



**St. Francis Catholic High School
Chromebook Acceptable Use Policy 2018**

Overview

All incoming St. Francis students will receive a Chromebook prior to the start of their academic year. Each Chromebook is school property; therefore, use of the device is governed by the guidelines of this document and the student-parent handbook. Students will retain the Chromebook upon graduation from SFHS.

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 Technology Department 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 a protective case 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 anti-static cloth.
- 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 email 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.

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 Name (please print): _____

Student Signature: _____

Date: _____



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