

ST. FRANCIS BORGIA GRADE SCHOOL

Chromebook Policy Handbook

2017-2018



The policies, procedures, and information within this document apply to all Chromebooks used at the St. Francis Borgia Grade School by students, staff, or guests including any other device considered by the Administration to fall under this policy.

Teachers may set additional requirements for Chromebook use in their classroom.

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1.0 Receiving Your Chromebook:

1.1 Chromebook Check-Out/Check In

Parents and students must sign and return the following documents before the device can be issued to a student:

- a. St. Francis Borgia Handbook Sign-Off and Student Pledge
- b. Chromebook Insurance Agreement
- c. Web Based Email Registration
- d. Student Contract for Access to Technology Resources

Students who currently have outstanding balances for repairs will not be issued a Chromebook until the debts have been resolved.

Student Chromebooks and accessories (charger and carrying case) will be collected at the end of each school year for maintenance.

Any student who no longer attends St. Francis Borgia Grade School will be required to return their Chromebook and accessories. If a Chromebook and accessories are not returned, the parent/guardian will be held responsible for payment in full.

2.0 Annual Insurance and Repairs:

2.1 Insurance and Deductibles

St. Francis Borgia Grade School requires that a Chromebook insurance plan be purchased prior to deployment of the Chromebook. This is covered in your annual Book and Technology Fee.

One claim for accidental damage or breakage of any Chromebook parts will require up to \$50 deductible. The second claim within a year will require a \$100 deductible. The third claim within a year will require a deductible of \$230. Payment of each deductible is required before the unit will be repaired. Subsequent claims beyond the third claim within a year will be at a total cost to the student.

	First Claim	Second Claim	Third Claim
Deductible	Up to \$50	Up to \$100	Up to \$230

**Annual is determined to be first of school year distribution until end of the regular school year.

2.2 Lost or Intentionally Damaged Device and Accessories

A Chromebook or any of its accessories that are lost (whereabouts unknown) or intentionally damaged is the responsibility of the student and parent involved in the loss of property. It will be the discretion of St. Francis Borgia Parish Administration to determine fault. The user will not be given another device or accessory to use until the replacement cost of the lost/damaged device or accessory is paid to the school.

2.3 Estimated Costs of Repairs (subject to change)

- Replacement of the Chromebook (\$230 for devices purchased by St. Francis Borgia Grade School prior to January 2018)
- AC Adapter & power cord - \$100
- Battery - \$100
- Protection Case - \$20
- Screen Replacement - \$75
- Top cover (A-side) - \$23
- Screen Bezel (B-side) - \$29
- Keyboard (includes Sim card door) (C-side) - \$40
- Bottom casing (D-side) - \$27
- Power ports - \$12
- LCD video cable (Motherboard > screen) - \$27

2.4 Chromebook Technical Support

The Parish Office will be the first point of contact for service of the Chromebooks.

- Password Identification
- User account support
- Coordination of warranty repair
- Distribution of loaner Chromebooks
- Hardware maintenance and repair
- Operating System or software configuration support
- Restoring Chromebook to factory default
- System software updates

3.0 Taking Care of Your Chromebook

Students are responsible for the general care of the Chromebook issued by the school. Chromebooks that are broken or fail to work properly must be taken to the Parish Office. If a loaner Chromebook is needed, one may be issued to the student until their Chromebook can be repaired or replaced.

3.1 General Precautions

- Food or drink is not recommended near your Chromebook.
- Cords, cables, and removable storage devices must be inserted carefully into the Chromebook case.
- Chromebooks and cases must remain free of any writing, drawing or stickers.
- Students should never carry their Chromebook while the screen is open.
- Chromebooks should be shut down when not in use to conserve battery life.
- Chromebooks should never be shoved into a locker or wedged into a book bag as this may break the screen.
- Do not expose your Chromebook to extreme temperatures or direct sunlight for extended periods of time. Extreme heat or cold may cause damage to the Chromebook.
- Always bring your Chromebook to room temperature prior to turning it on.

3.2 Carrying the Chromebook

The protective shell of the Chromebook will only provide basic protection from everyday use. It is not designed to prevent damage from drops or abusive handling.

- Students must always carry the Chromebook in the SFBGS provided protective padded case.
- No other items should be stored or carried within the Chromebook case to avoid pressure and weight on the screen.

3.3 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 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 poke the screen.
- 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 purchase individually packaged pre-moistened eyeglass lens cleaning tissues to clean the screen. These are convenient and relatively inexpensive.

3.4 Chromebooks Undergoing Repair

- Loaner Chromebooks may be issued to students who have paid the cost of the repair when they leave their Chromebook for repair at the Parish Office.

- If repair is needed due to malicious damage, the school will refuse to provide a loaner Chromebook, unless full replacement cost has been rendered prior.
- Repaired Chromebooks will end up with the original factory image as first received. It is important that students keep their school data synced to the google drives so documents and class projects will not be lost. Personal information that cannot be replaced should be kept at home on an external storage device.
- Students and parents will be charged for Chromebook damage that is a result of misuse or abusive handling.

3.5 Chromebook Identification

Chromebooks will be labeled in the manner specified by the school.

Chromebooks can be identified in the following ways:

- Record of serial number and St. Francis Borgia Grade School asset tag
- Individual's Google Account username

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

3.6 Storing Your Chromebook

When students are not monitoring their Chromebook, it should be stored in their lockers *with the lock securely fastened*. 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. The Chromebook is not to be stored in lockers or anywhere else at school outside of school hours. The Chromebook should be charged fully each night at the student's home. Chromebooks should *never* be stored in a vehicle for an extended period of time, especially during times of extreme temperatures.

3.7 Storing Chromebooks at Extracurricular Events

Students are responsible for securely storing their Chromebook during extracurricular events. A locked locker is suggested for storage.

3.8 Chromebooks Left in Unsupervised / Unsecured Areas

Under no circumstance should a Chromebook be stored in unsupervised areas. Unsupervised areas include: the school grounds and campus, the cafeteria, unlocked classrooms, library, locker rooms, dressing rooms, hallways, bathrooms, extra-curricular bus, in a car, or any other entity that is not securely locked or in which there is not supervision.

Unsupervised Chromebooks will be confiscated by staff and taken to the Principal's office. Disciplinary action may be taken for leaving a Chromebook in an unsupervised location.

4.0 Using Your Chromebook

4.1 At School

The Chromebook is intended for use at school each and every day. In addition to teacher expectations for Chromebook use, school messages, announcements, calendars, academic handbooks, student handbooks and schedules will be accessed using the Chromebook. Students must be responsible for bringing their Chromebook to all classes, unless specifically advised not to do so by their teacher.

4.2 Chromebooks Left at Home

If students leave their Chromebooks at home, they are responsible for getting the course work completed as if they had their device present. Students who forget to bring their Chromebook are able to obtain a Chromebook for checkout from the Parish Office. Loaner devices in this instance can only be checked out for the day and are not to be taken home.

4.3 Charging Your Chromebook's Battery

All assigned students are required to take their Chromebook home each night throughout the school year for charging. *Chromebooks must be brought to school each day in a fully charged condition.* Students need to charge their Chromebooks each evening. Violations of this policy may result in referral to administration and possible disciplinary action. If fully charged at home, the battery should last throughout the day.

4.4 Screensavers/Background photos

- Inappropriate media may not be used as a screensaver or background photo.
- Presence of guns, weapons, pornographic materials, inappropriate language, alcohol, drug, gang related symbols or pictures will result in disciplinary actions.

4.5 Sound, Music, Games or Programs

- Sound must be muted at all times unless permission is obtained from the teacher for instructional purposes.
- All software/apps/games must be approved by SFBGS.

4.6 Home Internet Access

Students are allowed to set up wireless networks for their Chromebook. This will assist them with device use while at home. Students are not required to have wireless access at home.

4.7 Printing

- Printing functionality will be available on a limited basis at school and subject to classroom requirements. Teachers will utilize digital copies in most instances.
- The Chromebook will not support a physical printer connection. Instead, users may print to their home printers using the Google Cloud Print service. A wireless home network is required for this. <http://google.com/cloudprint>

5.0 Managing Your Files & Saving Your Work

All work should be saved in your Google Drive account. You may, however utilize the Offline features of the Chromebook and sync when you have access to wifi.

6.0 Software on Chromebooks

6.1 Originally Installed Software

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 shutdown and restarted. The software originally installed on the Chromebook must remain on the Chromebook in usable condition and easily accessible at all times.

From time to time the school may add software or apps 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 as well.

6.2 Virus Protection

Virus protection is unnecessary on the Chromebook due to the unique nature of its design.

6.3 Additional Software

Students are unable to install additional software on their Chromebook other than what has been approved by St. Francis Borgia Grade School who will manage the necessary applications for school work. Students will not be allowed to use personal accounts on school devices, only the account provided by SFBGS.

7.0 Personalizing the Chromebook

Chromebooks must remain free of any decorative writing, drawing, stickers, paint, tape, or labels that are not the property of St. Francis Borgia Grade School. Spot checks for compliance will be done by administration or St. Francis Borgia Grade School at any time.

Students may add appropriate music, photos, and videos to their Chromebook. Personalized media are subject to inspection and must follow the St. Francis Borgia Grade School acceptable use policy.

8.0 Acceptable Use

8.1 Chromebook Acceptable Use

The use of the St. Francis Borgia Grade School's technology resources is a privilege, not a right. The privilege of using the technology resources provided by St. Francis Borgia Grade School is not transferable or extendible by students to people or groups outside the school and terminates when a student is no longer enrolled at St. Francis Borgia Grade 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 of the User Terms and Conditions named in this policy, privileges may be terminated, access to the school technology resources may be denied, and the appropriate disciplinary action shall be applied. The St. Francis Borgia Grade School Student Code of Conduct shall be applied to student infractions. Violations may result in disciplinary action up to and including suspension/ expulsion for students. When applicable, law enforcement agencies may be involved.

- Students will have access to forms of media and communication which is in support of education and research and in support of educational goals and objectives at St. Francis Borgia Grade School. Access to media and communication beyond these specific uses will not be supported or allowed.
- Students are responsible for their ethical and educational use of the technology resources of St. Francis Borgia Grade School.
- Access to the St. Francis Borgia Grade 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 School's Acceptable Use Policy. Violations of these rules will result in the loss of privileges as well as other disciplinary action as defined by the St. Francis Borgia Grade School Acceptable Use Policy, Plan of Discipline, or other policies.
- Recognizing that it is impossible to define every instance of acceptable and unacceptable use, it will be at the discretion of the parish administration and/or school administration to use judgement 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, and 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 discipline policy.

- All users of the School's technology resources and/or school network must sign the SFBGS Chromebook Policy Handbook Sign-Off and Student Pledge and abide by the rules defined in the School's Acceptable Use Policy.

8.2 Parent/Guardian Responsibilities

- Talk to your children about values and the standards that your children should follow on the use of the Internet just as you do on the use of all media information sources such as television, telephones, movies, and radio.
- Should you want your student to opt out of taking a Chromebook home, you will need to sign a form indicating this and understand that your student is still responsible for meeting the course requirements.

8.3 School Responsibilities

- Provide Internet access at school and provide an individual Google account to its students.
- Provide Internet blocking of inappropriate materials on school networks. Regardless of where the student is using the Chromebook, the firewall and network restrictions of our school network will be enforced.
- Immediately report any inappropriate digital content to the principal.
- Provide network data storage areas. These will be treated similar to school lockers. St. Francis Borgia Grade School reserves the right to review, monitor, and restrict information stored on or transmitted via St. Francis Borgia Grade School owned equipment and to investigate inappropriate use of resources.
- Provide guidance to aid students in use of the device and help ensure student compliance of the acceptable use policy.

8.4 Students Responsibilities

- Using computers/devices in a responsible and ethical manner.
- Obeying general school rules concerning behavior and communication that apply to computer use.
- Using all technology resources in an appropriate manner so as to not damage school equipment. This "damage" includes, but is not limited to, the loss of data resulting from delays, non-deliveries, mis-deliveries or service interruptions caused by the student's own negligence, errors or omissions. Use of any information obtained via St. Francis Borgia Grade School's designated Internet System is at your own risk. St. Francis Borgia Grade School specifically denies any responsibility for the accuracy or quality of information obtained through its services.
- Helping St. Francis Borgia Grade School protect our computer system/device by contacting

any staff member about any security problems they may encounter.

- Monitoring all activity on their account(s)/device.
- Students should always secure their Chromebook after they are finished working to protect their work information and device.
- If a student should receive inappropriate digital content, he/she should immediately notify an adult.
- Returning their Chromebook at the end of the school year.
- Students who withdraw, are suspended or expelled, or terminate enrollment in the St. Francis Borgia Grade School for any other reason, must return their individual school device/computer on the date of termination. .

8.5 Privacy and Safety

- Do not go into any chat rooms other than those set up by your teacher or mandated in other distance education courses.
- Do not open, use, or change computer files that do not belong to you.
- Do not reveal your full name, phone 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. SFBGS Administration reserves the right to inspect your files at any time and will take the necessary steps if files are in violation of the school's Acceptable 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.
- Parents are encouraged to monitor their child's internet activity and internet usage periods.

8.6 Legal Propriety

- 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.
- Plagiarism is a violation of the St. Francis Borgia Grade School Code of Conduct. Give credit to all sources used, whether quoted or summarized. This includes all forms of media on the Internet, such as graphics, movies, music, and text.
- Use or possession of hacking software is strictly prohibited and violators will be subject to St. Francis Borgia Grade School Disciplinary Policy. Violation of applicable state or federal law will result in criminal prosecution or disciplinary action by the School.

8.7 Email

- Students in need of email for academic reasons will only be allowed email access through an address assigned by SFBGS. This email access will be through a Google Gmail system managed by the St. Francis Borgia Grade School. The interface is heavily monitored by

School network administrators and is subject to filtering of inappropriate content.

- Always use appropriate language.
- Do not transmit language/material that is profane, obscene, abusive, or offensive to others.
- Do not send mass emails, chain letters, or spam.
- No private chatting during class without permission is allowed.
- Email is subject to inspection at any time by school administration.
- School issued student email accounts will only be able to communicate with other St. Francis Borgia Grade School students and faculty.

8.8 Consequences

- Students will be responsible for accounts and/or computer hardware issued to them. Non-compliance with the policies of the Chromebook Policy Handbook or the St. Francis Borgia Grade School Acceptable Use Policy will result in disciplinary action as outlined by the discipline code and/or other school policies for the user.
- Electronic mail, 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 will cooperate fully with local, state, or federal officials in any investigation concerning or relating to violations of computer crime laws.

St. Francis Borgia Grade School Chromebook Policy Handbook Sign-Off and Student Pledge



- I will take good care of my Chromebook.
- I will never leave my Chromebook unattended in an unsecured or unsupervised location.
- I will never loan out my Chromebook to other individuals.
- I will know where my Chromebook is at all times.
- **I will charge my Chromebook battery to full capacity each night and bring it to school daily, leaving the charger at home.**
- I will keep food and beverages away from my Chromebook since they may cause damage to the device.
- I will not disassemble any part of my Chromebook or attempt any repairs.
- I will protect my Chromebook by always carrying it in a secure manner to avoid damage.
- I will use my Chromebook in ways that are appropriate for education.
- I will not place decorations (stickers, markers, writing, etc.) on the Chromebook.
- I understand that the Chromebook I am issued is subject to inspection at any time without notice and remains the property of St. Francis Borgia Grade School.
- I have read and will follow the policies outlined in the Chromebook Policy Handbook including the SFBGS Acceptable Use Policy while at school as well as outside the school day.
- I will file a police report in case of theft or damage caused by fire.
- I will be responsible for all damage or loss caused by neglect or abuse.
- I agree to pay the full replacement cost of my Chromebook, power cord/charger, bag & ID tag in the event that any of these items are lost or intentionally damaged.
- I agree to return the Chromebook, power cord/charger, ID tag and carrying bag in good working condition at the end of each school year.

Student Name: _____ (Please Print)

Student Signature: _____ Date: _____

Parent Signature: _____ Date: _____

ST. FRANCIS BORGIA GRADE SCHOOL Chromebook INSURANCE AGREEMENT

Student/Parent Chromebook Use Agreement

In this agreement, “Chromebook” means Chromebook and all its components, software, battery, charger, and accessories (bag, pouch, ID tag, straps).

Parent (P) and Student (S) please initial each section:

<p>P:</p> <p>S:</p>	<p>TERMS:</p> <ul style="list-style-type: none"> • You agree to pay \$150 yearly Book and Technology Fee. • You will comply at all times with the St. Francis Borgia Grade School’s Chromebook Policy Handbook and its guidelines as well as the St. Francis Borgia Grade School Technology Acceptable Use Policy. Any failure to comply may terminate your rights of possession effectively immediately and the school may repossess the property. Chromebooks are assigned to a single individual and are not to be shared.
<p>P:</p> <p>S:</p>	<p>TITLE:</p> <ul style="list-style-type: none"> • Legal title to the Chromebook is to St. Francis Borgia Grade School. The student’s right of possession and use is limited to and conditioned upon full and complete compliance with this Agreement and the Chromebook Policy Handbook.
<p>P:</p> <p>S:</p>	<p>LOSS OR DAMAGE:</p> <ul style="list-style-type: none"> • If the property is accidentally damaged or incurs loss due to an act of nature, St. Francis Borgia Grade School will assess the Chromebook damage and repair or replace the device under the accidental loss or damage policy. If the property is stolen, a police report must be filed by the student or student’s parents/guardian involved in the loss of property. Loss or theft of the property must be reported to the School by the next school day after the occurrence. Fraudulent reporting of theft will be turned over to the police for prosecution.
<p>P:</p> <p>S:</p>	<p>REPOSSESSION:</p> <ul style="list-style-type: none"> • Students not complying with all terms of this Agreement and the Chromebook Policy Handbook, including the timely return of the property, will be declared to be in default and authorities may be sent to your place of residence, or other location of the Chromebook to take possession.
<p>P:</p> <p>S:</p>	<p>TERM OF AGREEMENT:</p> <ul style="list-style-type: none"> • Your right to use and possession of the property terminates no later than the last day of classes during the school year unless earlier terminated by the School or upon student withdrawal from St. Francis Borgia Grade School.
<p>P:</p> <p>S:</p>	<p>APPROPRIATION AND PAYMENT OF FEES & FINES:</p> <ul style="list-style-type: none"> • Your failure to timely return the property and the continued use of it for non-school purposes without the school’s consent will be considered unlawful appropriation of school property and you will be turned into collections for the full replacement cost of the device, charger, and bag. • All fees and fines must be paid on a yearly basis on or prior to the registration date.

St. Francis Borgia Grade School

STUDENT Contract for Access to Technology Resources

I, _____ accept to abide by the following rules:
(Print student name)

- I have received a copy and have read the SFBGS's Chromebook Policy Handbook.
- I understand that the primary purpose of the St. Francis Borgia Grade School's technology resources is educational, and that the use of this technology is solely to support educational objectives of the School.
- I understand that inappropriate behavior may lead to penalties including revoking or suspension of my access, disciplinary action, and/or legal action.
- I agree not to participate in the transfer of illegal materials (including those which may be considered treasonous or subversive) through the use of the St. Francis Borgia Grade School's technology resources. I understand in some cases, the transfer of such material may result in legal action against me.
- I understand not to allow other individuals to use any account(s) assigned to me for network or Internet activities, nor will I give anyone my password(s).

Signed: _____
Signature of Student *Print Student Name*

Date _____ **Grade** _____ **School** _____

Your child has requested access to St. Francis Borgia Grade School's Technology resources. This access includes connections to computers through the Internet, which could include email and blogging in a secure location within the St. Francis Borgia Grade School. Please read the Acceptable Use Policy within the Chromebook Policy Handbook with your child. In submitting a signed application, your child accepts responsibility of using any of the School's technology resources in an appropriate manner. It is important that you understand his/her responsibilities as well. Your signature, indicating that you have read and agreed to our Use Policy, is necessary before access will be granted.

As the parent/guardian of the child named above, I have read both the St. Francis Borgia Grade School's Acceptable Use Policy and this contract. I will not hold any teacher, the school or parish responsible for or legally liable for materials distributed to or acquired from any of the School's technology resources. I accept full responsibility and liability for the results of any of my child's actions with regards to the use of the School's technology resources. Should my child violate any portion of this policy, I understand that I may be held financially liable for any costs incurred by the School to remedy the damage results from the violation(s).

Parent/Guardian Signature _____

Print Parent/Guardian Name _____ **Date** _____

Home Phone _____ **Cell** _____ **Work Phone** _____

St. Francis Borgia Grade School

Web Based Email Registration

(PLEASE PRINT)

First Name: _____ **Middle Name:** _____

Last Name: _____ **Graduation Year:** _____

Current Homeroom Teacher's Name: _____

1. Email account will remain active until June 1 - One year after your graduation date unless otherwise terminated.
2. Students should exercise caution in using email to communicate confidential or sensitive matters, and should not assume that email is private and confidential.
3. All message and files that exist at the time an account is terminated will be deleted and cannot be recovered.
4. Students must properly identify themselves as originators of email messages, and refrain from using email for any purpose that is not consistent with the policies regarding the conduct of students of St. Francis Borgia Grade School. Students shall not deliberately alter or attempt to conceal their true identity, return mail address or the origination location of the message.
5. Students are responsible for the activity of any account that has been assigned to him or her. If a student suspects that another person has accessed his or her account, the Principal should be notified immediately.
6. Students should use restraint and observe the rules of "netiquette" in email communications.
7. Students shall not send messages or postings that may be used to intimidate, harass, create an offensive atmosphere or that could be construed as abusive or offensive.
8. Students should not propagate chain letters (e.g. any communication which requests or demands the recipient forward the message to one or more individuals).
9. Students shall respect the laws governing the use of copyrighted, intellectual property, which includes computer software.
10. Students shall not commit acts associated with denying, interfering with or disrupting service of St. Francis Borgia email service.
11. Students shall not use their email account for commercial activities that are not in support of education, research, public service, economic development or government purposes. Further, it is not acceptable to distribute unsolicited advertising.
12. St. Francis Borgia Parish and Grade School reserves the right to review any email sent or received through the use of this account.
13. Violation of any of the above conditions will result in the termination of the email account. The St. Francis Borgia Parish and School will be the sole arbiter of what constitutes a violation.
14. This agreement begins immediately and is effective through your completion of 8th grade at St. Francis Borgia Grade School.

Student Signature: _____ **Date:** _____