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ARMENIAN MESROBIAN ELEMENTARY & HIGH SCHOOL
ACCREDITED BY THE WESTERN ASSOCIATION OF SCHOOLS AND COLLEGES ACCREDITING COMMISSION FOR SCHOOLS

Mesrobian Digital Citizenship Expectations and Policy

1. **Appropriate Use:** Student use of the Mesrobian.org services must be consistent with the philosophy of Armenian Mesrobian School and its educational goals. Misuse includes any Internet conduct on or off-campus that negatively affects the reputation of Armenian Mesrobian School including messages sent, posted or received that suggest harassment, racism, sexism and inappropriate language or symbols.
2. **Vandalism/Hacking:** Students will not use their Mesrobian.org account or other Internet access to interfere with or disrupt network users, services, Armenian Mesrobian School data or data of another student, or equipment, either locally or off campus.
3. **Inappropriate Messages:** Students will not use their Mesrobian.org account to transmit threatening, obscene, or harassing materials, including chain-letters, solicitations, inappropriate photos, or broadcast messages via our network or email system.
4. **Inappropriate Material:** The Internet contains certain material that is illegal, defamatory, inaccurate, or potentially offensive to some people. Students will not use their Mesrobian.org account to knowingly visit sites that contain this material nor import, transmit and/or transfer any of this material to other computers.
5. **School Personnel:** Students should not email, post to websites or blogs, images, photos or video of employees of Armenian Mesrobian School. This includes the creation of fan pages or groups on social networking sites.
6. **Private Use:** Students will not provide their Mesrobian.org account access or password or share another student's password with any other student or non-student. Students may not use another individual's account or log onto the Internet as anyone else.
7. **Personal Privacy:** Students will not communicate their address, phone number or other personal information to any person or company on the Internet or through email.
8. **Copyright:** Students are not to post to websites or blogs any photos or logos that are the property (intellectual property) of Armenian Mesrobian School.

Cell Phone and Smart Device Policy

In order to maintain a healthy and optimal learning environment, Armenian Mesrobian School and its students adhere to the following with regard to cell phone and smart device use.

- Cell phones are to be off and away during school hours, 8:00 a.m. - 3:15 p.m. This includes transition between classes, nutrition, and lunch.
- The school can, at its discretion, collect phones at the beginning of the school day and return them at the end of the school day.
- Cell phones cannot be used as an education tool instead of a Chromebook. (Students must have a charged Chromebook everyday.)
- Smartwatches should not be worn at school.
- The school has the right to take the necessary steps if a student does not abide with school policy.

Chromebook Policy

- ALL Middle and High School students must bring their charged Chromebooks to school daily. (Please purchase any Chromebook from CTL)
Important: You must purchase this add-on during checkout: GOOGLE CHROME MANAGEMENT CONSOLE - NON PROFIT PERPETUAL LICENSE \$30
- You may purchase a Chromebook from another source, however you will be required to pay \$30 to Armenian Mesrobian School to purchase a Google Management License through the school. This license allows us to link the Chromebook to our Google enterprise.
- If a student leaves their Chromebook at home, they will be allowed to phone their parent/guardian to bring it to school.
- If a Chromebook is being repaired, a document that proves that the Chromebook is being repaired, must be given to the office. The student will then be allowed to use a school issued Chromebook for a limited time.
- Chromebook chargers are also available at school to borrow and return daily (no fee). Student cell phones and ID cards must be turned in, in exchange for the chargers.
- Students are liable up to \$300 for lost or damaged Chromebooks.

I have read and agree with the school's policies regarding digital citizenship, cell phones, smart devices, and Chromebooks.

Student Name: _____ Grade: _____

Student Signature: _____ Date: _____

Parent Signature: _____ Date: _____