

**St. Francis Catholic High School**  
**Acceptable Use Policy (AUP) for Chromebooks**  
**Summer 2016**

**Overview**

All current and incoming St. Francis students who attend an academic summer course will receive a Chromebook prior to the start of summer school. Each Chromebook is school property; therefore, use of the device is governed by the guidelines of this document and the student-parent handbook.

**General Device Care**

- Keep track of the device at all times and do not leave it unattended or unsupervised.
- Report loss or theft to administration and the Academic Technology Specialist immediately.
- Bring it to class fully charged every day; it is an essential component of daily academic work.
- Use only the provided charger for charging the Chromebook.
- Keep food and drink away from the Chromebook at all times.
- Keep the Chromebook in its protective sleeve when it is not being used.
- Ensure the Chromebook is protected and secure when transporting, especially the screen side.
- Do not rest objects on top of the Chromebook.
- Never lift the Chromebook by the screen or carry it with the screen open.
- Lift from the center of the lid when opening the device; do not pull it open by grabbing one side.
- Clean the screen only with a soft, dry microfiber cloth or antistatic cloth.
- Do not deface, write on, or add stickers to the device; there are to be no markings on it.
- Do not remove the asset tag or in any way obscure the serial number of the device.

**General Device Use**

- Use the Chromebook appropriately and for educational purposes at all times.
- Do not keep inappropriate material on the Chromebook.
- Use only school-approved software (apps and extensions).
- Log into the Chromebook using your school-issued Google Apps for Education account.
- Do not take pictures or record any other students or teachers without their prior permission.
- Have no expectation of confidentiality or privacy with respect to usage of the Chromebook, regardless of whether that use is for school-related or personal purposes, other than as specifically provided by law.

**Parental Guidance**

- The school recognizes parents as primary educators. As such, supervision of student use of the Chromebook relies on a partnership between parents and the school. While the school does filter the Internet on campus and monitor use in the classroom, it is the responsibility of parents to ensure appropriate care and use of the Chromebook at home per the guidelines above.

By signing below, I acknowledge that I have read and agree to abide by the guidelines listed above regarding the proper use of the Chromebook this summer.

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

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

Contact Information:

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