



1:1 Chrome Book Handbook

5th-8th Grade

2017-2018

I have read and agree to the contents and expectations of St. Alphonsus Catholic School's 1:1 Chromebook Handbook. I understand that St. Al's reserves the right to modify this handbook and execution of the program as needed.

Student (printed name): _____

Student (signature): _____

Date: _____

Parent/Guardian (printed name): _____

Parent/Guardian (signature): _____

Email: _____

Date: _____

Both the parent/guardian and the student must sign this form in order to receive and use a Chromebook. Chromebooks will not be distributed to students until all forms are turned in.

For School use only:

Chromebook Serial Number: _____

Charger Number: _____

The following sections outline the details of St. Al's, the student and parent/guardian roles and expectations of the 1:1 Chromebook Technology Program. Your signature on the cover page indicates you agree to all the following statements.

Section 1: EQUIPMENT:

- St. Al's retains ownership of the Chromebook and grants permission to the student to use the Chromebook according to the guidelines provided.
- St. Al's staff retains the right to collect and/or inspect the Chromebook at any time, including inspection via electronic access. Only St. Al's staff may alter, add or delete software.
- All Chromebooks will come with a case and an AC adapter. Students **MUST** use the St. Al's provided cover.
- St. Al's has a very limited number of spare Chromebooks available for use while a student's Chromebook is being repaired. **There are no guarantees that a replacement will be available and replacements will only be available for use at school.**
- St. Al's will coordinate ALL repairs on the Chromebook. Students must personally turn in their Chrome book to Technology Coordinator if it is in need of repair.
- St. Al's will track repair frequency and determine consequences for repeat offenders of irresponsible care. If the damage to the Chromebook requires a full replacement, repair costs are the responsibility of the family.

Section 2: STUDENT CARE:

- Students will bring their Chromebooks to school every day with a **minimum charge of 85%**. Their Chrome Books do not need to be charged nightly, but the battery should not be completely drained.
- Students will ensure that their Chromebook is used in a location that is free from food, liquid, and debris.
- Students will keep their Chromebook either secure (i.e. with their teacher) or attended (with the student or within the student's sight) at all times. Chromebooks should NOT be taken to gym or art (unless requested by Mr. Egan or Ms. Collins), cafeteria, bathroom or recess. When retrieving a Chrome book from a secured location, the student may only retrieve their assigned Chrome book.
- A student should not be in possession of another student's Chromebook.
- Chromebooks should not be left in the student's locker overnight. If the Chromebook is not needed at home, the Chromebook can be securely stored in the technology office.
- Chromebooks left in unattended bags or in empty classrooms are considered "unsecured." As a protection against theft, the Chromebook will be confiscated by school staff and brought to the Technology Lab.
- When transporting to/from school, students should place their covered Chromebook in their school bags. Students must not overstuff their backpacks as extreme pressure on a Chromebook can cause permanent damage to the screen and other components.
- Students must not let anyone use their Chromebook other than their parents or guardians.
- Students must be responsible about where they use Chromebook outside of school (sporting events, parties, bus). A student should not "advertise" that there is a Chromebook in a backpack, because of potential theft and/or usage requests.
- Students must not remove or interfere with the serial number or any identification labels/decals placed on their Chrome book or charger. The identification label or decal must be visible.

- Students should never leave their Chromebook in extreme heat, cold, or moist environments (e.g., an unoccupied car).
- Students should not do anything directly to their Chromebook that will permanently alter them in any way. Students may not decorate their Chromebook covers in any manner. If there is damage to the cover, the cover must be replaced immediately at the family's cost.

Section 3: STUDENT USE:

- Strict adherence to the St. Alphonsus Catholic School Network and Internet Acceptable Use Policy is required. If students are in doubt about acceptable use or bullying, they should ask someone within the St. Al's staff.
- All network access will be routed through the St. Alphonsus content filter. Installing any third-party Internet browser is prohibited and, if found, will be immediately removed by St. Al's Staff.
- Students may NOT transfer any purchased apps, music, videos and iBooks from their personal iTunes library.
- St. Al's School will periodically conduct maintenance that will require students to turn in their Chromebook for synching, to load new content, update existing content and/or remove unwanted content.
- Student messaging to teachers and other students, web browsing, calendar, assignment logging, and blogging will be done through Apps as assigned by their teacher.
- Students may only use the @mystals.org email account on their Chromebook. If another email address is found in use on the Chromebook it will be confiscated and usage privileges will be suspended for one week.
- Students with special learning needs may have additional applications loaded on their Chromebook as needed and with permission of St. Alphonsus Catholic School.
- Appropriate and respectful language and graphics should be used in all communications.
- Law protects copyrighted material. Any use of copyrighted material must be cited in MLA format in any schoolwork.
- Students should not use the Camera, Video or Face Time capabilities of the Chromebook during school hours UNLESS their teacher requests them.
- Students should never share passwords. Students must never use their passwords to help someone else log in.
- Students must use Google Drive to ensure access at both home and school of all the school files.
- St. Al's is not responsible for backing up any personal content.
- Students must NOT change the configuration of their Chromebook, including network and security settings.
- Students may use personal printers if compatible with their Chromebook. Limited printing will be available at St. Al's for printing required assignments only. These assignments must be sent to the teacher(s) the day before due date.
- Students must NOT do the following: Use, tamper or harm another student's Chromebook; loan their Chromebook to others; use or attempt to use another student's or St. Al's staff member's subscription, logins, files or personal information; OR, intentionally spread or create a computer virus.
- The students must produce their Chromebook for staff inspection upon request at any time.

Section 4: OFFENSES AND CONSEQUENCES:

For any technology, responsible and appropriate use go hand in hand. An important part of the St. Al's Chromebook Program is monitoring and responsibility and appropriateness. Violations of the rules of the program will have the following consequences:

For irresponsibility, a count of violations will be kept and, upon receiving 3 violations, the Chromebook will be kept in the Computer Lab overnight or a weekend. Irresponsibility violations include:

- * Leaving the Chromebook at home (including the Chromebook being brought to school by a parent),
- * Bringing the Chromebook to school with a low or dead battery
- * Opening the Chrome book before requested time
- * Using the Chromebook at any time without teacher permission (i.e. playing games, social media, etc.)
- * Leaving Chromebook "unsecured" - Chromebook left in unattended bags or in empty classroom without teacher permission is considered "unsecured."

* Please note: Students who do not bring their Chromebook to school will not be allowed to call home to have the Chromebook brought to school. Parents may not bring the Chromebook to school. Any Chromebook forgotten at home and delivered by a parent will remain in the office.

If the student accumulates 3 of the above violations and has had their Chromebook confiscated 3 times, the Chromebook must be left at St. Al's nightly for one week. If additional offenses occur, the time period of this nightly stay at St. Al's will increase.

For Inappropriate Use, functionality will be reduced (temporarily or permanently) by removing applications or capabilities of the Chromebook. For instance, a student's Chromebook may lose music, camera, audio, messaging or Internet capability. Violations for inappropriate use include:

- * Downloading apps not approved by St. Al's.
- * Adding inappropriate decorations to the case or inappropriate photo, video or music content **
- * Opening Chromebook during a period when a test is being taken, unless the teacher gives permission
- * Recording audio or video, or photographing without teacher permission **AND** permission of the subject being recorded or photographed.
- * Using the Chromebook to harm the feelings, self-esteem, or reputation of students or faculty.
- * Sending emails that are inappropriate in nature from one own's Chromebook or using someone else's account.
- * Using an email other than the school administered @mystals.org account

Functionality may be restored at the discretion the staff, after a period of time or through redemption activities (cleaning and other community service).

If the inappropriately decorated case can not be easily removed, the cover will be replaced by St. Al's, and the cost will be covered by the family at **\$45.00.

The St. Al's Staff must handle all incidents of theft, loss and damage. A damaged Chromebook must be brought to the St. Al's Technology Lab in a timely manner where the issue will be documented. Students must be honest and specific about the circumstances of theft, loss or damage.

Defective Chromebook

If it is determined that the problem is the result of a manufacturer's defect or is the result of normal use, there will be no cost to the family for the repair. The student will be issued a temporary replacement based on availability and will be notified when the original Chromebook may be picked up.

- ✓ *A Defective Chromebook is not an offense and there are no consequences to the student.*

Damaged Chromebook

In the case of accidental damage, the following terms will govern the repair needed and responsibility for the cost and the family will be responsible for the accidental damage up to \$350.

- ✱ A lost or damaged power cord must be replaced, and the family will cover the cost – Cost is **\$75.00.**
- ✱ A lost or damaged CASE will be replaced and the family will cover the cost – Cost is **\$45.00.**
- ✱ A student who frequently damages the Chromebook may lose the option to take the Chromebook home or may continue with the Chromebook program with only restricted Chromebook use and applications.

- ✓ *Until the fee is paid, a student will not have access to the Chromebook and therefore could lose out on valuable teaching and learning opportunities in the classroom.*

Stolen Chromebook

In case of theft, the family must file a police report and notify the school. Once the police report is available to the school, there is a charge up to a **\$350** to the family to cover the cost of the replacement. The St. Alphonsus School Office will send an invoice with the amount of the charge. The student will be issued a replacement Chromebook once the invoice has been paid.

Lost Chromebook

- If a Chromebook is lost, no police report can be filed. The charge to the family will be the cost of a new Chromebook. The St. Al's School Office will send an invoice with the full cost of the Chromebook. The student will be issued a replacement Chromebook once the invoice has been paid.
- A student with a frequently lost Chromebook may lose the option to take the Chromebook home or may continue with the Chromebook program with only restricted Chromebook use.

Section 5: PARENT/GUARDIAN AGREEMENT:

- Parents/Guardians are an integral element to the success of this Chromebook program.
- Parents are encouraged and expected to inspect their student's Chromebook on a periodic basis to ensure appropriate use: look through apps, music, books, and videos loaded by St. Al's. If appropriateness is in doubt, ask student and/or email bullerr@mystals.org or staplesk@mystals.org Parents need to remember that this is a school-owned device in which the parent/guardian has full access for monitoring.
- Parents/Guardians must read St. Al's Network and Internet Acceptable Use Policy, Bullying Policy and the 1:1 Chromebook Technology Handbook and discuss the contents of these documents with their child (ren).

- Parents/Guardians understand that the use of St. Al's Internet content filter is for school use, but cannot guarantee that all Internet content will be appropriate. For this reason, students should use good judgment in adhering to the St. Al's Acceptable Use Policy.
- Parents/Guardians understand that the Chromebook is being provided for educational use and should not be assumed to be a technology tool or "toy" for the whole family.
- Away from school, parents/guardians will ensure the Chromebook is used in a location that is free from food, liquid and debris.
- Parents/Guardians understand that students may use the Chromebook in locations other than home and school, but only with parent/guardian's permission, and only with the knowledge that the parent/guardian is financially responsible for loss and damage that may occur.
- Parents/Guardians will NOT attempt to repair or alter the Chromebook.
- Parents/Guardians understand that they are responsible for certain costs related to the Chromebook's loss or damage.

Section 7: St. Al's STAFF RESPONSIBILITIES:

- School faculty and specialists will attend ongoing mobile device training.
- Staff will define the criteria for the success of St. Al's 1:1 Chromebook Program.
- Staff will incorporate the Chromebook as appropriate into school curriculum.
- Staff will research reference sources and textbooks available in electronic form and apps appropriate for 5th-8th grade use on the Chromebook on a continuing basis.
- Any staff member can inspect a student's Chromebook to ensure for appropriate use.