

BLESSED TRINITY CATHOLIC SCHOOL

109 S. Military Road • Dane, WI 53529 • (608) 592-5711, ext. 7
www.btcatholic.us/school



Blessed Trinity Catholic School **Chromebook Policies and Procedures**

All Chromebooks that are available to be used by the students at BTCS are property of Blessed Trinity Catholic School. Students are able to use the school's Chromebooks, but only in accordance with the following policies and procedures.

Students may only use a BTCS Chromebook after the Policies and Procedures Agreement (below) has been signed and returned to the School Office.

Use of the school's Chromebooks, as well as access to the computer network, and the Internet are a privilege and not a right. These items are provided for educational purposes only, and are intended to support the learning objectives of Blessed Trinity Catholic School.

Only Blessed Trinity Catholic School Chromebooks and iPads are allowed in the school and on the school network. All other computers are prohibited.

General Use of the Chromebook

- Each numbered Chromebook is assigned to an individual student per classroom. Students may never "swap" or "share" their Chromebooks with other students.
- Students are never to share their password with another student. Passwords should always be kept confidential.
- The Blessed Trinity Catholic School Administration will be provided with a copy of each student's password.
- Chromebooks will be in a student's possession or secured in a designated secure area at all times.
- Downloading and streaming music and videos is allowed only for academic purposes.
- Students are prohibited from playing non-academic games during the instructional day.
- Students are prohibited from accessing or attempting to access sites that have been intentionally blocked by Blessed Trinity Catholic School staff.
- Any computer communication will be used only for legitimate and responsible communication between students, faculty, and the outside world. Bullying, rude, abusive, threatening, or otherwise inappropriate language is not permitted.

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- Students will never share personal information about themselves or others while using the student Chromebook.
- Internet access, e-mail, and other media that are accessed, created or stored on the Chromebook accounts are the sole property of the Blessed Trinity Catholic School. The Blessed Trinity Catholic School Administration has the right to review these items for appropriateness and to limit or revoke a student's access to them at any time and for any reason.
- Parents, guardians, and students do not have a right or expectation of privacy for any use of the Chromebook or school network.
- Pornographic, obscene, or vulgar images, sounds, music, language or materials, including screensavers, backgrounds, and or pictures, are prohibited.
- Violations that involve computer hacking or trespassing, harassment, bullying, or threats via computer, and computer fraud can result in serious disciplinary action, which may include an arrest if state law is violated. Ignorance of these regulations will not excuse an infraction.
- Blessed Trinity Catholic School reserves the right to limit Chromebook use for any student who develops attendance issues, including truancy.
- The Chromebook belongs to the school, and it can be checked at any time or taken away for disciplinary reasons.

General Care of the Chromebook

- Students are expected to treat the Chromebooks with care and respect. The Chromebook is the property of Blessed Trinity Catholic School and should be kept clean and free of marks at all times. Placing stickers, writing or drawing on, engraving or otherwise defacing the Chromebook is not allowed and will result in loss of privileges (and the family of the student may be held responsible for replacing the Chromebook).
- Students will not use the Chromebooks while walking. Chromebooks can be fragile and if they are dropped they may break.
- Students should never eat or drink while using the Chromebooks, or use the Chromebooks near others who are eating and drinking.
- Heavy objects are never to be placed or stacked on top of the Chromebook. This includes books, musical instruments, sports equipment, etc.
- Students will use care when plugging in their power cords.
- Any inappropriate or careless use of a Chromebook will be reported to a teacher or other staff member immediately.
- If the Chromebook is damaged or not working properly, it must be turned in to the teacher and/or Blessed Trinity Catholic School Office Staff for repair.

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Consequences of Inappropriate Use

- The use of any Blessed Trinity Catholic School technology is a privilege and not a right. Students are expected to use the Chromebooks in accordance with the Chromebook Policies and Procedures, and Blessed Trinity Catholic School's Acceptable Use Policy. Failure to use the Chromebooks in an appropriate manner will result in the following consequences:
 - 1st violation – the violating student will lose recess privileges for 2 days;
 - 2nd violation – the violating student will lose recess privileges for 1 week;
 - 3rd violation – the violating student and his/her parents (or guardians) will meet with the principal to discuss appropriate disciplinary action.
- ALL DISCIPLINARY ACTION IS SUBJECT TO THE DISCRETION OF THE PRINCIPAL AND/OR PASTOR.

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Blessed Trinity Catholic School's
Chromebook Policies and Procedures Acceptable Use Agreement
2018-19 School Year

My child(ren) and I understand and agree to the aforementioned policies and procedures.

Parent/Guardian signature

Student signature

Date