

# **Patten Academy of Christian Education Chromebook Policy and Handbook 2023-2024**

The policies, procedures, and information within this document apply to all Patten Academy of Christian Education owned Chromebooks used at school and home by students, teachers, staff, or guests. Teachers may set additional requirements for Chromebook use in their classroom.

The Chromebook device is property of Patten Academy of Christian Education. Students will use these Chromebooks for educational activities. The Chromebooks allow students access to Google Apps for Education and other web-based tools and websites. The Chromebooks are an educational tool.

Students and their parents/guardians are reminded that use of technology is a privilege and not a right and that everything done on any device, network, or electronic communication device may be monitored by the school administrators. Inappropriate use of the technology can result in limited or banned computer use, disciplinary consequences, receiving a failing grade, and/or legal action. Students and their parents/guardians are responsible for reviewing and signing the Chromebook Agreement.

Digital citizenship is an essential 21st century skill. It is important to maintain a family dialogue about educational, recreational and social use of the Chromebook and other devices your student accesses.

- Use Internet devices in a central location at home, rather than behind closed doors.
- Help your child to focus on completing tasks and assignments before any recreational activities.
- Help your child solve technical glitches by recording exactly what went wrong and when.
- Ensure that your child understands not to give personal information to any person or any website without checking with an adult first.
- Talk with your child about cyberbullying—encourage your child to be kind and to communicate clearly online.
- Advise your child that posts, texts, or upload may be forwarded, copied, and published to anyone including future education admissions offices and employers.

## **Use and Care of the Chromebook**

### **General Care Guidelines:**

1. Do not eat or drink near the Chromebooks.
2. Handle your Chromebook with care, especially when transporting.
3. Be gentle with the keyboard, trackpad, and ports. Cords, cables, and removable storage devices must be inserted carefully into the Chromebook.
4. Chromebooks should be shut down when not in use to conserve battery life.
5. Do not expose the Chromebook to extreme temperature or direct sunlight for extended periods of time. Extreme heat or cold may cause damage to the laptop.
6. Chromebook lids should always be closed and tightly secured when moving.
7. Never lift a Chromebook by lifting from the screen. Always support from its bottom.
8. Do not lend your Chromebook to anyone.
9. Report any damage to your teacher or the school office immediately.

### **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.

1. Do not lean on top of the Chromebook.
2. Do not place anything near the Chromebook that could put pressure on the screen.
3. Do not poke or scratch the screen with anything that will damage the screen surface.
4. Do not place anything on the keyboard before closing the lid (e.g. pens, pencils, notebooks).
5. If the screen needs to be cleaned, use a soft, dry anti-static, or micro-fiber cloth. Do not use window cleaner or any type of liquid or water on the Chromebook.

### **Network Access and Password:**

1. A Google Apps for Education user name and password will be issued to each student for Chromebook login access.
2. Take care to protect your password. Do not share your password with anyone.
3. If you need your password reset, please contact Mr. Thomas Moncher at [tmoncher@pattenacademy.org](mailto:tmoncher@pattenacademy.org)
4. Students should always log out of their account when Chromebook is not in use.

### **Managing Your Files and Saving Your Work:**

Students may save documents to their Google Drive, or they may save to an external memory device such as a SD card or USB flash drive. Saving to Google Drive will make the file accessible from any computer with internet access. Students using Google Drive to work on their documents will not need to save their work, as Drive will save each keystroke as the work is being completed. It will be the responsibility of the student to maintain the integrity of his/her files and keep proper backups.

Students will be logging into Patten Academy of Christian Education's Google Apps for Education domain and saving documents to their account in the [pattenacademy.org](http://pattenacademy.org) domain using their student assigned Google Apps account. With each individual's Chrome login, the student can access his or her schoolwork from any computer that has Internet access.

### **Printing (Only for High School):**

Printing functionality is available in the high school computer lab only. You can print from the Chromebooks wirelessly. **Save paper and ink by knowing how many copies are needed and by printing on both sides of the paper.**

### **Software on Chromebooks:**

All software and apps on the Chromebooks will be installed and managed wirelessly by Patten Academy of Christian Education. Students will not be able to install additional apps on their Chromebooks. Additional software will be installed wirelessly as it is recommended and approved by teachers and administrators. Note: Virus protection is unnecessary on the Chromebook due to the unique nature of its design.

### **Chromebook Identification:**

Chromebooks will be labeled in the manner specified by the school. **Under no circumstances are students to modify, remove, or destroy identification labels.**

### **Storing the Chromebooks:**

At the end of using the Chromebooks, students need to logout, shutdown, close the screen of the Chromebook, and store in a secure place at home. Dedicated school Chromebooks need to be carefully put back in the cart/storage container and secured.

### **Chromebooks/ Cart Left in Unsupervised / Unsecured Areas:**

Under no circumstances should a Chromebook be stored in unsupervised areas or the cart be left in unsupervised areas. Unsupervised areas include the school grounds, unlocked classrooms, library, locker rooms, hallways, or any other entity that is not securely locked or in which there is no supervision.

### **Network Connectivity:**

Patten Academy of Christian Education makes no guarantee that its network will be up and running 100% of the time. In the rare case that the network is down, Patten Academy of Christian Education will not be responsible for lost or missing data.

### **Responsibility for Electronic Data:**

Students are responsible for backing up their data to protect from loss. Users of school technology have no rights, ownership, or expectations of privacy to any data that is, or was, stored on the Chromebook, school network, or any school-issued applications and are given no guarantees that data will be retained or destroyed.

### **Copyright and File Sharing:**

Students are required to follow all copyright laws around all media including text, images, programs, music, and video. Downloading, sharing, and posting online illegally obtained media is against the Acceptable Use Policy.

### **Damage and Repair:**

The school will repair or replace damaged equipment resulting from normal use. The student will be responsible to pay for replacement equipment for any other damages caused to the equipment that causes the equipment to not work properly or not work at all.

### **Replacement Costs:**

**Chromebook replacement cost: \$400**

**AC Adapter & power cord: \$50**

### **Use of Technology Resources:**

The use of the Patten Academy of Christian Education's technology resources is a privilege, not a right. The privilege of using the technology resources provided by the Patten Academy of Christian Education is not transferable or extendible by students to people or groups outside the school and terminates when a student is no longer enrolled in the Patten Academy of Christian Education. 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 Patten Academy of Christian Education's Code of Conduct shall be applied to student infractions.

### **User Terms and Conditions:**

The use of Patten Academy of Christian Education'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 Patten Academy of Christian Education along with state and federal regulations. In compliance with federal law, the school shall make reasonable effort to restrict access to inappropriate materials and shall monitor the online activities of the end users in the school environment.
- User accounts are considered the property of the school. Network administrators may review school computers to maintain system integrity and to ensure that users are using the system responsibly. Users should not expect that anything stored on school computers or networks will be private.
- Use of any information obtained via Patten Academy of Christian Education's designated Internet system is at your own risk. Patten Academy of Christian Education specifically denies any responsibility for the accuracy or quality of information obtained through its services.

**The Student agrees to:**

- Take good care of the Chromebook in all locations.
- Be a responsible digital citizen by obeying general school rules concerning behavior and communication that apply to computer use.
- Use the Chromebook for educational purposes. Only pursue personal interests that align with school policies.
- Use all technology resources in an appropriate manner so as to not damage school equipment and take responsibility for any damage or loss caused by neglect or abuse.
- **Take the Chromebook home every day after school if a Chromebook was checked out to the student at the beginning of the school year and has been brought to school.**

**Parents/Guardians/Teachers agree to:**

- Ensure your student understands appropriate care of Chromebook in all locations.
- Review responsible digital citizenship with your student.
- Support student learning and the exploration of personal interests that align with school policies.
- Ensure that any damage or loss is reported to the school office immediately. Report vandalism or theft to the appropriate police department.
- **Pay for replacement equipment for loss of equipment or any damages caused to the equipment that causes the equipment to not work properly or not work at all. Chromebook replacement cost: \$400 and AC Adapter & power cord: \$50**
- **Return the Chromebook and charger cable to Patten Academy of Christian Education at the end of each school year, if a Chromebook was checked out for home use. Students who withdraw enrollment for any reason must return the Chromebook on or before the date of withdrawal.**
- **Never leave the Chromebooks unattended, when using the Chromebooks in the classrooms or computer labs. (Teachers Only)**

Student Name (Please Print): \_\_\_\_\_

Parent/Guardian/Teacher Name (Please Print): \_\_\_\_\_

\*Parent/Guardian/Teacher Signature: \_\_\_\_\_

Date: \_\_\_\_\_

\*Signature indicates agreement to comply with all aforementioned policies.

**School Office Use Only:**

Picked Up Date: \_\_\_\_\_

Turned In Date: \_\_\_\_\_

Chromebook Serial Number: \_\_\_\_\_

# Google Workspace for Education Parent/Guardian Consent Form 2023-2024

To parents and guardians,

At Patten Academy of Christian Education, we use Google Workspace for Education, and we are seeking your permission to provide and manage a Google Workspace for Education account for your child.

Google Workspace for Education is a set of education productivity tools from Google including Gmail, Calendar, Docs, Classroom, and more used by tens of millions of students and teachers around the world. At Patten Academy of Christian Education, students will use their Google Workspace for Education accounts to complete assignments, communicate with their teachers, sign into their Chromebooks, and learn 21st century digital citizenship skills.

The notice below provides answers to common questions about what Google can and can't do with your child's personal information, including:

- What personal information does Google collect?
- How does Google use this information?
- Will Google disclose my child's personal information?
- Does Google use student personal information for users in K-12 schools to target advertising?
- Can my child share information with others using the Google Workspace for Education account?

Please read it carefully, let us know of any questions, and then sign below to indicate that you've read the notice and give your consent. If you do not provide your consent, we will not create a Google Workspace for Education account for your child. Students who cannot use Google services may need to use other software to complete assignments or collaborate with peers.

**I give permission for Patten Academy of Christian Education to create/maintain a Google Workspace for Education account for my child and for Google to collect, use, and disclose information about my child only for the purposes described in the notice below.**

Thank you,  
Thomas Moncher  
IT Administrator

---

Printed full name of student

---

Printed name of parent/guardian

---

Signature of parent/guardian

---

Date

## Google Workspace for Education Notice to Parents and Guardians

This notice describes the personal information we provide to Google for these accounts and how Google collects, uses, and discloses personal information from students in connection with these accounts.

Using their Google Workspace for Education accounts, students may access and use the following “Core Services” offered by Google (described at [https://workspace.google.com/terms/user\\_features.html](https://workspace.google.com/terms/user_features.html)):

- Gmail
- Calendar
- Chrome Sync
- Classroom
- Cloud Search
- Contacts
- Docs, Sheets, Slides, Forms
- Drive
- Groups
- Google Chat, Google Meet, Google Talk
- Jamboard
- Keep
- Sites
- Vault

In addition, we also allow students to access certain other Google services with their Google Workspace for Education accounts. Specifically, your child may have access to the following “**Additional Services**”:

- Google Bookmarks
- Google Books
- Google Cloud Print
- Google Maps
- Google My Maps
- Search And Assistant
- YouTube

Google provides information about the information it collects, as well as how it uses and discloses the information it collects from Google Workspace for Education accounts in its Google Workspace for Education Privacy Notice. You can read that notice online at [https://workspace.google.com/terms/education\\_privacy.html](https://workspace.google.com/terms/education_privacy.html) You should review this information in its entirety, but below are answers to some common questions:

### **What personal information does Google collect?**

When creating a student account, Patten Academy of Christian Education may provide Google with certain personal information about the student, including, for example, a name, email address, and password. Google may also collect personal information directly from students, such as telephone number for account recovery or a profile photo added to the Google Workspace for Education account.

When a student uses Google services, Google also collects information based on the use of those services. This includes:

- device information, such as the hardware model, operating system version, unique device identifiers, and mobile network information including phone number;
- log information, including details of how a user used Google services, device event information, and the user's Internet protocol (IP) address;
- location information, as determined by various technologies including IP address, GPS, and other sensors;
- unique application numbers, such as application version number; and
- cookies or similar technologies which are used to collect and store information about a browser or device, such as preferred language and other settings.

### **How does Google use this information?**

In Google Workspace for Education **Core Services**, Google uses student personal information to provide, maintain, and protect the services. Google does not serve ads in the Core Services or use personal information collected in the Core Services for advertising purposes.

In Google Additional Services, Google uses the information collected from all Additional Services to provide, maintain, protect and improve them, to develop new ones, and to protect Google and its users. Google may also use this information to offer tailored content, such as more relevant search results. Google may combine personal information from one service with information, including personal information, from other Google services.

### **Does Google use student personal information for users in K-12 schools to target advertising?**

No. For Google Workspace for Education users in primary and secondary (K-12) schools, Google does not use any user personal information (or any information associated with an Google Workspace for Education Account) to target ads, whether in Core Services or in other Additional Services accessed while using an Google Workspace for Education account.

### **Can my child share information with others using the Google Workspace for Education account?**

We may allow students to access Google services such as Google Docs and Sites, which include features where users can share information with others or publicly. When users share information publicly, it may be indexable by search engines, including Google.

### **Will Google disclose my child's personal information?**

Google will not share personal information with companies, organizations and individuals outside of Google unless one of the following circumstances applies:

- **With parental or guardian consent.** Google will share personal information with companies, organizations or individuals outside of Google when it has parents' consent (for users below the age of consent), which may be obtained through Google Workspace for Education schools.



- **With Patten Academy of Christian Education.** Google Workspace for Education accounts, because they are school-managed accounts, give administrators access to information stored in them.
- **For external processing.** Google may provide personal information to affiliates or other trusted businesses or persons to process it for Google, based on Google’s instructions and in compliance with the Google Workspace for Education privacy notice and any other appropriate confidentiality and security measures.
- **For legal reasons.** Google will share personal information with companies, organizations or individuals outside of Google if it has a good-faith belief that access, use, preservation or disclosure of the information is reasonably necessary to:
  - meet any applicable law, regulation, legal process or enforceable governmental request.
  - enforce applicable Terms of Service, including investigation of potential violations.
  - detect, prevent, or otherwise address fraud, security or technical issues.
  - protect against harm to the rights, property or safety of Google, Google users or the public as required or permitted by law.

Google also shares non-personal information -- such as trends about the use of its services -- publicly and with its partners.

### **What choices do I have as a parent or guardian?**

First, you can consent to the collection and use of your child’s information by Google. If you don’t provide your consent, we will not create a Google Workspace for Education account for your child, and Google will not collect or use your child’s information as described in this notice.

If you consent to your child’s use of Google Workspace for Education, you can access or request deletion of your child’s Google Workspace for Education account by contacting Thomas Moncher at [tmoncher@pattenacademy.org](mailto:tmoncher@pattenacademy.org). If you wish to stop any further collection or use of your child's information, you can request that we use the service controls available to limit your child’s access to features or services, or delete your child’s account entirely. You and your child can also visit <https://myaccount.google.com> while signed in to the Google Workspace for Education account to view and manage the personal information and settings of the account.

### **What if I have more questions or would like to read further?**

If you have questions about our use of Google’s Google Workspace for Education accounts or the choices available to you, please contact Thomas Moncher at [tmoncher@pattenacademy.org](mailto:tmoncher@pattenacademy.org). If you want to learn more about how Google collects, uses, and discloses personal information to provide services to us, please review the Google Workspace for Education Privacy Center (at <https://www.google.com/edu/trust/>), the Google Workspace for Education Privacy Notice (at [https://workspace.google.com/terms/education\\_privacy.html](https://workspace.google.com/terms/education_privacy.html)), and the Google Privacy Policy (at <https://www.google.com/intl/en/policies/privacy/>).

The Core Google Workspace for Education services are provided to us under Google Workspace for Education Agreement (at [https://www.google.com/apps/intl/en/terms/education\\_terms.html](https://www.google.com/apps/intl/en/terms/education_terms.html))

# Patten Academy of Christian Education

## E-Rate Household Survey Fall/Spring 2023-2024<sup>1</sup>

**What is E-rate?** E-rate is a federally funded program that provides funds to assist with the cost of Internet Access, Technology and Maintenance. **Directions:** Please fill out this Household Survey\* with complete and accurate information. We need **EVERYONE** to complete this survey in order for the survey to be considered valid.

Your Address: \_\_\_\_\_ City: \_\_\_\_\_ ST: \_\_\_\_\_ Zip: \_\_\_\_\_

**1. CIRCLE your household size below, then answer the following questions:**

Household Size (CIRCLE ONE)	Est. Annual Income (As Reported to IRS)	Monthly Income	If Paid Two times per mo.	If Paid Every Two Weeks	Weekly Income
1	26,973	2,248	1,124	1,038	519
2	36,482	3,041	1,521	1,404	702
3	45,991	3,833	1,917	1,769	885
4	55,500	4,625	2,313	2,135	1,068
5	65,009	5,418	2,709	2,501	1,251
6	74,518	6,210	3,105	2,867	1,434
7	84,027	7,003	3,502	3,232	1,616
8	93,536	7,795	3,898	3,598	1,799
Each add'l family member add:	9,509	793	397	366	183

Is your income equal to or less than any of the amounts listed next to the number you circled? Yes \_\_\_\_\_ No \_\_\_\_\_

Are your children eligible for free or reduced lunches, breakfasts, snacks or milk at their school(s)? Yes \_\_\_\_\_ No \_\_\_\_\_

Is your family eligible for the Supplemental Nutrition Assistance Program (SNAP) – food stamps? Yes \_\_\_\_\_ No \_\_\_\_\_

Does your family qualify for medical assistance under Medicaid? Yes \_\_\_\_\_ No \_\_\_\_\_

Is your family receiving Supplementary Security Income (SSI)? Yes \_\_\_\_\_ No \_\_\_\_\_

Does your family receive housing assistance (section 8)? Yes \_\_\_\_\_ No \_\_\_\_\_

Does your family receive home energy assistance (LIHEAP)? Yes \_\_\_\_\_ No \_\_\_\_\_

**2. Please list all students in your household that attend school. (Write on back to list more than 5 students)**

Name (First and Last)	Grade Attending in Fall 2023

**3. Certification: I certify that the above information is, to the best of my knowledge, true and complete.**

**Print Name:** \_\_\_\_\_ **Signature:** \_\_\_\_\_

<sup>1</sup>Income Eligibility Guidelines for Reduced Priced Meals. Effective from July 1, 2023 through June 30, 2024.

(Federal Register/ Vol. 88, No. 27 / Thursday, February 9, 2023, pg. 8399)

\*This information will remain confidential and will be reported only as a total group, not by individual families, and will not be used for any other purposes except E-Rate.