



Technology Responsible Use Policy (RUP) – Middle School

This policy outlines behaviors that Christian Academy School System (CASS) expects students to follow when using school-owned or personally-owned technologies (such as Chromebooks and/or iPads).

CASS considers all technology use an extension of the classroom. In short, any activities that would not be appropriate in the classroom should not be conducted when using technology resources.

- God has blessed us with a tremendous amount of technology resources. We must continue to be good stewards of these resources. Students are responsible for good behavior on computers and mobile devices, just as they are in the classroom. Access is a privilege – not a right.
- Access to the Internet will enable students to use countless websites, which can change frequently and without notice. Although our Internet access is filtered by an enterprise-class web filter, no filter is 100% effective in blocking all objectionable content. Parents should be aware that material accessible via the Internet may contain content that is offensive to some people.
- Files and messages stored on CASS-owned/managed systems are not private. Authorized individuals within CASS may review files and messages to ensure student safety and systems reliability.

Unacceptable Use

Unacceptable use includes, but is not limited to, any of the following examples:

1. to access or transmit indecent, profane, obscene, or otherwise inappropriate material;
2. to transmit abusive or threatening language (includes cyberbullying);
3. to attempt to download or install software on any school device without permission;
4. to connect a personal electronic device to any school network without permission;
5. to use non-educational games/apps during school hours (includes field trips);
6. to attempt to circumvent any web filters, firewalls, or system policies;
7. to attempt to access another person's files or accounts (hacking) without permission;
8. to violate copyright or use another person's intellectual property without permission;
9. to share passwords (email, Canvas, Google Drive) with other students (even best friends);
10. to vandalize, damage, or disable the property of an individual or organization; and
11. to violate any local ordinance or state/federal statute.



Chromebook Responsible Use Policy – Middle School

This Chromebook Responsible Use Policy extends the Technology Responsible Use Policy (RUP), which is signed by both students and parents at the start of each school year.

Daily Procedures

At CAL, Chromebooks issued to middle school students will generally remain at school unless the school administration grants specific permission to take a Chromebook home.

Students will pick up their Chromebooks each day from their Homeroom/1st period class. Students will return the Chromebook to the cart at the end of each day to their Homeroom. (or when directed by the school).

Student Commitments

- I will abide by this Responsible Use Policy both at school *and* away from school.
- I will follow Biblical principles and all school rules when using my Chromebook.
- I understand that my Chromebook is the property of Christian Academy School System.
- I am responsible for the care and protection of my Chromebook and charger.
- I will not share any of my usernames and/or passwords with other students.
- I will not close the lid with anything inside the Chromebook (even paper).
- I will not place stickers or labels of any kind on the Chromebook or charger.
- I will use two hands at all times to carry the Chromebook.
- I will charge my Chromebook in the assigned cart at school so that it is ready for use every day.
- I will directly supervise my Chromebook or leave it in a secure location (locked in a classroom).
- I will report loss, theft, damage, and/or malfunction immediately to my school.
- I will not remove the identifying barcode from my Chromebook.

Additional Expectations

1. While at school, your Chromebook is primarily intended for instructional use. While at home, follow all guidelines in this document, especially your parent(s) instructions/house rules.
2. You may not install apps on the Chromebook that are not appropriate for educational purposes (including most games designed only for entertainment purposes).
3. If enrollment at CASS is terminated for any reason, you must return the Chromebook and charger immediately on the date of termination.
4. CASS reserves the right to collect and/or inspect your Chromebook at any time (includes random inspections) and to delete any material or applications deemed inappropriate.
5. CASS reserves the right to remotely view and/or control content on the Chromebook screen.
6. Do not place or attempt to place the Chromebook into “developer mode.”
7. If necessary for troubleshooting purposes, your Chromebook may need to be reset by a school technician. Resetting causes the device to be returned to its original state. You are responsible for using Google Drive to protect your data. CASS accepts no responsibility for lost data.
8. You may not capture video, audio, or photos of any student, parent, employee, or visitor without their permission. The possession, forwarding, or uploading of unauthorized video, audio, or photos to any social media service, network storage area, or person is strictly forbidden.
9. Chromebooks may not be used in restrooms under any circumstances. Chromebooks may be used in locker rooms only under the direct supervision of a teacher or coach.

Disciplinary Action

- Any student found in violation of the Technology Responsible Use Policy may be subject to disciplinary action under the school discipline policies.
- Any student who damages a device belonging to another student will be held responsible for their actions *and* the cost of damages, up to the full replacement cost of the Chromebook.

Note: As of 1/29/2021, the total replacement cost of a Dell 3100 Chromebook is \$220, and the replacement cost of an OEM Dell-branded charger is up to \$40. **We may only use Dell-branded chargers specifically manufactured for this Chromebook model.** Replacement costs of Chromebooks and chargers may vary in the future based on market fluctuations.



Caring for the Chromebook

Care for your Chromebook as follows:

- Clean the screen only with a clean microfiber (lint-free) cloth.
- Press the power button *gently* on the Dell 3100. If the Chromebook does not power on, visit Technology Services, or have someone else email support@caschools.us.
- Use two hands at all times to carry the Chromebook.
- Insert all cords (charger, headphones) carefully into your Chromebook.
- Avoid the use of USB devices, such as mice, as the routine insertion/removal of USB devices can damage the USB ports and/or introduce unnecessary wear and tear.
- When storing your Chromebook in a locker, do not place heavy items on top of it.
- If you take a Chromebook home, avoid leaving it in a vehicle. If you must, make sure the Chromebook is hidden from view. *Criminals will break car windows to steal Chromebooks.*



Instructions: Please sign and return **this page** of this policy to your child's school.

Parents and students must sign.

Student Name (Please Print): _____ **Grade:** _____

Parent Name (Please Print): _____ **Grade:** _____

Students – Please Read, Sign, and Date

I have read and agree to follow the above Technology Responsible Use Policy (RUP). I understand that if I violate any of these commitments, consequences may include loss of access to technology resources as well as other disciplinary or legal action.

Student Signature

Date

Parents/Guardians – Please Complete to PERMIT Access to Technology Resources

As the parent or legal guardian of the student named above, I have read and discussed the Technology Responsible Use Policy (RUP) with my child and will help him or her follow the commitments.

I grant permission for the above named student to access technology resources, including the Internet, while at school. I understand that individuals and families may be held liable for violations of federal or state regulations and applicable laws.

I understand that some material on the Internet may be objectionable, and I accept responsibility for setting standards for my student to follow when selecting, sharing, and exploring information.

Parent Signature

Date

Parents/Guardians – Please Complete ONLY to DENY Access to Technology Resources

As the parent or legal guardian of the student named above, I request that my student **NOT** be provided with access to technology resources, including the Internet, while at school.

Parent Signature

Date