ChromeBook and iPad Expectations and Usage Contract:

You are given a great privilege by being allowed a ChromeBook or iPad for your use during the school day. This learning tool provides you with a world of resources and a modern way of doing schoolwork. It may also provide you with many distractions. For some of you these distractions are manageable, while others will be learning to use the device productively and not allowing it to get in the way of learning. Please be sure you use this device wisely and follow the rules and expectations listed in this document, as well as those included in the Student Handbook which are listed on the back of this document.

General Usage Rules and Expectations:

1. **Come to class prepared.** Just like you bring pencils and books to class every day, you must bring your ChromeBook to class each day. You must make sure it is fully charged and ready to go. Although we will not use them every day, we will use them frequently.
2. **Keep screens down until the teacher has specifically told you to open your device.** Also, anytime the teacher or a classmate is speaking, screens must be down. It is not only distracting to you, but also to others around you. Putting the screen down will help bring attention to the task at hand.
3. **Keep your hands off other students' ChromeBooks or iPads.**
4. **Secure your device when traveling between classes.** ChromeBooks should be in their carrying case. Do not place weight on top of your device.
5. **No YouTube or Google HangOuts accounts are allowed.** This rule is an Internet Safety Regulation put in place by the Federal Government.
6. **Use your school email only on the ChromeBook or iPad.** You may not log in with a personal email to use Google HangOuts or other apps.

Your device is often monitored and accessed by staff, be aware that we are supervising. If you have difficulty staying on task, you will be placed in a restricted user group and will have limited internet access. Additionally, if any teacher believes your laptop use is distracting you or others, it will be taken away and returned per the teacher's discretion. Some examples that will result in being in a restricted group are not limited to but include the following:

    a. Any form of communication not related to school work
    b. Playing online games without teacher permission
    c. Use of Google HangOuts or other apps

Students - By signing this document you are stating that you are aware of and intend to abide by the rules and expectations listed above.

_____
Student Signature   Date

Parents - By signing you are giving permission for your child to use the Chromebook, iPad, and all tools associated with their Google Accounts.

_____
Parent Signature   Date

Handbook Notes:

Copyright - Page 7

It is the policy of the educational programs governed by the Archdiocesan Catholic School Board (AFFC/ACSB #2510) that all employees, volunteers, and students will abide by the federal copyright laws. Employees, volunteers, and students may copy print or non-print materials allowed by:

1. copyright law
2. fair use guidelines
3. specific licenses or contractual agreements
4. other types of permission

Employees, volunteers, and students who willfully disregard copyright law are in violation of Archdiocesan policy, and are doing so at their own risk and assuming all liability.

Internet - Pages 8 and 9

It is the policy of educational programs governed by the Archdiocesan Catholic School Board to require the ethical use of the Internet and related technologies by all employees, volunteers and students. (AFFC/ACSB #2511,AFFC/ACSB #5144.3) Access privileges may be revoked, school disciplinary action may be taken, and/or appropriate legal action taken for any violations that are unethical and may constitute a criminal offense.

Internet Acceptable Use Agreement - Based on Archdiocese Catholic School Board Policy 2511 (Adopted December 2, 1995): Internet access is available to students and teachers at St. Patrick Catholic School. Our goal in providing this service to teachers and students is to promote educational excellence by facilitating communications and leading our community toward effective living in the Global Village. An adult supervisor is present at all times during student use; however, on a global network it is impossible to control all materials, and an industrious user may discover controversial information. St. Patrick Catholic School instructs its staff and students in the ethical use of electronic communications, as part of its regular curriculum. Internet operation relies upon the proper conduct of the end users, who must adhere to strict guidelines. If a St. Patrick Catholic School user violates any of these provisions, his or her access may be terminated and future access could possibly be denied. The technology committee and principal will deem what is inappropriate use and the Principal's decision is final.

Internet Terms and Conditions of Use:

1. **Acceptable Use** - The purpose of the backbone networks making up the internet is to support Parent/Guardian-Student Handbook Page 9 research and education in and among academic institutions by providing access to unique resources and the opportunity for collaborative work. The use of our account must be in support of education and research and consistent with the educational objectives of St. Patrick Catholic School.

2. **Privileges** - The use of computing resources and the Internet is a privilege, not a right, and inappropriate use can result in a cancellation of those privileges.

3. **Network Etiquette** - Every user is expected to abide by the generally accepted rules of network etiquette.

4. **St. Patrick Catholic School and the Archdiocese of Dubuque make no warranties of any kind,** whether expressed or implied, for the service it is providing. St. Patrick Catholic School will not be responsible for any damages incurred by the user.

5. **Security -** Security on any computer system is a high priority, especially when the system involves many users. Any user identified as a security risk or having a history of problems with other computer systems may be denied access to the Internet.

6. **Vandalism -** Vandalism will result in cancellation of privileges.

7. **Home Pages** - Students may not create 'home pages' or directories. Student work will be published only under the direction of a supervising teacher.

8. **Transmission of Information -** Transmission of any material in violation of any U.S. or state regulation is prohibited. This includes but is not limited to; copyrighted material, threatening or obscene material, or material protected by trade secret. Transmission of commercial information, advertising, or political lobbying is also prohibited.

9. **Downloading -** Downloading of programs or information from the internet is allowed only with the permission of the supervising teacher. Portable Labs - Portable labs are secured carts containing portable and wireless laptop computers. These labs provide teachers and students the ability to integrate technology anytime and anywhere.