

ST. MARK Catholic School
2024-2025 Parent/Student Handbook Addendum:
Chromebook 1:1 Program:
Policy, Procedures, and Information
2024 – 2025

Technology Vision at ST. MARK Catholic School

ST. MARK Catholic School believes that when implemented thoughtfully and purposefully, technology has the power to enhance teaching, learning, and communication. Through the use of technology, the teaching staff will continue its mission of instilling the love of learning and creating life-long learners. Technology provides an additional avenue for communication, collaboration, and problem-solving.

ST. MARK Catholic School has a long record of strong student performance and growth. This plan is intended to bridge that outstanding performance and commitment to educational excellence into the 21st century by updating the tools and methodology used to engage our students and transform our instruction.

Fundamental beliefs

Computers are a powerful learning tool. It is important that students understand how to harness the power of technology safely and effectively to find answers, organize information, and collaboratively share ideas.

Technology immersion does not diminish the vital role of the teacher. To the contrary, it transforms the teacher from a director of learning to a facilitator of learning. Effective teaching and learning with Chromebooks integrates technology into the curriculum anytime, anyplace.

By having all students in grades 1 – 8 using the same device, we not only provide an equitable opportunity for each student, but we also ensure that all the devices can be managed and maintained effectively and responsibly by the school.

Increasing access to technology is essential for success in distance learning, concurrent learning, and for the future.

The scope of this document applies to all Chromebooks, iPads, and other technology devices as determined by the school administration. Teachers may set additional requirements for use in the classroom.

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1. GENERAL INFORMATION

1.1 Overview of the Program

- The policies and procedures listed in this document are intended for all students using Chromebooks that are part of the school's 1:1 initiative. All students are still fully accountable for the restrictions, appropriate care, usage, and other expectations expressed within this document as well as other technology policies outlined by the administration and Office of Catholic Schools (e.g. Technology: Responsible Use Policy detailed in the Parent/Student Handbook).

1.2 Receiving your Chromebook

- Chromebooks will be distributed each fall to students who do not presently have theirs after the student/parent/teacher informational meetings and a signed copy of the Student and Parent Pledge is received.

1.3 Chromebook Check-In

- Chromebooks will be returned prior to the end of the school year, on a date to be provided, so they can be checked for serviceability and to be stored for the summer. Parents may request the use of the Chromebook once servicing is complete by submitting a formal request to the school administration. The Chromebook may need to be returned to the school prior to the beginning of the school year for any final updates before the start of the new school year.
- If a student does not return the Chromebook, case, and any peripheral devices/tools at the end of the school year, the student's Chromebook will be locked until it is returned for inspection.
- The student will be responsible for the care of their Chromebook and returning it to school at the end of the year in good working condition. Parents will be charged for any needed repairs not covered by the extended warranty, but will not be charged in excess of the replacement cost of the Chromebook.

1.4 Chromebook Incidents

- If at any point during the school year there is damage, loss, or theft of a Chromebook, the student must contact administration immediately.
- Any technical issue with the device must be brought to the attention of administration or technology support staff member immediately. This includes, but is not limited to, Chrome OS (operating system), battery issues, loss of Internet connectivity, failure of apps to launch, etc.
- Any hardware/software repairs that are covered by the extended warranty will be repaired without cost. Damage due to misuse, intentional damage, or other issues not covered by the extended warranty will incur a repair cost.
- If a Chromebook is lost or damaged beyond repair, the administration must be alerted immediately and parents must order a new Chromebook through the school within 5 business days.
 - A student whose Chromebook is sent out for repair or is waiting for a new Chromebook to arrive as a replacement, may be issued a school-owned Chromebook or laptop for in-school use only for up to one month (if inventory allows). Chromebooks may be older models with different/fewer applications, so the sooner a replacement can be ordered, the better that will be for the student.
 - All policies detailed in this document govern student use of any loaned Chromebook or laptop.

Issue	Necessary Action	Cost
Accidental Damage	A report must be made. The device and case must be returned to the school for repair and so that a spare device may be issued (if inventory allows).	Cost of any repair not covered under the extended warranty, or cost of replacement.
Intentional Damage	A report must be made to the administration immediately. The student may lose all privileges for a loaned device. Any and all appropriate discipline will be given as set forth in the Parent/Student Handbook.	All costs associated with replacing or repairing the device.
Loss	A report must be made to the administration as soon as possible.	Replacement cost of the device and all peripheral devices/tools.
Theft	A report must be made to the administration and a police report must be filed. A copy of that report must be brought to the administration.	To be determined on a case-by-case basis.
Damage or loss of a power cord, extension cable, SIM card, etc.	A report must be made immediately to the administration.	Costs associated with replacing the item(s).

2. TAKING CARE OF YOUR CHROMEBOOK

2.1 General Precautions

- The Chromebook is under the jurisdiction of the school and all users will follow this policy and the Responsible Use policy for technology in the Parent/Student Handbook.
- Only use a clean, soft cloth to clean the screen. Do not use cleansers of any type.
- Cords and cables must be inserted carefully into the Chromebook to prevent damage.
- Chromebooks must remain free of any writing, drawing, stickers, or labels that are not the property of *ST. MARK* Catholic School.
- Students are responsible for keeping their Chromebook's battery charged for school each day. **Chromebooks must be charged at home and come to school each day fully charged. Students will not be allowed to charge their Chromebooks in the classroom. The charger cords pose a tripping hazard, teachers cannot allow students to plug or unplug anything from electric outlets, and there are not enough outlets in classrooms to allow for multiple student use.**
 - Students whose Chromebooks lose power during the school day will be allowed to borrow an older model Chromebook from the IT Specialist if available for in-school use only.
 - Chromebooks also cannot be charged in the Extended Day Program before or after school for the same reasons they cannot be charged in classrooms.

- Chromebooks are very sensitive to extreme heat and extreme cold, therefore leaving devices in cars, direct sunlight, etc. may expose them to these conditions and is potentially harmful to the device. This must be avoided.
- Do not stack any books, heavy materials, etc. on top of the Chromebook as it could cause the device to break.
- Students must exercise extreme caution if carrying Chromebooks in backpacks. Students must not leave their backpacks in any areas where backpacks containing Chromebooks can be kicked, tripped over, or sat/laid upon.
- The protective case must remain on the Chromebook at all times. A Chromebook without a case will be held by the office until the case is provided and attached.

2.2 Carrying Chromebooks

- Chromebooks must always be within their protective case.
- Parents may opt to purchase an additional carrying case with protective padding. This is not necessary, but would provide additional protection.

2.3 Screen Care

The Chromebook screens can be damaged if subjected to rough treatment. The screens are particularly sensitive to damage from excessive pressure on the screen.

- Do not lean on the top of the Chromebook when it is closed.
- Do not place anything near the Chromebook that could put pressure on the screen.
- Do not place anything in the carrying case that will press against the cover.
- Clean the screen with a soft, dry cloth or anti-static cloth.
- Do not “bump” the Chromebook against lockers, walls, car doors, floors, etc. as it will eventually break the screen.

3. USING YOUR CHROMEBOOK AT SCHOOL

Chromebooks are intended for use at school each day. Students must be responsible to bring their Chromebook to school, unless specifically instructed not to do so by their teacher.

3.1 Chromebooks Left at Home

- If students leave their Chromebook at home, they are responsible for getting coursework work completed as if they had their Chromebook present.
- If any extra Chromebooks are available, the student will be allowed to check one out for the day for in-school use only. (See policies 6.1 and 6.3 for responsibilities and expectations in regard to borrowed Chromebooks.)
- If a Chromebook is forgotten at home more than once, the parent will be contacted.

3.2 Chromebook Undergoing Repair

- Replacement Chromebooks may be issued to students when their Chromebook is out for repair. Please note that there may be a delay in getting a Chromebook should the school not have enough to distribute.
- Replacement Chromebooks may not be issued for use if there are outstanding fees associated with the damage.
- All policies and guidelines governing student-issued Chromebooks apply to replacement Chromebooks.

3.3 Charging Your Chromebook’s Battery

- Chromebooks must be brought to school each day in a fully charged condition. Students need to charge their Chromebooks each evening. See policy 2.1.
- Students in grades 1-2 who do not need their Chromebook for homework, may opt to leave their device at school in a secured cart to charge overnight.

3.4 Photo Library/Screensavers/Background photos

- Inappropriate media (pictures, language, symbols, etc.) must not be on the device and will not be used as a screensaver or background photo.
- Photos/videos require a large amount of storage space on the device. Only photos that are for an educational purpose should be saved to the device. All other photos/videos should not be taken or stored.

3.5 Sound, Music, Games, or Programs

- Sound must be muted at all times unless permission is obtained from the teacher for instructional purposes, or if the student is wearing headphones/earbuds if permitted by the teacher.
- Personal music is not allowed on the Chromebook. Any music on the device should only be added at the request and discretion of a teacher.
- Internet games are not allowed on Chromebooks. If game apps are installed, they will be by the direction of *ST. MARK* Catholic School staff only.
- All software/Apps must be school provided or requested in writing for school approval. Data Storage on the Chromebook is limited and should be managed by the students so that the full educational potential of the Chromebook is available. Apps not approved by the Diocese should not be downloaded. Downloading any such app will result in the deletion of the program from the Chromebook device and disciplinary action.

3.6 Home Internet Access

- Students are allowed to set up access to home wireless networks on their Chromebooks. This will assist students with the ability to complete, retrieve, access, etc. educational content used in classes with the Chromebook successfully.
- Students may also set up home printing capabilities for their Chromebook. This will require a wireless printer and proper settings on the Chromebook using Google Cloud Print.
- If parents/guardians are interested in providing additional content filtering at home, it is suggested that parents/guardians contact their Internet provider for details and support.

4. MANAGING YOUR FILES AND SAVING YOUR WORK

4.1 Saving to the Chromebook

- Students should save work to their school issued Google Docs (Drive) and/or Schoology accounts (or other cloud based storage medium) via the Chromebook. Only work saved to the student issued Google account will be accepted for submitting school work through Schoology. Personal accounts will not work.
- Storage space will be available on the Chromebook, but since the device has storage limitations it is vital that the storage space be privileged for educational use only. It is also important to note that Chromebooks will NOT be backed up by the school in cases of resetting or re-imaging.
- It is the student's responsibility to ensure that their work is backed up and therefore not lost due to mechanical failure or accidental deletion.
- Chromebook malfunctions are not an acceptable excuse for not submitting work.

4.2 Network Connectivity

- *ST. MARK* Catholic School makes no guarantee that our network will be up and running 100% of the time. In the rare case that the network is down, the school will not be responsible for lost or missing data.
- Students will not be penalized if the network is down and a completed assignment cannot be accessed for class projects, presentations, etc.

5. SOFTWARE ON CHROMEBOOKS

5.1 Originally Installed Software

- The Operating System & Extensions/Apps originally installed by *ST. MARK* Catholic School must remain on the Chromebook in usable condition and be easily accessible at all times.
- From time to time, the school may add software applications for use in a particular class or grade. Periodic checks of Chromebooks will be made to ensure that students have not removed required apps/extensions.
- No one should attempt to “jailbreak” the Chromebook or change the configuration of the device as provided in the fall each school year.

5.2 Additional Software

- *ST. MARK* Catholic School will provide any required extensions/apps on the Chromebook. These apps/extensions will be available upon logging into the device using the official school-approved email address.
- Any software that breaks the Responsible Use Policy or that is deemed inappropriate for use in school is not to be downloaded or installed on the Chromebooks. This includes, but is not limited to, music, games, videos, images, e-Books, and apps as noted in section 3.5. Immediate removal of material (or full reset of the device), contact with parents, and disciplinary action will take place.

5.3 Inspection

- Inspection checks will be done on all Chromebooks at the end of the year.
- Students may be selected at random to provide their Chromebook for inspection. Reasons for Chromebook inspection may include but are not limited to the following: functionality, maintenance, serviceability, and various violations of student acceptable responsibilities when using the Chromebook.

5.4 Procedure for Re-loading Software

- If technical difficulties occur or illegal software is discovered, the Chromebook may be restored to original factory settings. The school does not accept responsibility for the loss of any software or documents deleted due to a need to reformat and/or re-image any device.
- Students are highly encouraged to create a backup of all Chromebook documents and work as identified in section 4 above.
- Students are highly encouraged to manage their backup data to ensure that enough space is available for school created content.

5.5 Software Upgrades

- Each time you turn on your Chromebook, the system automatically checks for updates and applies any updates that it finds.
- It is highly recommended that students completely turn off their Chromebooks at night. This will allow the device to update on its own when powered on the following day.
- Students are encouraged to periodically upgrade the apps on the Chromebook if prompted. Chromebooks run Chrome OS (Operating Software) Web browser. OS updates are conducted automatically on the OS.

6. ADDITIONAL RESPONSIBILITIES AND EXPECTATIONS

6.1 Parent/Guardian Responsibilities

- All families (new and returning) with a child going into first grade, and all families new to *ST. MARK* Catholic School with a child (or children) going into grades 2-7, will pay in full to purchase a Chromebook, licensing fee, protective case, and the

extended warranty through the school at the beginning of the 2024-2025 school year.

- Parents are encouraged to become increasingly active participants by asking your child/children to show you what sites they are navigating to and/or what apps are being used in class and how they work. Talk to your children about values and the standards that your children should follow online.
 - The following resources can assist in promoting positive conversations.
 - www.netsmartz.org/Parents
 - www.commonsemmedia.org
- Ensure that siblings and other family members are not using the device for personal use.
- Parents accept financial responsibility for the repair of a borrowed Chromebook if it is damaged while in their child's possession. (See policy 6.3)

6.2 School Responsibilities

- Provide Internet and online Course Materials access to its students.
- Provide Internet filtering and blocking of inappropriate materials while student is in the school building.
- *ST. MARK* Catholic School reserves the right to review, monitor, and restrict information stored on or transmitted via *ST. MARK* owned or issued equipment and to investigate inappropriate use of resources.
- Provide staff guidance to aid students in doing research and help ensure student compliance of the responsible use policy.

6.3 Student Responsibilities

- Using computers/devices in a responsible, ethical, and educational manner.
- Obeying general school rules concerning behavior and communication that apply to technology use.
- Using all technology resources in an appropriate manner so as not to damage school equipment. Taking a proactive role to aid *ST. MARK* Catholic School in the protection of the computer system/device by contacting an administrator about any security problems they may encounter.
- Comply with trademark and copyright laws and all license agreements. Ignorance of the law is not immunity. If you are unsure, ask a teacher or parent.
- Plagiarism is a violation of the *ST. MARK* Catholic School Code of Conduct. Give credit to all sources used, whether quoted or summarized. This includes all forms of media on the Internet, such as graphics, movies, music, and text.
- Use or possession of hacking software is strictly prohibited and violators will be subject to the school Student/Parent Handbook policies. Violation of applicable state or federal law may result in criminal prosecution or disciplinary action by the Diocese.
- If a student should receive emails containing inappropriate or abusive language or if the subject matter is questionable, he/she is to make a teacher or administrator aware immediately.
- Return their Chromebook to the school at the end of each school year for serviceability and to be stored for the summer. (Parents may request use of the Chromebook once servicing is complete by submitting a formal request to the school administration. The Chromebook will need to be returned to the school prior to the beginning of the school year for any final updates before the start of the new school year.)
- Monitor all activity on their account(s).

- Maintain the good condition of any Chromebook borrowed for the day from the school.
 - Chromebooks may be borrowed solely for use during the school day. Borrowed Chromebooks must be returned before dismissal.
 - If a student does not return the borrowed Chromebook before going home at the end of the day, that student's personal Chromebook will be locked until the borrowed device is returned in good condition to the school.
 - Chromebooks must be returned in the same condition in which they were borrowed. Chromebooks are never lent to students with missing keys, cracked screens, broken hinges, or other major issues.
 - Chromebooks that are not returned in the same condition will require a repair estimate. The cost of the repair will be the responsibility of the student's parents. (See policy 6.1)
 - The repair estimate will be acquired from our vendor and shared with the parents. Afterward, the Chromebook will be mailed out for repair. Once the Chromebook is returned to the school, the bill for the repair will be added to the family's FACTS account.

6.4 Student Activities Strictly Prohibited

- Students are strictly prohibited from the following actions while using their Chromebook (*ST. MARK* Catholic School reserves the right to modify this list at any time):
 - Chromebooks are not permitted to be used during student lunch periods or snack periods.
 - Illegal installation or transmission of copyrighted materials
 - Any action that violates an applicable existing or future Diocesan policy and any applicable laws.
 - Sending, accessing, uploading, downloading, or distributing offensive, profane, threatening, obscene, or explicit materials
 - Use of chat rooms, messaging services, or sites selling term papers, book reports, and other forms of student work
 - Use of outside data disks or external attachments without prior approval from the administration
 - Changing of Chromebook settings (exceptions include personal settings such as font size, brightness, etc.)
 - Spamming-Sending mass or inappropriate emails
 - Using the Internet to access personal (non-school related) accounts - i.e. non-school provided email accounts (Yahoo, Gmail, Hotmail), Facebook, other social media sites, etc.
 - Gaining access to other student's accounts, files, and/or data
 - Use of the school's Internet/E-mail accounts for financial or commercial gain or for any illegal activity
 - Sending anonymous or misleading communications for any inappropriate purpose via any means
 - Students are not allowed to give out personal information, without the permission and supervision of their parents or a school staff member, over the Internet. This includes, but is not limited to, setting up Internet accounts including those necessary for chat rooms, EBay, email, etc.

- Participation in credit card fraud, electronic forgery, or other forms of illegal behavior
- Vandalism (any malicious attempt to harm or destroy hardware, software or data, including, but not limited to, the uploading or creation of computer viruses or computer programs that can infiltrate computer systems and/or damage software components) of school equipment, or school-issued equipment will not be allowed.
- Transmission or accessing materials that are obscene, offensive, threatening or otherwise intended to harass or demean recipients
- Bypassing the *ST. MARK* web filter through a web proxy
- Submit work as their own that was produced using AI technology.
- Use AI technology in any way to misrepresent a person, or make anyone feel threatened, demeaned, demoralized, or have any other negative effect.
- Misrepresent their age or any other qualifying factor to gain access to apps that they otherwise would not be qualified to access.
- Use the Chromebook to “shop” on sites such as Amazon or other sites during the school day.

6.5 Legal Propriety

- Comply with all applicable laws, including but not limited to trademark and copyright laws and license agreements.
- Plagiarism is a violation of the *ST. MARK* Catholic School Code of Conduct. Give credit to all sources used, whether quoted or summarized. This includes all forms of media on the Internet, such as graphics, movies, music, and text.
- Use or possession of hacking software is strictly prohibited and violators will be subject to the *ST. MARK* Catholic School Student/Parent Handbook. Violation of applicable state or federal law may result in criminal prosecution or disciplinary action by the Diocese.

6.6 Student Discipline

If a student violates any part of the policies, procedures, or expectations outlined in this document, the student handbook, or Diocesan policies, he/she will be disciplined in accordance with our discipline policy (outlined in the Student/Parent Handbook). See Section 9 below for more details.

7. PROTECTING & STORING YOUR CHROMEBOOK

7.1 Chromebook Identification

Student Chromebooks will be labeled in the manner specified by the school.

Chromebooks can be identified in the following ways:

- Record of serial number
- *ST. MARK* Catholic School label
 - Students should not remove labels and/or serial # labels that are placed on the device.

7.2 Storing Your Chromebook

- To prevent damage, nothing should be placed on top of the Chromebook.
- Students in grades 3- 8 should take their Chromebooks home every day after school, regardless of whether or not they are needed. Chromebooks must be charged each evening.

7.3 Chromebooks Left in Unsupervised Areas

- Under no circumstances should Chromebooks be left in unsupervised areas. Unsupervised areas include the school grounds and campus, the lunchroom, library, unlocked classrooms, and hallways.

- Any Chromebook left in these areas is in danger of being stolen. If a Chromebook is found in an unsupervised area, it will be taken to the main office and may result in disciplinary action.

8. REPAIRING OR REPLACING YOUR CHROMEBOOK

8.1 Personal Home or Homeowners coverage

- Students or parents may wish to carry their own personal insurance to protect the Chromebook in cases of theft, loss, or damage. Please consult with your insurance agent for details about your personal coverage of the Chromebook. Most insurances will require a rider for electronics and only provide so much coverage and a higher deductible.

8.2 Claims

- If making a personal insurance claim, the claim must be reported to the school office. Students or parents must provide a report in instances of theft, vandalism, or fire related damage. A copy of this report must be submitted to the school administration if they wish to check out a loaner device while waiting for their replacement. Availability of loaner devices depends upon school inventory at the time of the request.

9. ACTIONS REQUIRING DISCIPLINARY ACTIONS

- As mentioned throughout this document, misuse of Chromebooks has the potential to earn disciplinary consequences such as, but not limited to, loss of Chromebook privileges, detentions, suspensions, etc. Examples of conduct warranting disciplinary action include, but are not limited to the following:
 - Downloading unapproved apps that are not *ST. MARK* approved apps and extensions without permission.
 - Leaving Chromebook unattended.
 - Deleting school installed settings from a Chromebook.
 - Bringing Chromebook to recess
 - Lack of adequate care for Chromebook, case, charger, etc.
 - Resetting Chromebook to factory defaults.
 - Placing the Chromebook in developer mode.
 - Adjusting settings on someone else's Chromebook.
 - Adding a credit card to a Google Account (Google Wallet) to purchase music/unapproved apps.
 - Logging in under personal Google account to download purchased apps for yourself or another student(s).
 - Leaving Chromebook at home several times a week.
 - Loaning of student device to other students inside and outside of school.
 - Failure to utilize protective cases when the Chromebook is not in use or when the device is being carried in the hallway.
 - Multiple damage instances caused by lack of care for the Chromebook and other peripheral devices.
 - Using the Chromebook to write/share/send malicious, hurtful, or inappropriate messages, photos, etc.
 - **Do any of the prohibited actions listed under policy 6.4.**

10. DIGITAL CITIZENSHIP

School-issued Chromebooks should be used for educational purposes only and students are to adhere to the Diocesan/School policies and all of its corresponding administrative procedures at

all times. While working in a digital and collaborative environment, students should always conduct themselves as good digital citizens by adhering to the following:

1. Respect Yourself. I will show respect for myself through my actions. I will select online names that are appropriate. I will use caution with the information, images, and other media that I post online. I will carefully consider what personal information about my life, experiences, or relationships I post. I will not be obscene. I will act with integrity.
2. Protect Yourself. I will ensure that the information, images, and materials I post online will not put me at risk. I will not publish my personal details, contact details, or a schedule of my activities. I will report any attacks or inappropriate behavior directed at me while online. I will protect passwords, accounts, and resources.
3. Respect Others. I will show respect to others. I will not use electronic mediums to antagonize, bully, harass, or stalk people. I will show respect for other people in my choice of websites: I will not visit sites that are degrading to others, pornographic, racist, or inappropriate. I will not enter other people's private spaces or areas.
4. Protect Others. I will protect others by reporting abuse and not forwarding inappropriate materials or communications. I will avoid unacceptable materials and conversations.
5. Respect Intellectual Property. I will request permission to use copyrighted or otherwise protected materials. I will suitably cite all use of websites, books, media, etc. I will acknowledge all primary sources. I will validate information. I will use and abide by the fair use rules.
6. Protect Intellectual Property. I will request to use the software and media others produce. I will purchase, license, and register all software or use available free and open source alternatives rather than pirating software. I will purchase my music and media and refrain from distributing these in a manner that violates their licenses.

Student Pledge for Chromebook Use

1. I will take care of my Chromebook.
2. I will never leave the Chromebook unattended.
3. I will never loan out my Chromebook to other individuals.
4. I will know where my Chromebook is at all times.
5. I will charge my Chromebook's battery **at home** daily.
6. I will keep food and beverages away from my Chromebook since they may cause damage to the device.
7. I will not disassemble any part of my Chromebook or attempt any repairs.
8. I will protect my Chromebook by only carrying it while in the case provided.
9. I will use my Chromebook in ways that are appropriate, meet *ST. MARK* expectations, and are educational.
10. I will not deface the serial number or Chromebook sticker on any Chromebook.
11. I understand that my Chromebook is subject to inspection at any time without notice, and remains under the jurisdiction of *ST. MARK* Catholic School throughout the years the student uses the device in school.
12. I will follow the policies outlined in the Chromebook Handbook and the Responsible Uses of Technology section in the Parent/Student handbook while at school, as well as outside the school day.
13. I will file a police report in case of theft, vandalism, and other acts covered by insurance.
14. I will be responsible for all damage or loss caused by neglect or abuse.
15. I agree to return the Chromebook in good working condition at the end of each school year.
16. I will be a proactive digital citizen when using my Chromebook.

17. I understand that my use of the Chromebook is subject to all applicable Diocesan policies and regulations, including but not limited to the *ST. MARK* Acceptable Uses of Technology Policy.

Student/Parent Pledge for Chromebook Use

1. I /we understand that Chromebooks are intended solely for educational use and that students are not permitted to download any applications not authorized by their teachers or approved by *ST. MARK* Catholic School administration.
2. I/we understand my/our responsibilities with respect to the care and maintenance of the Chromebook.
3. I/we understand that students will take Chromebooks home in the evenings for school related use, however I/we understand that students must have Chromebooks in school every day.
4. I/we understand that students must return Chromebooks at the end of the school year in the condition they were received.
5. I/we understand that I must report any problems or damage to the Chromebook to my homeroom teacher.
6. I/we understand that *ST. MARK* Catholic School reserves the right to conduct unannounced inspections of student Chromebooks.
7. I/we understand that the use of Chromebooks will be governed by all terms and conditions of the *ST. MARK* policies and regulations.

Chromebook Permission Slip
ST. MARK Catholic School
2024-2025

PLEASE RETURN THIS FORM TO THE SCHOOL OFFICE.

We agree to the stipulations set forth in the following documents:

- Chromebook 1:1 Program: Policy, Procedures, and Information*
- *ST. MARK* Catholic School Parent/Student Handbook
- OCS Policy and Guidelines: Policy 612A Code of Conduct, policy 631 Technology: Responsible Use Policy, and all relevant policies.

Furthermore, we agree that the Chromebook will be managed by *ST. MARK* Catholic School using Google Dashboard.

Please Print Clearly:

Student Last, First Name: _____

Homeroom: _____ Grade: _____

Student Signature: _____ Date: _____

Parent Name (Please Print): _____

Parent Signature: _____ Date: _____

*In an effort to “Go Green,” students are provided with only the last page of the Chromebook Policy, Procedures, and Information addendum, which is the permission slip that needs to be signed and returned. We highly encourage parents/guardians to go online and review the Chromebook Informational Packet in its entirety with your child/children. To view the complete policy, please go to our website <https://saintmarkcatholicschool.org/parent-resources/> and scroll down to Helpful Links