Saint Paul Catholic School
Chromebook Handbook
2024-2025

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

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

Receiving Your Chromebook:

Chromebooks will be distributed during the first weeks of school. Parents & Students must sign and return the Chromebook Policy Sign-off and Student Pledge document before the Chromebook can be issued to their child. This document will need to be signed and returned as soon as possible in order for your student to receive their chromebook.

Training:

Students will be trained on how to use the Chromebook by their homeroom teacher. It is expected that students follow all policies and procedures taught to them.

Return:

Student Chromebooks and accessories 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 Saint Paul for the lifecycle of the device. Any student who transfers out of Saint Paul will be required to return their Chromebook and accessories. If a Chromebook and accessories are not returned, the parent/guardian will be held responsible for payment in full. 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 reported via the technology ticket system. Students must report any device issues to their homeroom teacher immediately. If a loaner Chromebook is needed, one will be issued to the student via the library until their Chromebook can be repaired or replaced.

Student Responsibilities:

Students may only use their Chromebook for educational purposes. They are responsible for maintaining their Chromebook and keeping it in working condition and prepared for class each day.

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 unless directed to do so by a teacher.
- 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 laptop. Always bring your laptop to room temperature prior to turning it on.

Carrying the Chromebook:

You are required to keep your school issued Chromebook in a protective case when not in use. It is highly recommended that you purchase a hard shell case that remains on the device at all times, rather than a Chromebook sleeve. This provides protection against minor bumps, but is not designed to protect the Chromebook from major damage and drops. Be mindful of where your Chromebook is and protect it from damage at all times.

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, unless specifically advised not to do so by their teacher.

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 and bring them ready for use daily. Repeat violations of this policy will result in referral to administration and possible disciplinary action. 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. (Students are encouraged to use earbuds or headphones.)

Printing:

At School: Printing functionality will be available on a limited basis at school and subject to classroom requirements. Teaching strategies will facilitate digital copies of assignments.

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 service. http://google.com/cloudprint

Managing Your Files and Saving Your Work:

Students should save documents to their Google Drive, or they may save to an external memory device such as a miniSD card or USB flash drive. Saving to Google Drive will make the file accessible from any computer with internet access. Students using Google Drive to work on their documents will not need to save their work, as Drive will save each keystroke as the work is being completed. It will be the responsibility of the student to maintain the integrity of their files and keep proper backups. Students will be trained on proper file management procedures.

Personalizing the Chromebook:

Chromebooks must remain free of any decorative writing, drawing, stickers, paint, tape, or labels that are not the property of Saint Paul Catholic School. Spot checks for compliance will be done by administration or Saint Paul staff at any time. Students may add appropriate music, photos, and videos to their Chromebooks. Personalized media are subject to inspection and must follow the Saint Paul Catholic School acceptable use policy.

Software on Chromebooks:

<u>Originally Installed Software:</u> Chromebook software is delivered via our technology company. 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 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 shut down 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.

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

<u>Additional Software:</u> Students are not to install additional software on their Chromebook other than what has been approved by Saint Paul Catholic School.

Inspection:

Students may be selected at random to provide their Chromebook for inspection. The purpose of 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 support staff 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 unless the student requests that an attempt be made to salvage it.

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 the barcode number and school asset tag
- Individual's name tag label.
  **Under no circumstances are students to modify, remove, or destroy identification labels.

Storing Your Chromebook: When students are not monitoring their Chromebook, it should be stored in a secure location such as a desk, cubby, or locker. Nothing should be placed on top of the Chromebook when stored in the locker. Students need to take their Chromebooks home with them every night. The Chromebook should be charged fully each night at the student's home. Chromebooks should never be stored in an unattended vehicle.

Storing Chromebooks at Extracurricular 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, hallways, bathrooms, in a bus, in a car, or any other entity that is not securely locked or in which there is no supervision. Unsupervised Chromebooks will be confiscated by staff and taken to the Principal's office. 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 established school location.

- 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.

- Students and parents will be charged for Chromebook damage that is a result of misuse or abusive handling. Parents will be billed for Dell/HP parts and labor.

- Parents/Students will be charged for full replacement cost of a device that has been damaged due to intentional misuse or abuse. Actual cost will be determined based upon damages and the cost to make the repair.

Acceptable Use:

All students must demonstrate ethical, responsible, and legal behavior when using any technology and the school network. All material viewed or websites visited on the internet must demonstrate good taste and Catholic values and uphold the vision of Saint Paul Catholic School. In order to maintain a safe and ethical learning place, all students must be responsible for appropriate use of technology and the network. Saint Paul Catholic School devices – including Chromebooks --- are subject to routine monitoring by faculty, administrators, and staff. If there is any violation of the responsible use policy and agreement, a student's access to the internet and devices – including Chromebooks --- will be revoked and he or she will be subject to disciplinary action as outlined in the Saint Paul Catholic School handbook. If a violation specifically includes Chromebook use, the Chromebook may be confiscated, locked down, wiped, and/or turned over to the appropriate authorities. Please note that the Saint Paul Catholic School technology department has full authority over what applications and programs are deemed acceptable for educational and personal use. Personal use programs that interfere with the network's bandwidth, classwork or a student's education may be blocked and/or removed by the technology department at any time.

All students are prohibited from the following:

1. Committing academic dishonesty: Using technology to create, share, store, or view information --- including homework and assessments—that could be used for cheating is considered academic dishonesty and is not tolerated.
2. Accessing / creating inappropriate materials – the use of the school's internet connection must be in support of education and research and consistent with the philosophy of Saint Paul Catholic School. Transmission of any material in violation of any U.S. or state regulation is prohibited. This includes but is not limited to the following: copyrighted material; threatening, pornographic, or obscene material; material protected by trade.
3. Connecting to any networks other than the student network, when in the school including personal Wifi Hotspots.
4. Cyberbullying
5. Taking pictures, recording video, or recording audio of other students or teachers without permission. This includes but is not limited to inappropriate, embarrassing or sexually explicit pictures or videos taken in the rest rooms or locker rooms.
6. Tampering with a Chromebook, or attempting to gain unauthorized access to another account (i.e. hacking) – Students may only use accounts assigned to them. Any attempt to hijack anyone else's account or misrepresenting yourself as someone else is prohibited.

Chromebook Policy Handbook
Sign-Off and Student Pledge

- I will take good care of my Chromebook and know that I will be issued the same Chromebook each year.
- I will never leave my Chromebook unattended in an unsecured or unsupervised location.
- I will never loan out my Chromebook to other individuals.
- I will know where my Chromebook is at all times.
- I will charge my Chromebook's battery to full capacity each night.
- I will keep food and beverages away from my Chromebook since they may cause damage to the device.
- I will not disassemble any part of my Chromebook or attempt any repairs.
- I will protect my Chromebook by always carrying it in a secure manner to avoid damage.
- I will use my Chromebook in ways that are appropriate for education.
- I will not place decorations (stickers, markers, writing, etc.) on the Chromebook.
- I understand that the Chromebook I am issued is subject to inspection at any time without notice and remains the property of Saint Paul Catholic School.
- I will follow the policies outlined in the Chromebook Policy Handbook and the Acceptable Use Policy while at school as well as outside the school day.
- I will file a police report in case of theft or damage caused by fire.
- I will be responsible for all damage or loss caused by neglect or abuse.
- I agree to pay the full replacement cost of my Chromebook, power cord/charger, in the event that any of these items are lost or intentionally damaged.
- I agree to return the Chromebook and power cord/charger in good working condition at the end of each school year.

Student Name:_____ Date: _____

Student Signature:_____

Parent Signature:_____