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Dear St. Gregory School Parents/Guardians,

Students at St. Gregory School will be given Chromebooks to be used throughout the year. St. Gregory students will now be able to collaborate and share documents with each other and the teachers. To log in to the Chromebooks, students are given the use of a stgregzelie.org email address. This email account can be accessed at home and will allow students to access documents and files.

How can a parent be sure of what material their child is sending/receiving from another student?

The benefit of having a school email account, and not a personal Gmail account, is that the account is the property of the school and can be monitored anytime a parent or teacher has a concern. Unlike Gmail, teachers and parents can have access to the students' password. If the student had a public email account, the school would not have the ability to monitor account activity.

What if my child does not have internet at home?

If you do not have internet at home, please just let the classroom teacher know. They can still have access to the documents at school and use the Chromebooks in class.

What is included in the email account?

The email account gives your child access to various Google Apps. This will allow your child to type papers, create presentations, websites, and spreadsheets all within the account. Your computer does not need to have special software.

If you have any questions, feel free to talk to your child's teacher. I would also suggest watching tutorial videos online to familiarize yourself with the platform.

Please fill out the Chromebook Technology Pledge for each student, along with the insurance paper (which you will pay through FACTS). The student or teacher can fill in the information about the model and make.

Thank you,

A handwritten signature in black ink that reads "Nathan Rossman".

Mr. Rossman

St Gregory School Chromebook Agreement

Chromebooks are designed to help students and teachers get things done faster and easier. Chromebooks have built-in cloud storage, popular Google products for education, apps, and much more to better students' learning experience.

With the Chromebooks, our students will have technology incorporated in their daily learning. With the implementation of Chromebooks, we will have a larger focus on technology and it will give the teachers more flexibility in their instruction.

The policies, procedures and information contained in this document apply to all Chromebooks used at St. Gregory School. Teachers may set additional requirements for computer use in their classrooms.

USING YOUR CHROMEBOOK AND TAKING CARE OF YOUR ASSIGNED CHROMEBOOK

Students are responsible for the general care of the Chromebook that was issued to them by the School. Chromebooks that are broken or fail to work properly must be taken immediately to their teacher.

General Policies

- Chromebooks are intended for use at school each day. Students are responsible for bringing their Chromebooks to all of their classes, unless specifically instructed not to do so by their teacher.
- Protect the Chromebook screen by following the rules below. The Chromebook screen can be damaged if subjected to rough treatment. Chromebooks are particularly sensitive to damage from excessive pressure on the screen.
 - Close the Chromebook screen before moving it.
 - Do not lean on the top of the Chromebook when it is closed.
 - Do not place anything near the Chromebook that could put pressure on the screen.
 - Do not poke the screen.
 - Do not place anything on the keyboard before closing the lid (e.g. pens, pencils, or disks).
 - Clean the screen with a soft, dry cloth or anti-static cloth.
 - Do not bump the Chromebook against lockers, walls, etc. as it will eventually break the screen.
 - No food or drink is allowed next to your Chromebook while it is in use.
 - To conserve battery life Chromebooks should be shut down before moving them.
- Chromebooks must remain free of any writing, drawing, stickers, or labels.
- Chromebooks must never be left in any unsupervised area.
- Students are responsible for charging their Chromebook's battery.
- Students may be selected at random by teachers or administrators to provide their Chromebook for inspection for damages or misuse.

Failure to comply with the General Policies listed above will result in the loss of Chromebook privileges and/or other disciplinary action.

MANAGING YOUR FILES & SAVING YOUR WORK

Students will be logging in to St. Gregory School's Google Apps for Education domain and saving documents. With each individual's Chrome login, the student can access his or her schoolwork from any computer that has Internet access.

SOFTWARE ON CHROMEBOOKS

All software and apps on the Chromebooks will be installed and managed wirelessly through St. Gregory School. Students will not be able to install additional apps on their Chromebooks. Additional software will be installed wirelessly as they are recommended and approved by teachers and site administrators. Note: Virus protection is unnecessary on the Chromebook due to the unique nature of its design.

RECEIVING AND RETURNING YOUR CHROMEBOOK

Receiving Your Chromebook

Chromebooks will be distributed to all students. Parents and students must sign and return the "Chromebook Technology Pledge" documents before a Chromebook can be issued to their child. The "Chromebook Technology Pledge" outlines the parameters for families to protect Chromebooks and the School's investment in them.

Student Chromebooks will be labeled in the manner specified by each homeroom teacher.

Chromebooks will be taken home by the discretion of the St. Gregory faculty and staff.

CASES

Parents are encouraged to buy their child a protective case for his/her Chromebook that should be used whenever the Chromebook is being transported between classes or not in use.

Although the cases are reinforced to help protect the Chromebooks, they are not guaranteed to prevent damage. It remains the student's responsibility to care for and protect his/her device.

ACCEPTABLE USE

The Chromebooks are provided to enhance educational goals and objectives. It is inappropriate for students to access information that is not considered educational or to use provided hardware beyond its educational intent. For this reason, it is extremely important that St. Gregory School's Acceptable Use policies be followed. Misbehavior could result in temporary or permanent loss of access to the Internet, email, or other technology privileges. Violation may result in disciplinary action up to and including suspension/expulsion for students. When applicable, law enforcement agencies may be involved.

The use of the St. Gregory School's technology resources are a privilege, not a right.

USER TERMS AND CONDITIONS

The use of St. Gregory School's technology resources is subject to the following terms and conditions:

- The use of technology resources must be for educational and/or research purposes consistent with the mission, goals, and objectives of St. Gregory School. The school will make reasonable efforts to restrict access to inappropriate materials.
- User accounts are considered the property of St. Gregory School.
- Do not go into chat rooms or send chain letters without permission. If applicable, teachers may create discussion groups for communication among students for educational purposes.
- Do not open, use, or change files that do not belong to you.
- Do not reveal your full name, phone number, home address, social security number, credit card numbers, password or passwords of other students.
- Remember that storage is not guaranteed to be private or confidential as all Chromebook equipment is the property of St. Gregory School.
- If you inadvertently access a website that contains obscene, pornographic or otherwise offensive material, exit the site immediately.
- Always use appropriate and proper language in your communication.
- Do not transmit language/material that may be considered profane, obscene, abusive, or offensive to others.
- Do not send mass emails, chain letters or spam.
- Email and communications sent/received should be related to educational needs.
- Email and communications are subject to inspection by the school at any time.

CYBERBULLYING

- Cyberbullying involves the use of information and communication technologies such as email, cell phone, instant messaging, defamatory personal websites, and defamatory online personal polling websites to support deliberate behavior that is intended to harm others.
- Cyberbullying is all forms of harassment over the Internet or other forms of electronic communications, including cell phones.
- The School's Google Apps for Education program, whether accessed at school or away from school, during or after school hours, may not be used for the purpose of Cyberbullying. All forms of Cyberbullying are unacceptable and viewed as a violation of this policy and the School's acceptable computer use policy and procedures.
- Users are responsible for the appropriateness of the material they transmit. Hate mail, harassment, discriminatory remarks, or other anti-social behaviors are expressly prohibited. It is also recognized that the author (poster or sender) of the inappropriate material is often disguised (logged on) as someone else.
- Students and community members, who believe they have been the victims of such misuses of technology, as described in the policy, should not erase the offending material from the system. A copy of the material should be brought to the attention of the Principal immediately.
- In situations in which Cyberbullying originated from a non-school computer, but brought to the attention of the Principal, disciplinary action will still take place.

- Disciplinary action may include, but is not limited to: the loss of computer privileges, suspension or expulsion. Discipline for Cyberbullying will be handled on a case-by-case basis. In addition, when any kind of threat is communicated or when a hate crime is committed, it shall be reported to local law officials.

ADDITIONAL STUDENT RESPONSIBILITIES

- Using computers in a responsible and ethical manner.
- Obeying general school rules concerning behavior or communication that apply to computer use.
- Using all technology resources in an appropriate manner so as to not damage school equipment.

PARENT/GUARDIAN RESPONSIBILITIES

- Provide guidance to aid students in doing research and help assure student compliance of the acceptable use policy when using their account at home.
- We recognize that with the implementation of our Google Chromebook initiative, one priority is the protection of the investment by the school, therefore when Chromebooks are returned at the end of the school year, fines may be charged for damages beyond “normal wear”, such as missing keys, missing charging cord, or damage that impedes the use of the device. The Chromebooks are issued according to the serial number. Therefore students must return the same Chromebook that was issued to them. If another student uses your child’s Chromebook and it becomes damaged or lost, your child is responsible.
- The following list of prices and fines is for your information only, and to make you aware of the importance and value of keeping the Chromebook in good working condition. Prices may fluctuate based on current market availability of parts.

Damages:	Price:
Screen	\$150
Generic Charging Cord replacement	\$30
Protective Case	\$30
Hinges	Cost of Chromebook
Lost Chromebook	Cost of Chromebook
Water Damage	Cost of Chromebook

ST GREGORY SCHOOL CHROMEBOOK TECHNOLOGY PLEDGE

Student Pledge:

I, _____, (print student name) agree to the following conditions:

1. I will follow all of the policies and regulations included in the Chromebook Policy, Procedure, and Information handbook while at school.
2. I agree to return the Chromebook and power cord in good working condition every day.

Parent Pledge:

I, _____, (print parent name) will not hold St. Gregory School or its employees or agents responsible for any materials acquired by my child. I agree to the stipulations set forth in these policies. I will take full responsibility for any damage that occurs to the Chromebook while the device is in my child's possession.

Student Signature _____ Date _____

Parent Signature _____ Date _____