

**St. Paul Catholic School**  
**Procedures and Information**  
**1:1 Chromebook Program**  
**2015-2016**

**I. Brief Overview**

- A. The SPCS Middle School 1:1 Chromebook Program is designed to increase technology use to promote educational excellence by facilitating resource sharing, innovation and communication. The students are assigned a Chromebook which is a Chrome web browser device created by Google. This device works in conjunction with the school-issued Google Accounts, giving access to Google Drive, Google Apps, and a wide range of third-party academic sites.

**II. Before Receiving the Chromebook**

- A. Before a student is assigned a Chromebook, four requirements must be met:
  - a. The student's parent/guardian must attend a mandatory Chromebook Program workshop which will cover, among other things, proper care, online safety concerns, and Google Account log-ins.
  - b. The student must attend a Technology assembly for middle school which will cover proper care and use.
  - c. Parents and students must sign the Technology Acceptable Use Agreement and the Chromebook Contract.
  - d. Students must have a protective case in which to carry the Chromebook.
- B. Responsibility for the Chromebook begins at the time the student receives the device.

**III. Parent/Guardian Responsibility**

- A. In addition to attending the workshop, parents/guardians have the following responsibilities:
  - a. Purchase a protective case for the Chromebook. Amazon.com has many Samsung Chromebook cases from which to choose.
  - b. Supervise their student's use of the Chromebook Internet at home, and care for the Chromebook.

- c. If there is any physical damage to the Chromebook, families will be held financially responsible for the cost to repair it (just as they would for lost or damaged textbooks).

#### **IV. Returning Your Chromebook**

- A) End of Year—at the end of the school year, students will turn in their Chromebooks. Failure to turn in the assigned Chromebook will result in the student being charged the full replacement cost. SPCS may also file a report of stolen property with the local law enforcement agency.
  
- B) Transferring/Withdrawing Students—Students that transfer out of or withdraw from SPCS must turn in their Chromebook to the office on their last day of attendance. Failure to turn in the Chromebook will result in the student being charged the full replacement cost. SPCS may also file a report of stolen property with the local law enforcement agency.

#### **V. Taking Care of Your Chromebook**

- A. Students are responsible for the general care of the Chromebook they have been issued by St. Paul Catholic School. Chromebooks that are broken or fail to work properly must be brought to the attention of Mr. Werth or Mr. Dillon as soon as possible so that they can be taken care of properly. School-owned Chromebooks should never be taken to an outside computer service for any type of repairs or maintenance. Students are never to leave their Chromebooks unattended.
  
- B. General Precautions
  - a. Chromebook must not be next to food or drink.
  - b. Chromebook must be kept on a flat surface to prevent damage.
  - c. Cords, cables, and removable storage devices must be inserted carefully into Chromebook.
  - d. Care must be used when unplugging/removing power cords, cables and devices as damage to cords and/or sockets are the responsibility of the family.
  - e. Chromebooks must not be used or stored near pets.
  - f. Chromebooks must not be used with the power cord plugged in when the cord may be a tripping hazard.
  - g. Chromebooks must remain free of any writing, drawing, stickers and labels.
  - h. Heavy objects should never be placed on top of a Chromebook.

### C. Carrying Chromebooks

- a. Always transport Chromebook with care and in a protective case. Never lift a Chromebook by the screen. Always support a Chromebook from its bottom with lid closed.
- b. Never carry a Chromebook with the screen open. Chromebook lids should always be closed and tightly secured when moving.

### D. Keeping Chromebook Clean

- a. Computers require special cleaning, even on the outside. Keeping the system free of dust, dirt, food, crumbs, and liquids is the first step to computer care.
  - Turn off Chromebook before cleaning.
  - LCD Screen: use ONLY a microfiber cloth or lint-free cloth to gently wipe away dust or smudges. The screen is never to be cleaned with glass cleaner, water, or any other liquid.
  - Keyboard: Canned air or small computer-specific vacuum cleaners are an excellent way to clean keyboards, computer case vents, or around disk drive openings.
  - Outer Case of Chromebook: spray a lint-free cloth *lightly* with glass cleaner.

### E. Screen Care

- a. The LCD display monitor is VERY fragile. The LCD screen should NEVER be touched, not even with your fingers. Irreparable damage can be done to the screen with the slightest of touches. The screen can crack or break easily even if it is protected in a backpack or carrying case, so be very careful when handling them with a Chromebook inside. Never throw or drop your backpack/carrying case on the ground.
- b. The Chromebook screen can be damaged if subjected to heavy objects, rough treatment, some cleaning solvents, and other liquids. The screen is particularly sensitive to damage from excessive pressure.
  - Do not put pressure on the top of a Chromebook when it is closed.
  - Do not store a Chromebook with the screen open.
  - Do not place anything in your backpack that will press against the cover of Chromebook.
  - Make sure there is nothing on the keyboard before closing the lid (e.g. pens, pencils, etc.)
  - **Only clean the screen with a soft, dry microfiber cloth or anti-static cloth (like for cell phone).**

#### F. Storing Your Chromebook

- a. When students are in school and are not using their Chromebook, they should store the machine in the protective case.
- b. Nothing should be placed on top of the Chromebook when stored in the cubby.
- c. Chromebooks should not be stored in a vehicle for security and temperature related issues.

#### G. Chromebooks left in Unsupervised Areas

- a. Under no circumstances should Chromebooks be left in an unsupervised area. These include, but not limited to, the cafeteria, computer lab, unlocked classroom, and hallway.
- b. Unsupervised Chromebooks will be confiscated by staff. Disciplinary action may be taken for leaving your Chromebook in an unsupervised location.

### VI. **Using Your Chromebook At School**

Students are expected to bring a fully charged Chromebook to school every day and bring their Chromebook to all classes unless specifically advised not to do so by their teacher. Teachers will determine whether or not the Chromebook should be open or closed each class period.

#### A) Charging Chromebooks

- a. Chromebooks should be brought to school each day with a full charge.

#### B) Students may only use their school-created Google Account while at school.

#### C) Students are prohibited from using the following during the school day:

- a. chat and instant messaging services
- b. social networking sites
- c. games, unless the game is directly related to a school assignment and approved by the teacher
- d. notes or classwork sharing that is to be completed individually

#### D) Backgrounds and Themes

- a. Inappropriate media may not be used as Chromebook backgrounds or themes. The presence of such media will result in disciplinary action.

E) Sound

- a. Sound must be muted at all times unless permission is obtained from a teacher.
- b. Headphones may be used at the discretion of the teacher.
- c. Students are to have their own personal set of headphones for sanitary reasons.

F) Printing

- a. Students will be encouraged to digitally publish and share their work with their teachers and peers when appropriate.
- b. Printers will be available in the computer lab and in the hallway outside the science lab. Because all student work should be stored in an Internet/cloud application (Google Docs), students will not print directly from their Chromebooks at school.

G) Logging into a Chromebook

- a. Students will log into their Chromebooks using their school issued Google Apps for Education account.
- b. Students are never to share their account passwords with others, unless requested by an administrator.

H) Managing and Saving Your Digital Work with a Chromebook

- a. The majority of student work will be stored in Internet/cloud based applications (Google Docs) and can be accessed from any computer with an Internet connection and most mobile Internet devices.
- b. Students should always remember to save frequently when working on digital media.
- c. SPCS will not be responsible for the loss of any student work.

I) Chromebooks being repaired

- a. **Subject to availability**, loaner Chromebooks may be issued to students when they leave their school-issued Chromebook for repair with Mr. Werth or Mr. Dillon.
- b. A student borrowing a Chromebook must sign a loaner agreement and will be responsible for any damage to or loss of the loaned device.
- c. Chromebooks on loan to students having their devices repaired ***are not to be taken home.***

- d. Mr. Werth will contact a student when his/her device is repaired. When the repair bill has been paid, the device will be returned to the student. The loaner is to be turned back in at that time.

## VII. **Using Your Chromebook Outside of School**

Students are encouraged to use their Chromebooks at home and other locations outside of school. A Wi-Fi Internet connection will be required for the majority of Chromebook use; however, some applications can be used while not connected to the Internet. Students are bound by the St. Paul Catholic School Technology Acceptable Use Policy and Agreement, and all other guidelines in this document wherever they use their school-issued Chromebook.

Parents may choose an 'opt-out' aspect of this program which entails only that the child not leave the school premises with the Chromebook. If the parent so chooses, the "Opt-Out Form" must be completed and submitted to the office.

## VIII. **Content Filter**

SPCS utilizes an Internet content filter that is in compliance with the federally mandated Children's Internet Protection Act (CIPA). All Chromebooks, regardless of physical location (in or out of school) will have all Internet activity protected and monitored by the school. If a website is blocked in school, then it will be blocked out of school. If an educationally valuable site is blocked, student needs to contact their teachers to request the site be unblocked.

Parents may wish to use an additional internet filter at home. OpenDNS is a free service and can be found at [www.opendns.com/home-internet-security/parental-controls/opendns-familyshield/](http://www.opendns.com/home-internet-security/parental-controls/opendns-familyshield/).

## IX. **Software**

### A. Google Apps for Education

- a. Chromebooks integrate with the Google Apps for Education suite of productivity and collaboration tools. This suite includes Google Docs (word processing), Spreadsheets, Presentations, Drawings, and Forms.
- b. All work is stored in the cloud.

## X. **Chromebook Identification**

### A. Asset Tag / Label

- a. All Chromebooks will be labeled with a SPCS asset tag/label.
- b. Asset tags are not to be modified or tampered with in any way.
- c. Students may be charged up to the full replacement cost of a Chromebook for turning in a Chromebook without a SPCS asset tag/label.

- B. Records--SPCS will maintain an inventory of all Chromebooks that includes the serial number, asset label ID, and student name for each device.
- C. Users--***Each student will be assigned the same Chromebook for the duration of his/her time at SPCS (max-3years). So, take good care of your device!***

#### XI. **Repairing / Replacing Your Chromebook**

- A. Estimated Costs (subject to change)

The following are estimated costs of the Chromebook parts and replacement:

- Total replacement of Chromebook--\$ 200.00
- Replacing Screen--\$ 90.00
- Replacing Keyboard/touchpad--\$ 52.00
- Replacing Power cord--\$ 32.00

- B. Some items might be covered by your homeowners/renters insurance policy. You would need to check with your insurance agent or coverage of your current policy.

#### XII. **No Expectation of Privacy**

Students have no expectation of confidentiality or privacy. SPCS may, without prior notice or consent, log, supervise, access, view, monitor, and record use of student Chromebooks at any time for any reason related to the operation of the school. By using a school-issued Chromebook, students agree to such access, monitoring, and recording of their use.

#### XIII. **Appropriate Uses and Digital Citizenship**

School-issued Chromebooks should be used for educational purposes. While working in a digital and collaborative environment, students should always conduct themselves as good digital citizens by adhering to the following:

- A. **Respect Yourself.** I will show respect for myself through my actions. I will select online names that are appropriate. I will use caution with the information, images and other media that I post online. I will carefully consider what personal information about my life, experiences, or relationships I post. I will not be obscene. I will act with integrity.
- B. **Protect Yourself.** I will ensure that the information, images, and materials I post online will not put me at risk. I will not publish my personal details, contact details, or a schedule of my activities. I will report any attacks or inappropriate behavior directed at me while online. I will protect passwords, accounts, and resources.
- C. **Respect Others.** I will show respect to others. I will not use electronic mediums to antagonize, bully, harass, or stalk people. I will show respect for other people in my choice of websites. I will not visit sites that are degrading to others, pornographic, racist, or inappropriate. I will not enter other people's private spaces or areas.

- D. **Protect Others.** I will protect others by reporting abuse and not forwarding inappropriate materials or communications. I will avoid unacceptable materials and conversations.
- E. **Respect Intellectual Property.** I will request permission to use copyrighted or otherwise protected materials. I will suitably cite all use of websites, books, media, etc. I will acknowledge all primary sources. I will validate information.
- F. **Protect Intellectual Property.** I will request to use the software and media others produce. I will purchase, license, and register all software or use available free and open source alternatives rather than pirating software. I will purchase my music and media and refrain from distributing these in a manner that violates their licenses.