

Huron Valley Lutheran High School Chromebook Acceptable Use Policy and Rental Agreement

2017-2018



Steps To Receive a Chromebook

- 1. Read policy guidelines page 1-8**
- 2. Sign, detach and return agreement page 10-11**
- 3. Pay \$50 Chromebook fee in the HVL office**

Huron Valley Lutheran High School Acceptable Use Policy (AUP) for School Computer Systems Information for Students and Parents

The mission of the 1-to-1 program at Huron Valley Lutheran High School is to create a collaborative learning environment for all learners. This environment will enable and support students and teachers to implement various uses of technology while enhancing students' engagement with content and promoting the development of self-directed, responsible lifelong learners and users. Students will transition from consumers of information to creative producers and owners of knowledge.

Huron Valley Lutheran High School provides all enrolled students usage of Chromebooks for each student, as well as over 50 PC computers in various locations around the school. 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.

Huron Valley Lutheran High School will use technology protection measures to block or filter content that is not safe, not educational, and not God-pleasing. Huron Valley Lutheran High School 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. Inappropriate use of Huron Valley Lutheran Technology can result in limited or banned computer use, disciplinary consequences, removal from courses, loss of credit, receiving a failing grade, and/or legal action.

Users should have no expectation of privacy regarding their use of Huron Valley Lutheran High School property, network, and/or Internet access or files, including email. The following rules 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

- I will change my password to a more secure password to protect my account.
- I will not share my password for convenience with another student.
- I will not steal and use another student's password, a staff member's password, or a teacher's password to access the computer network, understanding that this could lead to disciplinary action.
- 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

- I will not access or tamper with another student's files
- I will not access or tamper with a faculty or staff member's files or hardware.
- I will not tamper with, damage or disrupt the school's network operating system files from on or off site, understanding that if I even attempt this, it could lead to a legal matter and/or expulsion
- I will not attempt to circumvent or successfully 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 and/or expulsion.

3. CARE FOR HVL-OWNED DEVICES AND PERIPHERALS

- I will not dismantle, deface, or damage the computer or its various peripherals (mouse, keyboard, mouse pad, etc.), understanding that if I do, I will be held responsible to pay the full price for a replacement product
- I will not add, delete, or alter files or install programs without specific prior permission from one of the computer administrators.
- I will not download executable files on school computers.
- 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 usage for a period of time decided by the administrators.

When using the computers to communicate inside and outside of Huron Valley Lutheran, I will...

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

- I will be able to use the e-mail provided from HVL at anytime at mail.hvlhs.org to communicate both within HVL as well as outside of HVL.
- I will remember that every letter on these e-mails should be God-pleasing. I will not use this e-mail to send abusive or offensive messages to people within or outside of HVL.

2. UNDERSTAND THAT ALL COMMUNICATION IS MONITORED

- 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 administrators if the need arises.
- I understand that any e-mails 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 Huron Valley Lutheran network, I will...

1. GIVE CARE TO THE CONTENT THAT I BROWSE FOR AT HURON VALLEY LUTHERAN

- 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.
- 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.
- 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 administration for review.

2. PUT MY FAITH AT THE FOREFRONT

- I understand that even though HVL 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.
- I will not search for inappropriate content on the Internet or post remarks on the Internet that defame Huron Valley Lutheran or my Savior.
- I will respect others' work and comply with Fair Use laws and other copyright regulations when accessing the internet.

Receiving and Returning Chromebooks

1.1 Receiving a Chromebook

- Each student will receive a Chromebook.
- Parents/guardians and students must sign and return the Chromebook User Agreement before a Chromebook is issued to the student.
- Chromebooks will be labeled in a manner specified by Huron Valley Lutheran's computer department; this will include the serial number.
- The Chromebook is the property of Huron Valley Lutheran 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.
- 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 may be reported to the assistant principal for further repercussions.

- Students are responsible for following the Acceptable Use Policy

1.2 Returning a Chromebook

- The Chromebooks are lent to the students for educational purposes only for the academic year. Chromebooks and all Huron Valley Lutheran-owned accessories will be returned during the final week of the school year so they can be checked for serviceability.
- Chromebooks must be returned immediately when a student transfers out, is suspended or expelled, or terminates enrollment for any reason from Huron Valley Lutheran High School.

1.3 Fines Related to a Chromebook

- Chromebooks will be turned into the Computer Department staff, when requested, in satisfactory condition. Chromebooks will be inspected for damage. In the case of damage, the student/parent/guardian will be charged a fee for needed repairs, not to exceed the replacement cost of the Chromebook. The Huron Valley Lutheran Administration will make the final determination of any fees assessed.
- 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 the Westland Police Department.

1.4 Taking Care of a Chromebook

- Students are responsible for the general care of the Chromebook they have been issued by Huron Valley Lutheran.
- Chromebooks that are broken or fail to work properly must be given to the Computer Department 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 the Huron Valley Lutheran and all users will follow these procedures and the Huron Valley Lutheran Acceptable Use Policy.

2.1 General Precautions

- Avoid using any sharp object(s) on the Chromebook. The Chromebook will scratch, leading to the potential for needed repairs.
- Chromebooks do not respond well to liquids. Avoid applying liquids to the Chromebook.
- 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.

- 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 the Computer Department staff.
- Never throw or slide a Chromebook.
- 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.
- Cords and cables must be inserted carefully into the Chromebook to prevent damage.
- Chromebooks must remain free of any writing, drawing, stickers, or labels that are not the property of the Huron Valley Lutheran.
- Students are encouraged to purchase a padded, protective sleeve or laptop bag.
- Chromebooks have a unique identification number and at no time should the numbers or labels be modified or removed.
- Chromebooks must never be left in an unlocked locker, in an unlocked car, or in any unsupervised area.
- Chromebooks should be placed vertically on a locker shelf or in a backpack/book bag to avoid putting any pressure on the screen.
- Chromebooks must not be left in a vehicle or a location that is not temperature controlled.
- Chromebooks must be charged for school each day. This is the student's responsibility.
- 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.
- PLEASE DO NOT ATTEMPT TO CONTACT THE CHROMEBOOK MANUFACTURER DIRECTLY FOR SERVICE OR REPAIR QUESTIONS. PLEASE CONTACT THE HURON VALLEY LUTHERAN COMPUTER DEPARTMENT.

2.2 Carrying Chromebooks

By providing a protective, padded cover, you will protect the Chromebook from normal treatment and provide a suitable means for carrying the device within the school. It is recommended that the Chromebook be protected by a cover. Nylon drawstring bags are insufficient protection for the Chromebooks, and should not be used.

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 Chromebook Charging and Storage

- Chromebooks are to be stored and charged in the computer cart in the students homerooms.
- Students are responsible to have their Chromebook properly charged for the school day.
- 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

3.2 Chromebooks at Home

- Students may take a Chromebook home at night if needed.
- 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. The student may rent a working device from the Computer Department. The first rental, the student will not be charged. The second time and each time thereafter, the student will be charged a \$2 rental fee. After the fifth time, the charge increases to \$10 a day and the parents may be contacted.

3.3 Chromebook Undergoing Repair

- Loaner Chromebooks may be issued to students when their Chromebooks are being repaired by the school at no charge. A limited number of "loaner" Chromebooks are available, so having a "loaner" is not guaranteed.

3.4 Screensavers/Background photos

- While personalized screensavers or backgrounds are permitted, inappropriate or provocative images or any other image that would take glory and honor away from God are not allowed.

3.5 Sound, Music, Games, Apps

- Sound must be muted at all times unless permission is obtained from the teacher for instructional purposes.
- 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.
- Music is only allowed on the Chromebook at the discretion of the teacher.
- All software/apps must be provided by Huron Valley Lutheran. Data storage will be through Google Drive.

3.6 Printing

- Students may print on printers listed on their Chromebooks. Students are not allowed to print personal photos, downloaded photos or non-academic content on Huron Valley Lutheran printers. Students may lose printing rights if printers are misused.

3.7 Using the Chromebook Camera

- The Chromebook comes equipped with both camera and video capacities. As with all recording devices, students must have permission before recording an individual or group and also permission before the individual or group may be posted online. Cameras may never be used in a locker room or restroom per state statute.

3.8 Managing Your Files and Saving Your Work:

- Students may save documents to their Google Drive, or they may save to an external memory device such as a miniSD card or USB flash drive. Saving to Google Drive will make the file accessible from any computer with internet access. Students using Google Drive to work on their documents will not need to save their work, as Drive will save each keystroke as the work is being completed. It will be the responsibility of the student to maintain the integrity of their files and keep proper backups. Students will be trained on proper file management procedures. *It is not recommended to save files to the flash media memory on the Chromebook.*

3.9 Software on Chromebooks:

- Chromebook software is delivered via the Chrome Web Store. These are web-based applications and extensions that do not require installation space on a hard drive. Some applications, such as Google Drive, are available for offline use. The software originally installed on the Chromebook must remain on the Chromebook in usable condition and easily accessible at all times.
- From time to time the school may add software applications and extensions for use in a particular course or for out state testing. This process will be automatic with virtually no impact on students. Applications and extensions that are no longer needed will automatically be removed by the school as well.

Virus Protection:

- Virus protection is unnecessary on the Chromebook due to the unique nature of its design.

Additional Software:

- Students will not install additional software on their Chromebook other than what has been approved by Huron Valley Lutheran High School.

Inspection:

- Students may be selected at random to provide their Chromebook for inspection. The purpose for inspection will be to check for proper care and maintenance as well as inappropriate material being carried into the school.

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Please sign both sides, detach and return to school.

Huron Valley Lutheran Chromebook Rental Agreement

Cost: There is a \$50 annual fee that must be paid before the Chromebook is issued. This is payable through the HVL office by check or cash but must be paid before the Chromebook is issued. This is a “rent to own” program. After 4 years of payments (or the equivalent of), the student owns the Chromebook.

Any students that decide to purchase their own Chromebook outside of HVL will need to purchase a \$50.00 management console license through the school. This gives the school the ability to monitor and assist the students in the use and care of their computer.

Huron Valley Lutheran administrative staff and faculty retain the right to collect and/or inspect Chromebooks at any time, including via electronic remote access and to alter, add or delete installed software or hardware.

Huron Valley Lutheran owns the Chromebook, software and issued peripherals if you are leasing through us.

Students who cease to enroll in Huron Valley Lutheran, the student/parents, will return the leased Chromebook in good working order or pay the full \$289.00 replacement cost of the computer. In addition, the student must also return the Chromebook charger. The student/parent must pay \$45.00 for the Chromebook charger if it is not returned.

Huron Valley Lutheran cannot be held liable to any claim of damage, negligence, or breach of duty.

As a user of a Huron Valley Lutheran High School-owned computer and the HVL network, I acknowledge and hereby agree to abide by all guidelines as laid out in the Huron Valley Lutheran Acceptable Use Policy and Chromebook Rental Agreement.

Student Name (PRINT) _____

Student Signature _____

Date _____

Chromebook Serial Number	HVL Issued Number

As the parent or legal guardian of the minor student signing above, I grant permission for my student to be held responsible for Huron Valley Lutheran High School owned computer equipment. I understand that I may be held liable for usage violations and/or equipment damage. I acknowledge receipt of and hereby agree to comply with the user requirements contained in the Acceptable Use Policy. I give permission for my child to use Google Apps for Education. By doing so I agree to enforce acceptable use when my child is off school property.

Parent/Guardian Signature_____

Date_____

Guideline	Student Initials	Parent Initials
Be aware of what you post online. Website and social media venues are very public. What you contribute leaves a digital footprint for all to see. Do not post anything you wouldn't want friends, enemies, parents, teachers, future colleges, or employers to see.		
Be safe online. Never give out personal information, including, but not limited to, last names, phone numbers, addresses, exact birth dates, and pictures. Do not share your password with anyone besides your teachers and parents.		
Linking to other websites to support your thoughts and ideas is recommended. However, be sure to read and review the entire website prior to linking to ensure that all information is appropriate for a school setting.		
Do your own work! Do not use other people's intellectual property without their permission. Be aware that it is a violation of copyright law to copy and paste other's thoughts. It is good practice to hyperlink to your sources.		
Be aware that pictures may also be protected under copyright laws. Verify that you have permission to use the image		
How you represent yourself online is an extension of yourself. Do not misrepresent yourself by using someone else's identity.		
Online work should be well written. Follow writing conventions including proper grammar, capitalization, and punctuation. If you edit someone else's work, be sure it is in the spirit of improving the writing.		
If you run across inappropriate material that makes you feel uncomfortable or is not respectful, tell your teacher right away.		