



# St. Marcus Lutheran School

## Technology Resource Acceptable Use Policy “TRAUP” 2020/2021

**\*MUST SIGN ELECTRONICALLY\***

E-SIGNATURE: <https://forms.gle/YyGpQLBt7nCXH5kK8>

# Receiving and Returning Chromebooks

## 1.1 Receiving a Chromebook

1. Each student will receive a chromebook, protective case, and AC charger.
2. Parents/guardians and students must sign and return the chromebook User Agreement (Appendix A) before a chromebook is issued to the student.
3. Chromebooks will be labeled in a manner specified by the St. Marcus computer department (or Rescue Dog); this will include the serial number. Labels may not be removed from the laptop. Personal customization of the device is prohibited.
4. The chromebook is the property of St. Marcus and as a result may be subject to inspection at any time. The student should have NO expectation of privacy of materials found on a chromebook.
5. Students are not allowed to install other operating systems or alter the Chrome OS on the device. Students found breaking this rule may lose the rights to the device for a period of time. Students that persist in this will be reported to the Deans for further repercussions.
6. Students are responsible for following the Acceptable Use Policy and appropriate handling of the device during school.
7. The student must demonstrate responsibility prior to receiving the device. Parents will have an opportunity to learn more about the chromebooks at an information table at Beginning of Year meetings.
8. The school-provided chromebook is the only device which is permitted to be used during the academic school day. (See Parent Handbook for full technology policy.)

## 1.2 Returning a Chromebook

1. Chromebooks and all STM-owned accessories will be returned during the final week of the school year so they can be checked for serviceability.
2. Chromebooks must be returned immediately when a student transfers out, is suspended or expelled, or terminates enrollment for any reason from St. Marcus.
3. 8th Grade graduates have the opportunity to earn and keep their chromebook to take home permanently. These will be turned in for the last week of the school year, wiped clear, and then picked up the week following graduation. The user will need to create their own, personal login in order to utilize the chromebook after graduation. The chromebook will no longer be serviced by St. Marcus technology and will be fully the user's responsibility to maintain the chromebook.

## 1.3 Fines Related to a Chromebook

1. Chromebooks, protective cases, and AC chargers will be turned in to the Computer Department staff (Rescue Dog), when requested, in satisfactory condition. Chromebooks will be inspected for damage regularly.
2. If a student fails to return the chromebook, the student/parent/guardian will pay the replacement cost of the chromebook. Failure to return the chromebook will result in a theft report filed with local police.
3. Chromebooks that are damaged will be repaired for a fee. Any damages caused by the student (including to chargers) will result in a repair cost. Please see list for approximate costs for each repair. If the damage to the chromebook is beyond repair, the student will be responsible for replacing the chromebook at the full cost of the device. Please note that this timeline lasts the duration of their time in the St. Marcus Middle School.

4. Lost chromebook chargers will be replaced for a \$25 fee.
5. Lost chromebook cases will be replaced for a \$10 fee.
6. **Parents/Students will be charged for full replacement or repair cost of a device that has been damaged due to abuse or intentional misuse. Below are estimated repair costs. These may increase due to high demand.**

Chromebook Repair Items	Cost
Screen Damage	\$50
-Bezel	\$30
-Cables & Camera	\$25
Keyboard/Palm rest	\$75
Bottom/ Top Cover	\$60
Charger	\$25
Battery	\$60
Protective Case	\$10
Full Replacement	\$300

## Taking Care of a Chromebook

Students are responsible for the general care of the chromebook they have been issued by STM. Chromebooks that are broken or fail to work properly must be serviced by the St. Marcus Computer Department (Rescue Dogs) staff for an evaluation of the equipment. Care must be taken to protect the screen. Students are responsible for anything done using their assigned chromebook or their login. Chromebooks are the property of STM and all users will follow these procedures and the STM Acceptable Use Policy.

### 2.1 General Precautions

1. Avoid using any sharp object(s) on the chromebook. The chromebook will scratch, leading to the potential for needed repairs.
2. Chromebooks do not respond well to liquids. Avoid applying liquids to the chromebook. Note: Chromebooks are never thirsty!
3. The chromebook can be cleaned with a soft, lint-free cloth. Avoid getting moisture in the openings. Do not use window cleaners, household cleaners, aerosol sprays, solvents, alcohol, ammonia, or abrasives to clean the chromebook.
4. Do not attempt to gain access to the internal electronics or repair of a chromebook. If a chromebook fails to work or is damaged, report the problem to your teacher or advisor immediately.
5. Never throw or slide a chromebook.
6. Always open the chromebook from the center of the screen and not from the corners. Opening

the device from the corners creates additional stress on the screen and may lead to the screen cracking.

7. Cords and cables must be inserted carefully into the chromebook to prevent damage.
8. Chromebooks and cases must remain free of any writing, drawing, or labels that are not the property of STM. Students may decorate their chromebook using appropriate stickers that will not damage the machine.
9. Students are encouraged to purchase a padded, protective sleeve or laptop bag.
10. Chromebooks have a unique identification number and at no time should the numbers or labels be modified or removed.
11. Chromebooks must never be left in the open, in an unlocked car, or in any unsupervised area.
12. Chromebooks should be placed vertically on a locker shelf or in a backpack/book bag to avoid putting any pressure on the screen.
13. Chromebooks must not be left in a vehicle or a location that is not temperature controlled.
14. Chromebooks must be fully charged for the start of school each day. **This is the student's responsibility.**
15. Chromebooks are assigned to individual students and the responsibility for the care of the chromebook solely rests with that individual. Students should not lend their chromebooks to another person.
16. PLEASE DO NOT ATTEMPT TO CONTACT THE CHROMEBOOK MANUFACTURER DIRECTLY FOR SERVICE OR REPAIR QUESTIONS. PLEASE CONTACT THE STM COMPUTER DEPARTMENT THROUGH YOUR ADVISOR.

## Using a Chromebook at School

Chromebooks are intended for use at school each day. In addition to teacher expectations for chromebook use, school messages, announcements, calendars, and schedules may be accessed using the chromebook. Students are responsible for bringing their chromebook to all classes unless specifically instructed not to do so by a teacher.

### 3.1 Chromebooks Left at Home

If a student leaves the chromebook at home or comes to school with an insufficiently charged chromebook, the student is responsible for getting his/her coursework completed as if the chromebook were present. Any missed work must be made up, and may be penalized at the discretion of the teacher or Dean.

### 3.2 Chromebook Undergoing Repair

Loaner chromebooks, if available, may be issued to students when their chromebooks are being repaired by the school. A very limited number of "loaner" chromebooks are available, so having a "loaner" is not guaranteed.

### 3.3 Charging a Chromebook Battery

1. Chromebooks must be brought to school each day in a fully charged condition. An AC charger will be issued to the student for charging at home. An additional charger may be purchased from the Computer Department.
2. In cases where the battery does run out, students may be able to connect their chromebook to a power outlet in class at the teacher's discretion.

### 3.4 Screensavers/Background photos

While personalized screensavers or backgrounds are permitted, inappropriate or provocative images including but not limited to pornographic images, guns, weapons, inappropriate language,

threatening language, political slogans, drug, alcohol, or gang related images are not permitted and subject to disciplinary action.

### **3.5 Sound, Music, Games, Apps**

1. Sound must be muted at all times unless permission is obtained from the teacher for instructional purposes.
2. Students should provide their own headsets/earbuds. Students without their own headsets/earbuds must mute their chromebook to not disturb the academic setting of the classroom.
3. Music is only allowed on the chromebook at the discretion of the teacher.
4. All software/apps must be provided by STM. Data storage will be through apps on the chromebook, i.e., Google Docs, GMail, etc. Flash media is not allowed at this time.

### **3.6 Printing**

Students will not have access to printers on their chromebooks.

### **3.7 Using the Chromebook Camera**

The chromebook comes equipped with both camera and video capacities. As with all recording devices, it is best practice and common courtesy to ask permission before recording an individual or group and notifying the individual or group if the image will be posted online. These should not be used during school. **Cameras may never be used in a locker room or restroom per state statute.**

### **3.8 Using the Google Apps Account**

The Google Apps account that each student is provided is the only account that should be utilized on the device.

## **St. Marcus Acceptable Use Policy (AUP) for School Computer Systems Information for Students and Parents**

St. Marcus Lutheran School provides all enrolled students usage of a chromebook. Students are able to access information on both our local network and the Internet. This access is provided as a privilege to students—not as a right—to facilitate learning, to assist in conducting research, and to allow communication with others. Students must agree to act in a responsible, Christian manner when using these tools.

St. Marcus will use technology protection measures to block or filter content that is not safe, not educational, and not Christ-centered. St. Marcus reserves the right to monitor users' online activities and to access, review, copy, and store or delete any electronic communication or files and disclose them to others as it deems necessary. At any time, any of the computer administrators can review and/or delete any file from the network in order to maintain system integrity or to enforce this acceptable usage agreement. Users should have no expectation of privacy regarding their use of St. Marcus property, network, and/or Internet access or files, including email. The following statements apply to all students who are allowed access to the computers and the computer network:

### **When using the school's network, I will...**

1. **PROTECT MY PASSWORD AND RESPECT OTHERS' ACCOUNTS**
  - a. I will not share my password for convenience with another student.
  - b. I will not steal or use another student's password, a staff member's password, or a teacher's password to access the computer network. I understand that doing so will lead to disciplinary action.
  - c. I understand that any violation of this Acceptable Computer Use Agreement attributed to a

student's username will result in disciplinary action being taken against that student.

## **2. RESPECT OTHERS PROPERTY AND FILES**

- a. I will not access or tamper with another student's files.
- b. I will not access or tamper with a faculty or staff member's files or hardware.
- c. I will not tamper with, damage or disrupt the school's network operating system files from on or off site. I understand that if I even attempt this, it could lead to a legal matter and/or expulsion.
- d. I will not attempt to circumvent any of the security measures installed on the computers or network, understanding that if I even attempt this, it could lead to a legal matter, suspension and/or expulsion.

## **3. CARE FOR STM OWNED DEVICES AND PERIPHERALS**

- a. I will not dismantle, deface, or damage the computer or its various peripherals (mouse, keyboard, mousepad, charger, etc.), understanding that if I do, I will be responsible for paying the full price for a replacement product.
- b. I will not add, delete, or alter files or install programs without specific prior permission from one of the computer administrators.
- c. I will not download executable files on school computers.
- d. I will not change settings or preferences on the computer.

**I understand that if I break any of these aforementioned rules, I can lose my computer and/or chromebook usage for a period of time decided by the computer administrators or the school staff.**

***When using the computers to communicate inside or outside of STM, I will...***

### **1. USE GOOD CHRIST-CENTERED JUDGEMENT WHEN USING THE COMPUTER TO COMMUNICATE**

- a. I will be able to use the email provided from STM in school or outside of school to communicate both within STM as well as the outside world.
- b. I will remember that every letter on these e-mails should be Christ-centered. I will not use this e-mail or other forms of communication to send abusive or offensive messages to people within or outside of STM.

### **2. UNDERSTAND THAT ALL COMMUNICATION IS MONITORED**

- a. I understand that all of the e-mails, messages, and posts that I send and read are monitored for appropriate content and can be forwarded to the Director or Deans if the need arises.
- b. I understand that any e-mails or communications that relate to illegal activities must, by law, be reported to the proper authorities.

***When using the Internet and resources on the Internet on the STM network, I will...***

### **1. GIVE CARE TO THE CONTENT THAT I SEARCH, BROWSE, AND VIEW AT SCHOOL**

- a. I understand that all my Internet requests are monitored, filtered, and documented and can be reviewed at any time by the computer administrators or school administration.
- b. I understand that computer administrators and school administration block access via the Internet to content that is considered not Christian or not educational. No permission will be given around this block at any time.
- c. I will not attempt or succeed at getting around the school's blocking software, understanding that even if I attempt it, the matter will be turned over to the Deans for review. This includes individuals that tether their devices to their cellular Internet plans onsite to avoid the school's

blocking software.

## **2. PUT MY FAITH AT THE FOREFRONT**

- a.** I understand that even though STM aggressively blocks inappropriate sites, some material may be reached that is illegal, defamatory, inaccurate and blatantly sinful. Computer administrators will strive to block inappropriate sites when they are discovered.
- b.** I will not search for inappropriate content on the Internet or post remarks on the internet that defame St. Marcus or my Savior.
- c.** I will respect others' work and comply with Fair Use laws and other copyright regulations when accessing the internet.

(Appendix A)

# St. Marcus Lutheran School Chromebook User Agreement

2020/2021 SCHOOL YEAR

## **IMPORTANT 2020/2021 AGREEMENT NOTE**

EACH MIDDLE SCHOOL STUDENT RECEIVING A CHROMEBOOK MUST BE FILL OUT AND ELECTRONICALLY "SIGN" THIS TRAUP AGREEMENT ONLINE AT

<https://forms.gle/YyGpQLBt7nCXH5kK8>.

(DO NOT FILL OUT THIS PRINTED PAGE - IT IS FOR YOUR REFERENCE ONLY)

By submitting the form electronically, both the student and parent/guardian have agreed to the 2020-2021 Technology Resource Acceptable Use Policy ("TRAUP").

If you have any questions, please email your student's director:  
Main Campus 5th-8th - Mr. Mandeville - [garrett.mandeville@stmarcus.org](mailto:garrett.mandeville@stmarcus.org)  
North Campus - Mrs. Richter - [april.richter@stmarcus.org](mailto:april.richter@stmarcus.org)

THANK YOU!

This agreement must be ELECTRONICALLY signed by the student AND parent/guardian before a chromebook will be issued to the student to be able to utilize the chromebook outside of the classroom and to take off of St. Marcus Lutheran School's campus.

(PRINT)

Student Name:	Grade:
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### STUDENT

As a user of a St. Marcus Lutheran School-owned chromebook, I acknowledge receipt of and hereby agree to abide by all guidelines as laid out in the St. Marcus Lutheran School Technology Acceptable Use Policy ("TRAUP").

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Student Signature

Date

### PARENT / GUARDIAN

As the parent or legal guardian of the minor student ELECTRONICALLY signing, I grant permission for my student to be issued and be held responsible for a St. Marcus Lutheran School owned chromebook. I understand that I may be held liable for usage violations and/or equipment damage to the chromebook. I acknowledge receipt of and hereby agree to abide by all guidelines as laid out in the St. Marcus Lutheran School Technology Acceptable Use Policy.

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Parent / Guardian Signature

Date