



## Chromebook Policies and Procedures Grades 6-8 (2019-20)

At St. Patrick School, we envision technology as a learning tool that fosters skills necessary for our students to be career and college ready. We recognize that technology enhances the connection between teaching and learning. Through proper implementation of educational technology, all students will have greater access to the curriculum, and teachers will have a wider array of methodologies to use in the delivery of instruction. Technology also provides for a more-developed source for communication between parents/guardians, teachers, students, and the greater Archdiocesan community.

### **Cost/Ownership of Chromebook**

- Guardians/Parents/Students are responsible for paying the \$165.00 leasing cost per device per year. Upon payment students will be issued a Chromebook that will be used by them for the entire school year. Chromebooks will be collected at the end of the school year. When students graduate from St. Patrick School, St. Patrick School takes ownership of the Chromebook. If the student ceases to be enrolled at any point in the 2019-20 school year at St. Patrick School, the student must return his/her device to St. Patrick School. The original leasing fee is nonrefundable.

### **No Expectation of Privacy**

- Students have no expectation of confidentiality or privacy with respect to the use of any Chromebook that has been leased to them by St. Patrick School. The school 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 St. Patrick School. By leasing and using a St. Patrick School Chromebook, students, parents, and guardians agree to such access, monitoring, and recording of student technology use both on and off campus.
- Teachers, school administrators, and the technology department staff will be using *GoGuardian*, a monitoring and reporting software, during the 2019-20 school year. This program allows faculty to view the screens and activity on student Chromebooks at all times.

### **CHROMEBOOK CARE**

Students are responsible for the care and security of their Chromebook. Chromebooks that are broken or fail to work properly must be taken to the Technology Office /Mrs. Orchard as soon as possible so it can be evaluated and/or repaired.

### **General Precautions**

- No food or drink should be near the Chromebook.
- Cords, cables, and removable storage devices must be inserted carefully into the Chromebook.
- Chromebooks should not be used with the power cord plugged in where the cord may be a tripping hazard.
- Heavy objects should never be placed on top of the Chromebook.
- Never leave Chromebook in an unsecure location.
- Any identification tags must not be interfered with.
- No stickers of any kind are to be placed on the keyboard, screen, or on the outside of the Chromebook.
- No drawings or engravings of any kind are to be placed on any part of the Chromebook. This is considered vandalism to school property.
- Never pull back the rubber or plastic framing on the cover of the Chromebook. This is considered vandalism to school property.
- When the Chromebook is being transported or not in use, the device needs to be covered by a protective case.
- Chromebooks should be stacked on top of books, not under them.

### **Protective Cases**

- Each 6<sup>th</sup> Grade student upon entering Jr. High and any new 7<sup>th</sup> or 8<sup>th</sup> grade student, must purchase a protective case through St. Patrick School.

- Although the cases are reinforced to help protect the Chromebook, they are not guaranteed to prevent damage. It remains the student's responsibility to care for and protect their device.

### **Transporting your Chromebook**

- Always transport the Chromebook with care and in its case.
- Never lift the Chromebook by the screen.
- Never carry the Chromebook with the screen open
- Chromebooks should be stacked on top of books, not under them.

### **Screen Care**

The Chromebook screen is a touch screen. Use only your fingers and no other objects when utilizing the touch screen. The Chromebook screen can be damaged if subjected to heavy objects, rough treatment, some cleaning solvents, and other liquids. The screens are particularly sensitive to damage from excessive pressure.

- Do not put pressure on the top of the Chromebook when it is closed
- Do not store a Chromebook with the screen open
- Do not place anything in the protective case that will press against the cover
- Make sure there is nothing on the keyboard before closing the screen (pens, pencils, etc.)

**Please note:** Any student observed violating any of the above care procedures, will lose the use of their device for the remainder of the school day.

## **STUDENT EXPECTATIONS FOR USING YOUR CHROMEBOOK AT SCHOOL**

Students are expected to bring their fully charged Chromebook to school every day and to bring the Chromebook to all classes unless specifically advised not to do so by their teacher.

### **If a student does not bring his/her Chromebook to school**

- The student may come to Mrs. Orchard's office after morning prayer and check out a loaner for the day.
- The student will be responsible for any damage to or loss of the issued device
- A record will be kept of the number of times a loaner is issued to each student. Excessive occurrences will result in the decline of a loaner and notification home to parents.
- The loaner Chromebook must be returned to Mrs. Orchard's office before 2:45 pm on the date it was borrowed.

### **Printing**

- Students are encouraged to digitally publish and share their work with their teachers and peers when appropriate.
- Students may set up Google Cloud Print to print from their Chromebooks at home. Information about Google Cloud Print can be found here: <http://www.google.com/cloudprint/learn/>

### **Managing and Saving Your Digital Work with a Chromebook**

- The majority of student work will be stored in Internet/Cloud based applications and can be accessed from any computer with an Internet connection and most mobile Internet devices. Some files may be stored directly on the device, however, Google Drive is the primary filing system in which our students store and share their work.
- St Patrick School will not be responsible for the loss of any student work.
- Students are encouraged to maintain backups of their important work on a portable storage device or have multiple copies stored in different Internet storage solutions.

## **USING THE CHROMEBOOK OUTSIDE OF SCHOOL**

### **Operating System and Security**

- **Updates:** The Chromebook operating system, Chrome OS, updates itself automatically. Students do not need to manually update their Chromebooks.

- Students may not attempt to install or run any operating system on the Chromebook other than the Chrome OS operating system.
- **Virus Protection:** Chromebooks use the principle of “defense in depth” to provide multiple layers of protection against viruses and malware, including data encryption and verified boot. There is no need for additional virus protection.

### **Content Filter**

- St. Patrick School utilizes an Internet content filter that is in compliance with the federally mandated Children's Internet Protection Act (CIPA). All Chromebooks used in the school will have all Internet activity protected by the same firewall.
- In addition Google provides a lockdown component that is part of their licensing per device. This provides another layer of protection.
- Also included in each device’s annual leasing cost is a subscription to *Go Guardian*, a monitoring software. *GoGuardian* allows teachers to see everything a student is doing on their Chromebook at any time. This gives St. Patrick School the added benefit of securing our students’ online activities and safety. Both security features will work at school and at home.

### **Software**

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

### **Chrome Web Apps and Extensions**

- Students are allowed to install appropriate Chrome web apps and extensions from the Chrome Web Store *only when instructed by their teachers*. Most apps and extensions are managed by the Administrator on our Google Apps for Education Account.
- Students are responsible for the web apps and extensions they install on their Chromebooks.
- Some web apps will be available to use when the Chromebook is not connected to the Internet.

## **CHROMEBOOK REPAIR**

### **Repair of your Chromebook**

- If a student's Chromebook needs repair, the student should bring it to Mrs. Orchard’s office the day the Chromebook is damaged. If the repair is under warranty, it will be repaired at no cost. The limited warranty covers normal use, mechanical breakdown and faulty construction for one year. The vendor will provide normal replacement parts to repair the Chromebook, or, if required, a Chromebook replacement. The vendor warranty does not warrant against damage caused by misuse, abuse or accidents.
- St. Patrick School has arranged for coverage through Worth Ave. Group. This policy is included in the student’s annual leasing cost from the school. *The insurance plan will cover accidental damage (drops/cracked screens/liquid spills), liquid submersion, theft, fire/flood damage, natural disasters, and power surge due to lightning.*
- If a device is lost, on or off campus, the student/parent will be charged the full replacement cost of the device in addition to the yearly leasing fee.
- If a student intentionally damages a Chromebook (vandalism), meaning the repair cannot be covered by insurance, the student/parent will be charged the full repair or the full replacement cost of the device in addition to the yearly leasing fee. Repair costs are dependent upon the quote from the repair facility.
- A replacement fee of \$20.00 will be charged for any power cord that is lost or damaged.
- Any key repairs/replacements that are not the result of accidental damage, are the responsibility of the student/parent during the 2019-20 school year. If a parent or student is interested in key replacement, please inform Mrs. Orchard, and a quote will be prepared from our repair facility. The parent can then approve or reject the quote. If approved, Mrs. Orchard will send the device out for repair, and the student will receive a loaner until his/her device is repaired.

- Any student with drawings or engravings on his/her Chromebook will be charged a damage fee. The student/ parent will be responsible for \$20.00 per engraving or drawing. If another student has done the engraving or drawing, the student who was issued the Chromebook is still responsible for the fees.
- Any student that has pulled back the rubber and/or plastic framing from the cover of the Chromebook will pay the full repair or replacement cost of the Chromebook.

**Chromebooks being repaired**

- Loaner Chromebooks may be issued to students when they leave their Chromebook for repair in the Computer Lab.
- The student will be responsible for any damage to or loss of the issued device.
- Chromebooks on loan while a student's device is being repaired may be taken home.
- The student will be contacted once their Chromebook is repaired and available to pick up.

**Please return this signature page to Mrs. Orchard by August 21, 2019**

Signatures below indicate that the parties, both parent and student, have read the Chromebook Policies and Procedures and understand the responsibilities pertaining to the proper care and utilization of the Chromebook issued by St. Patrick School. If you have more than one child in Jr. High, one signature page with both students' signatures will suffice.

Student Signature \_\_\_\_\_ Student Grade \_\_\_\_\_

Student Signature \_\_\_\_\_ Student Grade \_\_\_\_\_

Parent/Guardian Name \_\_\_\_\_

Parent/Guardian Signature \_\_\_\_\_ Date \_\_\_\_\_