

St. Jude School Chromebook Policy
Grades 5, 6, 7, 8
2019-2020

The mission of the 1-to-1 program at St. Jude School is to create a collaborative learning environment for all learners. This environment will enable and support students and teachers to implement transformative uses of technology while enhancing students' engagement with content and promoting the development of self directed, responsible, lifelong learners and users. Students will transition from consumers of information to creative producers and owners of knowledge.

Device Purpose

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. St. Jude School is supplying the eighth grade students with a Chromebook device. This device is property of St. Jude School. The supplied device will provide each student access to educational materials needed for each student to be successful. The Chromebook allows student access to Google Apps for Education, educational web-based tools, as well as many other useful sites. The supplied device is an educational tool not intended for gaming, social networking, or high end computing.

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1. RECEIVING YOUR CHROMEBOOK:

St. Jude School Owned/Issued Chromebooks

● Chromebooks will be distributed in September, 2019 to the 5th, 6th, 7th, and 8th grade students. The students will have chromebooks assigned for them in their classrooms. Parents/Guardians and students MUST sign and return the Chromebook Agreement document before the Chromebook can be issued to their child. This Chromebook Policy outlines the procedures and policies for student use and for students and families to protect the Chromebook investment for St. Jude School. Chromebooks will be collected at the end of the school year.

It is important for students and families to write down serial numbers of their chromebooks and store that information in a safe area. This will be useful in returning a Chromebook if it is lost or stolen.

2. RETURNING YOUR CHROMEBOOK:

All St. Jude School-owned Chromebooks must be returned as follows:

- Students leaving the school must return school-owned Chromebooks to the technology lab.
- Any Chromebook not returned at the end of the year or when the student is no longer enrolled will be considered stolen property and law enforcement agencies will be notified.
- Chromebooks will be examined for damage, and fees may be issued if damage is found to be beyond normal wear and tear.

3. TAKING CARE OF YOUR CHROMEBOOK:

Students are responsible for the general care of the Chromebook they have been issued by the school. Chromebooks that are broken or fail to work properly must be submitted to the technology lab at school as soon as possible so that they can be taken care of properly. *Do not take school-owned Chromebooks to an outside computer service for any type of repairs or maintenance.*

3a: General Guidelines

- Chromebooks must have a St. Jude School sticker on them at all times. This sticker must not be removed or altered in any way. If removed, disciplinary action will result.
- 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.
- Never transport your Chromebook with the power cord plugged in. Never store your Chromebook in your carry case or backpack while plugged in.
- Students should never carry their Chromebooks while the screen is open.
- Chromebooks must remain free of any writing, drawing, or stickers.
- Vents CANNOT be covered.
- Chromebooks should never be left in a car, in the gym, or any unsupervised area.
- Students are responsible for bringing completely charged Chromebooks for use each school day.

3b: Carrying Chromebooks

- Transport Chromebooks with care.
- Chromebook lids should always be closed and tightly secured when moving.
- Never move a Chromebook by lifting from the screen. Always support a Chromebook from its bottom with lid closed.
- Case use is required when transporting the Chromebook to and from the school and from classroom to classroom.

3c: Screen Care

Chromebook screens can be easily damaged! The screens are particularly sensitive to damage from excessive pressure on the screen.

- Do not lean or put pressure on the top of the Chromebook when it is closed.
- Do not store the Chromebook with the screen in the open position.
- Do not place anything near the Chromebook that could put pressure on the screen.
- Do not place anything in a carrying case or backpack that will press against the cover.
- Do not poke the screen with anything that will mark or scratch the screen surface.
- Do not place anything on the keyboard before closing the lid (e.g. pens, pencils, or disks).
- Do not place the device near magnets or anything with high electric current.
- Clean the screen with a soft, dry microfiber cloth or anti-static cloth. Do not use harsh cleaners or paper towels.

4. USING YOUR CHROMEBOOK AT SCHOOL

- Chromebooks are intended for use at school each day.
- In addition to teacher expectations for Chromebook use, school messages, announcements, calendars, and schedules may be accessed using the Chromebook.
- Students must be responsible to bring their Chromebook to all classes, unless specifically advised not to do so by their class teacher. Routines for keeping Chromebooks safe when unattended will be explained for each class, including specials.

4a: Chromebooks Left at Home

- If students leave their Chromebook at home, they must make up missed work for homework and receive a planner check. They may not call home to have their Chromebook delivered.
- Repeat violations of this policy are considered a serious infraction and will result in a conference with student, parents, teachers, and principal.

4b: Chromebooks Needing Repair

- Chromebooks needing repair will need to be given to Mr. Klohe. All repairs will be handled by Mr. Klohe at St. Jude School. Chromebooks may be brought to Mr. Klohe when the classroom teacher gives permission.
- Students and families should never attempt to fix a broken Chromebook, nor should they have anyone else attempt to fix their Chromebook.

4c: Charging Your Chromebook

- Chromebooks must be brought to school each day fully charged.
- Students need to charge their Chromebooks each evening.
- Students who are unable to use their Chromebook because it was not fully charged are responsible to make up missed work for homework and will receive a planner check.

Repeat violations are considered a serious infraction and necessitate a conference with student, parents, teachers, and principal.

4d: Passwords and Background Images

- Take care to protect your password. Do not share your password.
- Password resets can be facilitated by Mr. Klohe, but only during set times (see 4b).
- Inappropriate media may not be used as a screensaver or background.
- Presence of guns, weapons, inappropriate materials, inappropriate language, alcohol, drug, gang related symbols, pictures or anything else deemed inappropriate by St. Jude School staff will result in disciplinary actions.

4e: Audio Restrictions

- Sound must be muted at all times unless permission is obtained from the teacher for instructional purposes.
- Headphones may be used at the discretion of the teacher but will not be provided by St. Jude School.

4f: Printing from Your Chromebook

- In an effort to save on printing costs from paper to ink, the school is encouraging digital transfer of information by sharing and email information, papers, etc. Printing is available by saving websites/documents as PDF files to Google Drive and then accessing a networked computer within the school building and printing.

4g: Account Access

- Students will only be able to login using their stjudeschool email account.

5. MANAGING & SAVING YOUR DIGITAL WORK WITH A CHROMEBOOK

- Google Apps for Education is a suite of products which includes gmail, calendar, sites, word processing, presentations, drawings, spreadsheets, forms, etc., that lets students create different kinds of online documents, collaborate in real time with other people, and store documents, as well as other files, in the cloud.
- With a wireless Internet connection, you can access your documents and files from any Chromebook, anywhere, at any time, no matter where you are.
- All items will be stored online in the Google Cloud environment.

6. OPERATING SYSTEM ON YOUR CHROMEBOOK

Chromebooks run a modified version of the Chrome browser. It connects to web resources, apps, and extensions provided on the internet. It does not run Windows application software or Mac application software.

6a: Updating Your Chromebook

- When a Chromebook starts up, it updates itself automatically, so it has the most recent version of the Chrome operating system without you having to do a thing. There is no need for time-consuming installs, updates, or re-imaging.

6b: Virus Protections & Additional Software

- With defense-in-depth technology, the Chromebook is built with layers of protection against malware and security attacks.
- Files are stored in the cloud, so there's no need to worry about lost homework.

6c: Procedures for Restoring Your Chromebook

- If your Chromebook needs technical support for the operating system, then it needs to be submitted to Mr. Klohe at the time appointed by the classroom teacher.

7. Responsible Use Policy for Technology

7a: General Guidelines

- The St. Jude School Responsible Use Policy for Technology applies to all student use of Chromebook devices.
- Students will have access to all available forms of electronic media and communication which is in support of education and research and is in support of the educational goals and objectives of St. Jude School.
- Students are responsible for their ethical and educational use of the technology resources of St. Jude School.
- Access to the St. Jude School technology resources is a privilege and not a right, and it can be revoked at any time.
- Transmission of any material that is in violation of any federal or state law is prohibited. This includes, but is not limited to the following: confidential information, copyrighted material, threatening or obscene material, and chromebook viruses.
- Any attempt to alter data, the configuration of a chromebook, or the files of another user, without the consent of the individual, building administrator, or technology administrator, will be considered an act of vandalism and subject to disciplinary action in accordance with the Responsible Use Policy for Technology, student handbook, and other applicable school policies.

7b: Privacy & Safety

- Do not go into chat rooms or send chain letters without permission. If applicable, teachers may create discussion groups for communication among students for educational purposes.
- Do not open, use, or change files that do not belong to you.
- Do not reveal your full name, phone number, home address, social security number, credit card numbers, password, or passwords of other people.
- Do not use your school email for personal email communication.
- Remember that storage is not guaranteed to be private or confidential, as all Chromebook equipment is the property of St. Jude School.
- If you inadvertently access a website that contains obscene or otherwise offensive material, exit the site immediately.

7c: Legal Property

- Comply with trademark and copyright laws and all license agreements. Ignorance of the law is not immunity. If you are unsure, ask a teacher or parent.
- Plagiarism is a violation of the student policy. Give credit to all sources used, whether quoted or summarized. This includes all forms of media on the Internet, such as graphics, movies, music, and text.
- Use or possession of hacking software is strictly prohibited, and violators will be subject to discipline. Violation of applicable state or federal law will result in criminal prosecution or disciplinary action by St. Jude School.

7d: Google Account

Google accounts and access will be given to all students utilizing Chromebooks. This is a requirement that gives them access to sign into the device and participate in communication with peers and staff for educational use. Students under 13 ordinarily need parent permission to have gmail accounts; however, COPPA allows St. Jude School to act as the parent's agent and approve the accounts on their behalf. To be in compliance with COPPA (Children's Online Privacy Protection Act), we must provide an opt-out process, and we have done that (see section 7e) so all students will have Google Apps accounts (including GMail) built into the private student domain.

7e: Google Opt-Out

St Jude School wants students to be interested and excited in learning and parents to be involved with their student's education. To discuss how Google Apps for Education will be used at your child's school, please call school or contact your child's teacher. If you still feel it would be best for your child not to utilize these tools, please request an Email Communication Opt-Out form from school. Fill out and submit this form to school and the email account will be disabled.

7 f: Email Electronic Communication

Google accounts and access will be given to all students utilizing Chromebooks. This is a requirement that gives them access to sign into the device and participate in communication with peers and staff for educational use. Should a parent or guardian choose that an account should not be created, he/she can sign and submit an Email Communication Opt-Out form.

- Always use appropriate and proper language in your communication.
- Do not transmit language / material that may be considered profane, obscene, abusive, or offensive to others.
- Do not send mass emails, chain letters, or spam.
- E-mail and communications sent / received should be related to educational needs.
- E-mail and communications are subject to inspection by the school at anytime.
- Do not use email communication if an Email Communication Opt-Out form has been signed and submitted to St Jude School by a parent or guardian.

7g: Consequences

- The student, in whose name a system account and/or Chromebook hardware is issued, will be responsible at all times for its appropriate use.
- Non-compliance with the policies of this document will result in disciplinary action.
- Electronic mail, network usage, and all stored files shall not be considered confidential and may be monitored at any time by designated staff to ensure appropriate use.
- The school cooperates fully with local, state, or federal officials in any investigation concerning or relating to violations of computer crime laws.

7h: At-Home Use

- The use of Chromebooks at home is encouraged.
- Chromebook care at home is as important as in school. Please refer to the care section.
- Transport your chromebook in a the case provided at all times.
- School supplied filtering is provided for at-home usage to ensure the device is used for educational purposes only.

8. PROTECTING & STORING YOUR CHROMEBOOK

8a: Chromebook Identification

Student Chromebooks will be labeled in the manner specified by the school. Chromebooks can be identified in several ways:

- Record of school asset tag and serial number
- Individual user account name and password
- MAC address of the Chromebook
- User tag attached to the Chromebook transport case

8b: Account Security

● Students are required to use their stjudeschool domain user ID and password to protect their accounts and are required to keep that password confidential.

8c: Storing Your Chromebook

- When students are in school and are not using their Chromebook, they should store them in their transport case within their backpack or tote bag.
- Use of the transport case when not in use is encouraged to prevent damage.
- Nothing should be placed on top of the Chromebook when stored in the schoolbag or tote bag.
- Students are required to take their Chromebooks home every day after school, regardless of whether or not they are needed for homework and charging purposes.
- Chromebooks should not be stored in a parent's vehicle at school or at home for security and temperature related issues.

8d: Chromebooks Left in Unsupervised Areas

- Under no circumstances should Chromebooks be left in an unsupervised area.
- Unsupervised areas include the school grounds and campus, the cafeteria, computer lab, gym, library, hallways, school bus, etc.
- Any Chromebook left in these areas is in danger of being lost or stolen.
- If an unsupervised Chromebook is found, notify a staff member immediately.
- Unsupervised Chromebooks will be confiscated by staff and taken to the technology lab in the building. Disciplinary action will be taken for leaving your Chromebook in an unsupervised location.

9. REPAIRING/REPLACING YOUR CHROMEBOOK

School Chromebooks that need repair should be submitted to Mr.Klohe in the technology lab. (see 4b for appropriate times.)

9a: Vendor Warranty:

- All vendor warranty claims will handled by Technology Staff.

9b: Chromebook Repair Costs and Customer Care (Optional Repair Discount)

Chromebook repair costs are determined below. Students and student families will be responsible for all damages to their school-issued Chromebook. If a device is lost or stolen, the student and student's family will be responsible to replace the Chromebook. The Optional Repair Discount applies when a student or family pays a \$20 Chromebook Care fee prior to damage happening.

Required Replacement Charges

Replace Damaged Chromebook--\$ 250.00

Replacing Screen--\$ 75.00

Replacing Keyboard/Touchpad--\$ 65.00

Replacing Power Cord--\$ 34.00

Other Replacement Parts - 100% of cost to school

Replace Chromebook Transport Case - \$20.00

Chromebook Care (Optional Repair Discount)

The Chromebook Care option provides a student and family a reduced rate of repair costs if purchased prior to damage occurring.

Note: The Chromebook Care requires an annual nonrefundable \$20 Repair Discount Fee and only apply to a student's school-issued Chromebook. It does not apply to loaned Chromebooks or personally owned Chromebooks. The costs for repair are outlined below:

Replace Damaged Chromebook - \$ 150.00

Replacing Screen - \$ 40.00

Replacing Keyboard/Touchpad - \$ 25.00

Replacing Power Cord - \$ 10.00

Other Replacement Parts - 50% of cost to school

Replace Chromebook Transport Case - \$10.00

10. CHROMEBOOK TECHNICAL SUPPORT

Technical support is available as follows. If repair is necessary for a Chromebook, then the Chromebook must be submitted to the technology lab for repair. Technology Staff members will provide:

- Hardware maintenance and repairs
- Password resets
- User account support
- Coordination and completion of warranty repairs
- Charging of a Chromebook if deemed necessary and acceptable
- Loaning of a Chromebook

11. CHROMEBOOK FAQ's

Q. What is a Chromebook?

A. "Chromebooks are mobile devices designed specifically for people who live on the web. With a comfortable, full-sized keyboard, large display and clickable trackpad, all day battery life, lightweight and built-in ability to connect to Wi-Fi and mobile broadband networks, the Chromebook is ideal for anytime, anywhere access to the web. They provide a faster, safer, more secure online experience for people who live on the web, without all the time-consuming, often confusing, high level of maintenance required by typical computers." ("Google")

Q. What kind of software does a Chromebook run?

A. "Chromebooks run millions of web-based applications, or web apps, that open right in the browser. You can access web apps by typing their URL into the address bar or by installing them instantly from the Chrome Web Store." ("Google")

Q. How are these web-based applications managed?

A. Each Chromebook we provide to students will be a managed device. St. Jude School's Technology Department will maintain devices through our Google Apps for Education account. As such, the school can pre-install web applications as well as block specific web-applications from a centralized management console.

Q. What devices can I connect to a Chromebook?

A. Chromebooks can connect to:

- USB storage, mice, and keyboards (see supported file systems)
- SIM cards
- SD cards
- External monitors and projectors
- Headsets, earsets, microphones

Q. Can the Chromebook be used anywhere at anytime?

A. Yes, as long as you have a WiFi signal to access the web. Chrome offers the ability through Apps, so users can work in an "offline" mode if WiFi is unavailable.

Q. Will our Chromebook have 3G?

A. No. The Chromebooks will not have 3G broadband.

Q. Do Chromebooks come with Internet Filtering Software?

A. No. Chromebooks do not come with internet filtering software. However, St. Jude School is providing onsite and offsite filtering, using the school's web filter over wifi and routing outside school.

Q. Is there antivirus built into it?

A. It is not necessary to have antivirus software on Chromebooks because there are no running programs for viruses to infect.

Q. Battery life?

A. Chromebooks have a rated battery life of 6.5 hours. However, we do expect that students charge them each evening to ensure maximum performance during the school day.

St Jude School Chromebook Policy Agreement

Student, Staff, or Guest Agreement

I have read, understand, and agree to abide by the terms of the foregoing Chromebook Policy. Should I commit any violation or in any way misuse my Chromebook, I understand and agree that my access privilege may be revoked and School disciplinary action may be taken against me. I understand that I am to treat this Chromebook no differently than any other school-owned piece of equipment. I will not alter it, make changes to it, or use it in a manner that is not aligned with the Chromebook Policy.

Student (print clearly) _____

Student (signature) _____

Date _____ Chromebook ID # _____

Parent or Guardian Agreement

As the parent or legal guardian of the above minor, I have read, understand, and agree that my child or ward shall comply with the terms of the St. Jude School's Chromebook Policy. I understand that the Chromebooks are a privilege and can be revoked if misused. I understand that if the Chromebook is damaged, lost, or stolen, that my child or myself will be responsible to reimburse the School for the cost of the repair or replacement. I am signing this Policy and agree to indemnify and hold harmless the School that provides a Chromebook to my child or ward, against all claims, damages, losses, and costs, of whatever kind, that may result from my child's or ward's use of his or her Chromebook or violation of the foregoing Policy. Further, I accept full responsibility for supervision of my child's or ward's use of his or her Chromebook if and when such access is not in the School setting. I hereby give permission for my child or ward to use a Chromebook authorized by the School and agree to the above terms and Policy.

Parent or Guardian (print clearly) _____

Parent or Guardian (signature) _____

Date _____

_____ I elect to pay the annual non-refundable \$20 for the Chromebook Care option (Section 9b of this Policy) and include a check to St. Jude School with this signed agreement.

_____ I elect to pay the Required Placement Charges if damages to my child's Chromebook happens. (Section 9b of this Policy).

Received and approved by _____

Date _____