

# Skagit Adventist Academy

This Policy applies only to students in Grades 5-12. Students (and their parents) in grades PK-4 do not need to complete the forms.

## Chromebook Acceptable Use Policy

The following policies refer to the use of a Chromebook to be used as a digital learning tool. Students are required to follow all the guidelines outlined.

Skagit Adventist Academy (SAA) retains sole right of possession of the Chromebook and related equipment. The Chromebook will be issued to students according to the guidelines set forth in this document. The class-room teacher, school administration, and/or IT Director retains the right to collect and/or inspect the Chromebook at any time and to alter, add, or delete installed software or hardware.

### Use is a privilege and not a right.

#### Cost of the Chromebook

1. The cost/rental (\$20 per month) will be added to the student's account.
2. The cost/rental includes: the Chromebook, charger, and software applications (apps). All should be returned in good working condition at the end of the school year or when a student withdraws or terminates enrollment at SAA for any reason.
3. Apps will be installed on the Chromebook and will be the property of the school. Certain apps may be included as part of a classroom instructional supply fee and will remain under the ownership of SAA.

#### Damaged, Lost, or Stolen Chromebooks

1. The student's Chromebook cost/rental has limited liability coverage. Parents will be required to pay for damage or replacement. Parents should check their homeowner's policy, but may choose to purchase an additional insurance policy if concerned about damage and/or liability. Optional insurance protection is offered by Worth Ave. Group, a Hanover Insurance Company.
2. Should it be damaged, lost, or stolen, the student and parent/guardian should immediately notify the school administration. A police report will be filed for any lost or stolen devices.

#### Student use of the Chromebook

1. Chromebooks will be distributed early in the school year and collected at the end of the school year. All Chromebooks must be returned at the end of the school year or the student will be charged full replacement costs of the Chromebook.
2. Chromebooks will be password protected.
3. The Chromebook is the property of SAA, and as a result, files and apps may be reviewed at any time. The student should have NO expectation of privacy. Devices may be selected at random and subject to inspection.
4. The SAA Chromebook is the only approved device allowed during school hours.
5. The Chromebook comes equipped with a camera and video capacities. Students must ask permission before recording an individual, classroom teacher, or group. SAA retains the rights concerning any recording and/or publishing of any student or staff member's work or image. Students must obtain permission from an administrator to publish a photograph or video of any school-related activity.
6. Photo/Image storage on the Chromebook is for school projects only. Storage of personal student photos or downloaded images is not allowed.
7. Students are responsible for bringing their fully charged Chromebook to school every day. Failure to bring a Chromebook or any other class material(s) does not release the student from his/her responsibility for class work.

9. While personalized wallpaper is permitted, inappropriate or provocative images including, but not limited to, pornographic images, guns, weapons, inappropriate language, threatening language, drug, alcohol, or gang-related images are not permitted and subject to disciplinary action.
10. Students must have permission to download music to the Chromebook. Any downloaded music must be for a classroom project. Students must bring headphones/earbuds for audio use as approved by teachers for learning.
11. As with all electronic files, it is a good practice to back up, duplicate, or archive files to an independent storage space.
12. All students should recognize and guard their personal and private information. While on the Internet, students should not reveal personal information, including a home address or phone number, or the address or phone numbers of other students.
13. All rules and regulations that are in effect during the school day extend to the use of the Chromebook at home.

### **Student Responsibility**

1. Have the Chromebook at school every day in working condition, fully charged.
2. Use the Chromebook as a learning tool while creating original work that is not plagiarized.
3. Assume personal responsibility for the Chromebook and take care to avoid damage and/or loss of the device.
4. Participate in classroom activities and follow directives of the SAA staff in regards to appropriate use of the Chromebook.
5. Use online resources safely, respectfully, and appropriately.

### **Parent Responsibility**

1. Be informed of your child's activities on the Chromebook.
2. Communicate with your child(ren) regarding their use of this device.
3. Talk to your child about the values and standards that your child should follow when using online resources.

### **School Responsibilities**

1. Provide access to the Internet, email, and other online educational resources.
2. Provide an Internet filter in an attempt to block inappropriate material.
3. Provide guidance to aid students in using the Chromebook as a learning tool and help assure student compliance of the Responsible Use Policy.
4. Use Chromebooks effectively as a vital tool in the instruction and learning process.