



SAINT GABRIEL CATHOLIC SCHOOL  
4500 South Wallace Street; Chicago, IL 60609  
Office: 773.268.6636 FAX: 773.268.2501 [www.saintgabes.com](http://www.saintgabes.com)

**Saint Gabriel Catholic School  
Student and Parent Contract  
Student Acceptable Use And Digital Citizenship**

**ACCEPTABLE USE AND DIGITAL CITIZENSHIP**

St. Gabriel students are required to adhere to the St. Gabriel School Technology Policy and all of its corresponding administrative procedures at all times. While working in a digital and collaborative environment, students should always conduct themselves as good digital citizens by adhering to the following:

**Respect Yourself.** I will show respect for myself through my actions. I will select online names that are appropriate. I will use caution with the information, images, and other media that I post online. I will carefully consider what personal information about my life, experiences, or relationships I post. I will not be obscene. I will act with integrity.

**Protect Yourself.** I will ensure that the information, images and materials I post online will not put me at risk. I will not publish my personal details, contact details, or a schedule of my activities. I will report any inappropriate behavior directed at me while online. I will protect passwords, accounts, and resources.

**Respect Others.** I will show respect to others. I will not use electronic mediums to antagonize or bully others. I will show respect for other people in my choice of websites: I will not visit sites that are degrading to others or inappropriate in any way. I will not enter other people's private spaces or areas.

**Protect Others.** I will protect others by reporting abuse and not forwarding inappropriate materials or communications. I will avoid unacceptable materials and conversations.

**Respect Intellectual Property.** I will request permission to use copyrighted or otherwise protected materials. I will suitably cite all use of websites, books, media, etc.. I will acknowledge all primary resources.

**Act With Academic Honesty.** I will not plagiarize the work of another person, nor will I provide my work to others.

**ACCEPTABLE USE POLICY FOR TECHNOLOGY**

St. Gabriel School provides access to computers, tablets, Chromebooks and the Internet to students to enrich the learning environment. Through the St. Gabriel School network, students can collaborate with one another and can find documents that contain pictures and text, as directed by their teacher. The Internet allows people around the world to share information. The ability to communicate electronically with others and to access information is of great value to instruction. Digital resources and devices are provided to students with the sole purpose of improving the instructional climate and providing new and innovative educational opportunities.



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As required by state law, St. Gabriel School has in place content filtering software and equipment that blocks objectionable web content, including violence, nudity, mature sexual content, criminal and illegal activities, gambling, hate and racism. Through close supervision by faculty, and education on safe use of the internet. The purpose of this Acceptable Use Policy is to establish guidelines that provide safe and responsible access to resources by all students.

**Acceptable Uses of Technology**

- Creating reports, presentations, videos, and other visual displays of knowledge
- Using software and apps to improve academic skills
- Using the Internet to research topics
- Viewing educational videos and simulations
- Communicating with others to share information or to acquire expert information on a particular academic topic, as assigned by their teacher
- Other technology activities that help the student learn, gain and share information that is educational in nature

**Uses of Technology That Are Unacceptable and Strictly Forbidden**

- Deliberate damage to Computers, Chromebooks, Tablets, Printers, Network, etc
- Using technology for activities that are not educational, or without the consent of the teacher
- Accessing or attempting to access, uploading, downloading or sharing inappropriate material (violence, nudity, mature sexual content, criminal and illegal activities, gambling, hate, racism, etc)
- Using objectionable, impolite, abusive or profane language
- Accessing or attempting to access another person's files without the permission of that person
- Violation of copyright law (illegal use/sharing of software or other files)
- Plagiarism, which is defined as the using of ideas or writings of others and presenting them as if they were original
- Falsifying one's identity while on the internet
- Disabling or attempting to disable protective programs on the school network such as virus protection, content blocking, etc
- Cyberbullying, which defined as the use of technology to tease, taunt, hurt, threaten, or be cruel to another individual
- Giving out personal information such as name, address or telephone number
- Sharing one's password with others, or using another person's password



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- Intentional sharing or posting of files which are dangerous to the integrity of the network (viruses, etc)
- Accessing or attempting to access administrative areas of the school network, individual computers or tablets, desktop and backgrounds
- Use of non-school related social networking sites and apps
- Use of instant messaging
- Using the network for non-school activities
- Food and drinks are prohibited near the area near computers
- Use of digital cameras for non-educational purposes or without the permission of the teacher
- Downloading apps or streaming video on Chromebooks, Tablets without direction from the teacher

**Consequences for Inappropriate Use of Technology**

Unacceptable uses of St.. Gabriel School technology resources may result in the suspension or cancellation of the Chromebook/Tablet privileges, disciplinary measures noted in the St. Gabriel School Academic and Behavior Policy, as well as monetary and/or legal consequences.

**1:1 PROGRAM CHROMEBOOK ACCEPTABLE USE POLICY**

**Distribution of the Chromebooks**

4th thru 8th grade students will be issued school-lease Chromebooks while Pre-K thru 3rd grade will be issued a school-lease Tablets. Students and their parents must sign a form that indicates their compliance with the St. Gabriel school acceptable Use Policy and the St. Gabriel School 1:1 Chromebook Policy and Procedures

**Chromebook/Tablet Care**

**General Precautions**

- Students are not allowed to use any device in school other than the school-issued Chromebook/Tablet
- Students should never leave their device unattended in the hallway or other public areas
- No food or drink should be near Chromebooks/Tablets
- Chromebooks/Tablets are not allowed in the cafeteria at lunchtime
- Students will be provided with cases for their Tablets. The cases and the Tablet must remain free of any writing, drawing, stickers, and labels. No other cases may be used
- Although the cases are reinforced to help protect the Tablet they are not guaranteed to prevent damage (it remains the student's responsibility to care for and protect his/her device)



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- Heavy objects should never be placed on top of Chromebooks or Tablets
- Chromebooks/Tablets should not be in places in extreme heat or cold or near any magnetic devices

**Carrying Chromebooks/Tablets**

- Always transport the Chromebook with care and Tablets in their protective case. Failure to do so may result in severe damage such as shattered screens
- The Chromebook/Tablet should be ON TOP of any items being carried by the student. Do not place books or other items on top of the Chromebooks/Tablets
- Never lift Chromebooks by the screen
- Never carry Chromebooks with the screen open

**Screen Care**

The Chromebook/Tablet screen can be damaged if subjected to heavy objects, rough treatment, some cleaning solvents, and other liquids. The screens are particularly sensitive to damage from excessive pressure.

- Do not put pressure on the top of a Chromebook/Tablet when it is closed
- Do not store a Chromebook with the screen open
- Do not place anything in the protective case that will press against the cover
- Make sure there is nothing on the keyboard before closing the lid (e.g pens, pencils, or other supplies)
- Only clean the screen with a soft, dry microfiber cloth or anti-static cloth

**Asset Tags**

- St. Gabriel School maintain a log of all Chromebooks/Tablets that includes Chromebook/Tablet serial number, asset tag code, and name and grade of all the students assigned to the device
- Your Chromebook/Tablet will be labeled with property of St. Gabriel School
- Label and tags should not be modified or tampered with in any way

**REPAIRS AND LOANERS**

- Students are responsible for the care of their Chromebooks/Tablets. Chromebooks/Tablets that are broken or fail to work properly should be taken to the office as soon as possible, so they can be properly assessed
- Students will be issued a loaner that they can use at school while theirs is being repaired  
NOTE: The student is responsible for any damage to or loss of the loaned device
- The Technology Department will analyze and fix the problem if they can. If unable to be repaired by the Technology Department, broken Chromebooks/Tablets will be sent to a repair facility
- The vendor warrants the Chromebook/Tablet from defects in material and workmanship. The limited warranty covers normal use, mechanical breakdown, and faulty construction.



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The vendor will provide normal replacement parts necessary to repair the Chromebook/Tablet or, if required, a Chromebook/Tablet replacement.

- The vendor warranty does not warrant against damage caused by misuse, abuse, or accidents. Students/Families are responsible for the cost of repairs due to misuse, abuse, or accidents. The Technology Department will notify the office when the Chromebook/Tablet has been repaired and will then be re-issued to the student and the loaner returned.

**IN-SCHOOL USE OF SCHOOL-ISSUED CHROMEBOOKS/TABLETS**

- **Backgrounds and Themes.** Can only be changed at discretion of a faculty member
- **Sound.** Students should have their own personal set of earbuds with them at all times, which can only be used when instructed by a teacher. Sound must be muted at all times unless permission is obtained from a teacher
- **Camera.** Cameras (if applicable) must be **OFF AT ALL TIMES** unless otherwise instructed by a teacher
- **Printing.** Students are encouraged to digitally publish and share their work with their teachers and peers without printing. On the rare occasion that a teacher requires an assignment to be printed, students will submit work to the teacher and she/he will print it.
- **Login.** Students will log into their Chromebooks/Tablets using their school issued Google Apps for education account. Students should never share their account passwords with anyone other than a parent, unless requested by an administrator. Students should not allow other students to use their Chromebooks/Tablets at any time unless permission has been given by the teacher
- **Managing and Saving Digital Work.** The majority of students work will be stored in Internet/Cloud based applications and can be accessed from any computer with an Internet connection and most mobile Internet devices.
- **Prohibited Use of Chromebooks/Tablets.** St. Gabriel School is providing Chromebooks/Tablets to students for educational purposes as outlined in this policy. Chromebooks/Tablets are not to be used for any other purpose.

**USE OF CHROMEBOOKS/TABLETS OUTSIDE OF SCHOOL**

- A Wi-Fi Internet connection will be required for the majority of Chromebook use; however; some applications can be used while not connected to the Internet.
- Students should not use or install any operating systems on their Chromebook.
- **Operating System and Security.** The Chromebook operating system, updates itself automatically. Chromebooks use the principle of “defence in depth” to provide multiple



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layers of protection against viruses and malware, including data encryption and verified boot.

- St. Gabriel school utilizes an Internet content filter that is in compliance with the federally-mandated Children's Internet Protection Act (CIPA). All Chromebooks will have all Internet activity protected and monitored by the school while in the building. Parents are encouraged to monitor home use of technology to prevent student access to inappropriate content. This can be accomplished by direct supervision or use of a digital solution such as <http://www.security.com/parents.html> or other home content monitoring solutions.

**SOFTWARE, APPS AND EXTENSIONS**

Chromebooks seamlessly integrate with the Google Apps for education suite of productivity and collaboration tools. The suite includes Google Docs, Sheets, Slides, Drawings, and Forms. All work may be stored in the Cloud. Viewing or installing inappropriate or non-educational material, apps, or extensions will result in disciplinary action.

**NO EXPECTATION OF PRIVACY**

St. Gabriel School maintains ownership of students Chromebooks/Tablets and may, without prior notice or consent, log, supervise, access, view, monitor, and record use of student Chromebook/Tablets at any time for any reason. By using a Chromebook/Tablet, students agree to such access, monitoring, and recording of their use. Teachers, school administrators, and the Technology Department staff may use monitoring software that allows them to view the screens and activity on students Chromebooks/Tablets during class.

**ARCHDIOCESE OF CHICAGO GUIDELINES-COMPLIANCE**

ST. GABRIEL SCHOOL WILL FOLLOW ALL POLICIES OF THE ARCHDIOCESE OF CHICAGO RELATED TO TECHNOLOGY.

My parent or guardian has reviewed the Saint Gabriel Catholic School Student Acceptable Use And Digital Citizenship Policy with me. I understand the importance of being polite, respectful, honest, and the need to obey the rules for the Acceptable Use and Digital Citizenship use of the computer and internet. I also know that I should not give out personal information about myself or family over the internet. I understand that the computer, the internet and other electronic



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information resources are to be used for educational purposes. I also understand that if I break the rules, my use of these educational tools may be taken away from me and that other disciplinary or legal action may be taken. I promise to follow the rules.

Student Name (PLEASE PRINT) \_\_Nicole McManus \_\_Grade \_\_2\_\_

Student Signature \_\_\_\_\_ Date \_\_\_\_\_

As the parent or guardian, I have read and accept the conditions as stated in the Saint Gabriel Acceptable Use Policy above and hereby Give my son/daughter permission to use the internet.

Parent/guardian Signature \_\_\_\_\_ Date \_\_\_\_\_

As parent or guardian, of the above named student, I do not give my permission for my son/daughter to access the internet at Saint Gabriel Catholic School.

Parent/Guardian Signature \_\_\_\_\_ Date \_\_\_\_\_