

Saint Raphael School

Chromebook Policy Handbook

The policies, procedures, and information within this document apply to all Chromebooks used at Saint Raphael School Academy 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 and bags will be distributed each fall during the first or second week of school. ***Parents and students must sign and return the Chromebook Student/Parent Signature Page and submit the \$100 fee for the case and insurance before the Chromebooks can be issued.***

Return:

Student Chromebooks and bag accessories will be collected at the end of each school year for maintenance over summer vacation.

Taking Care of the Chromebook:

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

General Precautions and Best Practices:

- Chromebooks need to be charged each night and brought to school ready to use.
- No food or drink is allowed next to a Chromebook.
- Cords, cables, and removable storage devices must be inserted carefully into a Chromebook.
- 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 temperature or direct sunlight for extended periods of time. Extreme heat or cold may cause damage to the Chromebook.
- Under no circumstances should a Chromebook be stored in an unsupervised area. Unsupervised areas include the school grounds, the cafeteria, unlocked classrooms, 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 Technology Office. Students will lose the use of the device for 24 hours for the first infraction. Multiple infractions will result in disciplinary action.

Carrying the Chromebook:

The padded bag (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

- The Chromebook is intended for use at school each and every day.
- In addition to teacher expectations for Chromebook use, school messages, grades, 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.
- Chromebooks must not be used 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: 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.
- Chromebook is not to be used for personal emailing.

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; 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.

Personalizing the Chromebook:

Chromebooks must remain free of any decorative writing, drawings, stickers, paint, tape, or labels that are not the property of Saint Raphael School. The case is the property of the student and may be marked.

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 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.

Virus Protection:

Virus protection is unnecessary on the Chromebooks due to the unique nature of their design.

Additional Software:

Students are unable to install additional software on their Chromebooks other than what has been approved by Saint Raphael School

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

Users should have no expectation of personal privacy in connection with their usage of the Chromebook, Google Apps, and other technology resources. Saint Raphael School retains the right to monitor, access, and review all student messages or information accessed or created using Saint Raphael School owned Chromebooks, Saint Raphael School sponsored GoogleApps accounts, and/or other Corpus Christi Academy related network files.

Protecting and Storing the Chromebook:

Chromebook Identification:

Chromebooks will be labeled for SRS purposes. Chromebooks will be identified in the following ways:

- Record of serial number and tag
- Individual name label

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

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 that is not covered under warranty. 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 (if appropriate)
- Hardware maintenance and repair
- Operating system or software configuration support
- Restoring Chromebook to factory default
- System software updates

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 Saint Raphael School Handbook apply to the use of the Chromebooks.

Saint Raphael School
Chromebook Policy Handbook
Student Pledge and Signature Pages

- I will take good care of my Chromebook.
- 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/beverages away from my Chromebook as these 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 understand that the Chromebook I am issued is subject to inspection at any time without notice and remains the property of Saint Raphael School.
- 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, and case in the event that any of these items is lost or intentionally damaged.
- I agree to return the Chromebook and case in good working condition at the end of each school year.
- I will follow all policy statements regarding technology acceptable use, code of conduct issues, and middle school homework policies found in the Saint Raphael School Handbook.

SAINT RAPHAEL SCHOOL
STUDENT/PARENT CHROMEBOOK SIGNATURE PAGE

User Agreement

Student Agreement

Rules and regulations are necessary in order to offer technology opportunities to our students. In order to use technology resources, I agree to abide by all guidelines and policies as stated in this document, and the handbook.

Student Signature: _____ Date: _____

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 online materials while the student is at home. I also understand that we are responsible for reimbursing Saint Raphael School for all repair and/or replacement costs not covered by insurance if the equipment used by my child is lost or damaged in any way.

Parent Signature: _____ Date: _____