

SAINT COLUMBKILLE  

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CATHOLIC SCHOOL



GROWING IN SPIRIT, MIND, AND BODY AS DISCIPLES OF CHRIST.

# **Chromebook Policy & Usage Handbook 2019-2020**

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

Updated 8/2019

## **Receiving Your Chromebook**

### **1. Parent/Guardian Orientation**

All 6th grade parents/guardians as well as those of new 7th and 8th grade students are required to attend an orientation and sign the St. Columbkille Catholic School Chromebook Agreement, Acceptable Use Policy and COPPA permission form before a Chromebook can be issued to their student.

### **2. Distribution**

Students in grades 6-8 will receive their Chromebooks and related peripherals during Open House. Students and parents must sign the St. Columbkille Catholic School Chromebook Agreement, Acceptable Use Policy and COPPA permission form and pay the yearly fee before taking the device.

### **3. Transfer/New Student Distribution**

New students arriving during the school year, will be able to pick up their Chromebook from the Computer Lab. Both students and their parents/guardians must review the information from the Open House orientation and sign the St. Columbkille Catholic School Chromebook Agreement, Acceptable Use Policy and COPPA permission form, as well as paying the appropriate fee, prior to picking up a Chromebook.

## **Returning Your Chromebook**

### **1. End of Year**

At the end of the school year, students will turn in their Chromebooks and all issued peripherals.

Failure to turn in a Chromebook will result in the student being charged the remaining balance of the full \$350.00 replacement cost.

Students finishing 8<sup>th</sup> grade will be allowed to keep their Chromebooks provided that they have attended St. Columbkille in 6<sup>th</sup>-8<sup>th</sup> grades and they are current on all tuition and fees.

### **2. Transferring/Withdrawing Students**

Students who transfer out of or withdraw from St. Columbkille Catholic School must turn in their Chromebooks and cases to the Computer Lab on their last day of attendance.

Failure to turn in the Chromebook will result in the student being charged the full replacement cost. Unpaid fines and fees of students leaving St. Columbkille may be turned over to a collection agency. The district may also file a report of stolen property with the Police Department. In addition, St. Columbkille may withhold record transfer requests.

## **Insurance**

St. Columbkille Catholic School will be self-insuring the Chromebooks. In the event of damage a claim must be filed in a timely manner. Each claim covered by insurance will be assessed an incremental deductible within the 6<sup>th</sup>-8th grade years. The first claim deductibles are listed below. If a student withdraws from St. Columbkille Catholic School and then re-enrolls later, the coverage will be reinstated along with the number of claims made prior to withdrawal. **This insurance is intended for accidental damage not intentional or repeated misuse/carelessness.**

**Deductible Claim #1** - \$0

**Deductible Claim #2** - \$50 or the cost of repair whichever is less

**Deductible Claim #3** - \$100 or the cost of repair whichever is less

## **Training**

Students will receive regular training during class time to address care and usage of the Chromebook as well as usage of Google Apps. Regular Digital Citizenship training will also be provided during class time to address respectful, responsible, and ethical use of the internet and digital tools.

## **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 Computer Lab. If a loaner Chromebook is needed, one may be issued to the student until their Chromebook can be repaired or replaced.

### ***General Precautions***

- No food or drink should be 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 by the lid.
- Chromebooks should remain securely fastened in the case.
- Chromebook bags/cases should be zipped closed when not in use.
- Chromebooks should not be used or stored near pets.
- Chromebooks should not be used with the power cord plugged in when the cord may be a tripping hazard.
- Chromebooks must remain free of any writing, drawing, stickers, or labels.
- Items (like pencils, earbuds, etc.) should not be placed on the keyboard.
- Items such as earbuds, should not be stored in the case.
- Chromebooks should never be shoved into a locker or wedged into a book bag as this may break the screen.
- Heavy objects should never be placed on top of Chromebooks.
- 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.
- Always bring your Chromebook to room temperature prior to turning it on.

### ***Device Protection***

- Each student will be issued a protective case for his/her Chromebook that should be used whenever the Chromebook is being transported or not in use.
- The cases are designed to stay on the Chromebook. The Chromebook can easily be used while still securely strapped into the case.
- Although the cases are reinforced to help protect the Chromebooks, they are not guaranteed to prevent damage. It remains the student's responsibility to care for and to protect his/her device.

### ***Carrying Chromebooks***

- Always transport Chromebooks with care and in St. Columbkille Catholic School issued cases. Failure to do so may result in disciplinary action.
- Never lift Chromebooks by the screen.
- Never carry Chromebooks with the screen fully open. Tilt the screen at a 45 degree angle if moving about the classroom. Going between classrooms, carry the chromebook fully closed.

### ***Screen Care***

- 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 a 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 lid (e.g. pens, pencils, etc.).
- Only clean the screen with a soft, **dry** microfiber cloth or anti-static cloth.
- For stubborn spots on the screen, appropriate cleaning solution is available in the Computer Lab.

### **Using Your Chromebook**

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

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

- If a teacher indicates that it would be detrimental to the student's learning if he/she did not have a chromebook, the teacher may send the student with a pass to the Computer Lab to check out a loaner.
- A student borrowing a Chromebook must sign the check-out log which indicates that they are aware that they will be responsible for any damage to or loss of the issued device.
- School personnel will document the number of times a loaner is issued to each student for not having his/her own Chromebook at school. Excessive occurrences during the school year may result in disciplinary action.

- The students that obtain a loaner will be responsible for returning the borrowed device to the Computer Lab after that class period or before 3:30 depending on the instructions given.
- If a loaner is not turned in by 3:30 pm, a report will be filed with the administration and the administrator will work on retrieving the loaner.

### ***Chromebooks being repaired***

- Loaner Chromebooks may be issued to students when they leave their school-issued Chromebook for repair.
- A student borrowing a Chromebook must sign the loaner check out log and will be responsible for any damage to or loss of the loaned device.
- Chromebooks on loan to students having their devices repaired may be taken home.
- The Computer Teacher will contact students when their devices are repaired and available to be picked up.

### ***Charging Chromebooks***

- Students should not bring their chargers to school.
- Chromebooks must be brought to school each day with a full charge.
- Students should charge their Chromebooks at home every evening.
- There will be a limited number of charging stations in the computer lab available to students on a first-come-first-served basis.

### ***Personalizing the Chromebook***

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

### ***Sound***

- Sound must be muted at all times unless permission is obtained from a teacher.
- Wired earbuds or small headphones may be used at the discretion of the teachers. Bluetooth devices may not be used.

### ***Printing***

- Students will be encouraged to digitally publish and share their work with their teachers and peers when appropriate.
- Chromebooks will be setup for printing to Computer Lab printer.
- Students may set up their home printers with the Google Cloud Print solution to print from their Chromebooks at home. Information about Google Cloud Print can be obtained here: <http://www.google.com/cloudprint/learn/>.

### ***Logging into a Chromebook***

- Students will log into their Chromebooks using their school-issued Google Apps for Education account.
- Students should never share their account passwords with others. In the event of a compromised account the St. Columbkille Catholic School reserves the right to change access to the account.
- Students should only log into their own Chromebook.

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

- Students are encouraged to use their Chromebooks at home and other locations outside of school.
- A WiFi Internet connection will be necessary for the majority of Chromebook use; however, some applications can be used while not connected to the Internet. Students are bound by the St. Columbkille Catholic School Technology Policy, Administrative Procedures, acceptable use agreement, and all other guidelines in this document wherever they use their Chromebooks.

### **Operating System and Security**

Students may not use or install any operating system on their Chromebook other than the current version of Chrome OS that is supported and managed by the school.

### ***No Expectation of Privacy***

Students have no expectation of confidentiality or privacy with respect to any usage of a Chromebook, regardless of whether that use is for school related or personal purposes, other than as specifically provided by law. 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 the school. By using a Chromebook, students agree to such access, monitoring, and recording of their use.

### ***Monitoring Software***

Teachers, school administrators, and the technology department staff may use monitoring software that allows them to view the screens and activity on student Chromebooks.

### ***Updates***

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

### ***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***

The school 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, students should contact school personnel, who in turn, will request the site be unblocked.

### ***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.

## **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. Some applications, such as Google Drive, are available for offline use. The software originally installed on the Chromebook must remain on the Chromebook in usable condition and be 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 updates when the computer is idle or restarted.

### ***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), Spreadsheets, Presentations, Drawings, Forms, Sites, Gmail,

- All work is stored within Google Drive.

### ***Additional Apps and Extensions***

Students are unable to install additional apps and extensions on their Chromebook other than what has been approved by St. Columbkille Catholic School.

## **Repairing or Replacing Your Chromebook**

### ***Tech Support***

All Chromebooks in need of repair must be brought to the St. Columbkille Catholic School Computer Lab as soon as possible.

### ***Vendor Warranty***

- Chromebooks include a one year hardware warranty from the vendor.

- The vendor warrants the Chromebook from defects in materials and workmanship.
- The limited warranty covers normal use, mechanical breakdown, and faulty construction. The vendor will provide normal replacement parts necessary to repair the Chromebook or, if required, a Chromebook replacement.
- The vendor warranty does not warrant against damage caused by misuse, abuse, or accidents.
- All repair work must be reported to the St. Columbkille Catholic School Computer Lab.

***Estimated Costs (subject to change)***

The following are estimated costs of Chromebook parts and replacements:

- Screen - \$45.00
- Keyboard/touchpad - \$50.00
- Power cord - \$25.00
- Chromebook Case - \$25.00
- Full Replacement Cost (Chromebook, Charger, Case) - \$300.00

Some items may be covered by your homeowners/renters policy. Please check with your insurance agent.

**Accidental Damage or Loss Protection**

As part of the 1:1 Chromebook initiative at St. Columbkille Catholic School, we are providing accidental damage insurance prior to the deployment of the Chromebook to your child. St. Columbkille Catholic School will be the sole provider of this insurance. Under this insurance agreement, the Chromebooks are protected against accidental damage or loss due to an act of nature.

St. Columbkille Catholic School will require that a police report be submitted in cases of theft. Fraudulent reporting of theft will be turned over to the police for prosecution. A student making a false report will also be subject to disciplinary action as outlined by the school code of conduct.

This insurance policy does not cover for loss of the Chromebook and/or its accessories, cosmetic damage, or damages caused by intentional misuse and abuse. St. Columbkille Catholic School will assess the device if the damage is determined to be accidental and within the protection guidelines. **Parents/Students may be charged for full replacement cost of a device that has been damaged due to intentional misuse or abuse.**

**Chromebook Technical Support**

The St. Columbkille Catholic School Computer Lab will be the first point of contact for repair of the Chromebooks.



## Appropriate Uses and Digital Citizenship

School-issued devices should be used for educational purposes and students are to adhere to the Acceptable Use Policy and all of its corresponding administrative procedures at all times.

If students need to sign up for specific educational services on their device, they should **ALWAYS** use their school account because this is issued by the school. Students should not use other accounts (Gmail, Yahoo, etc.) when signing up for these services.

Students **SHOULD NOT** use their school email address to subscribe to personal services like Instagram, Facebook, YouTube notifications, gaming sites, etc.

While working in a digital and collaborative environment, students should always conduct themselves as good digital citizens by adhering to the following:

1. **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.

2. **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.

3. **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.

4. **Protect Others.** I will protect others by reporting abuse and not forwarding inappropriate materials or communications. I will avoid unacceptable materials and conversations.

5. **Respect Intellectual property.** I will request permission to use copyrighted or otherwise protected materials. I will properly cite all use of websites, books, media, etc. I will acknowledge all primary sources. I will validate information. I will use and abide by the fair use rules.

6. **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.

## TECHNOLOGY ACCEPTABLE USE POLICY - STUDENTS

This policy is in effect for students of St. Columbkille Catholic School in grades 3-8. It will be enforced at anytime students are using school accounts or school equipment. It will also be enforced if students are using their own devices on school property or during school hours. In addition, if students are using their own equipment and are off school property, this policy may still be in effect if students are involving staff members of St. Columbkille Catholic Schools. Keep in mind that the mission statement of our school is "Growing in spirit, mind, and body as disciples of Christ." Student behavior that is inconsistent with that mission statement can and will be subject to the discipline policy.

1. Access to the Internet and technology use must be related to the student's school responsibilities, for the purpose of education or research, and be consistent with the educational and religious objectives of the school.
2. The use of the Internet is a privilege, not a right, and inappropriate use, whether in school or outside of school, will result in cancellation of those privileges, disciplinary action (up to and including suspension or expulsion) and/or appropriate legal action. Whether the use is considered inappropriate or violates this policy is a matter within the discretion of the Principal, and his or her decision is final.
3. Use of technology, for educational or social reasons, must be consistent with the educational and religious objectives of the school.
4. Some examples of unacceptable uses of the Internet or technology are:
  - a. Using technology for any illegal activity, including violation of copyright or other contracts, or transmitting any material in violation of any U.S. or state law;
  - b. Unauthorized downloading of software, regardless of whether it is copyrighted;
  - c. Invading the privacy of individuals;
  - d. Using another user's password or account;
  - e. Using pseudonyms or anonymous sign-ons;
  - f. Accessing, submitting, posting, publishing, or displaying any defamatory, inaccurate, abusive, obscene, sexually-oriented, threatening, racially offensive, harassing, or illegal material or other information and/or materials that are inconsistent with the objectives and/or teachings of the school.
  - g. Engaging in abuse of technology. This includes communications, in or outside of school, using computers/chromebooks, social networking sites, or electronic devices, such as cell phones, tablets/iPads, smart watches other similar devices which threaten other students or school personnel, violate school rules, or disrupt the educational process promoted by the school. Abusive communication includes,

for example, posting or dissemination of written material, graphics, photographs or other representations which communicate, depict, promote, or encourage:

- a. Use of illegal or controlled substances, including alcoholic beverages;
  - b. Violence or threats of violence, intimidation, or injury to the property or person of another;
  - c. Use of degrading language to describe or refer to another student, faculty member, or school official; or
  - d. Lewd, offensive, sexually suggestive, or other inappropriate behavior on web pages, web sites, blogs, bulletin boards systems, in email communication or attachments, in discussion groups, user groups, chat rooms, or any other function of the Internet.
5. Your school account and password are confidential and must remain so. Do not use another individual's account and confidential password.
  6. Use of a photograph, image or likeness of oneself or of any other employee, student, parent, or parishioner on any Internet or web-based site, or in any electronic communication is prohibited, except with the express permission of the Principal.
  7. Using school equipment to create a web site or to transmit the likeness, image, photograph or video of any employee, student, parent or parishioner, is prohibited, except with the express permission of the Principal
  8. Students are prohibited from permitting any other individual or entity from creating a website for the school facility, or from photographing, video recording, or otherwise creating the likeness of any employee, student, parent, or parishioner for commercial purposes, or for Internet transmission or posting, except with the express permission of the Principal.
  9. Students are prohibited for taking video, photographs or audio recordings unless directed to or approved by a staff member for educational purposes.
  10. The school reserves the right to monitor employee and student use of school computers, including a student's Internet use and email use and content. Thus, students have no expectation of privacy in their use of school computers, the Internet, or email.

Each student in grades 3-8, and his or her parent(s)/guardian(s) must receive and sign this *Technology Acceptable Use Policy* annually.