

# Central Private School

## Chromebook/Laptop Policy and Agreement

### 6th - 12th Grade

#### Chromebook/Laptop Policy

Central Private School strives to provide the technology tools necessary to succeed academically. Each student is issued a chromebook or laptop computer (***determined by grade level***) to be used in and out of school, and will return the device on a designated date at the end of the school year. To ensure consistent, responsible and productive technology usage, CPS has developed the following policy. It is our expectation that students, parents and faculty/staff abide by these rules.

#### Chromebook/Laptop Responsibilities

Central Private assigns each student a chromebook/laptop computer and a power cord which ***must be brought to school every day***. These items remain the property of CPS, and will be returned to CPS at the end of the school year. ***Each student is responsible for the care of his/her assigned computer and accessories.***

Failure to bring the chromebook/laptop to school will result in a warning on the first incident and a detention on future incidents. Additionally, students may receive a write up for disregard to any of the following responsibilities:

- No stickers, decals, paint, writing or other defacement should be made on the chromebook/laptop or case.
- Do not remove the protective case (*chromebooks*).
- Do not loan your chromebook/laptop and/or charging cord to others.
- Do not leave your chromebook/laptop unattended/unsecured. If a chromebook/laptop is found unattended on school property, including inside a locker, the student will receive a write up for irresponsibility.
- Chromebooks/laptops should go home with students each evening and must not be left at school during vacations.
- Do not leave your chromebook/laptop in a vehicle.
- Do not leave your chromebook/laptop outside or use near water.
- Do not eat or drink while using the chromebook/laptop or have food or drinks in close proximity to the chromebook/laptop.
- Do not allow pets near your chromebook/laptop.
- Do not place the chromebook/laptop on the floor or in a sitting area such as couches or chairs.
- Do not leave the chromebook/laptop near any table or desk edges.
- Do not stack objects on top of your chromebook/laptop.

All storage, network communication, equipment and software provided by Central Private remain the property of CPS. The school reserves the right to access any file, email, network transmission or other information stored on or communicated through its property. Central Private retains the right to monitor network activity in any manner it sees fit. The individual has no reasonable expectation of privacy.

If a chromebook/laptop is found unattended, it should be brought to the main office immediately.

## Appropriate Online Behavior

Central Private students will be held to the standards outlined in the Computer/Internet Policy, which can be found in the Student/Parent Handbook.

## IT Support

Students having issues with their chromebook/laptop, or needing to report damage or theft, should email IT Support at [itsupport@centralprivate.org](mailto:itsupport@centralprivate.org) with their name, grade level, and a description of the problem.

## Chromebook/Laptop Repairs

If the chromebook/laptop, shell case, and/or power cord items are lost or damaged, the student will be responsible for the cost of replacement.

## Costs of Replaced Items

Prices are approximate and subject to change at any time. *All balances related to chromebooks/laptops must be current before taking midterm and final exams.*

Item	Price
Power cord	\$20
Hard shell cover ( <i>chromebook</i> )	\$23
Chromebook	\$228
Laptop	\$330

## Network Accounts and Security

Each student is issued a CPS Google account that provides access to Google email, Google classroom, and other Google applications. Google Classroom and other applications will be used in the student's classes, and communication with teachers should be done through the student's google email, not their personal email.

CPS provides student WiFi access for chromebook/laptop use during school hours.

Middle and high school students requiring assistance with passwords should email their request to IT Support at [itsupport@centralprivate.org](mailto:itsupport@centralprivate.org) with their name, grade level, and description.

## Prohibited Behaviors

Using the CPS-issued device to participate in any of the following is strictly prohibited:

- using the device in order to copy another person's work
- videoing or photographing another person, including other students and CPS faculty/staff members, **without permission**
- conducting or participating in any actions which are illegal (according to city, state or federal law)
- violating any of Central Private School's policies
- threatening, bullying or harassing others
- advocating racial, ethnic, religious or gender-based slurs
- purposely frustrating others from achieving their educational goals
- infringing software copyright or licensing agreements
- purposely viewing, displaying, storing or transmitting any obscene or discriminatory material or material of terrorists, gangs, hate groups, etc.

- conducting commercial or private/personal business enterprises
- promoting private businesses, product advertisement or political lobbying
- sending unauthorized bulk or random messages (e.g., junk mail, ads, etc.)
- soliciting for organizations that are unrelated to the institution's mission or purpose
- destroying the integrity of computer-based information
- maliciously installing or invoking a computer virus or other disruptive mechanism
- altering system files or configuration to disrupt computer or network functions
- seeking or gaining unauthorized access to network resources or resources on the internet or attempting to breach security mechanisms
- downloading movies and any other medium which is against the law
- downloading games, images, etc. not related to or needed for a project/assignment
- sharing school-related files when the project, activity or assignment is to be done independently
- communicating via the internet, email or social networking sites in a manner which reflects negatively on Central Private School
- posting/sending personal photos or videos which are inappropriate
- misuse of webcam

**By signing this policy, I agree to abide by the conditions listed above and assume responsibility for the care and proper use of CPS-issued chromebooks/laptops. I understand that should I fail to honor all the terms of these guidelines, as well as the Computer/Internet Policy outlined in the Student/Parent Handbook, future CPS chromebook/laptop, internet, and other electronic accessibility may be denied. Furthermore, I may be subject to disciplinary action or fees outlined in this document and/or the CPS Student/Parent Handbook and, if applicable, my chromebook/laptop may be recalled.**

\_\_\_\_\_  
Student Name (Print)

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

**By signing, I give permission for the school to allow my son or daughter to be issued a chromebook/laptop under the conditions set forth above.**

\_\_\_\_\_  
Parent Name (Print)

\_\_\_\_\_  
Parent Signature

\_\_\_\_\_  
Date