

Notre Dame Catholic Academy of Ridgewood

62-22 61st Street
Ridgewood, New York 11385
718-821-2221 • Fax 718-821-1058
www.notredame-ca.org



Chromebooks/iPads have been issued to each student of NDCA in Grades K – 8. The Chromebooks/iPads that will be issued to students are the property of NDCA. Use of these technologies is a privilege that carries responsibility and behavioral expectations consistent with all school rules and policies, including but not limited to those stated in the Family Handbook. The Chromebooks/iPads are managed by the Diocese of Brooklyn and the Diocese can remotely view all Chromebooks/iPads. It is understood that members of the NDCA community will use all types of computing devices and the School's network in a responsible, ethical, and legal manner at all times.

The Chromebook/iPad is on loan to the student and must be used in accordance with the following policies & procedures.

1. Parent/guardians may be given the child's login name and password so that they can supervise the student's use of the Chromebook/iPad. Parent/guardians and students should be aware that access to the Internet outside of the school is often unfiltered.
2. Students are required to keep their Chromebooks/iPads in the school supplied cases at all times. And no marks are to be made on the cases.
3. NDCA has the right to randomly inspect any device, application, or peripheral device. This random inspection could be done on site or remotely. This includes but is not limited to browser history, email, media that has been accessed, downloaded or created, documents, pictures, and all files. The Academy has the right to review these items for appropriateness and to limit or revoke a student's access to them. In the case of remote access, no notification will precede this type of remote access.
4. Each Chromebook/iPad is assigned to an individual student. Students should never "swap" or "share" their Chromebook/iPad with another student, friend, or sibling. Students may take their Chromebook/iPad and charger home when a specific request is made to a member of the faculty. **This request must be made in writing. Students who take their devices home are responsible to have the device charged and in school for the next day's lessons. Use of the Chromebook/iPad for anything other than teacher directed activities during instructional time is prohibited. This includes but is not limited to games and other entertainment activities, email, instant messaging, chat, and use of the internet for anything other than school-related research.**
5. Pornographic, obscene, or vulgar images, sounds, music, language or materials, including screen savers, backgrounds, and or pictures are prohibited.
6. Chromebooks/iPads or other devices are not to be used to take pictures or videos without the consent of all persons being photographed. Taking photos or video at school should only be done for instructional purposes as directed by the teacher.
7. Students will not use the Chromebooks/iPads for illegal purposes. Students will not deliberately use Chromebooks/iPads to personally attack, annoy, harass, or bully others. Any such activities will be reported to the principal immediately and the Diocesan protocol will be followed, including possible reporting to the authorities.
8. If the Chromebook/iPad becomes damaged, the student / parent is responsible for reporting the damage to the teacher immediately. If mistreatment or intentional damage is apparent, the student will be responsible for the repair or replacement of the Chromebook/iPad.
9. Lost Chromebooks/iPads should be reported as soon as possible. In most cases, our administrator can locate the Chromebook/iPad remotely. If there is a delay in reporting a lost

Chromebook/iPad, the chance of locating it dramatically decreases as the battery loses power. Any student responsible for the loss of a Chromebook/iPad will be charged a penalty of \$250.00

Appropriate and responsible use is expected of all users. Violation of any policies or procedures outlined in the Technology Acceptable Use Policy will be subject to the appropriate disciplinary action.

Dos and Don'ts of Using Your Chromebook/iPad

DO:

- Use your Chromebook/iPad ONLY as directed by your teacher.
- **Use your school email only** for messages related to school work.
- Use the camera for school work only.
- Use the protective case supplied by the school.
- Turn off the sound while in classrooms.
- Bring headphones to class with you every day.
- Keep your Chromebook/iPad clean. Use a gentle, soft cloth to clean the screen.
- Be cautious and gentle when handling your Chromebook. Screens can crack easily.
- Know where your Chromebook/iPad is at all times.
- Report lost/missing Chromebooks/iPads to the school as soon as possible so that we may help locate and secure the Chromebook/iPad.
- Report broken/malfunctioning Chromebooks/iPads to the school as soon as possible so that we may begin the repair process.

DO NOT:

- Add or delete apps.
- Sync your Chromebook/iPad with a home computer, another Apple ID account, or Apple's Family Sharing.
- Use/view apps or websites that your teacher has not instructed you to use.
- Play games accessible online.
- Pursue inappropriate content. If you think, "My teacher/parent wouldn't like this," you're probably right.
Close the app or website immediately.
- Enable passcodes.
- Take photos or video for personal use.
- Download music, videos, apps, or other files without explicit directions from your teacher.
- Add skins, stickers, or labels to your Chromebook/iPad or case.
- Use your school email account for personal (non-school) use.

Consequences for Inappropriate Use

- 1st Offense: After School Detention
- 2nd Offense: After School Detention AND Chromebook/iPad stored in the school office for 5 school days.

All work missed during this time must be made up as homework.

- 3rd Offense: After School Detention AND Chromebook/iPad must be claimed from the office by a parent.
- Add/Delete Apps OR Sync with another computer/account = After School Detention AND Chromebook/iPad must be claimed from the office by a parent AND additional restrictions may be placed on your device.
- Email account misuse: To be determined by school administration dependent on the nature of email messages.

Activities Strictly Prohibited

- Accessing the iTunes App Store
- Downloading files from the internet onto the Chromebook/iPad.
- Adding or deleting Apps.
- Any action that violates existing School policy or public law.
- Sending, accessing, uploading, downloading, or distributing offensive, profane, threatening, pornographic, obscene, or sexually explicit materials.

- Use of chat rooms, sites selling term papers, book reports and other forms of student work.
- Use of any Messaging services-ex: I Message, MSN Messenger, ICQ, AIM, IMO, Chat Hangouts, etc.
- Changing of Chromebook/iPad settings (exceptions include personal settings such as font size, brightness, etc.)
- “Jailbreaking” of your Chromebook/iPad.
- Spamming-Sending mass or inappropriate emails.
- Gaining access to other student’s accounts, files, and/or data.
- Use of the school’s internet/E-mail accounts for financial or commercial gain or for any illegal activity.

- Vandalism (any malicious attempt to harm or destroy hardware, software or data, including, but not limited to, the uploading or creation of computer viruses or computer programs that can infiltrate computer systems and/or damage software components) of school equipment will not be allowed.
- Transmission or accessing materials that are obscene, offensive, threatening or otherwise intended to harass or demean recipients.
- Bypassing the St. Stanislaus Kostka CAQN web filter through a web proxy.
- Plagiarism is a violation of the St. Stanislaus Kostka CAQN rules. Give credit to all sources used, whether quoted or summarized. This includes all forms of media on the Internet, such as graphics, movies, music, and text.

YOUR FAILURE TO COMPLY WITH THE AGREEMENT AS STATED WILL RESULT IN SUSPENSION OR TERMINATION, OR BOTH, OF THE SERVICES AND USE OF THE CHROMEBOOK OR IPAD FOR YOU AS A USER.



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Student Pledge

I have read, understand, and agree to abide by the Chromebook/iPad Acceptable Use Policy. I will act responsibly and make good choices with using my Chromebook/iPad and computer networks both in school and out of school.

Student's Name: _____ Grade: _____

Student's Signature: _____ Date: _____

Parent Agreement

As the parent or legal guardian of this student, I have read, understand and agree that my child _____ in Grade _____ shall comply with the terms of the Chromebook/iPad Acceptable Use Policy and all rules stated in the Family Handbook. I understand that access is being provided to the students for educational purposes only.

I understand that it is impossible for Notre Dame Catholic Academy of Ridgewood to restrict access to all controversial materials, and I will not hold the school responsible for materials accessed on the school network.

I am therefore signing this Policy and agree to indemnify and hold harmless Notre Dame Catholic Academy of Ridgewood, its personnel, and the Diocese of Brooklyn against all claims, damages, losses and costs, of whatever kind, that may result from my child's use of such networks and technologies. Also, in the case of loss or breakage, I accept responsibility for the full repair and/or replacement costs. I understand that the Chromebook/iPad and related materials will remain property of NDCA.

Parent's Name: _____ Relationship: _____

Parent's Signature: _____ Date: _____

This form must be submitted for each child in your family.

No Chromebook or iPad will be assigned to a student who does not have a signed agreement on file.

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Date _____

**Please allow my child, _____,
to bring home the Chromebook/iPad that was provided to him/her.**

I also request that a charger be sent home for this device.

YES

NO

**I recognize that the device must be returned to school each day,
charged and ready to be used for the class assignments.**

Parent's Name: _____

Parent's Signature: _____

Date: _____