



St. Denis-St. Columba School Parent-Student Chromebook User Agreement 2022-2023

St. Denis-St. Columba School is committed to providing our students a modern, technology-enriched learning environment. As such, each student is provided their own Chromebook for classroom use. The Chromebooks are assigned on a 1:1 basis and are identified by the student’s name label, serial number record and unique Google account. As a condition of enrollment at SDSC and by accepting possession of a SDSC Chromebook, each Student and his/her Parent/Guardian agree to the following responsibilities for the use and care of the device:

1. The student agrees to follow all SDSC policies and regulations governing the use of the Chromebook including, but not limited to, the SDSC Technology Use Policy and the SDSC Parent-Student Handbook.
2. The Chromebook is the property of SDSC and is loaned to the student for the duration of his/her time at SDSC. At any time SDSC may take possession of the Chromebook for inspection, to verify serial numbers or other information, or for random screening. The student shall not remove or alter any SDSC identification labels attached to or displayed on the computer.
3. The student agrees to keep the Chromebook secure, safe and in proper working condition. The Parent/Guardian assumes the risk of loss by destruction or damage caused by either accidental or intentional misuse by the Student. This extends to any damage or destruction caused by the Student to another’s SDSC Chromebook. If, during the loan period, the Chromebook is damaged or returned with any accessories missing or damaged, SDSC may charge the Parent/Guardian the lesser of the repair or the replacement cost. The student must report loss of the computer, damage to the computer, or malfunctioning of the computer to school personnel immediately. The Parent/Guardian is not responsible for damage or failure of the Chromebook caused by manufacturer defects.
4. The Parent/Guardian and student agree that the Chromebook is designated **for educational purposes only**, that only authorized educational programs installed by SDSC faculty/staff may be used on the Chromebook, and that the student is not to download, install or play games, video, music or pictures unless they are directly related to classroom instruction. The SDSC faculty/staff monitors student use of the Chromebook and software licensed for Students through programs, such as GoGuardian. Neither the Parent/Guardian nor the Student has an expectation of privacy with regard to the use of the Chromebook, software/programs licensed to SDSC or the Student’s SDSC Google account.
5. Any violation of this Agreement, the SDSC Technology Use Policy or the SDSC Parent-Student Handbook may result in the Student’s loss of the privileges to use the Chromebook or other technology enabled devices at SDSC.

As the Parent/Guardian of the Student(s), I have read and agree to the Chromebook User Agreement. I understand that acceptance of this Agreement is a condition of enrollment of my children at SDSC. The Parent/Guardian and Student(s) must sign and date this agreement. (Parents/Guardians may sign on behalf of student in Grades K-3)

Parent/Guardian Signature		Date
Printed Student Name	Student Signature	Date
Printed Student Name	Student Signature	Date
Printed student Name	Student Signature	Date
Printed student Name	Student Signature	Date



St. Denis-St. Columba School Student Technology Use Policy 2022-2023

STUDENT EXPECTATIONS FOR CHROMEBOOK USE

St. Denis-St. Columba School is committed to providing our students a modern, technology-enriched learning environment. The Chromebooks are assigned on a 1:1 basis and are identified by the student's name label, serial number record and unique Google account. Students are responsible for the proper use and care of the Chromebooks that have been issued by SDSC. No other person should have use of this Chromebook except the student to whom it was issued.

1. GENERAL PRECAUTIONS

- Unless directed by faculty/staff a student may not use Chromebook other than the one assigned to them.
- Chromebooks must remain free of any writing, drawing, stickers, or labels not placed by SDSC.
- Students must return their Chromebook to its designated space in the charging cart each day and must assure that it is securely plugged into its power cord.
- DO NOT stack any books, heavy materials, etc. on top of the Chromebook.
- DO NOT force anything into the ports and slots on the side of the Chromebook.
- DO NOT slam closed the cover of the Chromebook.
- DO NOT put the Chromebook on the floor or on any unstable surface.
- DO NOT throw or toss the Chromebook or mistreat it.
- Any technical issues or physical damage should be immediately reported to the teacher. Teachers will contact the school administration to have issues resolved.

2. CARRYING THE CHROMEBOOK

- ALWAYS carry the Chromebook with two hands. When transporting a Chromebook students must utilize the carrying case provided by SDSC, which must be properly zipped. **A backpack is NOT an acceptable case.**
- DO NOT carry the Chromebook by the screen.

3. SCREEN CARE

Chromebook screens can be damaged when subjected to rough treatment. The screens are particularly sensitive to damage from excessive pressure on the screen. To avoid damage adhere to the following rules:

- DO NOT lean on the Chromebook.
- DO NOT place anything near the Chromebook that could put pressure on the screen.
- DO NOT place anything in between the keyboard and screen when the Chromebook is closed.
- Clean the screen only with a soft, dry microfiber cloth. DO NOT use paper towels, napkins, or other paper products as these can scratch the screen.
- DO NOT use glass cleaner or any other harsh cleaning chemicals on the display.
- DO NOT spray water or any other liquid directly onto the screen or any part of the Chromebook.
- DO NOT touch the screen with any object not specifically designed to be used with the Chromebook (e.g. pencil). A touch screen device is designed to be used with a finger only.

4. GENERAL CHROMEBOOK USE

- Students using Chromebooks in school must have their sound muted or have their headphones in at all times unless permission is obtained from the teacher for instructional purposes.
- Students must have personal earbuds or earphones to use with their Chromebook as needed.
- Students may not use a Chromebook camera except in furtherance of an educational purpose as directed by faculty/staff.
- Students will use their Google Classroom to save their work. Each classroom teacher will instruct their class on how to submit their work. Students are not permitted to save files on the physical storage of the device or to use any external device such as a flash drive, etc.
- Food or drink must NEVER be consumed in close proximity to a Chromebook.

5. CHROMEBOOK RESPONSIBLE USE

- All Chromebooks will be labeled in the manner specified by the SDSC administration. Under no circumstances are students to modify, remove, or destroy these identification labels.

- The Chromebook is designated for educational purposes only. Only authorized educational programs installed by SDSC faculty/staff may be used on the Chromebook. Students are not to download, install or play games, video, music or pictures unless they are directly related to classroom instruction.
- Students may not create and share documents, slides, etc. with other students for the sole purpose of chatting or communicating with each other. All items shared with another student must be in furtherance of an education purpose as assigned by faculty/staff.
- Students must only access forms of media and communication in support of their learning, research and in support of educational goals and objectives of SDSC. Students are prohibited from using the Chromebook for personal use including, but not limited to social media sites, video games, or recreational browsing.
- The SDSC faculty/staff monitors student use of the Chromebook, Google Classroom and education programs provided to students using programs such as GoGuardian. The Student has no expectation of privacy with regard to the use of the Chromebook, software/programs licensed to SDSC or the Student's SDSC Google account.
- Access to SDSC technology resources is a privilege and not a right. Any violation of these rules will result in the loss of privileges, as well as other disciplinary action as defined by the SDSC's Responsible Use Policy, Discipline Policy, or other policies set forth in the Parent-Student Handbook or established by a Teacher.
- Recognizing it is impossible to define every instance of responsible and irresponsible use, it will be at the discretion of the school administration to use judgment as to what is responsible in any undefined instance that may arise.
- Inappropriate media may not be used as a screensaver or background on an SDSC Chromebook. Presence of inappropriate material will result in disciplinary actions.
- Students must never intentionally delete school installed settings from a Chromebook or reset a Chromebook to factory defaults.
- A student must never tamper with or alter in any way another student's Chromebook. A student must never access another student's Google account or educational program.
- A student must never access a personal Google account on an SDSC Chromebook.

6. CHROMEBOOK LOSS OR DAMAGE

- Any intentional damage to a Chromebook will result in the loss of Chromebook privileges, appropriate disciplinary actions, and a fine to cover the cost of the repairs or replacement.
- Parents/Guardians are responsible for the cost of the repair or replacement of any Chromebook issued to their child that is damaged due to negligence.

STUDENT EXPECTATIONS FOR USE OF THE INTERNET

The use of the Internet is a privilege, not a right, and the inappropriate use or violation of any of the SDSC expectations for student use of the internet may result in serious consequences up to expulsion from the school.

1. GENERAL EXPECTATIONS

- Use of the technology resources at school is limited to school related activities. Internet users are expected to behave responsibly in accessing and viewing information that is pertinent to the mission of the school.
- After School/Home Access requires students to follow the same student expectations as stated in the "Discipline Code for Student Conduct" and "Harassment Policies" in the student handbook.
- Students must abide by the generally accepted rules of network etiquette both inside and outside school.
- Students are responsible for their internet searches and are subject to the school's discipline policy.

2. PRIVACY AND SAFETY

- NEVER enter into any type of chat rooms or shared documents other than those set up by SDSC faculty/staff
- NEVER open, use, or change computer files not belonging to you.
- NEVER reveal your full name online to anyone, except to your classmates, teachers, etc. in the context of a Zoom Class, classwork, etc.
- NEVER reveal your personal information or that of another, including phone number, home address, social security number, credit card information or passwords.
- Never share a picture of yourself with a stranger.
- Never agree to get together with someone you "meet" on-line.
- Never share, send or post any material that is pornographic, violent or threatening to others.

3. STANDARDS OF BEHAVIOR

- In any communication in the Google Classroom, etc. students are expected to respond respectfully and to avoid inappropriate language, including comments that are hurtful, unkind, abusive, or offensive to others. Communication should always be constructive and related to the subject and class assignments. Student conduct must comport always to the standards set forth in the Parent-Student Handbook.
- Be courteous and respectful in your messages to others.
- Use appropriate language. Do not use vulgar, harassing, obscene, threatening, bullying, abusive, or sexually offensive language, or make any statements that are slanderous or disparaging of any students or adults.
- Never visit or download materials from inappropriate or offensive websites.
- Never expose yourself in an inappropriate, vulgar, or sexually offensive manner on any website or via e-mail, either in pictures or videos.
- If a student encounters material that is not appropriate (vulgar jokes, statements of belief that some might consider immoral, etc.) the student is responsible for not pursuing this material and reporting the matter to appropriate school personnel.
- The use of cell phones, camera phones or other digital media is prohibited during the school day. Cell phones, camera phones, or other personal electronic devices will be confiscated if students use them during the school day without permission. Unauthorized use of electronic devices is subject to disciplinary action.
- Technology use outside normal academic hours and/or off school grounds (including but not limited to cell phones, e-mail, text messages, camera-phones, cameras, iPads, iPhones, etc.), must comport always to the standards set forth in the Parent-Student Handbook.
- The school reserves the right to seek financial restitution for any damage caused by a student's use of SDSC's network and/or electronic devices. The system administrators will deem what is inappropriate use, and their decision is final. The administration, faculty, and staff of the school may request the system administrator to deny, revoke, or suspend specific privileges.
- *Transmission of any material in violation of any U.S. or state law is prohibited.* This includes, but is not limited to: copyrighted material, threatening or obscene material, or material advocating violence.

Student:

I understand and agree to abide by the SDSC Technology Use Policy. I further understand that any violation of these regulations is unethical and may constitute a criminal offense. Should I commit any violation, my access privileges may be revoked, school disciplinary action may be taken, and/or appropriate legal action may be taken.

Parent/Guardian:

As the parent/guardian of this student, I have read the SDSC Technology Use Policy. I understand that this technology use and access at SDSC is designed for educational purposes. I am aware that it is impossible for the school to restrict access to all controversial materials and I will not hold SDSC responsible for materials acquired in use. Further, I accept full responsibility for supervision if and when my child's use of school's technology resources is not in a school setting. I hereby give permission for my child to use the school's technology resources and certify that I have reviewed this information with my child.

Parent/Guardian Signature		Date
Printed Student Name	Student Signature	Date
Printed Student Name	Student Signature	Date
Printed student Name	Student Signature	Date
Printed student Name	Student Signature	Date



*A Holy Ground of
Loving and Learning*

Saint Denis - Saint Columba School

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Data Privacy Consent Form

St. Denis-St. Columba School puts premium value to the privacy and security of personal data entrusted by its students and parent/guardian for legitimate purposes in connection with the Technology Use/Telecommunications Policy and any hardware and software used in connection therewith.

When we speak of “personal data”, the term includes the concepts of personal information, sensitive personal information, and privileged information. The first two are typically used to distinctively identify you.

Processing of Personal Data

A. Collection of Information. We collect your personal data that you provide to us during your application for admission, information we acquire or generate upon enrollment, and during the course of your education with us in order to carry out the purposes associated with our Technology Use/Telecommunications Policy.

1. Information you provide us during your application for admission. Upon application for admission, we collect information about personal circumstances and contact information, including, but not limited to, name, address, email address, telephone number and other contact details, family history, previous schools attended, academic performance, disciplinary record, medical record, etc.
2. Information we acquire or generate upon enrollment and during the course of your education with us. Upon enrollment and during the course of your education with us, we collect information on your academic or curricular undertakings, the classes you enroll in and scholastic performance, attendance record, medical record, etc. We will also collect information for and in relation to co-curricular matters, such as outreach activities, as well as extra-curricular activities, such as membership in student organizations, leadership positions and participation and attendance in seminars, competitions, and programs. We will also collect information in connection with any disciplinary incident, including accompanying sanctions that you may be involved in. We will also collect information in connection with your use of hardware and software provided to you during the course of your education with us, including, but not limited to, address, telephone number, email address, other unique identifier, passwords or PINs, and account credentials (e.g., username and password).

B. Access to Information. Your personal information is accessed and used by us. We use and share your information as permitted or required by law to pursue our legitimate interests as an educational institution, including a variety of academic, administrative, historical, and statistical purposes. Some examples of situations when we may use your information to pursue our legitimate interests as an educational institution are as follows:

1. evaluating applications for admission.
2. processing confirmation of incoming students and transfer students in preparation for enrollment.
3. recording, generating, and maintaining student records of academic, co-curricular and extra-curricular progress.
4. establishing and maintaining student information systems.
5. maintaining directories and records.
6. compiling and generating reports for statistical and research purposes.
7. providing services such as health, counseling, information technology, library, sports/recreation, transportation, safety, and security.
8. managing and controlling access to campus facilities and equipment.
9. communicating official school announcements; sharing marketing and promotional materials regarding school-related functions, events, projects, and activities; and
10. soliciting your participation in research and non-commercial surveys.

C. Sharing of Information. Some examples of when we may share or disclose your personal information to others include:

1. sharing of information to persons, including parent/guardian, or next of kin, as required by law or on a need-to-know basis as determined by the school to promote your best interests, or protect your health, safety, and security, or that of others.
2. providing academic institutions, companies, government agencies, private or public corporations, or the like, upon their request, with scholastic ranking information or certification of good moral character for purposes of admission.
3. reporting and/or disclosing information to government bodies or agencies (e.g., Commission on Higher Education, Department of Education); and
4. conducting research or surveys for purposes of institutional development; and
5. sharing of information to various third-party vendors who provide services associated with our Technology Use / Telecommunications Policy and any hardware and software used in connection therewith.

Data Protection

We shall implement reasonable and appropriate organizational, physical, and technical security measures for the protection of personal data which we collected. The security measures shall aim to maintain the availability, integrity, and confidentiality of personal data and are intended for the protection of personal data against any accidental or unlawful destruction, alteration, and disclosure, as well as against any other unlawful processing. We only permit your data to be accessed or processed by authorized personnel who hold such information under strict confidentiality, including all third-party vendors.

Any data security incident or breach that comes to the knowledge of us will be recorded and reported as required by law. We will take all necessary and reasonable steps to address such incident or breach and mitigate any negative effect of such incident or breach. If there is strong suspicion that an incident affects your personal information, we will notify you of such incident in an appropriate manner.

Consent

I have read this form, understood its contents and consent to (a) the collection, use, processing and transfer by St. Denis-St. Columba School of certain personal information about you (the "Data"); (b) any transfer of Data by any such authorized person for the purposes of implementing, administering and managing the purposes outlined above; (c) the use of such Data by any such authorized person for such purposes; and (d) the transfer to and retention of such Data by third parties in connection with such purposes. I further agree and acknowledge that while St. Denis-St. Columba has taken all necessary and reasonable steps to ensure that all third parties protect such Data, St. Denis-St. Columba School has no control over how the third party will use or disseminate my information. I agree to release and hold harmless St. Denis-St. Columba School, its representatives, officers, employees, contractors, agents, and assignees, from any and all claims of action or damages of any kind arising from, or in any way connected to, the release or use of any information or records by any third party pursuant to this form and as allowed by all applicable laws.

As the parent/guardian of the below students, I have read the data privacy consent form, understood its contents and provide consent to use the personal information collected as outlined and in accordance with this form.

Parent/Guardian's Name: _____

Parent/Guardian's Signature: _____

Date: _____

Student Name: _____

Grade: _____

Student Name: _____

Grade: _____

Student Name: _____

Grade: _____

Student Name: _____

Grade: _____