

# Westbury Christian School Technology Device Use and Care Policy

## **General Information**

Westbury Christian School (WCS) is providing Chromebooks for educational use at school and at home to students in grades 8-12. The costs are included in tuition. Each student is to treat the school-issued Chromebook with the highest level of care. The device is issued for educational activities only. It is not to be used as a toy or for playing games. WCS requires an appropriate backpack or carrying bag that is designed to safely carry the device to and from school, and from class to class.

WCS will have each device enrolled in a management console for the management of appropriate policies and apps. The device is not designed for data storage. Students will use their school supplied Google Apps or eBackpack space to save their work. In the event of a problem with the Chromebook, the required apps will be restored to the device.

For the purpose of assuring compliance with the Network/Internet Acceptable Use Policy (AUP), WCS reserves the right to collect and examine any device issued to a student at any time. WCS also reserves the right to remotely inspect devices and student files to ensure compliance with established agreements.

Any attempts to remove a device from management, adding unauthorized apps or extensions, bypassing security, or any violation of the terms of this document and/or the WCS AUP will result in the appropriate repair/replacement charge being charged to the student's account, as well as appropriate disciplinary consequences, up to and including expulsion.

If the student experiences any trouble with their device, it must be taken to the WCS Technology Department. If the device must be kept for repair work, every effort will be made to provide a loaner Chromebook to do schoolwork for which a device is required. This loaner device will be covered under this policy to the same extent as if it were the originally issued Chromebook.

If a student loses their assigned/loaner Chromebook, or the device is stolen, the student must report the loss as soon as possible to the Business Office. The family must then make arrangements to pay the technology replacement fee within one week of the reported loss.

## **End User Responsible Care Agreement**

1. Students will use the device whether on campus or elsewhere, exclusively for educational purposes and assigned work. The device is not to be used for games or other entertainment. No one else may use the device for personal purposes.
2. Students will not use the device in a way that violates the student handbook. This includes inappropriate language, cheating, harassment, bullying, or promotion of illegal drug/alcohol use.
3. Students will not provide their account passwords, including, without limitation, Google Apps, eBackpack, the WCS network, RenWeb, or other services, to anyone other than the WCS technology staff.

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4. Students will arrive on campus each morning with their Chromebooks fully charged and ready for use.
5. Students will carry Chromebooks in an appropriate backpack or carrying bag that is designed to protect the device while being carried to and from school and from class to class.
6. Students will not change or circumvent any school-defined settings or remove school-installed apps or extensions from the Chromebooks or other school-owned technology equipment.
7. Students are responsible for storing their devices securely in their lockers at all times when not in use or under their own direct supervision. DO NOT share your locker combination with any other students! If your Chromebook is stolen from a locker, you will be responsible for its replacement cost.
8. Students are to care for their device and respect its value; damage from negligence can be billed for repair at the school's discretion.
9. Students will comply with all laws, intellectual property and copyright laws, including whenever they are using digital or print media.
10. Violation of the terms of this Care Agreement or the AUP may result in financial penalties and/ or disciplinary action.

### Warranty

Westbury Christian School Chromebooks are protected through a three-year extended warranty for a basic warranty against device malfunction. If the device's hardware and/or installed apps is damaged as a result of the student's improper actions and/or inactions, as determined in the sole discretion of the school, then the student's account will be billed for all of the costs of repair and/or replacement.

Can private insurance be obtained?

Yes, students or parents may obtain insurance through third parties for their devices if they choose to do so.

Submitting a claim?

Damaged or malfunctioning Chromebooks must be submitted to the WCS Technology Department. The Technology Department will assess the problem, and determine whether the problem is covered by the warranty or will become a charge to the student account. Students may be given a loaner device while they await repair or replacement, if necessary and available. All terms of use also apply to the loaner device. Payment for repairs/loss/theft will be billed to the student's account and payable according to payment terms stated in the Enrollment Contract.

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## Support

- Students who experience hardware or software problems will have their devices serviced by the Tech Department. The tech office will be staffed from 7:15am to 7:35am and from 3:25pm to 3:45pm on regular school days for general help such as password changes. Other help will be provided as necessary.
- Students should never take their devices to any other place for service, including warranty service. All service must be conducted through the WCS Tech Department.
- Questions outside of normal school hours can be sent to [helpdesk@westburychristian.org](mailto:helpdesk@westburychristian.org).
- Every effort will be made to provide a loaner device to do schoolwork for which a Chromebook is required.
- Loaner devices are bound by the same rules and covered under the same agreements as the original device, and all obligations will still be in force as if it were the original device.

## Privacy and Personal Rights

- All users of the school's network and technology resources are expected to respect the privacy and personal rights of others.
- Do not access or copy another user's data, apps, programs, or other files without the permission of WCS's Technology Department.
- Be professional and respectful when using a technology device to communicate with others. The use of a device to libel, slander, or harass any other person, including cyber-bullying, is not allowed and will result in school discipline, as well as potentially resulting in legal action by those who are the recipient of these actions.

While the school does occasionally and reasonably monitor and limit the content of information transmitted on the campus network, it also reserves the right to access and review such information whenever necessary and/or desirable in the sole discretion of the School. Such investigations might include, without limitation, investigating performance deviations and system problems, determining if an individual is in violation of this policy, the AUP, or, as may be necessary, to ensure that WCS is not subject to claims of institutional misconduct.

## Changes to This Policy

WCS reserves the right to change this policy at any time. A user's continued use of the service after any changes are published binds the user to the revised policy.