Chromebook Policy Handbook

The policies, procedures, and information within this document apply to all Chromebooks used at St. Michael Catholic School by students, parents or staff including any other device considered by the Administration to fall under this policy.

Teachers may set additional requirements for Chromebook use in their classroom.

Technology Assets and Services

To expand and facilitate teaching and learning, St. Michael Catholic School (SMCS) supports the use of school-provided technology assets and services, including but not limited to Chromebook, laptops, computers, iPads, and iPods, as well as access to the Internet and other electronic information, programs, textbooks, services, and networks.

SMCS technology goals provide students with 21st Century learning to:
- ✦ stimulate creativity and innovation;
- ✦ encourage communication and collaboration;
- ✦ promote research and information fluency;
- ✦ support critical thinking, problem solving and decision-making;
- ✦ teach digital citizenship.

Receiving Your Chromebook:

Chromebooks will be distributed each fall during the first week of school. ***Parents & Students must complete and sign the Chromebook Policy Sign-off and Student Pledge document before the Chromebook can be issued to their child.*** This document will need to be submitted by the first day of school.

Insurance:
The school cannot offer insurance to cover a lost or stolen Chromebook while it is in your possession.

Training:
Students will be trained on how to use the Chromebook.

Return:
Student Chromebooks and accessories (charger and battery) will be collected at the end of each school year for maintenance over summer vacation. Students will retain their original Chromebook each year while enrolled at SMCS.

When asked to do so, students must surrender/return the Chromebook and accessories to SMCS. Any student who transfers out of SMCS will be required to return their Chromebook and accessories. If Chromebook and accessories are not returned, the parent/guardian will be held responsible for the full replacement cost of device. If payment is not received, the parent/guardian will be turned over to a collection agency.

Taking Care of Your Chromebook:

Students are responsible for the general care of the Chromebook which they have been issued by the school. Chromebooks that are broken or fail to work properly must be taken to the Tech Office. If a loaner Chromebook is needed, one will be issued to the student until their Chromebook can be repaired or replaced.

General Precautions:
- No food or drink is allowed next to your Chromebook while it is in use.
- Cords, cables, and removable storage devices must be inserted carefully into the Chromebook.
- Students should never carry their Chromebook while the screen is open.
- Chromebooks should be shut down when not in use to conserve battery life.
- Chromebooks should never be shoved into a locker or wedged into a book bag as this may break the screen.
- Do not expose your Chromebook to extreme temperature or direct sunlight for extended periods of time. Extreme heat or cold may cause damage to the Chromebook.
- Do not leave Chromebook in vehicle.
- Always bring your Chromebook to room temperature prior to turning it on.

Carrying the Chromebook:
The protective shell of the Chromebook will only provide basic protection from everyday use. It is not designed to prevent damage from drops or abusive handling. The Chromebook should be in the "Always On" case at all times. It is important to close and zip the case when carrying the Chromebook. Do not carry the Chromebook unzipped. The Chromebook should be carried with the Chromebook strap diagonally across body.

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.

- Do not lean on top of the Chromebook.
- Do not place anything near the Chromebook that could put pressure on the screen.
- Do not place anything in the carrying case that will press against the cover.
- Do not poke the screen.
- Do not place anything on the keyboard before closing the lid (e.g. pens, pencils, notebooks).
- Clean the screen with a soft, dry anti-static, or micro-fiber cloth. Do not use window cleaner or any type of liquid or water on the Chromebook. You can also purchase individually packaged pre-moistened eyeglass lens cleaning tissues to clean the screen. These are very convenient and relatively inexpensive.

Using Your Chromebook

At School:
The Chromebook is intended for use at school each and every day. In addition to teacher expectations for Chromebook use, school messages, announcements, calendars, academic handbooks, student handbooks and schedules will be accessed using the Chromebook. Students must be responsible for bringing their Chromebook to all classes.

At Home:
All students are required to take their Chromebook home each night throughout the school year for charging. *Chromebooks must be brought to school each day in a fully charged condition.* Students need to charge their Chromebooks each evening. Use care when plugging or unplugging your Chromebook's power adapter. Excessive force will break the plug. If students leave their Chromebook at home or their Chromebook's battery is not charged at the beginning of the day, they will not have access to "loaners". Students will not be allowed to arrange for their Chromebook to be delivered to school. Chromebooks delivered to the office after the first bell will be given to students at the end of the day. Repeat violations of this policy will result in referral to administration and possible disciplinary action.

It is recommended that students not carry the AC Adapter power cord (charger) to school. If fully charged at home, the battery will last throughout the day.

Sound:
Sound must be muted at all times unless permission is obtained from the teacher for instructional purposes.

Printing:
  At School: Printing functionality will be available on a limited basis at school and subject to classroom requirements. Teachers are encouraged to accept assignments electronically through Google Drive.

  At Home: The Chromebook will not support a physical printer connection. Instead, users may print to their home printers using the Google Cloud Print service. A wireless home network is required for this.
  https://support.google.com/chrome/answer/1069693?

Managing Your Files and Saving Your Work:

Students will create and save documents in Google Drive. **Google Drive** is a cloud storage service that allows students to store their documents, photos, videos, and more online in one place. From **Drive**, students can also access **Google** Docs, where they can create, share, and collaborate on documents, spreadsheets, presentations, and more from anywhere while online.

Personalizing the Chromebook

Chromebooks must remain free of any decorative writing, drawing, stickers, paint, tape, or labels that are not the property of St. Michael Catholic School. Spot checks for compliance will be done by administration at any time.

Software on Chromebooks:

Originally Installed Software:
Chromebook software is delivered via the Chrome Web Store. These are web-based applications that do not require installation space on a hard drive. The software originally installed on the Chromebook must remain on the Chromebook in usable condition and easily accessible at all times.

All Chromebooks are supplied with the latest build of Google Chrome Operating System (OS), and many other applications useful in an educational environment. The Chrome OS will automatically install available updates when the computer is shutdown and restarted.

From time to time the school may add software applications for use in a particular course. This process will be automatic with virtually no impact on students. Applications that are no longer needed will automatically be removed by the school as well.

Virus Protection:
Virus protection is unnecessary on the Chromebook due to the unique nature of its design.

Additional Software:
Students are unable to install additional software on their Chromebook other than what has been approved by St. Michael Catholic School.

Inspection:
Students may be selected at random to provide their Chromebook for inspection. The purpose for inspection will be to check for proper care and maintenance as well as inappropriate material being carried into the school.

Procedure for Restoring the Chrome OS:
If technical difficulties occur, technical support staff will use the "5-minute" rule. If the problem cannot be fixed in 5 minutes, the Chromebook will be restored to factory defaults. In a One-to-One environment it is impossible for the Technology Administrator to maintain a working environment for all if too much time is spent fixing every glitch that may arise. Restoring the Chrome OS will restore the device to the state in which the user originally received it. All student created files stored on an external miniSD card, USB flash drive, or Google Drive will be intact after the operating system is restored. All files saved on the Chromebook that have been synced to Google Drive will be intact. However, all other data (music, photos, documents) *stored on internal memory that has NOT been synced* will not be restored.

Protecting & Storing Your Chromebook:

Chromebook Identification:
Chromebooks will be labeled in the manner specified by the school.
Chromebooks can be identified in the following ways:

- Record of serial number and SMCS asset tag
- Individual's Google Account username

Under no circumstances are students to modify, remove, or destroy identification labels.

Storing Your Chromebook:
When students are not monitoring their Chromebook, they should be stored in their classrooms. Nothing should be placed on top of the Chromebook. Students need to take their Chromebook home with them every night. The Chromebook is not to be stored in their lockers or anywhere else at school outside of school hours. The Chromebook should be charged fully each night at the student's home. Chromebooks should *never* be stored in a vehicle.

Storing Chromebooks at Extra-Curricular Events:
Students are responsible for securely storing their Chromebook during extra-curricular events.

Chromebooks Left in Unsupervised / Unsecured Areas:
Under no circumstance should a Chromebook be stored in unsupervised areas. Unsupervised areas include the school grounds and campus, the cafeteria, unlocked classrooms, library, locker rooms, lockers, hallways, bathrooms, in a car, or any other entity that is not securely locked or in which there is not supervision.

Unsupervised Chromebooks will be confiscated by staff and taken to the Technology Administrator. Disciplinary action will be taken for leaving a Chromebook in an unsupervised location.

Repairing or Replacing Your Chromebook

Chromebooks Undergoing Repair:
- Loaner Chromebooks may be issued to students when they leave their Chromebook for repair at the Tech Office.
- If repair is needed due to malicious damage, the school may refuse to provide a loaner Chromebook.
- Repaired Chromebooks will end up with the original factory image as first received. It is important that students keep their school data synced to cloud drives so documents and class projects will not be lost. Personal information that cannot be replaced should be kept at home on an external storage device.
- Parents will be charged for Chromebook damage that is a result of **misuse** or **abusive** handling. Parents will be billed for Lenovo parts and labor.

Lenovo Warranty:
Lenovo warrants the Chromebook from defects in materials and workmanship for a period of one year. This warranty is only valid for the first 12 months from the date SMCS takes delivery of the Chromebook. This limited warranty covers normal use, mechanical breakdown, or faulty construction and will provide replacement parts necessary to repair or if necessary, replace the Chromebook. The Lenovo warranty _DOES NOT_ warrant against damage caused by misuse, abuse, or accidents. **Parents will be charged for full replacement cost of a device that has been damaged due to misuse or abuse.** Please report all Chromebook problems to the Tech Office.

If a Chromebook becomes defective (at no fault of the student) after the Lenovo warranty expires, SMCS will replace the Chromebook at no charge with a refurbished Chromebook of the same age or newer.

Chromebook Technical Support

The Tech Office will be the first point of contact for repair of the Chromebooks. Services provided by the Tech Office include:

- Password Identification (Homeroom Teacher)
- User account support
- Coordination of warranty repair
- Distribution of loaner Chromebooks
- Hardware maintenance and repair
- Operating System or software configuration support
- Restoring Chromebook to factory default
- System software updates

Technology Acceptable Use:

General Guidelines:

- Students will have access to forms of media and communication which is in support of education and research and in support of educational goals and objectives at St. Michael Catholic School. Access to media and communication beyond these specific uses will not be supported or allowed.
- Students are responsible for their ethical and educational use of the technology resources of St. Michael Catholic School.
- Access to St. Michael Catholic School technology resources is a privilege and not a right. Each employee, student, and/or parent will be required to follow the rules of the Chromebook Policy Handbook. Violations of these rules will result in the loss of privileges as well as other disciplinary action as defined by the school's Chromebook Policy Handbook or other policies.
- Recognizing that it is impossible to define every instance of acceptable and unacceptable use, it will be at the discretion of the Technology Administrator and/or school administration to use judgement as to what is acceptable in any undefined instances that may arise.
- Transmission of any material that is in violation of any federal or state law is prohibited. This includes, but is not limited to the following: confidential information, copyrighted material, threatening or obscene material, and computer viruses.
- Any attempt to alter data, the configuration of a computer, or the files of another user, without the consent of the individual, school administrator, or Technology Administrator, will be considered an act of vandalism and subject to disciplinary action in accordance with school discipline policy.
- All users of the school's technology resources and/or school network must sign the school Chromebook Policy Handbook and abide by its rules.

Privacy and Safety:
- Do not go into any chat rooms other than those set up by your teacher or mandated in other distance education courses.
- Do not open, use, or change computer files that do not belong to you.
- Do not reveal your full name, phone number, home address, social security number, credit card numbers, passwords, or passwords of other people.
- Remember that network storage is not guaranteed to be private or confidential. School administration reserves the right to inspect your files at any time and will take the necessary steps if files are in violation of the school's Chromebook Policy Handbook.
- If you inadvertently access a website that contains obscene, pornographic, or otherwise offensive material, notify a teacher, Technology Administrator or the principal immediately so that such sites can be blocked from further access. This is not merely a request. It is a responsibility.

Legal Propriety:
- All student and staff must comply with trademark and copyright laws and all license agreements. Ignorance of the law is not immunity. If you are unsure, ask the Technology Administrator if you are in compliance with the law.
- Plagiarism is a violation of the St. Michael Catholic School discipline code. Give credit to all sources used, whether quoted or summarized. This includes all forms of media on the Internet, such as graphics, movies, music, and text.

Email:
- Students in need of email for academic reasons will only be allowed email access through an address assigned by the school. This email access will be through a Google Gmail system managed by St. Michael Catholic School. The interface is heavily monitored by administration and is subject to filtering of inappropriate content.
- Always use appropriate language.
- Do not transmit language/material that is profane, obscene, abusive, or offensive to others.
- Do not send mass e-mails, chain letters, or spam.
- No private chatting during class.
- Email is subject to inspection at any time by school administration.
- Students will only be able to communicate with other SMCS students and faculty.

Consequences:
- The student or staff member whose name a system account and/or computer hardware is issued will be responsible at all times for its appropriate use. Non-compliance with the policies of the Chromebook Policy Handbook will result in disciplinary action for the user unless there is proof that another is responsible.
- Electronic mail, network usage, and all stored files shall not be considered confidential and may be monitored at any time by the Technology Administrator or other school administrators to ensure appropriate use. The school cooperates fully with local, state, or federal officials in any investigation concerning or relating to violations of computer crime laws.
- After three violations of the Chrombook Policy Handbook are reported, parents will be notified. In circumstances where the violation is deemed severe, parents will be notified immediately for an in-school conference. SMCS administration reserves the right to take the computers at any time if they suspect misuse. Teachers may also suspend use of computers during their class if they suspect misuse. Serious and/or habitual offenses may result in more severe discipline as the situation warrants.