

CHROMEBOOK RESPONSIBLE USE POLICY

Introduction

This policy outlines behaviors that Beth Haven Christian School (BHCS) expects students to follow when using school-owned or personally owned technologies (Chromebooks). BHCS considers all technology use an extension of the classroom. In short, any activities that would not be appropriate in the classroom should not be conducted when using technology resources.

- God has blessed us with a tremendous amount of technology resources. We must continue to be good stewards of these resources. Students are responsible for good behavior on computers and mobile devices, just as they are in the classroom. Access is a privilege – not a right.
- Access to the Internet will enable students to use countless websites, which can change frequently and without notice. Although our Internet access is filtered by an enterprise-class web filter, no filter is 100% effective in blocking all objectionable content. Parents should be aware that material accessible via the Internet may contain content that is offensive to some people.
- Files and messages stored on BHCS-owned/managed systems are not private. Authorized individuals within BHCS may review files and messages to ensure student safety and systems reliability.

Unacceptable Use

Unacceptable use includes, but is not limited to, any of the following examples:

1. to access or transmit indecent, profane, obscene, or otherwise inappropriate material;
2. to transmit abusive or threatening language (includes cyberbullying);
3. to attempt to download or install software on any school owned/managed device without permission;
4. to connect a personal electronic device to any school network without permission;
5. to use non-educational games/apps during school hours (includes field trips);
6. to attempt to circumvent any web filters, firewalls, or system policies;
7. to attempt to access another person's files or accounts (hacking) without permission;
8. to violate copyright or use another person's intellectual property without permission;
9. to share passwords (email, INOW, Google Drive) with other students (even best friends);
10. to vandalize, damage, or disable the property of an individual or organization; and
11. to violate any local ordinance or state/federal statute.

Chromebook Responsible Use Policy

This Chromebook Responsible Use Policy extends the Technology Responsible Use Policy (RUP), which is signed by both students and parents at the start of each school year.

Student Commitments

- I will abide by this Responsible Use Policy both at school and away from school.
- I will follow Biblical principles and all school rules when using my Chromebook.
- I understand that my Chromebook is managed by Beth Haven Christian School.
- I am responsible for the care and protection of my Chromebook and charger.
- I will not share any of my usernames and/or passwords with other students.
- I will not close the lid with anything inside the Chromebook (even paper).
- I will not place stickers or labels of any kind on the Chromebook or charger.
- I will use two hands at all times to carry the Chromebook.

- I will charge my Chromebook every night so that it is ready for use every day.
- I will directly supervise my Chromebook or leave it in a secure location.
- I will report loss, theft, damage, and/or malfunction immediately to my school.
- I will not remove the identifying barcode from my Chromebook.

Additional Expectations

1. While at school, your Chromebook is primarily intended for instructional use. While at home, follow all guidelines in this document, especially your parent(s) instructions/house rules.
2. You may not install apps on the Chromebook that are not appropriate for educational purposes (including most games designed only for entertainment purposes).
3. BHCS reserves the right to collect and/or inspect your Chromebook at any time (includes random inspections) and to delete any material or applications deemed inappropriate.
4. BHCS reserves the right to remotely view and/or control content on the Chromebook screen.
5. Do not place or attempt to place the Chromebook into “developer mode.”
6. If necessary for troubleshooting purposes, your Chromebook may need to be reset by a school technician. Resetting causes the device to be returned to its original state. You are responsible for using Google Drive to protect your data. BHCS accepts no responsibility for lost data.
7. You may not capture video, audio, or photos of any student, parent, employee, or visitor. The possession, forwarding, or uploading of unauthorized video, audio, or photos to any social media service, network storage area, or person is strictly forbidden.
8. Chromebooks may not be used in restrooms or locker rooms under any circumstances.

Disciplinary Action

- You are required to bring your Chromebook to school each day. It should be fully charged. **Failure to do so will result in disciplinary action to include:** 1st offense - Demerit; 2nd offense - Detention; 3rd offense - Meeting with parents
- Any student found in violation of the Technology Responsible Use Policy may be subject to disciplinary action under the school discipline policies, up to and including suspension or expulsion.