

SJA Chromebook and Technology Usage



Grade Level Focus: This policy is designed for Elementary and Middle students (Grades K-8) to ensure a safe, focused, and equitable learning environment when using technology.

Purpose: This policy establishes guidelines for the responsible and ethical use of school-issued technology, including Chromebooks, the school network, and internet access. Adherence to this policy is mandatory and directly supports the educational mission of the school.

Section A: Acceptable Educational Use

Chromebooks are provided as educational tools and must be prioritized for academic tasks. This includes actions on any school-issued device.

Offense Category	Specific Offense	Consequence Level (See section D for code action)
A.1. Educational Focus	Using the device for unauthorized, non-educational purposes during instructional time (e.g., streaming videos, playing unapproved games, accessing social media, and unapproved camera usage/ video recording).	C1
A.2. Network Security	Attempting to access or modify another student's files, accounts, or personal information. Sharing one's own login credentials (username/password) with any other individual.	C2
A.3. Software & Downloads	Installing, downloading, or running unauthorized software, extensions, or applications without explicit permission from IT staff or a teacher.	C2
A.4. Filter Circumvention	Attempting to bypass, disable, or circumvent school internet safety filters, content blockers, or administrative access restrictions (e.g., using proxies or VPNs).	C3

Section B: Device Care and Maintenance

Students are responsible for the physical condition of their assigned Chromebook and accessories. This includes actions on any school-issued device.

Offense Category	Specific Offense	Consequence Level (See section D for code action)
B.1. Minor Physical Damage	Accidental damage resulting from negligence (e.g., minor screen crack, minor liquid spill, missing keys) that does not render the device unusable.	C1 + Turn in for Evaluation
B.2. Major Physical Damage	Damage that makes the device unusable or requires extensive repair (e.g., a cracked screen that obstructs viewing, significant liquid/ substance damage, or structural frame damage).	C2 + Fee + Turn in for Evaluation
B.3. Failure to Report	Failing to report damage to a teacher or IT staff within one school day of the incident can exacerbate the problem.	C2 + Turn in for Evaluation
B.4. Unauthorized Alteration	Applying permanent labels, stickers, drawing, writing, or otherwise physically altering the device outside of school-issued labels.	C1 + Restitution + Turn in for Evaluation
B.5. Missing Device/Theft	Losing the device due to negligence or confirming the intentional theft of the device.	C4 + Fee
B.6 Ownership of School-Issued Device	Responsible for your own device. Students keep their hands on their own devices.	C1

Section C: Digital Citizenship and Safety

Students must adhere to legal and ethical standards when communicating and accessing information online. This includes actions on any school-issued device.

Offense Category	Specific Offense	Consequence Level (See section D for code action)
C.1. Inappropriate Content	Viewing, storing, transmitting, or displaying sexually explicit, obscene, or racially/ religiously offensive images, text, or sounds.	C2
C.2. Academic Dishonesty	Using the device to cheat, plagiarise, or unauthorize communication during assessments.	C2
C.3. Cyberbullying/Harassment	Using the device to threaten, bully, harass, or insult any individual (student or staff) via email, comments, document sharing, or social media while on or off campus.	C3
C.4. Intentional Vandalism	Deliberately deleting, modifying, damaging, or disabling data, files, software, or hardware belonging to the school or other users.	C4
C.5. Illegal Acts	Any action that constitutes a violation of local, state, or federal law.	C5

Section D: Consequence Matrix

The following consequences are cumulative (progressing to the next level for subsequent offenses) and may be applied immediately based on the severity and nature of the violation. A Chromebook Penalty Box is when a student can still use their Chromebook but can only access Google Suite applications (Ex. Google Classroom, Google Docs, Google Slides)

Level	Action (C1)	Action (C2)	Action (C3)	Action (C4)	Action (C5)
Disciplinary Action	Verbal Warning or Referral and loss of device usage for the remainder of the class period or day. Possible Penalty Box enforced.	Referral and 2-3 day loss of Chromebook privileges (device remains at school/office/ homeroom teacher/ technology coordinator). Possible Penalty Box enforced.	Referral given. Parent/Guardia n meeting required. 1 week with a loss of Chromebook usage. Penalty Box enforced.	Referral given. Mandatory meeting with the Principal and IT/Counseling staff, and parents. 1-2 day out-of-school suspension (OSS) or in-school suspension (ISS).(device remains at school/office/ homeroom teacher/ technology coordinator).	Referral given. Permanent loss of school-issued technology privileges. Expulsion proceedings initiated. (device remains at school/office/ homeroom teacher/ technology coordinator).
Suspension of Device/ Fees * Fees are issued for Market Price of the replacement at the time order.	None.	Possible fee after technical review/cleaning .	Possible fee after technical review/cleaning. Possible mandatory technology training or digital citizenship course.	Full cost of repair or replacement of damaged property. Possible mandatory technology training or digital citizenship course.	Full cost of repair or replacement of damaged property. Possible mandatory technology training or digital citizenship course.
Documentation	Recorded by teacher, IT Staff, & administrator.	Documented in the student disciplinary file.	Documented in the student disciplinary file.	Documented in the student disciplinary file.	Documented in the student disciplinary file.

SJA Technology Usage Policy Agreement & Student Contract

Please read, sign, and return this slip to your student's homeroom teacher by **Tuesday, September 4th** in order to be assigned and receive a School Chromebook.

Student Agreement

I have read the St. Joan of Arc Technology Usage Policy. I understand the rules for using school technology, internet access, and digital tools. I agree to follow these rules at all times and practice safe, responsible, and respectful digital citizenship. I understand that failure to follow the policy may result in the loss of technology privileges, fees, Chromebook Penalty Box, and further school disciplinary action.

Student Printed Name:

Grade: _____

Student Signature:

Date: _____

Parent / Guardian Agreement

I have read, understood, and agree to the terms outlined in the St. Joan of Arc Technology Usage Policy. I have reviewed these expectations with my child. I give permission for my child to use school-issued technology, digital platforms, and internet resources for educational purposes under the guidelines of this policy. I understand that failure to follow the policy may result in my child losing technology privileges, fees, Chromebook Penalty Box, and further school disciplinary action.

Parent/Guardian Printed Name:

Parent/Guardian Signature:

Date: _____

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