Acceptable Use Policy (AUP)
And
Chromebook Policy

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St. Thomas Chromebook Policy AUP Policy

Acceptable Use Policy (AUP)

St. Thomas Acceptable Use Policy and Chromebook Policy

Statement of Purpose

St. Thomas is pleased to offer our students *individual* access to Chromebooks in grades 1-8 and access to classroom computers, the Internet, and other electronic networks. The advantages afforded by the rich, digital resources available today through the Internet outweigh any disadvantage. However, it is important to remember that access is a privilege, not a right, and carries with it responsibilities for all involved. Internet safety is an important concern.

Chromebooks, iPads and other devices are used as tools for research and education and, like any other school property, must be used for the educational purposes for which they are intended. The Chromebooks and iPads issued to students are the property of St. Thomas. The distribution of a Chromebook to each student is a privilege, not a right, and may be revoked at any time for inappropriate conduct.

Policy Coverage

The policies, procedures, and information within this document apply to all technology used at St. Thomas by students, staff, or guests (herein, all users referred to as "students") including any other device or technology considered by the Administration to fall under this policy. Teachers may set additional requirements for Chromebook use in their classroom.

Children's Internet Protection Act

It is the policy of St. Thomas to (a) prevent user access over its computer network to, or transmission of, inappropriate material via Internet, electronic mail, or other forms of communications; (b) prevent unauthorized access and other unlawful online activity; (c) prevent unauthorized online disclosure, use, or dissemination of personal identification information of minors, and (d) comply with the Children's Internet Protection Act [Pub. L No. 106-554 and 47 USC 254(h)].

COPPA - Children's Online Privacy Protection Act

COPPA (Children's Online Privacy Protection Act) causes any website that collects information such as name and email address (the information needed to create a unique account) to prohibit use by children under 13 without parental consent. Because of these guidelines, parents must give authorization for St. Thomas students to create online accounts or have teacher created online accounts, which are carefully selected for age and subject appropriate classroom use. Students will be supervised during in class use of all Internet tools.

Understanding of Access

Before a Chromebook is issued for use or allowed to use any St. Thomas technology, students and parents or guardians must sign an Acceptable Use Policy and Chromebook Policy Agreement.

With enrollment into St. Thomas, parental permission is required to allow students to access the Internet**.** In recent times, Internet-based resources have become more interactive, allowing students to publish work, visible to a wider, often global audience through resources such as a classroom blogs, presentations, and multimedia. Online communication is critical to our students' learning of 21st Century Skills. Tools such as blogging, podcasting, and video production offer an authentic, real-world vehicle for student expression.

Internet Safety

a) *Parents and Users*. Despite the best efforts of supervision and Internet filtering, all users and their parents/guardians are advised that access to the electronic network may include the potential for access to materials inappropriate for school-aged students. Every user must take responsibility for his or her use of the network and Internet and avoid these sites.

b) *Personal Safety*. In using the network and Internet, users should not reveal personal information such as names, home address, telephone number, school name, location, etc. Users should never arrange a face-to-face meeting with someone "met" on the Internet without a parent's permission. <u>Students are to identify themselves only by their first name and/or student number.</u>

c) *Confidentiality of Student Information*. Personally identifiable information concerning students may not be disclosed or used in any way on the Internet without the permission of a parent or guardian. Users should never give out private or confidential information about themselves or others on the Internet.

d) *Active Restriction Measures*. St. Thomas uses content filtering software and other technologies to prevent students from accessing websites that are obscene, pornographic, harmful to minors, anti-social, or promote illegal activity. **<u>The use of anonymous proxies to bypass content filters is strictly prohibited and will be considered a violation of the acceptable use policy.</u>** The school also monitors the online activities of students, through direct observation and/or technological means.

School Responsibilities

a) Provide developmentally appropriate guidance to students as they make use of telecommunications and electronic information resources to conduct research and other studies related to the school curriculum.

b) Use networked resources in support of educational goals.

c) Treat student infractions of the Computer and Internet Use Policy according to the school discipline policy.

Student Use of Internet Tools

The use of blogs, podcasts, or other Internet tools is considered an extension of the classroom. Therefore, any speech that is considered inappropriate in the classroom is also inappropriate in all uses of email, blogs, podcasts, or other Internet tools. This includes but is not limited to profanity, racist, sexist, bullying, or discriminatory remarks. Students contributing to the class blogs, podcasts or other web tools are expected to act safely by keeping ALL personal information out of their content. A student should NEVER post personal information on the web (including, but not limited to, last names, personal details including address or phone numbers).

Students who do not abide by these terms and conditions may lose their Internet access privileges as specified in

the School Discipline Policy.

Education, Supervision, and Monitoring

It shall be the responsibility of all members of the St. Thomas staff to educate, supervise, and monitor appropriate usage of the online computer network and access to the Internet in accordance with this policy, the Children's Internet Protection Act, the Neighborhood Children's Internet Protection Act, and the Protecting Children in the 21st Century Act.

Education for minors shall include appropriate online behavior, including interacting with other individuals on social networking websites and in chat rooms; and cyberbullying awareness and response.

Responsibility for Electronic Data

The students are solely responsible for any data, apps or extensions on their Chromebooks that are not installed by a member of the St. Thomas technology staff. Students are responsible for backing up their data to protect from loss. Users of St. Thomas Technology have no rights, ownership, or expectations of privacy to any data that is, or was, stored on the Chromebook, school network, or any school-issued applications and are given no guarantees that data will be retained or destroyed.

Access to Inappropriate Material

To the extent practical, technology protection measures (or "Internet filters") shall be used to block or filter Internet access to inappropriate information. Specifically, as required by CIPA, blocking shall be applied to visual depictions of material deemed obscene or child pornography, or to any material deemed harmful to minors. Subject to staff supervision, technology protection measures may be disabled or, in the case of minors, minimized only for bona fide research or other lawful purposes.

Inappropriate Network Usage

To the extent practical, steps shall be taken to promote the safety and security of users of the St. Thomas online computer network when using electronic mail and other forms of direct electronic communications. Specifically, as required by CIPA, prevention of inappropriate network usage includes (a) unauthorized access, including so-called 'hacking', and other unlawful activities; and (b) unauthorized disclosure, use, and dissemination of personal identification information regarding minors.

Unacceptable Usage of Computers and Networks

The user is responsible for all his/her actions and activities involving the network. Examples of prohibited conduct include but are not limited to the following

a) Accessing materials/communications, or sending, creating, or posting materials that are
b) Damaging to another person's reputation
c) Abusive
d) Obscene
e) Threatening or demeaning to a person's gender or race
f) Sexually oriented
g) Contrary to the school's policy on harassment
h) Illegal

      i)   Harassing / Cyberbullying
      j)   Gaining unauthorized access to wired or wireless network resources.
      k)   Using the school's computers or network for illegal activity such as copying software or other violation of copyright laws.
      l)   Using the school's network for private financial or commercial gain.
      m)   Loading or using games, public domain, shareware, or any other unauthorized programs on any of the school's computers or computer systems.
      n)   Purposely infecting any school computer or network with a virus or program designed to damage, alter, or destroy data.
      o)   Using or attempting to use another person's username or password.
      p)   Posting or plagiarizing work created by another person without his or her consent.
      q)   Posting anonymous messages or accessing learning games using anonymous user names
      r)   Using the network for commercial or private advertising.
      s)   Forging electronic mail messages.
      t)   Attempting to read, alter, delete, or copy the electronic mail of other system users.
      u)   Using the school's computer hardware, network, or Internet link while access privileges are suspended.
      v)   Using the school's computer hardware, network, or Internet link in a manner that is inconsistent with a teacher's directions and generally accepted network etiquette.
      w)   Attempting to alter the settings and/or configuration of a computer or any of the school's software. Examples include changing screen colors, backgrounds, screen savers, etc.

Cyber Bullying

St. Thomas considers threats and cyber bullying the same as in person bullying. Cyberbullying is when a child is threatened, harassed, humiliated, or embarrassed by another child using digital technologies such as the Internet.

   Some examples of cyberbullying include
      a)   Pretending to be someone else online to trick others
      b)   Spreading lies and rumors about others
      c)   Tricking people into revealing personal information
      d)   Sending or forwarding mean text messages
      e)   Posting pictures of people without their consent

Cyber Safety

All students participate in cyber safety classes each year, with a focus on keeping students safe online. Some of the main points include:
      a)   Never post or share your personal information online (this includes your full name, address, telephone number, school name, parents' names, or Social Security number).
      b)   Never share your passwords with anyone, except your parents.
      c)   Never meet anyone face to face whom you only know online.

Ownership of the Chromebook

St. Thomas retains sole right of possession of the Chromebook. The Chromebooks are loaned to the students for educational purposes only for a one-year period, renewable each year. Moreover, St. Thomas Schools'

administrative staff and faculty retain the right to collect and/or inspect Chromebooks at any time, including via electronic remote access, and to alter, add or delete installed software or hardware.

Receiving Your Chromebook

Chromebooks and the chargers will be distributed each fall during back to school night and the first week of school. Parents & Students must sign and return the Chromebook Policy Signature and Student Pledge document before the Chromebook can be issued to their student.

Return

Student Chromebooks, chargers and accessories will be collected at the end of each school year for maintenance over summer vacation. St. Thomas will attempt to assure that students retain their original Chromebook each year.

Any student who transfers out of St. Thomas will be required to return their Chromebook and accessories. If a Chromebook, charger and accessories are not returned, the parent/guardian will be held responsible for payment in full. If payment is not received the parent/guardian will be turned over to a collection agency or law enforcement. Students who transfer out of St. Thomas during the first two weeks after starting school at St. Thomas may apply for a refund if the Chromebook is returned in perfect working/cosmetic condition.

Taking Care of Your Chromebook

Students are responsible for the general care of the Chromebook which they have been issued by the school. Chromebooks that are broken or fail to work properly must be reported to a teacher or reported to the St. Thomas IT staff. If a loaner Chromebook is warranted, one will be issued to the student until their Chromebook can be repaired or replaced. Responsibility for repair or replacement of Chromebooks lies solely with the student to whom the device was issued.

General Care Precautions

a) **No food or drink is allowed next to your Chromebook while it is in use.**
b) **Chromebooks must be Shut Down Properly at the end of each day and fully charged prior to the next school day.**
c) Cords, cables, and removable storage devices must be inserted and removed carefully into the Chromebook.
d) Students should never carry their Chromebook while the screen is open unless directed to do so.
e) Chromebooks should be shut down when not in use to conserve battery life.
f) Chromebooks should never be shoved into a locker or book bag as this may break the screen.
g) Do not expose your Chromebook to extreme temperature or direct sunlight for extended periods of time. Extreme heat or cold may cause damage to the laptop.
h) Always bring your laptop to room temperature prior to turning it on.
i) Never leave the Chromebook in an unsecure location
j) Students may not remove or interfere with the serial number or other identification tags.
k) Students may not attempt to remove or change the physical structure of the Chromebook, including the keys, screen cover or plastic case.

Carrying the Chromebook

The protective shell of the Chromebook will only provide basic protection from everyday use. It is not designed to prevent damage from drops or abusive handling. Carrying the Chromebook in a padded backpack or padded book bag is acceptable provided the backpack or book bag is handled with care. For example, you shouldn't toss the bag or drop the bag if your Chromebook is inside. When carrying out side of the bag, carry with two hands.

Screen Care

The Chromebook screen can be damaged if subjected to rough treatment. The screens are particularly sensitive to damage from excessive pressure on the screen.
a) Do not lean on top of the Chromebook.
b) Do not place anything near the Chromebook that could put pressure on the screen.
c) Do not place anything in a backpack that will press against the cover.
d) Do not poke the screen with any object, including fingers.
e) Do not place anything on the keyboard before closing the lid (e.g. pens, pencils, notebooks).
f) Clean the screen with a soft, dry anti-static, micro-fiber cloth or pre-moistened eyeglass cloth.
g) <u>Do not use window cleaner or any type of liquid or water on the Chromebook</u>.

Using Your Chromebook at School

The Chromebook is intended for use at school each and every day. In addition to teacher expectations for Chromebook use, school messages, announcements, calendars, academic handbooks, student handbooks and schedules may be accessed using the Chromebook. Students must be responsible for bringing their Chromebook to all classes, unless specifically advised not to do so by their teacher.

Using Your Chromebook At Home

Chromebooks must be brought to school each day in a fully charged condition. Students need to charge their Chromebooks each evening. If students leave their Chromebook at home, they must immediately phone parents to bring the Chromebook to school. Repeated violations of this policy will result in referral to administration and possible disciplinary action.

If a Chromebook is missing from school for two consecutive days, the Chromebook will be considered stolen and a police report will be filed.

Working offline

Students without Internet access at home, or students in special situations have several options for working "offline", including
a) Google Drive (Docs and Sheets) allows students to switch to offline editing functionality, where preloaded documents can still be viewed and edited.
b) Students may read and answer email offline, with changes being synchronized back to their online account when the Chromebook is re-connected to an Internet connection.

Accessing the Internet at home and elsewhere

Students are allowed to connect to wireless networks when their Chromebooks are in other locations where connectivity is offered (such as at home, on school trips, etc.). Note that St. Thomas cannot provide any assistance, troubleshooting, or advice on such off site connectivity.

When connecting from home, students and parents should be aware that an St. Thomas account is still being used, so website monitoring is still being done. No matter the location, students are always using their account assigned by the school.

Sound

Sound must be muted at all times unless permission is obtained from the teacher for instructional purposes. Earbuds may be used with teacher permission. St. Thomas may provide earbuds for students use. If a student loses St. Thomas supplied earbuds, the student/parent will be responsible for replacing them. A student may choose to provide their own small, wired, earbud type headphones for personal use (no headsets with bands, no headsets that cover the ears, no Bluetooth connectivity allowed.)

Printing

a) At School: Printing functionality will not be available at school except as required by a teacher. Teaching strategies will facilitate digital copies of homework.
b) At Home: The Chromebook will not support a physical printer connection. Instead, users may print to their home printers using the Google Cloud Print service. A wireless home network is required for this.

Managing Your Files and Saving Your Work

Students may save documents to their Google Drive, or they may save to an external memory device such as a SD card or USB flash drive. Saving to Google Drive will make the file accessible from any computer with internet access. Students using Google Drive to work on their documents will not need to save their work, as Drive will save each keystroke as the work is being completed. It will be the responsibility of the student to maintain the integrity of their files and keep proper backups. Students will be trained on proper file management procedures.

Personalizing the Chromebook

Chromebooks must remain free of any decorative writing, drawing, stickers, paint, tape, or labels that are not the property of St. Thomas. Spot checks for compliance will be done by administration, teachers or St. Thomas Technicians at any time.

Network Connectivity

St. Thomas makes no guarantee that their network will be up and running 100% of the time. In the rare case that the network is down, St. Thomas will not be responsible for lost or missing data.

Software on Chromebooks

All Chromebooks are supplied with the latest build of Google Chrome Operating System (OS), and many other

applications useful in an educational environment. The Chrome OS will automatically install updates when the computer is shutdown and restarted.

Chromebook software apps are delivered via the Chrome Web Store and controlled by St. Thomas. These are web-based applications that do not require installation space on a hard drive. Some applications, such as Google Drive, are available for offline use. The software originally installed on the Chromebook must remain on the Chromebook in usable condition and easily accessible at all times.

From time to time, the school may add software applications for use in a particular course. This process will be automatic with virtually no impact on students. Applications that are no longer needed will automatically be removed by the school as well.

Virus Protection

Virus protection is unnecessary on the Chromebook due to the unique nature of its design.

Additional Software

Students are unable to install additional software or apps on their Chromebook other than what has been approved by St. Thomas.

Inspection

Students may be selected at random to provide their Chromebook for inspection. The purpose for inspection will be to check for proper care and maintenance as well as inappropriate material being carried into the school. All Chromebooks will be inspected at the end of the year to identify damage and arrange for repair under St. Thomas' Policy.

Monitoring of Use

In compliance with state and federal regulations, the St. Thomas utilizes CIPA (Children's Internet Protection Act) compliant filtering. The school also uses third party solutions to monitor content for threats, violence, illegal activity, etc. Notifications come to St. Thomas tech support and administration regarding suspicious activity and, when concerns are identified, disciplinary action and/or parent contact may occur. Students should be aware that there should be no expectation of privacy when using St. Thomas network or equipment.

Procedure for Restoring the Chrome OS

If technical difficulties occur, the technical support staff will use the "5-minute" rule. If the problem cannot be fixed in 5 minutes, the Chromebook will be restored to factory defaults. In a One-to-One environment, it is impossible for support staff to maintain a working environment for all if too much time is spent fixing every glitch that may arise. Restoring the Chrome OS will restore the device to the state in which the user originally received it. All student-created files stored on an external miniSD card, USB flash drive, or Google Drive will be intact after the operating system is restored. All files saved on the Chromebook that have been synced to Google Drive will be intact. However, all other data (music, photos, documents) stored on internal memory that has NOT been synced will not be restored.

Chromebook Identification

Chromebooks will be labeled in the manner specified by the school. Chromebooks can be identified in the following ways:

a) Record of serial number and St. Thomas asset tag
b) Individual's Google Account username
c) **Under no circumstances are students to modify, remove, or destroy identification labels.**

Storing Your Chromebook

When students are not monitoring their Chromebook, they should be stored in the Chromebook cart located in their classroom or in their lockers with the lock securely fastened. Nothing should ever be placed on top of the Chromebook. The Chromebook is not to be stored in student lockers or anywhere else at school outside of school hours except in the student's homeroom Chromebook Cart. Chromebooks should never be stored in a vehicle.

Storing Chromebooks at Extra-Curricular Events

If students are taking the Chromebooks home under special circumstances, they are responsible for securely storing their Chromebook during extra-curricular events. Students should check with teachers, directors or coaches regarding a secure locker when off site. It is each student's responsibility to assure that the Chromebook is properly secured.

Chromebooks Left in Unsupervised / Unsecured Areas

Under no circumstance should a Chromebook be stored in unsupervised areas. Unsupervised areas include the school grounds and campus, the cafeteria, unlocked classrooms, library, locker rooms, dressing rooms, hallways, bathrooms, school bus, in a car, or any other entity that is not securely locked or in which there is not supervision.

Unsupervised Chromebooks will be confiscated by staff and taken to the Principal's office. Disciplinary action may be taken for leaving a Chromebook in an unsupervised location. See attached forms indicating actions for 1st offence and subsequent offences.

Repairing or Replacing Your Chromebook

Students and parents will be charged for Chromebook damage that is a result of misuse, or abusive handling or if the damage is considered intentional. Students and parents will be charged for Chromebook damage that is accidental, theft, or loss in the event they do not purchase insurance. Please see details in the annual insurance plan for coverage details.

Chromebook Technical Support

Students should report any breach of password, or Chromebook operation issues by submitting an email to helpdesk@stselkhart.com

Insurance Coverage

Insurance coverage is provided on all devices, however a fee may be assessed to each claim associated with a students Chromebook.

St. Thomas Chromebook Policy Handbook & Pledge

Students must pledge the following:

- ✓ I will take good care of my Chromebook and know that I will be issued the same Chromebook each year.
- ✓ I will never leave my Chromebook unattended in an unsecured or unsupervised location.
- ✓ I will never loan out my Chromebook to other individuals.
- ✓ I will know where my Chromebook is at all times.
- ✓ I will charge my Chromebook's battery to full capacity each night.
- ✓ I will keep food and beverages away from my Chromebook since they may cause damage to the device.
- ✓ I will not disassemble any part of my Chromebook or attempt any repairs.
- ✓ I will protect my Chromebook by always carrying it in a secure manner to avoid damage.
- ✓ I will use my Chromebook in ways that are appropriate for education.
- ✓ I will not place decorations (stickers, markers, writing, etc.) on the Chromebook.
- ✓ I understand that the Chromebook I am issued is subject to inspection at any time without notice and remains the property of St. Thomas.
- ✓ I will follow the policies outlined in the Chromebook Policy Handbook and the St. Thomas Acceptable Use Policy while at school as well as outside the school day.
- ✓ I will file a police report in case of theft or damage caused by fire.
- ✓ I will be responsible for all damage or loss caused by neglect or abuse.
- ✓ I agree to pay the full replacement cost of my Chromebook, power cord/charger, in the event that any of these items are lost or stolen
- ✓ I agree to pay the full replacement cost of my Chromebook, power cord/charger, **or** purchase insurance to mitigate the costs, in the event that any of these items are damaged
- ✓ I understand that not complying with all terms of this Agreement and the Chromebook Policy Handbook, including the timely return of the property, will be declared to be in default and authorities may be sent to my place of residence or other location of the Chromebook to take possession.
- ✓ I agree to return the Chromebook, power cord/charger in good working condition at the end of each school year.
- ✓ I understand that failure to timely return the device and the continued use of it for non-school purposes without the school's consent will be considered unlawful appropriation of public school property.

Student Agreement

Rules and regulations are necessary in order to offer technology opportunities to the students. In order to use technology resources, students must agree to the above statements in writing and abide by the St. Thomas Chromebook Policy and the St. Thomas Acceptable Use Policy Guidelines as stated in this document.

Parent Agreement

In consideration of the privileges and opportunities afforded by the use of the St. Thomas technology and computer resources, parents and guardians must agree in writing to release the St. Thomas and its agents from any and all claims of any nature arising from my student's use or inability to use the St. Thomas technology and computer resources. Parents must also agree to the above statements and agree in writing that the student(s) will abide by the St. Thomas Chromebook Policy and the St. Thomas Acceptable Use Policy guidelines as stated in this document.

Mandatory Form to be Signed and Returned

Please read St. Thomas's acceptable use policy and Chromebook policy carefully and review with your child(ren). Each student must h

Please insure that you and your child sign and return the following forms as soon as possible. These forms are needed prior to granting access to St. Thomas' internet or Chromebooks.

1) Acceptable Use Policy – Signed – One Per Student

Acceptable Use Agreement for Chromebooks, Computers & Internet

Student Agreement

Rules and regulations are necessary in order to offer technology opportunities to the students. In order to use technology resources, I understand and agree to the above statements and I will abide by the St. Thomas Acceptable Use Policy and Chromebook Policy as stated in this document.

Should I commit any violation, I understand access privileges may be revoked, school disciplinary action may be taken and/or appropriate legal action may be initiated. I further understand that any violation of the regulations is unethical and may constitute a criminal offense.

*Student Signature:*_____*Date*_____

Parental Agreement

In consideration of the privileges and opportunities afforded by the use of the St. Thomas technology and computer resources, I hereby release the St. Thomas and its agents from any and all claims of any nature arising from my student's use or inability to use the St. Thomas technology and computer resources. I agree to the above statements and that my child will abide by the St. Thomas Chromebook Policy and the St. Thomas Acceptable Use Policy guidelines as stated in this document.

I understand and will help my student understand and abide by the Chromebook and Acceptable Use Policy Terms. I understand I(we) are financially responsible for any damage, loss, theft, destruction of/to the Chromebook as well as if the Chromebook is non-functioning at the time of return. I further understand that any violation of the regulations is unethical and may constitute a criminal offense. Should a student commit any violation, access privileges may be revoked, school disciplinary action may be taken and/or appropriate legal action may be initiated.

I understand that for my child to utilize St. Thomas's electronic equipment and participate in computer related classroom activities, I must provide the following permissions:

- ✓ *Access the Internet (on St. Thomas owned computers or Chromebooks)*
- ✓ *Online publication of Schoolwork (such as Google Docs, Google Presentations, etc.)*
- ✓ *The creation of Unique Accounts for educational purposes (such as RazKids, Study Island, Khan Academy, etc.)*

*Parent's Signature:*_____ *Date:* _____

Parent's Printed Name: _____*Phone :*_____

Other Forms to be used as necessary

Temporary Loss of Chromebook - First Offense

Date: _____

Re: Temporary Chromebook Loss

Dear St. Thomas Parent,

Your child has misplaced, left, or otherwise failed to maintain possession of his/her Chromebook and it has been found by an St. Thomas Staff Member.   Because this is a serious issue, potentially resulting in the permanent loss or theft of the device and/or damage to the device, we request parental and student acknowledgement of the issue prior to returning the device to the student.

Please note, permanent damage or loss is subject to insurance deductibles, full repair or replacement value up to $300.00 is the responsibility of the parent or guardian.
Additionally, students who lose their Chromebooks through the careless misplacement of them are subject to Disciplinary action.

Sign and date this document acknowledging temporary loss of the Chromebook and return this document to the homeroom teacher.

Parent

Printed Name:_____Signature: _____

Contact Number:_____ Date: _____

Student

Printed Name:_____ Signature:_____

Date: _____

Temporary Loss of Chromebook - Second and Subsequent Offenses

Offence: 2nd——3rd——Other _____

Date: _____

Chromebook S/N# _____

Re: Temporary Chromebook Loss

Dear St. Thomas Parent,

Your child has misplaced, left, or otherwise failed to maintain possession of his/her Chromebook and it has been found by an St. Thomas Staff Member.   Because this is a serious issue, potentially resulting in the permanent loss or theft of the device and/or damage to the device, we request parental and student acknowledgement of the issue prior to returning the device to the student.

Please note, permanent damage or loss is subject to insurance deductibles, or in the event insurance has been waived, full repair or replacement value up to $300.00 is the responsibility of the parent or guardian. Additionally, students who lose their Chromebooks through the careless misplacement of them are subject to a Level 2 Disciplinary action.
Sign and date this document acknowledging temporary loss of the Chromebook and return this document to the homeroom teacher for return of the device.

<u>Parent</u>

Printed Name: _____Signature: _____

Contact Number:_____ Date: _____

<u>Student</u>

Printed Name:_____ Signature:_____

Date: _____

Date:_____   St. Thomas Inventory Tag # _____

Chromebook S/N# _____

The Chromebook belonging to the above named student has either been:
   ☐ Lost (not eligible for insurance claim)
   ☐ Damaged
   ☐ Stolen (Parent must attach Police Report in order to process insurance claim)

The Chromebook accessory •
   ☐ Lost or Damaged (not eligible for insurance claim)

St. Thomas has reviewed the problem and has determined that
   ☐ The Chromebook can be repaired
   ☐ The Chromebook cannot be repaired
   ☐ The Chromebook is Lost or Stolen and must be replaced
   ☐ The Accessory is Lost or Stolen and must be replaced

As a result, St. Thomas can repair or replace your student's device after payment has been received. Please remit the following amount based on the issue and insurance as noted above.

Please send a check or money order to St. Thomas as noted below.
   ☐ Insured 1st Claim $ 30.00   ☐
   ☐ Insured 2nd Claim $ 60.00   ☐
   ☐ Insured 3rd Claim $ 90.00   ☐
   ☐ Insured 4th Claim $ 300.00

Total Due:$_____

Parent:_____ Date: _____
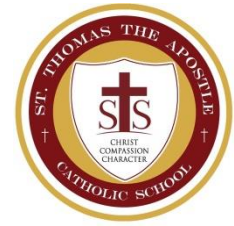
Signature: _____

Office Use Only:
Date Issued: _____ Date Returned: _____
By: _____
To:_____   Paid: _____
Device Repaired_____   or Replaced____New S/N _____

Inappropriate Use/Access

Offense: 1st ___ 2nd ___ 3rd ___ **Other** ___

Student Name: _____ Date: _____

Chromebook S/N# _____

Dear St. Thomas Parent,

  Your child has accessed inappropriate content or used his/her device out of compliance with our Acceptable Use Policy. Accessing the internet at school is a privilege and students are expected to operate their device appropriately and within the scope set in our Student Handbook. Please review the following circumstance with your child then sign and return this form. This is a serious issue and continued misuse of the Chromebook and/or the internet may result in a permanent loss of access to each. We require parental and student acknowledgement of the issue prior to returning Chromebook/internet access to the student.

Type of offense: ___Bullying ___Content ___Games ___Other(Off Task)

Circumstances: _____
_____
_____
_____
_____
_____

Consequence: _____
_____
_____

Parent
Printed Name:_____Signature: _____
Contact Number:_____ Date:_____

Student
Printed Name:_____Signature:_____

Administrator
Printed Name: _____ Signature:_____
                                                Date:_____