

# St. Sebastian Parish School Chromebook Policy Handbook



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

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

## Receiving the Chromebook:

Chromebooks will be distributed during the beginning of the school year. ***Parents and students must sign and return the Chromebook Student/Parent Signature Page before the Chromebooks can be issued.***

### **Training:**

Students will be trained on how to use the Chromebooks by their homeroom teachers. Training documents and videos may eventually be available online for students to refer to when needed.

### **Return:**

Student Chromebooks and accessories (power cord and case) will be collected at the end of each school year for maintenance over summer vacation. Students will retain their original Chromebooks each year while enrolled at St. Sebastian Parish School.

Any student who transfers out of or graduates from St. Sebastian Parish School will be required to return his/her Chromebook and accessories. If a Chromebook and accessories are not returned, the parent/guardian will be held responsible for payment in full.

## Taking Care of the Chromebook:

Students are responsible for the general care of the Chromebooks that they have been issued by the school. Chromebooks that are broken or fail to work properly must be taken to the school library.

### **General Precautions and Best Practices:**

- No food or drink is allowed next to a Chromebook while it is in use.
- Cords, cables, and removable storage devices must be inserted carefully into a Chromebook. These items are property of St. Sebastian Parish School.
- Students should never carry their Chromebooks 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.
- A Chromebook should not be exposed to extreme temperatures or direct sunlight for extended periods of time. Extreme heat or cold may cause damage to the Chromebook.
- Chromebooks should always be brought to room temperature prior to turning on.
- Under no circumstances should a Chromebook be stored in an unsupervised area. Unsupervised areas include the school grounds, the cafeteria, unlocked classrooms, the library, hallways, bathrooms, or any other area that is not securely locked or in which there is not supervision.
- Unsupervised Chromebooks will be confiscated and taken to the office. Disciplinary action will be taken for leaving a Chromebook in an unsupervised location.

### **Carrying the Chromebook:**

The protective shell of a Chromebook will only provide basic protection from everyday use. It is not designed to prevent damage from drops or abusive handling. The case provided is the only acceptable case to be used. Students must always use extreme care when carrying a Chromebook in its case.

### **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 a Chromebook.
- Do not place anything near a 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 a Chromebook. Individually packaged pre-moistened eyeglass lens cleaning tissues may be used to clean the screen. These are very convenient and relatively inexpensive.

## **Using The 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 may be accessed using the Chromebook. Students will be responsible for bringing their Chromebooks to all classes, unless specifically advised not to do so by their teacher.

### **At Home:**

- All students are required to take their Chromebooks home each night throughout the school year for charging. *Chromebooks must be brought to school each day in a fully charged condition.* The battery life is 9.5 hours. Students need to charge their Chromebooks each evening. Students who regularly forget to bring their Chromebooks to school or repeatedly forget to charge them at night will be subject to disciplinary action as with any other forgotten/missing assignments.
- Chromebooks must not be used at home for any non-school related activity including but not limited to personal videos, photos, creation and distribution of videos, gaming, or personal social media (for example: Vine, Instagram, Twitter, Facebook, Pinterest or Snapchat.)
- The Chromebook is for the sole use of the student to whom it has been issued.

**Sound:**

Sound must be muted at all times unless permission is obtained from the teacher for instructional purposes. Students must bring their own inexpensive earbuds to be used with the Chromebooks. The school will not allow full-ear, expensive headphones or Beat style earbuds or headphones.

**Managing Files and Saving Work:**

Students may save documents to their Google Drive. Saving to Google Drive will make the files 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 students to maintain the integrity of their files. Students will be trained on proper file management procedures.

**Saving Documents**

Students will be logging into the St. Sebastian Parish School G Suite domain and saving documents to their @students.stsebastian.org accounts. With each student G Suite login, the student can access his/her schoolwork from any computer with internet access. It is recommended that students use the Chrome browser. Students have been given their login credentials.

**Personalizing the Chromebook:**

Chromebooks must remain free of any decorative writing, drawing, stickers, paint, tape, or labels that are not the property of St. Sebastian Parish School. Spot checks for compliance may be done by teachers or administrators at any time.

Only photos and videos taken for academic purposes will be allowed.

**Software on Chromebooks:****Originally Installed Software:**

St. Sebastian Parish School Chromebooks are managed devices. 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 Chromebooks must remain on the Chromebooks in usable condition and remain 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 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. All software and apps on the Chromebooks will be installed and managed wirelessly through St. Sebastian Parish School. **Students will not be able to install additional apps or extensions on their Chromebooks.** Additional software will be installed wirelessly as it is recommended and approved by teachers and school administrators.

### **Virus Protection:**

Virus protection is unnecessary on the Chromebooks due to the unique nature of their design. Your student's learning doesn't end in the classroom and neither should your Chromebook's protection.

### **Additional Software:**

Students are unable to install additional software on their Chromebooks other than what has been approved by St. Sebastian Parish School.

Gaming - personal gaming is not permitted on the Chromebooks. Educational games may be used according to teacher guidelines.

### **Inspection:**

Students may be selected at random to provide their Chromebooks for inspection. The purpose for inspection will be to check for proper care and maintenance as well as for inappropriate materials. Students and their parents/guardians are reminded that use of technology is a privilege and not a right and that everything done on any device, network, or electronic communication device may be monitored by the school administration. Inappropriate use of the technology can result in notification of parents, receiving a failing grade, limited or banned computer use or internet access, disciplinary consequences, removal from school, and/or legal action as set forth in the school Acceptable Use Policy.

## **Protecting and Storing the Chromebook:**

### **Chromebook Identification:**

Chromebooks and cases will be identified by student name and serial number.

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

### **Storing the Chromebook:**

**NOTHING** should be placed on top of a Chromebook. Students need to take their Chromebooks home with them every night. Chromebooks are not to be stored in lockers or anywhere else at school outside of school hours.

Chromebooks MAY NOT BE stored on the floor or the top of lockers. In the classroom, the Chromebook may be placed in a desk, placed on top of a desk, or in/on a cabinet as directed by the teacher.

## **Damage to or Loss of a Chromebook and Accessories**

**Students and parents will be charged for Chromebook damage that occurs when a Chromebook is misused, handled in an inappropriate or abusive manner, or left unattended.**

**Lost or Intentionally Damaged Device and Accessories:**

A Chromebook or any of its accessories that is lost or intentionally damaged is the responsibility of the student and parent. The user will not be given another device or accessory to use until the current replacement cost of the lost/damaged device or accessory is paid to the school. Repair or replacement costs will be paid by the student/parent based on the rate that the school is charged for the repair.

## **Chromebook Technical Support**

The school will be the first point of contact for repair of the Chromebooks. Services include:

- Password identification
- User account support
- Coordination of warranty repair
- Hardware maintenance and repair
- Operating system or software configuration support
- Restoring Chromebook to factory default
- System software updates

### **Support for Chromebooks**

Support will be provided during school hours. If your Chromebook is broken or not working, please take it to the library where you may receive a loaner.

Quick Tip: If your Chromebook is not working properly, the first step is to hold the power button down for 30 seconds, release, and then turn it back on. This resolves almost all problems associated with the device.

### **Non-Functioning Chromebooks**

Chromebooks that are broken or not working correctly should be brought to the school library immediately.

- When a Chromebook is not working properly, the student should report to the library to complete a [Technology Incident Report](#).
- Some information to include in the report:
  - What exactly is not working properly?
  - Please be as specific as possible...this helps the Tech Office troubleshoot.
- The librarian will collect the Chromebook and Technology Incident Report and ship the device. The librarian will assign the student a replacement Chromebook. Repairs take, on

average, from 5-7 business days to complete. Loaner Chromebooks may be available for use by students whose Chromebooks are in for repair.

## **Monitoring the Chromebook Devices**

### [GoGuardian Information](#)

GoGuardian actively filters and monitors student activity both in the classroom and at home providing peace of mind. Your child will have a healthy and controlled online learning experience with GoGuardian's at-home internet filtering and Chromebook monitoring features.

## **Technology Acceptable Use and Code of Conduct:**

**All other policy statements regarding technology acceptable use, code of conduct issues, and homework policies found in the St. Sebastian Parish School Handbook apply to the use of the Chromebooks.**

### **Acceptable Use Policy**

Click [here](#) to access our Acceptable Use Policy.

## St. Sebastian Parish School

### Chromebook Acceptable Use Policy

The focus of the Chromebook program at St. Sebastian Parish School is to help empower students to learn at their full potential and prepare them for the future in a world of digital technology and information. Using the Chromebooks encourages students to solve problems and think critically by stimulating analytical thinking. Technology immersion does not dim the vital role of the teacher in the classroom. It transforms the teacher from a director of learning to a facilitator of learning. Learning with Chromebooks integrates technology into the curriculum any time, and any place. Learning results from the continuous dynamic interaction among students, educators, parents, and the extended community.

The policies, procedures, and information contained in this document apply to all Chromebooks used within St. Sebastian Parish School. Administrators and teachers may set additional requirements for computer use within the school and their classrooms.

#### General Policies

- Students and their parents/guardians are responsible for reviewing/signing the Chromebook Acceptable Use Policy and paying an optional insurance fee. Insurance is issued through Worth Ave. Group. Parents are responsible for damages if the insurance is declined.
- **Insurance coverage includes** accidental damage (drops/spills), cracked screens, liquid submersion, flood, natural disasters, power surges by lightning, fire, theft, and vandalism. A police report is required in cases of theft and vandalism.
- **Insurance does not cover intentional damage to the device.** Charges for intentional damage will be the responsibility of the parents/students. Insurance does not cover manufacture defect & mechanical failure, standard wear & tear, cosmetic damage, or unexplained loss.
- Because cosmetic damage is not covered by the insurance policy, any repair cost for cosmetic damage that occurs to the Chromebook, charger and/or case will be passed along to the parents and/or guardians. Pictures will be taken to document the damage.
- Report cards and/or transcripts will be held until payment is made.
- **To purchase the insurance, click here:**

### [Chromebook Insurance Flyer](#)

#### Printing

- At School: Printing will be available on a limited basis and subject to classroom and teacher requirements. Teaching strategies that teachers use in their classrooms will encourage and facilitate digital copies of some schoolwork.
- At Home: The Chromebook will not support a physical printer connection (no printer cables). Instead, students may print at home, as needed, using Google Cloud Print Service. A wireless home network and wireless printer is required for this. See <http://google.com/cloudprint> for further details.



**St. Sebastian Parish School**  
**Chromebook Acceptable Use Policy Acceptance**  
**Chromebook Student/Parent Signature Page**  
**2019-2020**

**Please sign and return this form. Students will not be issued Chromebooks until this form is returned.**

I have read the terms and conditions of the Chromebook Acceptable Use Policy. I understand that technological resources are provided for educational purposes only, and I will use my Chromebook only for appropriate educational purposes, in accordance with school policies. I understand that my Chromebook is the property of St. Sebastian Parish School, is loaned to me for **educational use**, and is subject to inspection at any time without notice. I agree to abide by the terms and conditions stated in the Chromebook Acceptable Use Policy. Additionally, I will be responsible for the consequences of inappropriate use of technology, including the Internet, both on and off school property. I understand that consequences may include revocation of privileges to access the Internet and/or other technological resources, suspension, expulsion, and possible legal action. If I fail to comply with the above expectations, I understand that consequences may be issued at the discretion of the teachers and the administration, and that a stricter consequence may be issued based upon the severity of the infraction.

Student Print: \_\_\_\_\_ Grade \_\_\_\_\_ HR \_\_\_\_\_ Date \_\_\_\_\_

Student Signature: \_\_\_\_\_

**Parent/Guardian Agreement**

As the parent or legal guardian of the student signing above, I have read the Chromebook policies and grant permission for my child to access a Chromebook. I understand that my child will be held liable for violations of this agreement. I understand that Chromebooks and technology resources are intended for **educational purposes** only. I also understand that it is difficult for my child's school to restrict access to all controversial materials, and I will not hold St. Sebastian Parish School or the Diocese of Cleveland responsible for materials acquired on the network. I also understand that we are responsible for reimbursing St. Sebastian Parish School for all repair and/or replacement costs if the equipment used by my child is lost or damaged in any way.

Parent Print: \_\_\_\_\_ Date \_\_\_\_\_

Parent Signature: \_\_\_\_\_