Chesapeake Math & IT Academy Charter School
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Mr. Gunes
Principal

Student Google Chromebook / Gmail (cmitacademy.org) Account
Policy, Procedures, and General Information

Purpose

Chesapeake Math and IT Academy at Prince George's County Public School System understands the importance of creating a digital learning environment that equips students with the technological tools that will transform traditional teachers and learning. CMIT provides tools and resources for the 21st century student. Using Google Chromebooks as a learning tool will empower students to reach their fullest potential as they prepare for college and the workforce.

The policies, procedures, and information within this document apply to Google Chromebooks, including any other device considered supplementary by the school or district. Individual schools may set additional requirements for classroom/home use.

Receiving and Using Your cmitacademy.org Gmail Account:

Cmitacademy.org Gmail accounts are only for CMIT-related coursework and education purposes. Students are allowed to use their cmitacademy.org accounts to communicate with their teachers, peers, parents, and other educators as long as the communication is relevant to the coursework. All communication must meet the technology standards specified in the PGCPS student code of conduct and CMIT's student handbook. The violations of proper use will result in cancellation or suspension of the cmitacademy.org Gmail account which will prevent the student from logging into Google Chromebooks. In that case, the student will be expected to use traditional methods of note taking, classwork/assignment submission, etc.

Classroom Chromebook Sets

Classroom sets of Google Chromebooks are to be used in the CMIT building only. They will be checked out of the Chromebook cart in the classroom of current instruction and will be returned to the cart before the end of the period. Students are not allowed to take these Chromebooks out of the building.

Taking Care of CMIT's Google Chromebooks and General Precautions
- Google Chromebooks are school property, and all users will follow this policy and the acceptable use policy for technology.
- Only use a clean, soft, dry, anti-static cloth to clean the screen (i.e., no cleaners of any type).
- Make sure hands are clean before using.
- Cords and cables must be inserted carefully into Google Chromebooks to prevent damage.

Students Initials: Date: Parent's Initials: Date:

- Google Chromebooks must remain free of any writing, drawing, stickers, or labels that are not the property of CMIT.
- Google Chromebooks must never be taken out of teachers' classrooms or left in any unsupervised area.
- Do not lean on the top of Google Chromebooks when they are closed.
- Do not place anything in the carrying case (if one is provided) that will press against the cover
- Do not add 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.
- Sound must be muted at all times unless permission is obtained from the teacher for instructional purposes.
- Music is not allowed on Google Chromebooks.
- All software/apps must be school/district provided and added at the teacher's instruction
- Keep Google Chromebooks away from food and drink.
- Document and software/hardware issues to your teacher as soon as possible.

Acceptable Use

The use of technology resources is a privilege, not a right. The privilege of using technology resources provided by CMIT is not transferable or extendible by students to people or groups outside the district and terminates when a student is no longer enrolled at the issuing 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 student violates any of the User Terms and Conditions named in this policy, privileges may be terminated, access to the school's technology resources may be denied, and the appropriate disciplinary action shall be applied. The PGCPS Student Code of Conduct shall be applied to student infraction. CMIT has the right to terminate the privilege to use Google Chromebooks at any time without prior notice.

Activities Strictly Prohibited

- Use of Gmail accounts (personal, parent, etc.) other than the account assigned by the school (@cmitacademy.org).
- Illegal installation or transmission of copyrighted materials.
- Any action that violates existing Board policy or public law.
- Sending, accessing, uploading, downloading, or distributing offensive, profane, threatening, pornographic, obscene, or sexually explicit materials.
- Use of chat rooms, sites selling term papers, book reports, and other forms of student work.
- Use of outside data disks or external attachments without prior approval from the administration.
- Changing of Google Chromebook settings (exceptions include personal settings such as font size, brightness, etc.).
- Downloading apps.
- Spamming – sending mass or inappropriate emails.
- Gaining access to other student's accounts, files, and/or data.
- Using the school's Internet/email accounts for financial or commercial gain or for any illegal activity.

Students Initials: Date: Parent's Initials: Date:

- Using anonymous and/or false communications.
- Giving out personal information, for any reason, over the Internet. (This includes, but is not limited to, setting up Internet accounts including those necessary for chat rooms, group chats, email, etc.)
- Participating in credit card fraud, electronic forgery, or other forms of illegal behavior.
- Vandalizing (any malicious attempt to harm or destroy hardware, software, or data, including, but not limited to, the uploading or creation of computer viruses or computer programs that can infiltrate computer systems and/or damage software components) school equipment.
- Transmitting or accessing materials that can be viewed as obscene, offensive, threatening or otherwise intended to harass or demean recipients.
- Bypassing the PGCPS or CMIT web filter through a web proxy.
- Modifying Google Chromebooks in any way other than instructed by the administrator or other school personnel.
- Exchanging Google Chromebooks with another student.
- Synchronizing Google Chromebooks with another computer outside of school.
- Removing the supplied cover (if there is one) for Google Chromebooks.
- Applying any permanent marks, decorations, or modifications to Google Chromebooks.
- Clearing or disabling browser history or setting password protection on the device.
- Disabling Google Chromebooks or its applications.
- Accessing email or chat accounts, watching videos, and playing games.

Applications

CMIT has researched key applications, which will be preinstalled on each Google Chromebook. Additional applications may be reviewed and added to facilitate academic situations. Purchasing and installing those applications is the responsibility of school. The student user is not to install any applications.

However, there will be a procedure reviewed in the classroom on how to recommend an application to be added by the school.

Network Etiquette

You are expected to abide by the generally accepted rules of network etiquette. These include, but are not limited to) the following:

- Be polite. Do not get abusive in your messages to others.
- Use appropriate language. Swearing, using vulgarities or any other inappropriate language is strictly prohibited.
- Do not disclose your (or other students') personal information.
- Note that electronic mail (email) is not guaranteed to be private. People who operate the system do have access to all mail. Messages relating to or in support of prohibited activities will be promptly addressed.

Student Pledge for Google Chromebook Use

- I will take good care of my school's technology and Google Chromebooks.

Students Initials: Date: Parent's Initials: Date:

- I will keep food and beverage away from the Google Chromebooks since they may cause damage to the device.
- I will not disassemble any part of my school-issued Google Chromebook or attempt any repairs.
- I will not place decorations (such as stickers, markers, etc.) on school-issued Google Chromebooks. I will not deface the serial number sticker on any school-issued Google Chromebook.
- I will only use the Google Account (cmitacademy.org) assigned by the school.
- I agree to the stipulations set forth in the Google Chromebook Policy, Procedures, and General Information and the Student Pledge for Google Chromebook use.

Student Name (Please Print):

Student Signature: Date:

Parent Pledge for Google Chromebook Use
- The undersigned parent/guardian acknowledges receipt of the above described equipment in good condition and agrees the equipment is on loan from Chesapeake Math & IT Academy while the above student is
- registered at CMIT.
- The undersigned acknowledges and agrees that care and security must be maintained to protect the above described equipment.
- It is agreed that I will report damage to the proper authority immediately and cooperate fully. I understand that I will be held responsible for the cost of repair or replacement if I damage equipment.

Parent Name (Please Print):

Parent Signature: Date:

Students Initials: Date: Parent's Initials: Date: