume responsibility for the equipment. The Principal will maintain the signed forms.

Personal Use of Computers

Incidental personal use of computers and/or software is allowed to the extent of maintaining or improving proficiency or education development. **However, no hardware, software, or data should be used for direct or indirect personal business use or in violation of the St. Bernadette Acceptable Use Policy and should not be used as a storage device for personal music or videos files.**

Physical Security

Each student is responsible for ensuring that the Lenovo Chromebook (at or away from STB) are reasonably secured from unauthorized use, vandalism, or theft. (For example: Do not leave the Chromebook inside a passenger car compartment; place in locked trunk.)

Chromebook Rules

- Know where your Chromebook is at all times.
- Never leave it lying around on the floor.
- Keep it in your book bag or in a study specific area when not in use.
- Use caution when removing your backpack from your shoulder and placing it on the floor.
- Do not deface the Chromebook with stickers, graffiti, or labels. (*You do not own the Chromebook, but are responsible for it.*)
- Do not remove any St. Bernadette official stickers attached to the Chromebook or its attachments.
- The Chromebook is intended for academic purposes. Downloading programs, music, or photos for personal use is not permitted.
- Instant messaging or chatting will not be permitted on the Chromebook's unless assigned and supervised by a member of the St. Bernadette faculty or staff.
- Contact Mrs. Henninger by email (khenninger@stbernadetteamelia.org) if you have any hardware or software problems. We will to the best of our ability provide a spare while we do the repairs. *Do not try to repair it on your own.*

Ownership of the Chromebook : The Chromebook is the property of West Clermont School District assigned to St. Bernadette School.

* **DISCLAIMER:** St. Bernadette reserves the right to revise these rules at any time

St. Bernadette School

Student Agreement/Parent Permission Form

All Signatures Required

Student:

I have read the terms and conditions of the **Acceptable Use of Technology Policy**.

I understand that technological resources are provided for educational purposes only.

I agree to abide by the terms and conditions stated in the **Responsible Use of Technology**.

Additionally, I will be responsible for the consequences of inappropriate use of technology, including the Internet, both on and off school property. I understand that consequences may include suspension or revocation of privileges to access the Internet and/or other technological resources, suspension, expulsion, and possible legal action.

Printed name (or Signature) of Student _____ Homeroom _____

Printed name (or Signature) of Student _____ Homeroom _____

Printed name (or Signature) of Student _____ Homeroom _____

Printed name (or Signature) of Student _____ Homeroom _____

Printed name (or Signature) of Student _____ Homeroom _____

Parent / Guardian:

I have read the terms and conditions of the **Acceptable Use of Technology Policy** and the **Responsible Use of Technology Policy**.

I am requesting that the above named student(s) be allowed to use the school's technological resources, including the Internet, and agree to support the school in the Responsible Use of Technology Policy.

Parent/Guardian Signature _____ Date _____/2021

**THIS FORM MUST BE SIGNED AND RETURNED
BY THE STUDENT'S FIRST DAY OF SCHOOL**