

Chromebook Usage Policy

2026-2027

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Section 1: Introduction

The focus of the Our Lady of Good Counsel Catholic School's (OLGC) Chromebook initiative is to provide students with the tools and resources needed to compete and excel in an increasingly technological-competitive landscape through a fully integrated use of technology by both the students and teachers in our middle school. Increasing student access to technology is essential in preparing them to maximize their potential for high school and college preparation, and the workplace. Our Lady of Good Counsel's focus is to enhance the learning and culture of the school, while providing a safe environment for students to engage and enhance their religious and educational studies.

The Chromebook initiative will enable students to have access to the same technology both inside and outside the classroom. Student learning is enhanced with this essential study tool, and it allows each student to extend the classroom lesson at his/her own pace.

As the primary educator of their children, parents are encouraged to talk to their children about the values and standards that children should follow when using the Chromebook and applications that access the Internet, such as e-mail and web browsing.

Parents will purchase the student's Chromebook through OLGC School over the course of their middle school years. The Chromebook will be distributed the first week of school. The school will install predetermined applications (apps). Students and parents are required to review this document, as well as sign the accompanying agreement to protect the hardware and software inherent with this technology.

Section 2: General Information

The procedures and information within this document apply to the Chromebook use by all middle school students at OLGC. Teachers may set additional requirements for use in their classroom.

2.1 Parts of the Chromebook

The Chromebook system purchased through the school will include: A Dell 3110 Chromebook and a USB power adapter. Required accessories include: case, soft zip bag, and earbuds. Other options include: stylus, screen protector, and portable battery.

2.2 Distributing the Chromebook

Chromebooks will be distributed the first week of the academic year. A parent/legal guardian and student must read the *Technology-Acceptable Use Policy*, found in the *Appendix* of this document, and sign the attached *Student Pledge for Chromebook and Technology Use* form before the Chromebook can be distributed to the student for the academic year.

2.3 Configuring the Chromebook

Maximum transparency and integration of the technology, maintaining a safe and Catholic environment, and ensuring private programs are stored elsewhere is part of the set-up process. The school will install, approve, or oversee the installation of software and apps.

2.4 End of Year Chromebook

At the end of the year, the Chromebook will be collected for maintenance over summer vacation. Students will retain their original Chromebook each year while enrolled in OLGC School for 6th to 8th grades.

Any student who transfers out of OLGC School will be required to return the Chromebook and USB power adapter. If a student leaves after one or two years of using the Chromebook, they will be given the option to complete payment on their Chromebook and keep it. Any outstanding balance will be collected at the end of the year.

Section 3: Care of the Chromebook

The Chromebook is the property of OLGC School, and all users will follow the *Technology-Acceptable Use Policy* in the *Parent Student Handbook*. Students are responsible for the general care of the Chromebook. Chromebooks that are broken or fail to work properly must be taken care of as soon as possible. It is the responsibility of the student's family to call **DELL** and process the insurance claim. See Section 9, *Loss or Damage*, for more details.

3.1 General Precautions

- Only use a clean, microfiber cloth to clean the screen.
- Cords and cables must be inserted carefully into the Chromebook to prevent damage.
- Chromebooks must never be left in an unlocked locker, unlocked car, or any unsupervised area.
- Chromebooks must never be exposed to extreme temperatures or weather conditions.
- Keep food and drink away from the Chromebook.
- Use the Chromebook at a table so that the potential for droppage and being stepped on is minimized.
- Students are responsible for keeping their Chromebook's battery fully charged for school use each day.
- See Student Chromebook Pledge at end of document for more details.

3.2 Carry and Transporting Chromebooks

Students must keep their Chromebook in their purchased case to protect the Chromebook. Soft zipper bags or other approved outer cases are also required for protection and identification. Students must keep Chromebooks in their backpacks or in a designated location when they are participating in after-school co-curricular activities. Students must keep Chromebooks in their lockers when going to lunch and recess.

3.3 Screen Care

Chromebook screens can be damaged if subjected to rough treatment. The screens are particularly sensitive to damage from excessive pressure on the screen. Avoid placing too much pressure and/or weight (such as folders and workbooks) on the Chromebook's screen.

- Do not drop the Chromebook.
- Do not lean on top of the Chromebook when it is closed.
- Do not place anything near the Chromebook that could put pressure in the screen.
- Do not place anything in the carrying case that will press against the cover.
- Do not bump the Chromebook against lockers, walls, car doors, floors, etc., as it will break the screen.
- Only clean the screen with an approved low-static, microfiber cloth. You may seek cleaning from the Technology Department.

Section 4: Using Your Chromebook at School

Chromebooks are intended for use at school each day. Students must bring their Chromebook to all classes, unless specifically instructed not to do so by their teacher.

4.1 Chromebook Left at Home

If a student leaves their Chromebook at home, they are responsible for getting the coursework completed as if they had their Chromebook present. If a student repeatedly leaves their Chromebook at home, the school will contact parents and possibly invoke disciplinary action. OLGC will determine when a student's forgetful behavior has become excessive.

4.2 Chromebook Issues/Repair

OLGC's Technology Department may issue a loaner Chromebook to a student when their assigned Chromebook is in need of repair or is having severe issues. There may be a delay in getting a Chromebook should the school not have enough to loan. The student's parent/guardian must immediately call **DELL** to process the repair.

4.3 Charging your Chromebook's Battery

Chromebooks must be brought to school each day in a fully charged condition. Students need to charge their Chromebooks each evening. For students who continually forget to charge their Chromebook, parents will be contacted, and disciplinary actions will be imposed.

4.4 Passwords for Chromebook and School E-mail

Chromebooks will be password protected. Each student will be issued a password on the first day of school. This password will be kept on record with the Technology Department and may not be changed without school permission. Students are prohibited from sharing this password with anyone else except their parents. OLGC will provide a password to each student for his/her e-mail account.

4.5 Screen Savers, Background Photos, and Other Media

OLGC will do all in its power to ensure that the material on the Chromebook always conforms to our values and mission. Inappropriate media may not be used as a screensaver, background photo, sounds, etc. Inappropriate media includes, but is not limited to, the following: presence of guns, weapons, pornographic materials, inappropriate language, tobacco, alcohol, drug, or gang-related symbols or pictures. Violations will result in parent notification and disciplinary action.

4.6 Personal Apps

In general, OLGC will determine the application needs appropriate for curriculum; however, parents and students may submit a request for additional apps that meet age-appropriate guidelines and are needed to aid the student's learning process. New apps may be installed after approval from the Technology Department and Principal at OLGC.

4.7 Sound, Music, and Photos

Sound must be muted unless permission is obtained from the teacher for instructional purposes. Students may use earbuds for this purpose. Music and photos are prohibited unless specifically instructed by a teacher for classroom use during a lesson.

4.8 Printing

It is expected that student work will be turned in electronically. If there is a need to print out their work, we would appreciate it if this process were done at home. If printing of the assignment is not possible at home, the Technology Department or teacher will do their best to assist the student with their printing needs at school.

4.9 Home Internet Access

Students are allowed to connect to other wireless networks on their Chromebooks when not at school. However, content filtering policies will remain in place. Students are expected to follow the OLGC Chromebook Usage Policy no matter where they access the Internet, to remain consistent.

4.10 Student Privacy & Chromebook Inspection

Laws within the United States clearly determine the limited privacy rights of students. There is no expectation of privacy on equipment managed, purchased, or distributed by OLGC. All Chromebook activity, including communications, Internet history, or other uses, are subject to monitoring by OLGC. Faculty and staff of OLGC may inspect and, if they deem necessary, confiscate any student's Chromebook at any time without prior notice. The parent/guardian will then be contacted, and a meeting will be scheduled. Offending material will be deleted and, if warranted, disciplinary action will be taken.

Section 5: Managing Your Files & Saving Your Work

5.1 Saving Your Work to a Backup Location

Any work students create on their Chromebook must be backed up to a storage location. Students will be provided with the necessary training in how to back up their work. Students are expected to manage their own data retention. OLGC is not responsible for accidental deletion of data through routine business operations. It is also the student's responsibility to ensure that work is not lost due to electronic failure or accidental deletion. Chromebook malfunctions are not an acceptable excuse for not submitting work; therefore, students should back up all work. OLGC will provide the necessary software to protect student data.

Section 6: Software/Apps on Chromebooks

6.1 School-Installed Software

The software installed by OLGC must remain on the Chromebook and be easily accessible at all times. From time to time, the school may add or remove software for use in a particular course or a change in the overall curriculum. Periodic checks of Chromebooks will be made to ensure that students have not removed required apps or added apps that are not in accordance with school policy.

6.2 Procedure for Re-loading Software

In the event a Chromebook needs to be restored to factory settings, the device will need to be submitted to the Technology Department for resetting and app installation.

6.3 Software Upgrades and Syncing

Upgraded versions of the licensed software/apps are available from time to time. Upgrades may be done remotely during the school day, or students may be required to check in their Chromebooks for periodic updates and syncing.

Section 7: Acceptable Use of Chromebook

7.1 Statement of Responsibility

The use of OLGC resources is a privilege, not a right. The technological resources provided by the school are not transferable or extended to people or groups outside the school and are terminated when a student is no longer enrolled in the school.

This policy is provided to make all users aware of the responsibilities associated with efficient, ethical, and lawful use of technology resources. If a person violates any section of this policy, privileges may be limited or terminated, access to the school's technology resources may be denied, and the appropriate disciplinary action shall be applied. The *Technology-Acceptable Use* portion of the *Parent Student Handbook* shall be applied to student infractions.

7.2 Parent /Guardian Responsibilities

Talk to your children about values and the standards that they should follow on the use of the Internet just as you would on the use of all media information sources such as television, telephones, movies, social media, and radio. Parents should monitor their student's usage. (See *Parent/Guardian Guidelines for Monitoring Student Chromebook Usage* in the *Appendix* for guidelines.)

7.3 School Responsibilities & Limitations

- Provide Internet and e-mail access to its students.
- Provide Internet blocking of inappropriate materials as able.
- Provide staff guidance in training, ability to aid students in doing research, and help assure student compliance of the *Technology-Acceptable Use* portion of the *Parent Student Handbook*.
- Provide training for teachers, students, and parents in the use of technology.
- OLGC services are best effort and come without warranty expressed or implied. This limit of liability includes, but is not limited to, accidental deletion of data, acts of God, employee mistakes, and other extraordinary circumstances beyond OLGC's control.

7.4 Student Responsibilities

- The Chromebook should only be used for school purposes; this is an educational tool, not an entertainment device.
- While in class, the Chromebook should only be used for THAT class. The only exception is if the teacher during that class states other work can be done and is aware of the work.
- At no time can a student take a picture, record a voice, or video any person in school (UNLESS it is for an assignment and ONLY with the permission of a teacher and the person being recorded).

- Students must obey general school rules concerning behavior and communication that apply to network use and according to the *Technology-Acceptable Use* portion of the *Parent Student Handbook*.
- Students must use computers/devices in a responsible and ethical manner.
- Students must use all technological resources in an appropriate manner, so as to not damage school equipment.
- Students should help OLGC protect our computer system/device by contacting an administrator or teacher about any security problems they may encounter.
- Students should monitor all activity on their account(s).
- Students should always turn off and secure their Chromebook after they are done working to protect their work and information.
- Students will be held responsible for maintaining their individual Chromebook and keeping it in good working order.
- If a student should receive an e-mail or other electronic message containing inappropriate or abusive language, or if the subject matter is questionable, he/she should bring it to the teacher's attention.
- Chromebooks that are stolen while on school property must be reported immediately to a teacher and/or the Technology Department.

7.5 Student Activities Strictly Prohibited

- Illegal installation or transmission of copyrighted material.
- Any action that violates existing school policy or public law.
- Sending, accessing, uploading, downloading or distributing offensive, profane, threatening, pornographic, obscene, or sexually explicit materials.
- Use of chat rooms, sites selling papers, book reports, or other forms of student work.
- Use of any messaging services, unless authorized by a teacher for classroom use during lesson.
- Use of outside data disks or external attachments without prior approval from administration.
- Changing of Chromebook settings (exceptions include personal settings such as font size, brightness etc.).
- Gaining access to other student accounts, files, and/or data.
- Bypassing, or attempting to bypass, any security system managed by OLGC.
- Use of any legitimate resource to circumvent security controls, or disciplinary controls, on a device managed by OLGC.
- Use of any artificial intelligence resource, such as ChatGPT, to aid in a student's originally created work for grading.
- Any use or connection of technological resources, or devices, that the Technology Department has not authorized. This includes any student-owned devices such as personal smartphones.
- Any and all other activities determined as inappropriate, unlawful, distasteful, or in violation of OLGC's mission, as determined by the Technology Department, Faculty or Staff of OLGC.

7.6 Legal Propriety

Students must comply with trademark and copyright laws and all license agreements. Ignorance of the law is not immunity. If you are unsure, ask a teacher or parent.

7.7 Student Discipline

The discipline procedure is outlined in the *Parent Student Handbook* and addresses serious and major offenses, such as stealing and destruction of school or personal property, which apply to the Chromebook device. Violations of the *Student Pledge for Chromebook Use* and the *Technology-Acceptable Use* portion of the *Parent Student Handbook* may result in disciplinary measures, including, but not limited to, demerits, detentions, suspension, and/or expulsion of the student from OLGC School. When applicable, law enforcement agencies may be involved.

Section 8: Protecting & Storing Your Chromebook

8.1 Chromebook Identification

Student Chromebooks will be labeled in the manner specified by the school. Chromebooks can be identified by record of serial number.

8.2 Storing Your Chromebook

When students are not using their Chromebooks, they should be stored appropriately. Nothing should be placed on top of the Chromebook when stored. Students are to take their Chromebook home every day after school, regardless of whether or not it is needed.

Section 9: Loss, Damage, Replacement of Chromebook

All Chromebooks are purchased with 3 years of accidental warranty coverage from Dell, which insures the Chromebook for student use during their tenure at OLGC. Parents/guardians are responsible for loss or damage of the Chromebook. The Technology Department will determine if a Chromebook requires repair or replacement, and will provide instructions on how to repair the Chromebook. Parents/guardians must immediately begin the procedure to repair the Chromebook.

During the repair process, OLGC may issue a loaner so that the student may continue their work; however, OLGC reserves the right to refuse service at any time for any reason.

If the loss or damage is not covered under insurance, then the parent/guardian is responsible for replacing the Chromebook according to the specifications given by OLGC School.

10. Section 10: Hold Harmless/Indemnification

Each parent/guardian/student agrees not to sue and hereby releases, waives, discharges, holds harmless, indemnifies, and defends Our Lady of Good Counsel Catholic School and the Catholic Diocese of Arlington, as well as their respective employees, personnel, staff, volunteers, agents, directors, affiliates, and representatives, from any and all liability, losses, damages, claims, actions, and causes of action of every nature for any and all known or unknown, foreseen or unforeseen, bodily or personal injuries, property damage, or other loss, whether claimed by the student, parent, legal representative, or any third party, relating in any way to the use of the Chromebook by the student.

Sources:

- Academy of Holy Names
- St. Odilia School
- Tampa Catholic High School
- St. Stephen's Catholic School
- St. Theresa Catholic School

Appendix

Parent/Guardian Guidelines for Monitoring Student Chromebook Usage

OLGC recommends the following actions for monitoring student use of their Chromebooks:

- Routinely check the search and URL history to view the sites your student has visited. If the history is being deleted, discuss the importance of leaving it available for you to monitor.
- Require your student to use the Chromebook in a common area of the house so you can monitor the websites they are viewing.
- Require your student to use the Chromebook at a table or desk to reduce the chance of droppage, or of the Chromebook being stepped on.
- Charge the Chromebook in a common area of the house each evening.
- Know all passwords that your student has created.
- Remind students of the importance of keeping private information and passwords confidential. They should not share their information with anyone except you.
- Remind students that they are responsible for what is on their device, even if someone else put it there. Devices should not be shared.

Student Name: _____ **Date:** _____

Student Pledge for Chromebook and Technology Use

- I will take good care of my Chromebook.
- I will never leave my Chromebook unattended.
- I will never loan out my Chromebook to other individuals.
- I will not forget my Chromebook at home.
- I will charge my Chromebook's battery daily before coming to school.
- I will keep food and beverages away from my Chromebook.
- I will not disassemble any part of my Chromebook or attempt any repairs.
- I will protect my Chromebook by only carrying it with extreme care and in a case provided by my parent/guardian.
- I will use my Chromebook in ways that are appropriate and educational, meeting Our Lady of Good Counsel Catholic School's expectations. (Refer to Sections 4.5, 7.4, and 7.5 on Student Responsibilities of the Chromebook usage policy.)
- I will not deface the sticker on any Chromebook and will not add any stickers.
- I will file a report in case of theft, vandalism, and other acts which occur outside school.
- I will be responsible for all damage or loss caused by neglect or abuse.
- I understand that I may lose my Chromebook privileges because of my inappropriate behavior.

I understand the stipulations outlined in the

- ☐ Student Pledge for Chromebook and Technology Use (above)
- ☐ Chromebook Usage Policy Handbook
- ☐ Technology-Acceptable Use Policy from the *2026-2027 OLGC School Parent Student Handbook*

Print Student Name: _____

Student Signature: _____ **Date:** _____

Print Parent Name: _____

Parent Signature: _____ **Date:** _____