

# Chromebook Policy, Procedures, and Information Handbook

St. Vincent de Paul Schools

2018-2019



## **About the St. Vincent Chromebook Program**

The focus of the Chromebook Program at St. Vincent is to prepare students for their futures in a world of digital technology and information. The St. Vincent Educational Foundation purchased the Chromebooks that each student is receiving. Along with the Chromebook, the Educational Foundation also purchased a protective case and a 3yr.insurance policy for the Chromebook. Thanks to the generous donation of the Education Foundation, the Chromebook the student receives will be their Chromebook after Graduation. The primary learning tool of these 21st century students at St. Vincent schools is the Chromebook. The individual use of Chromebooks is a way to empower students to learn at their full potential and to prepare them for the real world of college and the workplace. Chromebooks encourage students to solve problems and think critically by stimulating analytical thinking. Technology immersion does not diminish the vital role of the teacher. To the contrary, it transforms the teacher from a director of learning to a facilitator of learning. Learning with Chromebooks integrates technology into the curriculum anytime, and anyplace. 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 the St. Vincent De Paul Schools, **and include any other device the Administration considers to fall under the umbrella of this policy.** Administrators and teachers may set additional requirements for computer use at their school sites or in their classrooms.

## USING YOUR CHROMEBOOK

### TAKING CARE OF YOUR ASSIGNED CHROMEBOOK

Students are responsible for the general care of the Chromebook that was issued to them by the School. Chromebooks that are broken or fail to work properly must be taken immediately to the school office.

#### General Policies

- Chromebooks are intended for use at school each day. Students are responsible for bringing their Chromebooks to all of their classes, unless specifically instructed not to do so by their teacher.
- **Protect the Chromebook screen by following the rules below.** The Chromebook screen can be damaged if subjected to rough treatment. Chromebooks are particularly sensitive to damage from excessive pressure on the screen.
  - Close the Chromebook screen before moving it, unless directed to do so by a teacher.
  - Do not lean on the top of the Chromebook when it is closed.
  - Do not place anything near the Chromebook that could put pressure on the screen.
  - Do not poke the screen.
  - Do not place anything on the keyboard before closing the lid (e.g. pens, pencils, or disks).
  - Clean the screen with a soft, dry cloth or anti-static cloth.
  - Do not bump the Chromebook against lockers, walls, car doors, floors, etc. as it will eventually break the screen.
- No food or drink is allowed next to your Chromebook while it is in use.
- To conserve battery life Chromebooks should be shut down before moving them.
- Chromebooks must remain free of any writing, drawing, stickers, or labels that are not the property of the St Vincent de Paul Schools.
- Chromebooks must never be left in a car or any unsupervised area.
- Students are responsible for charging their Chromebook's battery before the start of each school day.

## MANAGING YOUR FILES & SAVING YOUR WORK

### **Saving documents on Google Docs**

Students will be logging into St. Vincent's Google Apps for Education domain and saving documents to their account in the svdepaul.org domain using their student assigned Google Apps account. With each individual's Chrome login, the student can access his or her schoolwork from any computer that has Internet access.

### **Printing**

- *At School:* Printing functionality will not be available at school. Teachers teaching strategies used in classrooms will facilitate digital copies of homework and assignments. If printing is required, students will submit assignments to teachers who will facilitate printing.
- *At Home:* The Chromebook will not support a physical printer connection. Instead, students may print to their home printers using the Google Cloud Print service. A wireless home network is required for this. For more information please visit: <http://google.com/cloudprint>

### **SOFTWARE ON CHROMEBOOKS**

All software and apps on the Chromebooks will be installed and managed wirelessly through the school. Students will not be able to install additional apps on their Chromebooks. Additional software will be installed wirelessly as they are recommended and approved by teachers and site administrators. Note: Virus protection is unnecessary on the Chromebook due to the unique nature of its design.

### **CHARGING YOUR CHROMEBOOK'S BATTERY**

Chromebooks must be brought to school each day fully charged. Students need to charge their Chromebooks each evening. In cases where use of the Chromebook has caused batteries to drain, students may be able to connect their computers to a power outlet in class.

### **NON-FUNCTIONING CHROMEBOOKS**

Chromebooks that are broken or fail to work properly must be taken immediately to the School Office. If deemed necessary, they will issue a temporary replacement.

## **RECEIVING AND RETURNING YOUR CHROMEBOOK**

### **Receiving Your Chromebook**

Chromebooks will be distributed to all students in a 1:1 program during the beginning of the school year. As new students enroll in a 1:1 program during the school year, chromebooks will be distributed within their first week. Parents and students must sign and return the Chromebook responsible Use Plan and Student Pledge documents before a Chromebook can be issued to their child. The Chromebook Responsible Use Plan outlines the parameters for families to protect Chromebooks and the school's investment in them.

### **Chromebook Check-in**

Chromebooks will be returned to the office during the last week of school. If a student transfers out of St. Vincent during the school year, the Chromebook must be returned at that time.

### **Check-in Fines**

If a student's Chromebook and/or AC power adaptor have been damaged or defaced, the student will be billed either for the repair or replacement of the Chromebook, the adaptor, or both during the year-end check in or when the student transfers out of St Vincent.

If a student Chromebook is not returned during year-end check-in or on transferring out of district, the administrator will ensure that it is returned in a timely manner. If the administrator is unable to obtain the student's Chromebook, the student's grade reports/ transcripts may be withheld.

**St. Vincent de Paul Schools**  
**CHROMEBOOK RESPONSIBLE USE PLAN**

The Chromebook Responsible Use Plan outlines the parameters for families to protect the Chromebooks and the School's investment in them.

**ACCEPTABLE USE**

St. Vincent de Paul is pleased to be able to offer access to the school computers, which provide the necessary programs required by classes. The School's network provides access to email, student data cloud storage, and the Internet. To gain access to these resources, students and parents must sign and return this form to the school office.

These materials are provided to enhance educational goals and objectives. It is inappropriate for students to access materials that are not considered educational or to use provided hardware beyond its educational intent. For this reason, it is extremely important that St. Vincent policies be followed. Misbehavior could result in temporary or permanent loss of access to the Internet, email, or other technology privileges. Violations may result in disciplinary action up to and including suspension/ expulsion for students. When applicable, law enforcement agencies may be involved.

Many responsibilities result from the use of these technologies in the educational setting.

**Student Responsibilities**

- Using computers in a responsible and ethical manner.
- Obeying general school rules concerning behavior and communication that apply to computer use.
- Using all technology resources in an appropriate manner so as to not damage school equipment.

**School Site**

- Provide Internet and email access to its students.
- Provide filtering of inappropriate Internet materials.
- Provide staff guidance to aid students in doing research and help assure student compliance of the acceptable use policy.

**PROTECTING & STORING YOUR CHROMEBOOK COMPUTER**

**Password Protection**

Students should not share their passwords with anyone. Students who forget their password can work with the Office to reset the password.

### **Storing Your Chromebook**

When students are not using their Chromebooks, they should be stored safely. Nothing should be placed on top of the Chromebook. Students are to take their Chromebooks home every day after school, regardless of whether or not they are needed at home. Chromebooks should not be stored in vehicles.

### **Chromebooks Left in Unsupervised Areas**

Under no circumstances should Chromebooks be left in unsupervised areas. Unsupervised areas include the school grounds and campus, the cafeteria, computer lab, locker rooms, Library and hallways. Any computer left in these areas is in danger of being stolen.

### **CHROMEBOOK TECHNICAL SUPPORT**

Students participating in a 1:1 program that has a Chromebook that is not working need to turn it into the office.

### **INSURANCE OPTIONS**

The Educational Foundation purchase a 3yr. insurance policy for the students Chromebooks. The insurance covers accidental damage, cracked screens, liquid submersion, fire, flood, natural disasters, power surge.

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

A Chromebook or any of its accessories that are lost (whereabouts unknown) or intentionally damaged is the responsibility of the student and parent involved in the loss of property.

### **Replacement Costs**

- Chromebook replacement cost: \$300
- AC Adapter & power cord: \$35

# St. Vincent Schools Chromebook Policy Handbook Sign-Off and Student Pledge



- I will bring my Chromebook to school each day.
- 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 St. Vincent Schools.
- I will follow the policies outlined in the Chromebook Policy Handbook while at school as well as outside the school day.
- 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, power cord/charger in good working condition at the end of each school year.

Student Name: \_\_\_\_\_(Please Print)

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

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

Date: \_\_\_\_\_