

## **St. Peter Lutheran School Technology and Chromebook Guidelines and Agreement**

St. Peter Lutheran School desires to educate every child of God in this global society where learning to use technology is integral. Technology may improve communication, enhance thinking skills, make instruction more efficient and effective, and develop life skills critical to success. St. Peter Lutheran School incorporates technology across the subject areas while also teaching digital citizenship. Students have the opportunity to use technological devices owned by St. Peter.

### **Technology Guidelines:**

1. All guidelines for technology at St. Peter are subject to change at any time due to the ever-changing advancements that take place during the school year.
2. St. Peter Lutheran students are responsible for Christian behavior when using technology just as they are in a classroom or a school hallway (see Student Conduct Code). Students who follow all technology guidelines will be able to maintain all privileges with technology. Students who are unable to follow the guidelines will lose technology privileges and may be subject to further discipline.
3. Parental permission is required.
4. Students are not allowed to use their own personal devices during the school day unless given permission by a teacher. Devices may be kept in their backpacks but should not be carried around by the student. St. Peter Lutheran School, or its teachers, is not responsible for any damage or loss associated with a device brought to school.
5. All technology used at school is for educational or research purposes only, unless approved by a teacher.
6. Devices may be used only at appropriate times set up by the teacher.
7. Students may access the school network via Wi-Fi on Chromebooks. The Wi-Fi is password protected.
8. Students may not take photographs or videos while at school unless allowed by a teacher. If photographs or videos are taken with permission, they may not be posted or published online in any form by the student.
9. Any photographs, pictures, or videos on a device must be appropriate and agree with a Christian lifestyle.
10. Students must alert a teacher immediately if they discover something on the Internet that makes them uncomfortable or is inappropriate.
11. Students are not to reveal or give out photographs or personal information while using the Internet such as their full names, age, address, phone number, parents' names or numbers, etc.
12. Students and all users should always be respectful when using technology. Bullying is prohibited.
13. When a student misuses a school device, the school may do the following, based on the severity of the offense:
  - a. Internet/website access restricted or denied.
  - b. Chromebook privileges may be temporarily or permanently suspended depending on the nature of the offense or repeated technology agreement violations.
  - c. Additional consequences may be given out in accordance with the school discipline policy.

### **Distribution of Chromebooks**

Students in grades K-8 are all issued a Chromebook at the beginning of the year which is intended to remain at school. All Chromebooks are labeled with the student's name and Chromebook ID number. Labels may not be removed, modified, or tampered with in any way. If at some time, we would have to move into distance learning, students would have the opportunity to use a St. Peter Chromebook at home for distance learning. They will be issued the following equipment:

- Chromebook
- Power adapter and cord (only if we move to distance learning)

### **Technology Fee**

All students will pay a \$30 technology fee at the beginning of the year. This fee will cover minor accidental repairs to the Chromebook. It will not cover lost or stolen technology including power adapters and cords.

### **Collection of Chromebooks**

At the conclusion of each school year, students must turn in their St. Peter Lutheran School issued Chromebook, adapter, and cord for maintenance (these will only be given for distance learning purposes).

### **Cases/Charging Cords**

Students may not personalize the outside of the Chromebook. It remains the student's responsibility to care for and protect his/her device. Families may choose to add a protective case or skin to personalize the device.

### **Taking Care of Your Chromebook**

Each student is responsible for the general care of the Chromebook that they are issued by St. Peter Lutheran School. Chromebooks that are broken or fail to work properly must be taken to our school's technology director as soon as possible. The director will examine the Chromebook and take the appropriate steps to repair the device. St. Peter Lutheran School Chromebooks should never be taken to an outside computer service for any type of repairs or maintenance.

### **General Precautions**

- Chromebooks should not be used near food or drink.
- Chromebooks must remain free of any personal writings, drawings, stickers, and labels (protective cases may be personalized).
- Chromebooks should not have heavy objects placed on them.
- Chromebooks should be transported with care.
- Chromebooks should never be lifted or carried by the screen.
- Chromebooks should be closed only after making sure there is nothing on the keyboard.
- Chromebook screens should be cleaned with a soft, dry microfiber cloth or anti-static cloth.
- Chromebooks should be carried from place to place in the closed position.

### **No Expectation of Privacy**

Students should have no expectation of confidentiality or privacy with respect to any usage of a Chromebook, regardless of whether that use is for school-related or personal purposes, other than as specifically provided by law. The school may, without prior notice or consent, log, supervise, access, view, monitor, and record use of student Chromebooks at any time for any reason. By using a Chromebook, students agree to such access, monitoring, and recording of their use.

### **Content Filter**

To help keep children safer and more scholarly online, St. Peter Lutheran School has adopted online services provided by GoGuardian. St. Peter uses GoGuardian services to:

- Help protect students against harmful and inappropriate online material
- Help students stay "scholarly" and more focused while learning online
- Help assess students' progress toward class assignments
- Facilitate communication between teachers and students during class time

GoGuardian's web-based services operate on our school's managed G Suite for Education Chrome accounts (i.e. when a student is logged into Chrome or a Chromebook with his/her school email address). We ask that students use their school-managed Google accounts and school-managed devices for educational purposes within the boundaries of St. Peter's network. When a student is off-campus, parents are responsible for supervising Internet access and usage. St. Peter encourages parents to discuss rules for appropriate Internet usage with their child and to reinforce lessons of digital citizenship and safety with him or her.

### **Lost, Stolen, or Vandalized Chromebooks**

If a Chromebook is stolen or vandalized during an educational activity inside the school day and the student is acting in good faith with the hardware; the student/parents shall contact the school office within 24 hours of event and a replacement will be provided. If a student's Chromebook is lost, stolen, or vandalized outside of the school day, it is the family's responsibility to pay for the replacement of it.

**St. Peter Lutheran School**  
***Student Technology and Chromebook Agreement***

I have read and agree to abide by all the guidelines in St. Peter Lutheran School's Technology and Chromebook Guidelines as well as those in the discipline policy, and student conduct code. I understand that technology and Chromebook use is a privilege and if the guidelines are followed, I will be able to maintain these privileges. If I am unable to follow these guidelines, I may forfeit my technology and/or Chromebook privileges and could be subject to disciplinary action.

Student Name: \_\_\_\_\_ (Please Print)

Grade: \_\_\_\_\_

Student Signature: \_\_\_\_\_

Parent Name: \_\_\_\_\_ (Please Print)

Parent Signature: \_\_\_\_\_

Date: \_\_\_\_\_