



St. Peter's School
Student Acceptable Use Policy /Agreement Addendum
2023-2024

- 1. Introduction:** St. Peter's School will assign each student a device (Chromebook) which each student is to use as a positive learning tool in coordination with the school's curriculum. Although this agreement authorizes the student's use of the device for the current school year, the device is the property of St. Peter's School.
- 2. Prerequisites to Use:**
 - a. Grades K-2: To use a device, the student's parent/guardian must sign and agree to the terms of the Student Acceptable Use Policy/Agreement Addendum.
 - b. Grades 3– 8: To use a device, the student and his or her parent/guardian must sign and agree to the terms of the Student Acceptable Use Policy/Agreement Addendum.
- 3. Applicable Policies:** In using the device, the student is subject to and must comply with St. Peter's School Student Acceptable Use Policy and The Diocese of Kansas City – St. Joseph Internet and Electronic Mail Rules.

Expectations

- 1. Daily use of device:** The device is intended for use at school, only. Students are not permitted to take the device home. At the end of each day, the student is expected to return and plug-in the device to the Chromebook Cart in his or her homeroom.
- 2. Students may not:**
 - a. Disrupt the educational process of the school through non-educational use of the device;
 - b. Endanger the health or safety of themselves or anyone else through the use of the device;
 - c. Invade the rights and privacy of others at school through the use of the device;
 - d. Engage in illegal or prohibited conduct of any kind through the use of the device;
 - e. Lend their device to another. Each device is assigned to an individual student and the responsibility for the care of the device rests solely with that student;
 - f. Each device has a unique serial number and asset tag. Students should not modify or remove the tag;
 - g. Violate the conditions and rules of St. Peter's School Student Acceptable Use Policy and The Diocese of Kansas City – St. Joseph Internet and Electronic Mail Rules.
- 3. Maintenance of device:**
 - a. Use only a clean, soft cloth to clean the device's screen. No cleansers of any type should be used;
 - b. Insert and remove cords and cables carefully to prevent damage to connectors;
 - c. Not write or draw on the device or apply any stickers, labels., or tape that are not the property of St. Peter's School.
 - d. Handle the device carefully and ensure others do the same;
 - e. Devices should NEVER be picked up by the lid. Students should carry devices with two hand (one on each side of base).
 - f. Liquids and food should not be used/consumed in the vicinity of the device;
 - g. Secure the device when it is out of their sight. Students should never leave the device unattended unless directed by a teacher. The device should not be left in an unlocked locker, or taken to the restroom, recess, cafeteria, or other location where someone else might take it or use it;

- h. Unsupervised devices will be confiscated by staff. Disciplinary action will be taken for leaving a Chromebook in an unsupervised location.
- 4. **No unauthorized software or data:** Students will not download software, apps, media or other data (including songs, photos, or videos) without prior approval of a teacher. Students will not replace the manufacturer's operating system with custom software, or remove or modify device configuration.
- 5. **No right to privacy:** Devices are school property; therefore, the school may examine the devices and search their contents at any time for any reason. Students may be selected at random to provide their Chromebook for inspection. The purpose will be to check for proper care and maintenance. Neither students nor parent/guardians have any right to privacy of any data saved on the device or in a cloud-based account to which the device connects. The school may involve law enforcement, if it is possible the device may have been used for an illegal purpose.
- 6. **Battery life:** Students should dim the screen to the lowest comfortable level to achieve maximum battery life.

Additional Terms

1. **Damage to or loss of device:**
 - a. If the device is damaged or lost, the student must immediately notify his or her classroom teacher.
 - b. Damage and loss:
 - i. In the event that a device sustains minor damage that can be repaired inhouse or does not impact the functionality of the device, the parent will not have any financial responsibility for the repair.
 - ii. In the event that a device must be sent out for repair, the parent will be responsible for the cost of that repair up to the replacement cost of the device up to **a maximum of \$400.**
 - iii. In the event that the device is lost, the parent is responsible for the replacement cost of the device up to a maximum of \$400.
2. **Hardware or functionality problems:** If a problem arises with the functionality of a student's assigned device, the student must immediately notify his or her classroom teacher of the problem. Under no circumstance may the student or his/her parent/guardian attempt to fix or allow anyone but school staff to attempt to fix suspected hardware faults or the device's operating system.
3. **Loaner devices:** If a loaner is issued, one will be issued to the student until their device can be repaired or replaced. All expectations and terms of this agreement apply to loaner devices.
4. **Data as records:** Data saved to the device is not maintained by the school as public records or as student records. In the event this data needs to be maintained by the school for any reason, the school will take steps to preserve it.

Agreement and Signatures

Use of devices on the St. Peter's School network is a privilege that supports school appropriate learning. The consistent operation and maintenance of the computer network and equipment relies on users adhering to established guidelines. Therefore, by signing this agreement, users acknowledge that they have read the Student Acceptable Use Policy / Agreement Addendum and understand the school's expectations and the student's responsibilities. Violations of the policy may result in a loss of access as well as other disciplinary or legal action.



Family Name _____

I, along with my child, have read, understand, and agree to the Student Acceptable Use Policy /Agreement Addendum.

(Parent Signature)

(Date)

(Parent Name – Printed)

Students Names in Grades K – 2

(Student Name)

(Grade)

(Student Name)

(Grade)

(Student Name)

(Grade)

(Student Name)

(Grade)

Students in Grades 3 – 8 must also sign this agreement

(Student Name)

(Signature)

(Grade)

(Student Name)

(Signature)

(Grade)

(Student Name)

(Signature)

(Grade)

(Student Name)

(Signature)

(Grade)

**Please sign and return this page at Class Assignment Day.
Keep the previous pages for your reference.**