



Chromebook User Policy Intermediate Grades St. Gabriel the Archangel School 2024-2025

The school's information technology resources, including internet access, are provided for educational purposes only. The internet, Chromebooks, and other electronic devices give students access to information, and allow them to collaborate with others for educational purposes. The advantages of using digital tools far outweigh the risks. Nevertheless, St. Gabriel the Archangel school is aware of the hazards of websites with objectionable material, and the potential for online harassment of students.

With the privilege of using these comes the responsibility to use them ethically. In order to protect students, we have established these acceptable use procedures. The student and the school share responsibility for safe, ethical, and productive use of the internet, electronic media, and devices.

St. Gabriel the Archangel School will

- Provide access to the internet, Chromebooks, and other electronic devices.
- Provide the opportunity for students to use technology to work together, solve problems creatively, and develop search skills.
- Ensure that filtering is in place to block inappropriate material, including websites that are offensive, harmful, obscene or pose a security risk to the best of our abilities.
- Ensure that no recognizable photos with full names of students appear on websites or social media sites operated by the school.
- Teachers will provide guidelines for use of the internet and monitor the use of technology.
- Teachers will inform students of their rights and responsibilities toward electronic media.

Your responsibilities:

- Always use your school username and password.
- Never copy or use another person's password or documents. Respect other people's work. When working in a group, never change or delete anything unless the group agrees.
- Never put personal information on the internet, such as address, password, or phone number.
- Never share movies or photos of students, teachers, or staff members on the internet unless you have special permission.
- Use the camera on the Chromebook only with permission for school projects.
- Never use a cell phone to call, text, or take photos during school.
- Never change the settings on the school issued Chromebook.
- Always give credit to sources of information and pictures. Never use the device to cheat.
- Always be respectful and kind when commenting online.
- Tell the teacher if you find something online that makes you feel uncomfortable.
- Never use or try to find websites that are rude or threatening.
- Follow classroom expectations even in online environments: Google Meet, Google Classroom, other Google Apps, and any other websites the teacher directs you to.
- Be careful with school equipment and follow directions. Damages to any school issued device will be the responsibility of the parent/family. Tell the teacher right away if any equipment is damaged.
- Do not deface or put stickers on your Chromebook or protective case. Do not draw or make markings on your assigned device.



Chromebook User Policy Intermediate Grades St. Gabriel the Archangel School 2024-2025

Use of cell phones or other wireless devices

- Cell phones may not be used during the school day without teacher permission. Cell phones will be confiscated and subject to discipline as laid out in the student handbook.
 - Smart watches and all other forms of electronic communication devices are considered extensions of cell phones.
 - Student cell phones, smart watches and all other forms of electronic communication devices are not to be connected to the school wi-fi. Any device found connected will be removed and blocked from the network.

I understand that there are consequences for breaking these rules. These may include losing the privilege to use Chromebooks and the internet at school and could result in suspension from school. I understand that any damages sustained to the Chromebook and protective case are my and my parents' responsibility to pay for. Transcripts/final grades will be held if there are any unpaid charges at the end of the year.

I know and understand my responsibilities listed above.

Print student first & last name

Date

Print and sign Parent

Date