

York Catholic High School Chromebooks Acceptable Use Policy

As part of York Catholic's 1:1 initiative, the class of 2020 is being given Chromebooks for academic use. While these Chromebooks are a student's personal responsibility, the devices remain the property of York Catholic High School. During the school year, students will use his or her Chromebook in classes under the direction of teachers. Chromebooks should be taken home with students every day, and charged before each school day. At the end of the school year, all Chromebooks will be collected for maintenance. Students will be issued the exact same Chromebook the following school year.

Expectations

- Chromebooks will be treated with care to protect against damage. Food or drinks should not be used near the Chromebook, do not place books or other heavy objects on top of the Chromebook, and make sure pencils or other objects are not left on the keyboard when the screen is closed.
- When not in use, students are encouraged to carry their Chromebook in their backpack. Be sure to place it between 2 textbooks for extra protection.
- Chromebooks should be brought to school each day fully charged. Chargers should not be brought to school since a fully charged device will last a complete school day.
- Personalization of the Chromebook is not allowed. Students should not put stickers on their Chromebooks or mark them in any way.
- Students will not share Chromebooks with other students or allow other students to log onto their device.
- Each Chromebook has an ID sticker on it that should not be removed or tampered with.
- Students may not disassemble Chromebooks or attempt to repair them.
- Students are expected to follow all rules for technology outlined in the York Catholic Student Handbook (pages 31-33) when using their Chromebooks.
- Students will return their Chromebooks and chargers in the same condition they received them at the end of each school year.
- During lunch and gym classes, students will use the designated areas for Chromebook storage.
- There are no Chromebook-enabled printers at York Catholic. If students need printed papers they must print from home or use the desktop computers in the library/computer labs at York Catholic.

Technical Support

If a student-issued Chromebook is damaged or malfunctioning during school hours, the student should take the device to the YC Tech Support Office, in the first floor hallway between the library and Room 101. If the device is damaged or malfunctions outside of school hours, students should immediately notify the school via techsupport@yorkcatholic.org, and bring the device to the Tech Support Office the next school day. If repairs are needed, students may be issued a loaner Chromebook to use during the school day which must be returned at the end of period 8. If a student-issued device requires a hardware repair or replacement, the student will be required to pay for the cost of the repair or replacement. The cost to replace an unrepairable or lost Chromebook is \$200. In the case of a lost Chromebook, immediately notify York Catholic at techsupport@yorkcatholic.org. Optional insurance is available by checking the box on the Agreement form (reverse side of this paper). Optional insurance does not cover the complete loss of a device.

Privacy

All communication and information that is generated on a student issued Chromebook is subject to review by administrators at York Catholic High School. Student may be asked to turn in Chromebooks for investigation where misuse is suspected to have occurred.

**York Catholic High School
Chromebooks
Acceptable Use Agreement Form**

This form relates to the Chromebooks Acceptable Use Policy (AUP), to which it is attached. Please complete the sections below to show you have read, understand, and agree to the rules included in the Chromebooks Acceptable Use Policy. If this agreement is not signed and returned, access to a Chromebook will not be granted. Please return one form per child to the child's homeroom teacher no later than **Friday, February 23, 2018**.

Insurance Option

I wish to purchase Chromebook insurance to cover 3 years of use at a total of \$50. I understand insurance will cover most repairs, but does not include replacement. I have enclosed a check for \$50 made out to York Catholic High School to cover the cost of insurance.

I do not wish to purchase Chromebook insurance.

I have read, understand, and agree to follow these guidelines when a York Catholic Chromebook is used both in and out of school.

Name of Student: _____

Signed: _____ Date: _____

Parent/Guardian Name: _____

Signed: _____ Date: _____

Please return this form (and check if purchasing optional insurance) in a sealed envelope with the student's name and homeroom to the student's homeroom teacher by

Friday, February 23, 2018.