

REV. 8.11.2026



Chromebook Policy Handbook
2026 – 2027 School Year

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1: General Information and Disclaimer

All Saints Catholic School (ASCS) utilizes technology in support of the learning experience. Fully aware that the technological revolution of the last 50 years has changed society dramatically, we have intentionally introduced technology into the classroom as a way of enhancing teaching and learning, but also to introduce students to digital ethics, digital citizenship, and proper technology boundaries, all within the framework of our Catholic worldview. As with all innovations, technology has many positives to speak of, but it is vital to be aware of the negative effects that technology can create: loneliness, isolation, addiction. Our technology goal at ASCS is to properly order technology's place in our classrooms and our students' lives, recognizing it as a tool to be used well and responsibly. It is our hope that technology will

1. broaden and enhance the quality of your child's academic experience
2. provide your child with on-demand access to technology
3. increase integration of technology into the curriculum and the classroom
4. allow for greater differentiation of instruction

To that end, ASCS utilizes iPads in grades PK-2, where students are introduced to learning and art applications that allow them to practice what they are learning in a fun and engaging way. Elementary students utilize Chromebooks that are maintained in shared classroom carts, which allows teachers to determine when they are appropriate to use and to allow students to develop self-discipline as that use increases. Middle school students participate in a one-to-one (1:1) device program, whereby each student in grades 6-8 is issued a Chromebook (with a charger and carrying case) at the start of each school year. In the event that the school must implement online learning for an extended period of time, students in grades PK-5 who indicate a need for a device are given a take-home Chromebook (and charger) for the duration of the remote learning period. Those devices and chargers are returned when in-person learning resumes.

The policies, procedures, and information within this document apply to all iPads and Chromebooks issued by ASCS, as well as any other devices the administration determines to include under this policy. Teachers may set additional requirements for device-use in their classrooms.

ASCS maintains this Handbook to provide the most up-to-date information on the policies of the electronic device program, and reserves the right to update and modify as needed, at the discretion of the school administration.

Additionally, ASCS provides on-campus internet access to students, teachers, and staff members. The use of this network is a privilege, not a right, and may be revoked for violations of the Acceptable Use Policy. Each user is personally responsible for his/her actions when utilizing his or her school issued device on the school-provided network. ASCS will not be liable for the actions of anyone utilizing the school-related networks. All users assume full liability (legal, financial, or otherwise) for their own actions.

The Internet is a vast, global network that provides users with the ability to search, communicate, share, and learn. Accessing the Internet enables students to explore thousands of libraries, databases, museums, and other repositories of information around the world. While the use of Internet resources is intended for constructive educational goals, students may find ways to access other materials. We believe the benefits from having access to the Internet in the form of information resources and opportunities for collaboration outweigh the disadvantages, though the disadvantages can be quite serious. Families should be aware that some material accessible via the Internet may contain items that are illegal, defamatory, inaccurate, or potentially offensive. Ultimately, parents and guardians of minors are responsible for setting and conveying the standards that their children should follow when using media and information sources, and it is our hope and expectation that those standards will be in alignment with those of ASCS..

In order for a student to be issued a device and an email for access, he or she must agree to take full responsibility for his or her own actions by signing the user agreement and paying any applicable fees.

2: School assigned email account

To access school-issued devices, a student login credential is required. Therefore, every enrolled student in Grades 3-8 is assigned a school-issued email address (@allsaintsva.org) and password. Such credentials are created and maintained by the ASCS Director of Technology and our IT partner, The20. This is done via the school's google admin portal. As such, neither student email addresses nor passwords can be changed or altered by a student or parent.

School-issued credentials primarily serve to provide access to school-issued devices. However, it can also serve to provide access to online applications needed for schooling. An example would be the web application *WeVideo*, which is used for 7th grade Video Production. For applications like that, students will use their @allsaintsva.org email credentials to create a student account. NOTE: students should NOT create any account using their school-issued credentials for any application other than those specifically requested by a teacher. Also, some online applications do not allow for a Google single sign-in. In such cases, teachers will create and maintain separate login credentials for those applications. One example would be *First in Math* or *Typing.com*

Email addresses associated with the All Saints domain and assigned to each ASCS student grants that student limited access to the G-suite of applications, including:

- Google Drive
- Google Docs
- Google Slides
- Google Sheets
- Google Forms

Google applications that are BLOCKED from use include:

- Gmail
- Google Chat

- Google Classroom
- Google Video

When a student graduates, or leaves ASCS prior to graduation, his or her student assigned email address is suspended and made inactive.

3: Forms, Fees, Repairs

ASCS has a robust technology program that is used to enhance and support the education of our students. As stated, primary and elementary students have access to classroom devices maintained in carts and distributed by teachers as needed. Middle school students are issued a personal Chromebook which they use, charge, and maintain throughout the school year. The device assigned to a student at the start of 6th grade is theirs for the duration of their time in middle school. They retain daily possession of the device when school is in session *except for major holidays, including Thanksgiving, Christmas, and Easter*. At those times, teachers will collect devices prior to the break and return them on the first day back from holiday.

Likewise, middle school students will leave their school-issued devices at school for the summer months *except* in the case of graduating 8th grade students or any student who leaves ASCS prior to graduation and who satisfies the buy-out criteria (explained below). Students returning from Summer break will receive their assigned device during the first few weeks of the new school year

Along with the Chromebook, students receive the following device accessories: a power adapter and carrying-case. Students MAY bring in their own mouse or headset. Both are acceptable but neither is required.

Students may **not** use their own personal chromebook during the school day. This applies even to school-issued devices retained by older siblings who attended and/or graduated from ASCS.

Devices which are not retained by students upon graduation or early departure are incorporated into the ASCS computer-lab inventory and placed in carts or used for loaners or temporary replacements as needed.

Forms

To use any school-issued device, students and one parent or guardian must sign and return the following documents (each applies to a different cohort range):

- Zoom Participation Agreement (grades PK-8)
- Chromebook Policy Handbook Acknowledgement (grades 3-8)
- Chromebook Technology Use and Support Fee Agreement (grades 6-8)

All forms must be signed and returned to the homeroom teacher within the first week of school. Technology access is not allowed until all forms are in.

Questions about the forms can be directed to your homeroom teacher or to the Director of Technology.

Fees

The Technology Use and Support Fee applies only to the middle school students participating in the 1:1 Chromebook Program.

The 2026-27 Technology Fee is \$525 per chromebook, paid in 3 installments of \$175 per middle school year. Students in 7th and 8th grade will satisfy their Technology Fee at the agreed levels outlined in their original payment structure.

ASCS retains ownership of all Chromebooks until both the final payment is processed *and* the student is no longer enrolled at ASCS (either through graduation or early withdrawal).

The Technology Support fee is used to:

- fund Chromebook support
- ensure network bandwidth and appropriate Internet access
- provide training for students and faculty in the use of computing and networking resources
- facilitate all support, general maintenance, and repairs needed during the middle-school lifetime of the device.

Each school year, the fee is automatically scheduled via FACTS at a date pre-determined and announced by the administration. That date typically occurs within the first two weeks of the new school year

Damaged, Lost, or Stolen Chromebooks

Each school-issued device comes with a 3-year warranty (which covers the middle school enrollment period). That warranty ends upon graduation (or early withdrawal), at which time the student can retain possession of the device and take on responsibility for all repairs. The warranty covers device failure only. Device failures include, but are not limited to: a battery failing to maintain a charge, a USB port no longer recognizes an accessory, a black or white screen, or when all or a part of the keyboard stops working.

A student whose device exhibits those symptoms should report directly to the Directory of Technology who will facilitate a repair.

The warranty does **not** cover repairs due to cosmetic damage or more serious damage caused by mishandling, intentional misuse, abuse. Dropping a device, cracking a screen through mishandling, or other types of damage that render the device unusable (outside if the actual parts failing) fall *outside of the warranty coverage* and must be paid by the parent or guardian of the student.

A student experiencing these things should report directly to the Director of Technology who will evaluate the damage, request a repair quote if necessary, communicate with the family about the repair (and any associated costs), and facilitate the repair or replacement of the broken device.

Finally, the Technology Support Fee does **not** cover, nor represent any type of coverage for the replacement of a lost or stolen device or accessory.

The replacement fee for a lost, stolen, or completely incapacitated device (though misuse) is **\$525.00**. There is also a small fee for replacement accessories, including chargers and carrying cases.

As indicated, the ASCS Directory of Technology will assess all Chromebook damage, determine if it is covered by warranty, and repair or replace the device according to the following procedures:

- Assess whether or not the damage is covered by warranty
- Provide a loaner to the student
- Send end the device for repair
- Once fixed, it will be re-attached to the All Saints domain and returned to the student. The loaner device will be returned to the school inventory.
- In the event a repair is **not** covered by warranty, the Director of Technology will request a repair quote, which will be passed on to the parent/guardian for approval and payment. Once processed, the device will be sent out for repair.

Buy-out Options

Middle school students joining ASCS after 6th grade or leaving ASCS prior to graduation will need to complete a buyout if they want to maintain ownership of their device after withdrawal. For example:

- a student transfers into ASCS at the start of 7th grade and graduates at the conclusion of 8th grade. That student will have satisfied two fee payments. In order to keep their device upon graduation, the student would need to “buy out” the device by paying the missing fee from the middle school year they were not in the school.
- a student leaves ASCS at the conclusion of 7th grade. That student would have satisfied both the 6th and 7th grade fees and would be required to pay the 8th grade fee in order to retain possession of the device at the time of his or her departure.

4: Receiving & Returning Your Chromebook

Receiving Your Chromebook

Carts are distributed to all primary and elementary classrooms at the start of the school year. Those classes can begin to utilize technology in the classroom as soon as all required forms are turned in and accounted for.

Middle School students receive their devices within the first two weeks of the start of the school year, once all required forms are turned in and accounted for, and the technology fees are paid. At that time, the Director of Technology will assign brand new chromebooks to all incoming 6th grade students (and any new 7th or 8th grade transfer students). They will receive:

1. A new device
2. A charger
3. A carrying case

Each student is responsible for their assigned device for the duration of their middle school years, and that assigned device is the one they will ultimately take ownership of upon graduation.

Returning students will receive their previously assigned device back, along with any accessories also turned in, i.e. charger/carrying case.

ASCS Inventory Controls

Chromebooks will be labeled in the manner specified by the school. Each Chromebook can be identified in the following ways:

1. ASCS number on label and inventory sheet
2. Chromebook model and serial number on label and inventory sheet
3. Student name on label and inventory sheet

Under no circumstances are students to modify, remove or destroy identification labels.

Student Training

Students will be trained on how to use the Chromebooks by the Technology teacher and the classroom teachers.

Returning Your Chromebook

Middle School Chromebooks and accessories (power adapter, battery and case) and Elementary School carts will be collected at the end of each school year for maintenance and loss prevention over summer vacation. This applies across all grades except for graduating 8th graders who have paid all applicable fees and students not returning to All Saints who have satisfied the early departure buy-out requirements.

Chromebooks will also be collected for extended holidays, including Christmas and Easter.

Students Transferring in or out of ASCS

Any student leaving ASCS prior to graduation is required to return his/her Chromebook and accessories *if they do not opt to complete the buyout requirements*. If a Chromebook and its accessories are not returned, the parent / guardian is responsible for payment in full for the total replacement fee (\$525), not just the missing buyout fees.

Any student transferring *into* ASCS will be assigned a device and email account like all other students. Again, those transfer students must submit all forms and fee payments in order to receive their device. Their device will be new and will be under warranty until they leave ASCS either at graduation or through early departure.

5: Caring for Your Chromebook

Students are responsible for the general care of the Chromebook that is being issued by ASCS. Chromebooks that are broken or fail to work properly must be taken to the Computer Lab and presented to the technology director. If a loaner Chromebook is needed, one will be issued to the student until his/her Chromebook is repaired or replaced.

General Precautions

1. Keep food and liquids away from Chromebooks at all times.
2. Cords, cables and removable storage devices must be inserted carefully into the device ports.
3. Students should never carry their Chromebook while the screen is open.
4. Chromebooks should be shut down when not in use to conserve battery life.
5. Chromebooks should never be shoved into a locker or wedged into a book bag as this may break the screen.
6. Do not expose your Chromebook to extreme temperature or direct sunlight for extended periods of time (e.g. leave it on a car seat on a hot day, etc.). Extreme heat or cold may cause damage to the laptop. Remember to bring it to room temperature before turning it on.

Chromebook Cases

The protective case of the Chromebook will only provide basic protection from everyday use. It is not designed to prevent damage from excessive weight placed on the device, drops or abusive handling. Carrying the Chromebook in a padded backpack or padded book bag is acceptable provided the backpack or book bag is handled with care. For example, students shouldn't toss or drop the bag if a Chromebook is inside.

Screen Care

The Chromebook screen can be damaged if subjected to rough treatment. The screens are particularly sensitive to damage from excessive pressure on the screen.

- Do not lean on top of the Chromebook.
- Do not slam the Chromebook closed.
- Do not place anything near the Chromebook that could put pressure on the screen.
- Do not place anything in the carrying case that will press against the cover.
- Do not place anything on the keyboard before closing the lid (e.g. pens, pencils, notebooks).

- Clean the screen with a soft, dry anti-static or micro-fiber cloth. Do not use window cleaner or any type of liquid or water on the Chromebook. You can also purchase individually packaged pre-moistened eyeglass lens cleaning tissues to clean the screen. These are very convenient and relatively inexpensive.

Storing Your Chromebook

Chromebooks should stay with students throughout the day. Nothing should be placed on top of the Chromebook when stored in the locker. Students need to take their Chromebook home with them every night and ensure they are properly secured in the evening to prevent loss or theft. Chromebooks should **never** be stored in a vehicle.

Chromebooks Left in Unsupervised / Unsecured Areas

Under no circumstances should a Chromebook be stored in unsupervised areas. Unsupervised areas include the school grounds and campus, the cafeteria, unlocked classrooms, library, hallways, bathrooms, in a car or any other entity that is not securely locked, or in which there is no adult supervision.

Unsupervised Chromebooks will be confiscated by staff and taken to the school office or the Computer Lab for safeholding. At that point, a parent/guardian will be notified that the device was found in an unsupervised location. The student will be allowed to pick up the Chromebook only when accompanied by a parent/guardian.

6: Using Your Chromebook

At School

The Chromebook is intended for use at school nearly every day. Students must be responsible for bringing their Chromebooks to all classes charged and ready for use, unless specifically advised not to do so by their teacher.

Students will have access to the ASCS. Student network connection. Access will be set up and secured by the Directory of Technology prior to handing out the devices. Students experiencing network issues should see the Director of Technology for assistance.

At Home

Middle school students are required to take their Chromebook home each night for school work and charging. ***The device should be brought to school each day fully charged.*** If a student Chromebook is not charged, it is up to the discretion of each teacher whether to allow the student to charge the device during class.

If a student leaves their Chromebook at home, they must immediately contact the Directory of Technology and a loaner will be provided for the day.

Repeated violations of the charging/forgetting their device policy will result in referral to the school administration and subsequent contact with the parents.

Teachers will focus on teaching students responsible care and maintenance of the Chromebook throughout the year.

Students should leave the AC power adapter cord / charger at home. A fully charged chromebook should last throughout the day, so a charger at school is not necessary. Charging exceptions will be available at the discretion of the teachers and the Director of Technology.

Sound

Sound must be muted at all times at school unless permission is obtained from the teacher for instructional purposes. Headphones are provided in the classroom if sound is required. Students should NOT have personal earbuds in the building.

Printing

The Chromebook will not support a physical printer connection either at home or at school. Students cannot print from their device. However, they can access their Google drive from any home device, and can print from there.

Managing and Saving your work

Students may save documents to their Google Drive. Saving to Google Drive will make the file accessible from any device with Internet access, not just their school-issued Chromebook. Students using Google Drive to work on their documents will not need to save their work as Drive will save each keystroke as long as the device is connected to the Internet. It will be the responsibility of the students to maintain the integrity of their files and keep proper backups. Students will be trained on proper file management procedures.

Personalizing your Chromebook

Chromebooks and cases must remain free of any decorative writing, drawing, stickers, paint, tape or labels.

7: Device Software

Originally Installed Software

Chromebook software is delivered via the Chrome Web Store. Students will not be able to download their own apps. Enabled software will be web-based applications that do not require installation space on a hard drive. The software originally installed on the Chromebook must remain on the Chromebook in usable condition and easily accessible at all times. The software installations and maintenance are the responsibility of the ASCS Director of Technology and our IT partner, currently The20.

All Chromebooks are supplied with the latest build of Google Chrome Operating System (OS), and many other applications useful in an educational environment. The Chrome OS will automatically install updates when the computer is shut down and restarted.

From time to time, the school may add software applications for use in a particular course. This process will be automatic with virtually no impact on students. Applications that are no longer needed will automatically be removed by the school.

Virus Protection

Additional virus protection is unnecessary on the Chromebook due to the nature of its design.

Additional Software

Students are unable to install additional software on their Chromebook other than what has been approved by ASCS.

Filtering & Monitoring Software

ASCS will provide web-filtering and governing software for each Chromebook. This protects students from inappropriate web content at school and at home. Additionally, teachers will be able to monitor student use of the Chromebooks to ensure policy compliance and as part of the instructional process. Besides the robust web filters provided by the ASCS internet access routers, ASCS uses BARK and GOGUARDIAN as its filtering and classroom monitoring tools.

Inspection

All Chromebooks are subject to random check-ups or inspection to ensure proper care, use, and maintenance. Student files may be accessed by the Network Administrator at any time.

8: Technical Support

The Technology Office is located in the computer lab, and will be the first point of contact for all Chromebook issues. Services provided include:

- password reset
- user account support
- distribution of loaner Chromebooks
- hardware maintenance and repair
- operating system or software configuration support
- restoring Chromebook to factory default
- system software updates

5-Minute Rule

If technical difficulties occur, the technical support staff will use the “5-minute” rule. If the problem cannot be fixed in 5 minutes, the Chromebook will be restored to factory defaults. In a 1:1 environment it is impossible for support staff to maintain a working environment for all if too much time is spent fixing every glitch that may arise. Restoring the Chrome OS will restore the device to the state in which the user originally received it.

Student-files in a student’s Google drive will not be affected by this procedure. Any file saved locally on the Chromebook that has been synced to Google Drive will also remain intact. However, all other data stored locally that has **NOT** been synced will be lost during a factory reset.

Chromebooks Undergoing Repair

Loaner Chromebooks will be issued to students when they turn in their Chromebook for repair.

If repair is needed due to malicious damage, the school may refuse to provide a loaner Chromebook.

Repaired Chromebooks will be factory restored. It is important that students keep their school data synced to cloud drives so documents and class projects are not lost.

As previously outlined, families will be charged for Chromebook damage that is a result of misuse or abusive handling, which is not covered by warranty.

9: Digital Citizenship

Students should know how to use technology appropriately. When working in a digital and collaborative environment, students must do the following:

1. **Respect and Protect Yourself** by carefully considering what personal information is used in the digital world.
2. **Respect and Protect Others** by not bullying or harassing others online.
3. **Respect and Protect Intellectual property** or copyright material by acknowledging all sources of information and requesting to use software, pictures, music, and other media someone else produces.

10: Responsible Use Policy

As found in the Parent Handbook, there is no expectation or right to privacy or right to freedom of speech when using the school's computer resources, which are the school's property. Any use of the School's computers and Internet access must be in support of education and research and be consistent with the educational objectives of the Office of Catholic Schools.

Using school facilities for Internet access and e-mail is a privilege, not a right. Inappropriate use which includes but is not limited to unauthorized transmittal or improper use of copyrighted materials or materials protected as trade secrets; transmission of threatening or obscene materials (including song lyrics); vandalism of computer files; and violation of computer security as determined by the school administration can result in a cancellation, denial, suspension and/or revocation of those privileges by the school administration and also subject the user to other disciplinary action.

Electronic and/or Digital communications with students should be conducted for educationally appropriate purposes and employ only school sanctioned means of communication.

Users must adhere to local school policy that may further define uses of mobile devices. Access will be determined by the administration of the school. If a particular mobile device is to be used for an educational purpose, the school administration and/or teacher will provide parameters for this use.

Additional responsibilities for use of school facilities for the Internet and e-mail are:

- A. When using networks or computing resources of other organizations, students must observe the rules of that organization regarding such use.
- B. Users should not reveal their personal addresses or phone number(s), and shall not reveal the personal address or phone number(s) of others without their authorization/permission.
- C. Users are reminded that electronic mail (e-mail) is not guaranteed to be private. Students do not have access to e-mail, however, operators of the network/system have access to all mail. Messages relating to or in support of illegal activities may be reported to the proper authorities.
- D. Students shall immediately notify the system administrator/school administration if they suspect that a security problem with the system and/or the Internet exists.
- E. Any attempt to log onto the Internet or the school's network/system as a systems administrator will result in a loss of user privileges at the school. Any user identified as a security risk by the school administration/systems administrator due to a history of actual or suspected unauthorized access to other computer(s), network(s) or system(s) may be denied access to the school's computers, networks and/or systems.
- F. Users shall abide by generally accepted rules of network etiquette. Messages to others shall be polite and shall not be abusive. Messages shall use appropriate language and shall not include obscenities, vulgarities, or other inappropriate language. Use of the network shall not disrupt use of the network by others.
- G. The Diocese/schools make no warranty of any kind, whether express or implied, for Internet service. The Diocese/school will not be responsible for any damages suffered. This includes loss of data resulting from delays, non-deliveries, mis-deliveries or service interruptions caused by its own negligence or user errors or omissions. Use of any information obtained via the Internet is at the user's risk. The school specifically denies any responsibility for the accuracy or quality of information obtained through its services.
- H. Examples of Unacceptable Uses – Users are not permitted to:
 - a. Use technology in sexting or cyber-bullying: to harass, threaten, deceive, intimidate, offend, embarrass, or annoy any individual.
 - b. Post, publish, or display any defamatory, inaccurate, violent, abusive profane, or sexually oriented material. Users must not use obscene, profane, lewd, vulgar, rude, or threatening language. Users must not knowingly or recklessly post false information about persons, students, staff, or any other organization.
 - c. Use a photograph, image, video, or likeness of any student or employee without express permission of the individual, individual's parent, and the principal.
 - d. Create any site, post any photo, image, or video of another except with express permission of that individual, individual's parent, and the principal.
 - e. Attempt to circumvent system security.

- f. Deliberately visit a site known for unacceptable material or any material that is not in support of educational objectives.
 - g. Violate license agreements, copy disks, CD-ROMs or other protected media.
 - h. Use technology for any illegal activity. Use of the Internet for commercial gains or profits is not allowed from an educational site.
 - i. Breach confidentiality obligations of school or school employees.
 - j. Harm the good will and reputation of self, student, the school or school employees.
 - k. Transmit any material in violation of any local, state, or federal law. This includes, but is not limited to: copyrighted material, licensed material, and threatening or obscene material.
- I. Users must immediately report damage or change to the school's hardware and/or software.
- J. The school has the right to monitor student use of school computer, computer accessed content, and social media. Social media refers to activities that integrate technology, telecommunications, and social interaction through the use of words, images, video, or audio tools. Examples include, but are not limited to blogs, message boards, wikis, podcasts, image – video-sharing sites, live webcasting, and real-time communities. Students are strictly prohibited from accessing social websites on a school issued device (Facebook, Twitter, Snapchat, Instagram, Yubo, etc.). Because this is a constantly evolving area, this policy applies to all new social media platforms whether or not they are specifically mentioned in this policy.
- K. Violation of the above policy will be dealt with by the administration of the school. Violation of this policy may result in any or all of the following:
- a. Loss of use of the school network, computers, and software including Internet access.
 - b. Disciplinary action including, but not limited to, dismissal and/or legal action by the school, civil authorities, or other involved parties.

The school retains the right to discipline students for their actions, regardless of when or where they occur, when those actions negatively impact the school's image, reputation, and/or the safety and well-being of the school community. This covers inappropriate behavior in cyberspace including but not limited to messages, chat room commentary, comments/pictures, postings on social networking sites, blogs, wikis, searching of song lyrics, gaming chats, digital transmissions, and other technology related activity.

In addition, All Saints Catholic School has the following policy: Internet sites, such as “Twitter” “Facebook”, “Instagram”, “Snapchat” etc. are in the public domain, available to the general public. Any postings, pictures, messages or other activities by students that are to or about All Saints Catholic School, the Catholic Diocese of Arlington, the Roman Catholic Church or those affiliated with these organizations is subject to the provisions of this Handbook. Students are prohibited from accessing these social sites on school-issued devices. Specifically, postings which are contrary to the philosophy, teachings, policies or procedures of these institutions are subject to disciplinary action as may be appropriate by the School. Students and families affiliated with All Saints Catholic School are subject to these provisions at all times, to include materials which demean or embarrass others in the school community, suggest illegal activities or promote hurtful, threatening, dangerous, or illegal behavior or messages. Students are prohibited from using any school resources, including email addresses, to access or utilize websites that host these sites. Any references between a student and the school community and its employees must be consistent with the policies of this School. As with other activities that may bring embarrassment or scandal to our school community, inappropriate Internet activities of any sort at any time on the Internet may be grounds for disciplinary action including, but not limited to, dismissal or expulsion from the school.

School expectations and guidelines for Chromebooks and other devices will be sent home to parents via the student at the start of the school year.

General Guidelines

- Students will have access to forms of media and communication which are in support of education and research associated with the educational goals and objectives at All Saints Catholic School. Access to media and communication beyond these specific uses will not be supported or allowed.
- Students are responsible for the ethical and educational use of the technology resources of All Saints Catholic School.
- Access to All Saints Catholic School technology resources is a privilege and not a right. Each employee, student and/or parent will be required to follow the rules of the Acceptable Use Policy. Violations of these rules may result in the loss of privileges as well as other disciplinary action as defined by the Responsible Use Policy or other school and/or diocesan policies.
- Recognizing that it is impossible to define every instance of acceptable and unacceptable use, it will be at the discretion of the network administrator and/or school administration to use judgment as to what is acceptable in any undefined instances that may arise.
- Transmission of any material that is in violation of any federal or state law is prohibited. This includes, but is not limited to the following:
 - confidential information
 - copyrighted material
 - threatening or obscene material
 - computer viruses

- Any attempt to alter data, the configuration of a computer or the files of another user, without the consent of the individual, school administrator or technology administrator, will be considered an act of vandalism and subject to disciplinary action in accordance with school disciplinary policy.
- All users of the school's technology resources and/or school network must sign and abide by the rules defined in the All Saints Chromebook Policy Handbook and Responsible Use Policy

Privacy and Safety

- Do not open, use, or change computer files that do not belong to you.
- Do not reveal your full name, telephone number, home address, social security number, credit card numbers, passwords or passwords of other people.
- Remember that network storage is not guaranteed to be private or confidential. The administration reserves the right to inspect your files at any time and will take the necessary steps if files are in violation of the Responsible Use Policy.
- If you inadvertently access a website that contains obscene, pornographic, or otherwise offensive material, notify a teacher or the principal immediately so that such sites can be blocked from further access. This is not merely a request. It is a responsibility.
- If you share or display content that is disruptive, your parents will be contacted and/or the administration may implement other consequences depending upon the nature of the infraction.

Legal Propriety

- All students and staff must comply with trademark and copyright laws and all license agreements. Ignorance of the law is not immunity. If you are unsure, ask the network administrator if you are in compliance with the law.
- Plagiarism is a violation of the All Saints Catholic School discipline policy. Give credit to all sources used whether quoted or summarized. This includes all forms of media on the Internet, such as graphics, movies and text.

Consequences

- The student who is issued the Chromebook will be responsible at all times for its appropriate use. Non-compliance with the policies of the Chromebook Policy Handbook and Responsible Use Policy will result in disciplinary action as outlined by the discipline policy and/or other school policies for the user unless there is proof that another is responsible.
- Network usage and all stored files shall not be considered confidential and may be monitored at any time by the network administrator or other school administrators to ensure appropriate use. The school cooperates fully with local, state, or federal officials in any investigation concerning or relating to violations of computer crime laws.