

St. Mary Magdalen School Empowers Students And Our Community To Witness The Gospel And Grow In Excellence Through Faith, Academics, And Service

1700 Clower St. San Antonio, TX 78201 | 210.735.1381 | William.Daily@stmmsa.org

St. Mary Magdalen School Chromebook Program and Digital Acceptable Use Policy

Our Mission:

Empower students and our community to witness the Gospel and grow in excellence through Faith, Academics, and Service.

Our Vision

St. Mary Magdalen is a Catholic, co-educational school of empowerment. Students engage in a dynamic academic experience preparing them for college and heaven. SMMS cultivates a growth mindset, bilingualism, multiculturalism and strong character inspired by the gospel and Catholic Social Teaching. SMMS offers opportunities to grow in excellence through diverse extracurricular programs, including Athletics, Clubs, and the SuccessMaker Academic Excellence Program. SMMS prepares and supports Pre-K3 through 8th grade students to excel in high school and college through the Graduate Support Program.

A Policy Statement

At SMMS, we emphasize Dignity and Self-Discipline. If students witness Dignity and Self-Discipline online, they, and others, will be safe and use technology more effectively.

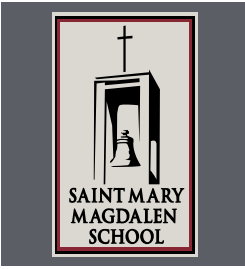
SMMS' technology expectations are set out below. We treat academic dishonesty and the misuse of technology very seriously.

The Chromebook Program

The mission of the SMMS 1-to-1 program is to create a collaborative learning environment for all learners. This environment will enable and support students and teachers to implement transformative uses of technology while enhancing students' engagement with content and promoting the development of self-directed, responsible life-long learners and users. Students will transition from consumers of information to creative producers and owners of knowledge. SMMS will integrate professional development for teachers and students to enhance classroom environments by implementing high-quality instruction, assessment and learning through the use of technology and curriculum. Technology immersion does not diminish the vital role of the teacher. To the contrary, it transforms the teacher from a director of learning to a facilitator of learning.

Device Purpose

SMMS is supplying students with a Chromebook device. This device is property of SMMS. SMMS can and will monitor all communication on this device. The supplied device will provide each student access to educational materials needed for each student to be successful. The Chromebook allows student access to Google Apps for Education, educational web-based tools, as well as many other useful sites. The supplied device is an educational tool not intended for gaming, social networking or high end computing.

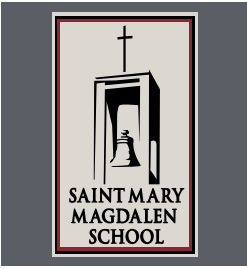


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1. RECEIVING YOUR CHROMEBOOK:

School Owned/Issued Chromebooks

- Chromebooks will be distributed near the beginning of each school each year to St. Mary Magdalen students. **Parents/Guardians and students MUST sign and return the Chromebook Agreement—the final page of this document—before the Chromebook can be issued to their child.** This Chromebook Policy outlines the procedures and policies for student use and for students and families to protect the Chromebook investment for St. Mary Magdalen. Chromebooks will be collected at the end of each school year and students will be reissued the same Chromebook every year while they are still enrolled.

Student Owned Chromebooks

- Only St. Mary Magdalen-issued Chromebooks will be permitted for use at school.

2. RETURNING YOUR CHROMEBOOK:

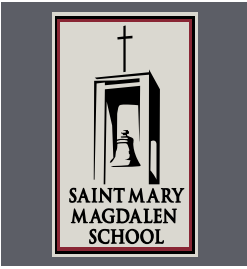
- **Students leaving St. Mary Magdalen must return Chromebooks to Mrs. Clemens on or before their last full school day.**
- Any Chromebook not returned at the end of the year or when the student is no longer enrolled will be considered stolen property and law enforcement agencies will be notified if attempts to contact the parents and resolve the matter have failed.
- Chromebooks will be examined for damage and fees may be issued if damage is found to be beyond normal wear and tear.

3. TAKING CARE OF YOUR CHROMEBOOK:

Students are responsible for the general care of the Chromebook they have been issued by the school. Chromebooks that are broken, or fail to work properly, must be submitted to Mrs. Clemens as soon as possible so that they can be taken care of properly. ***Do not take St. Mary Magdalen-owned Chromebooks to an outside computer service for any type of repairs or maintenance.***

3a: General Guidelines

- Students must provide a soft-sided sleeve in order to protect their Chromebook during transport in their backpacks
- Chromebooks must have a St. Mary Magdalen tag on them at all times and this tag must not be removed or altered in any way. If tag is removed, disciplinary action will result.
- No food or drink is allowed next to your Chromebook EVER.
- Cords, cables, and removable storage devices must be inserted carefully into the Chromebook.
- Never transport your Chromebook with the power cord plugged in.
- Never store your Chromebook in your carry case or backpack while plugged in.
- *Students should never carry their Chromebooks while the screen is open.*
- *Use Chromebook on a flat surface. (A lap is not a flat surface)*
- Chromebooks must remain free of any writing, drawing, or stickers. In other words, nothing



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directly on the Chromebook!

- Vents CANNOT be covered.
- Chromebooks should never be left in a car or any unsupervised area.
- Students are responsible for bringing completely charged Chromebooks for use each day.

3b: Carrying Chromebooks

- Transport Chromebooks with care. Carry in backpack with a soft sleeve around it.
- Chromebook lids should always be closed and tightly secured when moving.
- Never move a Chromebook by lifting from the screen. Always support a Chromebook from its bottom with lid closed.
- Always carry your Chromebook in two hands
- Chromebooks must be shut down, closed, stored in a soft sleeve and in a backpack when transporting the Chromebook to and from buildings and from classroom to classroom.

3c: Screen Care

Chromebook screens can be easily damaged! The screens are particularly sensitive to damage from excessive pressure on the screen.

- Do not lean or put pressure on the top of the Chromebook when it is closed.
- Do not store the Chromebook with the screen in the open position.
- Do not place anything near the Chromebook that could put pressure on the screen.
- Do not place anything in a carrying case or backpack that will press against the cover.
- Do not poke the screen with anything that will mark or scratch the screen surface.
- Do not place anything on the keyboard before closing the lid (e.g. pens, pencils, or disks).
- Do not place the device near magnets or anything with high electric current.
- DO NOT clean the screen with anything other than a soft, dry microfiber cloth or anti-static cloth.
- DO NOT use any cleaning solvents; some solvents can damage the screen.

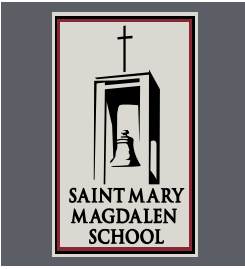
3d: Mandatory Sleeve

Chromebook can scratch easily and need to be protected!

- A soft-sided laptop sleeve needs to be purchased in order to keep the device safe.
- This sleeve should fit the Chromebooks which are 11.5 L x 8.5 inches W
- This sleeve should have a zipper/button closure
- The sleeve may not have extra handles or carrying straps as it is not to be carried by itself.
- Before taking Chromebooks between classes, the sleeve must be approved by Mrs. Clemens
- Students without the proper sleeve for protection will be delayed in using their devices.

4. USING YOUR CHROMEBOOK AT SCHOOL

- Chromebooks are intended for use at school each and every day.
- In addition to teacher expectations for Chromebook use, school messages, announcements, calendars and schedules may be accessed using the Chromebook.



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- Students must be responsible to bring their Chromebook to all classes, unless specifically advised not to do so by their class teacher, whereupon they must keep the Chromebook in their backpacks.

4a: Chromebooks Left at Home

- If students leave their Chromebook at home, they will be allowed to phone their parent/guardian to bring it to school. This should occur before the school day starts or at lunch time to reduce distractions during the school day. Students may not call after homeroom.
- If parents or guardian are unable to bring the device to school, the student can request a Chromebook loaner from their first period teacher who will notify Mrs. Clemens. Loaners will be provided on an as-available basis and are not guaranteed. A student who has forgotten the Chromebook at home and is unable to get a loaner is responsible to make up any and all classwork/homework by the following day.
- Repeat violations of this policy could result in disciplinary action.

4b: Chromebooks Needing Repair

- Chromebooks needing repair will need to be assessed by Mrs. Clemens.
- Students and families should never attempt to fix a broken Chromebook nor should they have anyone else attempt to fix their Chromebook.
- If available, loaner Chromebooks may be issued to students when their Chromebook is with Mrs. Clemens for repair.
- Students using loaner Chromebooks will be responsible for any damages incurred while in their possession.
- Students will be required to reimburse St. Mary Magdalen if a loaner Chromebook is lost or stolen. The replacement cost of a loaned is the same as the standard St. Mary Magdalen-issued Chromebook

4c: Charging your Chromebook

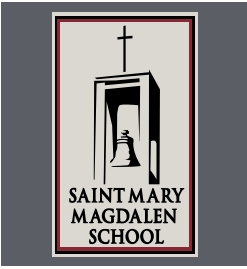
- Chromebooks must be brought to school each day fully charged.
- Students need to charge their Chromebooks each evening.

4d: Passwords and Background Images

- Take care to protect your password. **Do not share your password. Mrs. Clemens must be notified of any password changes. Spot-checks will take place. If out of compliance, student may lose access to the Chromebook.**
- Inappropriate media may not be used as a screensaver or background.
- Presence of guns, weapons, pornographic materials, inappropriate language, alcohol, drug, gang related symbols, pictures or anything else deemed inappropriate by St. Mary Magdalen staff will result in disciplinary actions.

4e: Audio Restrictions

- Sound must be muted at all times unless permission is obtained from the teacher for



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instructional purposes.

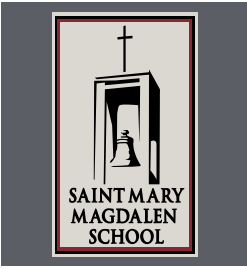
- When watching a video or other instructional material, students must keep volume at a level that is respectful of the learning environment and their classmates.

4f: Printing from your Chromebook

- In an effort to honor our environmental stewardship focus and save on printing costs from paper to ink, St. Mary Magdalen is encouraging digital transfer of information by sharing and email information, papers, etc.

4g: Account Access

- Students will only be able to login using their *@stmmsa.org email account.
- Account login information can be supplied to students by Mrs. Clemens



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5. MANAGING and SAVING YOUR DIGITAL WORK WITH A CHROMEBOOK

- Google Apps for Education is a suite of products which includes word processing, presentations, drawings, spreadsheets, forms, etc. that lets students create different kinds of online documents, collaborate in real time with other people, and store documents, as well as other files, in the cloud.
- With a wireless Internet connection, you can access your documents and files from any Chromebook, anywhere, at any time, no matter where you are.
- All items will be stored online in the Google Cloud environment.
- Prior to leaving St. Mary Magdalen, or graduating, students that want to save any work need to use Google Takeout to transfer any work to a personal Gmail account.

6. OPERATING SYSTEM ON YOUR CHROMEBOOK

Chromebooks run a modified version of the Chrome browser. It connects to web resources, apps and extensions provided on the Internet. It does not run Windows application software or Mac application software.

6a: Updating your Chromebook

- When a Chromebook starts up, it updates itself automatically, so it has the most recent version of the Chrome operating system without you having to do a thing. No need for time-consuming installs, updates, or re-imaging.

6b: Virus Protections and Additional Software

- With defense-in-depth technology, the Chromebook is built with layers of protection against malware and security attacks.
- Files are stored in the cloud, so there's no need to worry about lost homework.

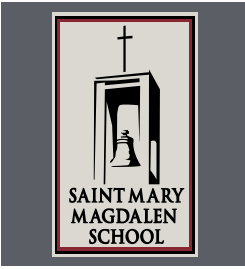
6c: Procedures for restoring your Chromebook

- If your Chromebook needs technical support for the operating system, it needs to be submitted to Mrs. Clemens.

7. ACCEPTABLE USE GUIDELINES

7a: General Guidelines

- This St. Mary Magdalen Acceptable Use Policy applies to all student use of St. Mary Magdalen Chromebook devices.
- Students will have access through the St. Mary Magdalen Chromebooks to all available forms of electronic media and communication that support education and research and the educational goals and objectives of St. Mary Magdalen.
- Students are responsible for ethical use of the technology resources of St. Mary Magdalen for educational purposes.
- Access to St. Mary Magdalen technology resources, including St. Mary Magdalen Chromebooks, is a privilege and not a right and can be revoked at any time.



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- Transmission of any material that is in violation of any federal or state law is prohibited. This includes, but is not limited to the following: confidential information, copyrighted material, threatening or obscene material, and Chromebook viruses.
- Any attempt to alter data, the configuration of a Chromebook, or the files of another user, without the consent of the individual, building administrator, or technology administrator, will be considered an act of vandalism and subject to disciplinary action in accordance with this Acceptable Use Policy, student handbook and other applicable school policies.
- St. Mary Magdalen reserves the right to update and modify this Acceptable Use Policy from time to time as it deems appropriate.

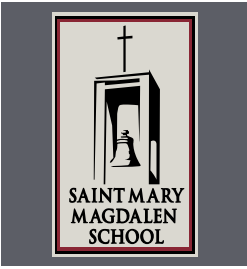
7b: Privacy and Safety

When using St. Mary Magdalen Chromebooks or other St. Mary Magdalen technology:

- Do not go into chat rooms or send chain letters. If applicable, teachers may create discussion groups for communication among students for educational purposes.
- Do not open, use, or change files that do not belong to you.
- Do not reveal your full name, phone number, home address, social security number, credit card numbers, password or passwords of other people.
- Remember that storage is not guaranteed to be private or confidential as all Chromebook equipment is the property of St. Mary Magdalen, and St. Mary Magdalen reserves the right to access information stored in St. Mary Magdalen student accounts.
- If you inadvertently access a website that contains obscene, pornographic or otherwise offensive material, exit the site immediately and notify the teacher.

7c: Legal Property

- You are responsible for your own compliance with trademark and copyright laws when accessing and/or copying material from internet sources. If you are unsure about your rights to copy or use material, including photos, apps and written materials accessed on the internet, please ask a parent or teacher first.
- All apps installed on the St. Mary Magdalen Chromebook by St. Mary Magdalen or authorized by St. Mary Magdalen for your use are legally permitted to be used for educational purposes in the manner instructed by your teachers and administrators at St. Mary Magdalen. If you use this property for other non-educational purposes, you could be liable for violating the underlying licenses. You are also responsible for your own compliance with conditions imposed by licenses for websites accessed by you and/or apps installed by you on your St. Mary Magdalen Chromebook. If you don't understand these conditions, please ask a parent or teacher first.
- Plagiarism is a violation of the student policy. 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, files created by others on the St. Mary Magdalen Chromebooks, as well as printed sources.
- Use or possession of hacking software is strictly prohibited and violators will be subject to discipline. Violation of applicable state, federal or local law will result in disciplinary action by



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St. Mary Magdalen and/or criminal prosecution. You may also be liable to third parties for any damages you cause or any data theft.

7d: Google Account

- Google accounts and access will be given to all students utilizing St. Mary Magdalen Chromebooks. Subject to the opt out below, all students *will* have Google Apps accounts built into the private student domain. These accounts will give them access to sign into the St. Mary Magdalen Chromebook device and participate in communication with peers and staff for educational use. Students under 13 ordinarily need parent permission to have Gmail accounts under the Children's Online Privacy Protection Act (COPPA); however, COPPA allows St. Mary Magdalen to act as the parents' agent and approve the accounts on their behalf. To be COPPA-compliant, we must provide an-opt out process, which is set forth in section 7e.

7e: Google Opt-Out

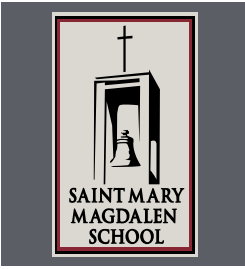
- St. Mary Magdalen wants students to be interested and excited in learning and parents to be involved with their student's education. To discuss how Google Apps for Education will be used at your child's school, please call your school. A delegate from the school will be happy to answer your questions and help you to understand your options. **You have the right to opt out, on behalf of your student, from the Google apps, but in such case your child will not be able to utilize these tools and will not be able to take part in the program of study. In other words, if opted out, a student will not be able to successfully engage with the curriculum at SMMS.**

7 f: Electronic Communication

- Students may use their St. Mary Magdalen Google accounts to participate in communication with peers and staff for educational use. Always use appropriate and proper language in your communication.
- Do not transmit language / material that may be considered profane, obscene, abusive, or offensive to others.
- Do not send spam.
- Communications sent / received should be related to educational needs.
- Communications are subject to inspection by the school at any time.

7g: Consequences

- The student, in whose name a system account and/or Chromebook hardware is issued, will be responsible at all times for its appropriate use.
- Non-compliance with this Acceptable Use Policy will result in disciplinary action.
- None of your electronic communication, network usage, or stored files shall be considered confidential, and all such files, data and usage may be monitored at any time by designated St. Mary Magdalen staff to ensure appropriate use.
- St. Mary Magdalen cooperates fully with local, state or federal officials in any investigation



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concerning or relating to violations of computer crime laws.

7h: At Home Use

- The use of Chromebooks at home is required for many assignments. Comcast provides low-cost internet to students who qualify for free or reduced meals through its Internet Essentials program www.internetessentials.com/. Public libraries also offer free internet access. Students enrolled in aftercare programs at SMMS may also utilize SMMS's internet access for homework purposes.
- Chromebook care at home is as important as in school, so please refer to the care section.
- Transport your Chromebook in a soft sleeve INSIDE a protected backpack.
- SMMS-supplied filtering is provided to ensure the device is used at-home for educational purposes only; parents should also be aware of student Chromebook use and prevent and/or report inappropriate usage at home to the school.

8. PROTECTING and STORING YOUR CHROMEBOOK

8a: Chromebook Identification

Student Chromebooks will be labeled in the manner specified by the school. Chromebooks can be identified in several ways:

- Record of St. Mary Magdalen asset tag and serial number
- Individual user account name and password

8b: Account Security

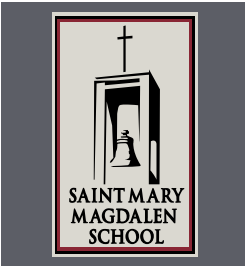
- Students are required to use their stmmsa.org domain user ID and password to protect their accounts and are required to keep that password confidential.

8c: Storing Your Chromebook

- When students are in school and are not using their Chromebook, they should store them in a padded sleeve in their backpack.
- Use of the transport case when not in use is mandatory to prevent damage
- Nothing should be placed on top of the Chromebook
- Students are required to take their Chromebooks home every day after school for charging purposes, regardless of whether or not they are needed for homework.
- Chromebooks should not be stored in a student's vehicle at school or at home for security and to prevent temperature related issues.
- A Chromebook left in a car will overheat and damage will be assessed in full.

8d: Chromebooks left in Unsupervised Areas

- Under no circumstances should Chromebooks be left in an unsupervised area.
- Unsupervised areas include the school grounds and campus, the community room, unlocked classrooms, dressing rooms and hallways.



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- Any Chromebook left in these areas is in danger of being stolen.
- If an unsupervised Chromebook is found, notify a staff member immediately.
- **Unsupervised Chromebooks will be confiscated by staff and taken to Mrs. Clemens. Disciplinary action may be taken for leaving your Chromebook in an unsupervised location.**

9. REPAIRING/REPLACING YOUR CHROMEBOOK

Students should submit Chromebooks that need repair, with the transport case, to Mrs. Clemens.

9a: Chromebook Repair Costs and Customer Care

- Chromebook repair costs are determined below. Students and student families will be responsible for all damages to their St. Mary Magdalen-issued Chromebook. If a device is lost or stolen the student and student family will be responsible for replacing the Chromebook.

Required Replacement Charges

Replace Damaged Chromebook--\$ 279.00

Replacing Screen--\$ 90.00

Replacing Keyboard/touchpad--\$ 52.00

Replacing Power cord--\$ 32.00

Other replacement parts - 100% of cost to St. Mary Magdalen

10. CHROMEBOOK TECHNICAL SUPPORT

Technical support is available as follows. If repair is necessary for a Chromebook, then the Mrs. Clemens will submit a repair ticket for the device to Dell.

Technology Staff members will provide:

- Password resets
- User account support
- Coordination and completion of warranty repairs

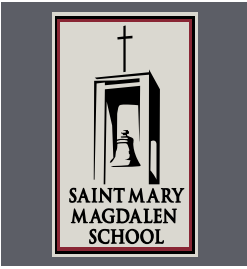
11. CHROMEBOOK FAQ's

Q. What is a Chromebook?

A. "Chromebooks are mobile devices designed specifically for people who live on the web. With a comfortable, full-sized keyboard, large display and clickable track pad, all-day battery life, light weight and built-in ability to connect to Wi-Fi and mobile broadband networks, the Chromebook is ideal for anytime, anywhere access to the web. They provide a faster, safer, more secure online experience for people who live on the web, without all the time-consuming, often confusing, high level of maintenance required by typical computers." ("Google")

Q. What kind of software does a Chromebook run?

A. "Chromebooks run millions of web-based applications, or web apps, that open right in the browser. You can access web apps by typing their URL into the address bar or by installing them instantly from the Chrome Web Store." ("Google")



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Q. How are these web-based applications managed?

A. Each Chromebook we provide to students will be a managed device. Members of SMMS's Technology Department will maintain devices through our Google Apps for Education account. As such, the school can pre-install web-applications as well as block specific web-applications from a centralized management console.

Q. What devices can I connect to a Chromebook?

A. All USB ports, SD card readers and audio jacks have been disabled.

Q. Can the Chromebook be used anywhere at anytime?

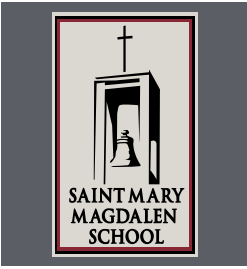
A. Yes, as long as you have a WiFi signal to access the web. Chrome offers the ability through Apps so users can work in an "offline" mode if WiFi is unavailable.

Q. Do Chromebooks come with Internet Filtering Software?

A. No. Chromebooks do not come with Internet filtering software. However, St. Mary Magdalen is providing onsite and offsite filtering using the Securly web filtering and content security extension.

Q. Battery life?

A. Chromebooks have a rated battery life of 6.5 hours. However, we do expect that students will charge them each evening to ensure maximum performance during the school day.



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St. Mary Magdalen Acceptable Use Policy Agreement

Student, Staff or Guest Agreement

I have read, understand and agree to abide by the terms of the foregoing St. Mary Magdalen Acceptable Use Policy. I understand that the St. Mary Magdalen Chromebook is the sole property of St. Mary Magdalen School, which has issued it to me temporarily for my educational use in accordance with the Acceptable Use Policy and other school policy. Should I commit any violation or in any way misuse my St. Mary Magdalen Chromebook, I understand and agree that my access privileges may be revoked and School disciplinary action may be taken against me. I will not alter the St. Mary Magdalen Chromebook, make changes to it, or use it in a manner that is not aligned with St. Mary Magdalen Chromebook Policy. If I am signing this agreement when I am under 18, I understand that when I turn 18, this Agreement will continue to be in effect and I agree to abide by this policy.

Student Name (print clearly) _____ Date _____

Student signature _____

Parent or Guardian Agreement

As the parent or legal guardian of the above minor, I have read, understand and agree that my child or ward shall comply with the terms of St. Mary Magdalen School's Acceptable Use Policy. I understand that the St. Mary Magdalen Chromebooks are a privilege and can be revoked if misused; I further understand that the my child's loss of such privilege will make it difficult if not impossible for my child to access the SMMS curriculum. I understand that if the St. Mary Magdalen Chromebook is damaged, lost, or stolen that my child or myself will be responsible to reimburse SMMS for the cost of the repair or replacement. I am signing this policy and agree to indemnify and hold harmless St. Mary Magdalen School, its officers, trustees, employees, consultants and volunteers, against all claims, damages, losses and costs, of whatever kind, that may result from my child's or ward's use of his or her SMMS Chromebook or violation of the foregoing policy. Further, I accept full responsibility for supervision of my child's or ward's use of his or her St. Mary Magdalen Chromebook if and when such access is not in the School setting, whether at home or elsewhere. I hereby give permission for my child or ward to accept and use a St. Mary Magdalen Chromebook as authorized by St. Mary Magdalen School and the Acceptable Use Policy and agree to the above terms and policy.

Parent/Guardian name (print clearly) _____ Date _____

Parent or Guardian signature _____

