

CATHOLIC HIGH SCHOOL CHROMEBOOK POLICY

18
19

Introduction

We have selected the Chromebook as the most suitable device for Catholic High School's 1:1 environment. These fast, durable, cost-effective devices are extremely intuitive, have an all-day battery life, and integrate seamlessly with our G Suite applications. GoGuardian, our management suite, will be utilized to ensure we can continue to work with parents and students for positive learning outcomes. This solution affords teachers the ability to manage devices directly in the classroom and provides administrators with the ability to filter explicit content and monitor potentially harmful online behaviors. Leveraging these tools supports the school's vision of all students becoming confident, self-directed, lifelong learners who keep Christ at the center of their words and actions.

Ownership

The Chromebook, all its accessories, and its protective case are owned by Catholic High School and will remain the property of Catholic High School until the lease is offered for buy-out at the end of a three- or four-year period. Devices will be assigned to one specific student for use during that period. Should a student withdraw, the device and all issued accessories must be returned to the school.

Receiving your Assigned Chromebook

- All high school students must attend a training which includes device usage and care and carry instruction as well as device distribution before the first day of school.
- The device is an **Acer Chromebook Spin 11 R751TN**, and the case is a **Higher Ground Flak Jacket Plus 3.0**. The device is covered by an **InsureApple Protection Plan**, which has a \$25 deductible.
- Parents/guardians and students **MUST** sign and return the Chromebook Agreement document before the device will be issued to the student. This includes transfer students during the school year.
- This Chromebook Agreement outlines the procedures for student use, policies for the protection of the investment of Catholic High School, and consequences for failure to follow either.
- The Responsible Use Policy in the Student Handbook applies to all student usage of these devices.

Returning your Chromebook

- Chromebooks will be collected at the end of each school year, and students will be **reissued the same device and protective bag** each year enrolled at Catholic High School, for a period of at least 3 years.
- Devices and accessories will be examined for damage, and fees may be issued if damage is found to be beyond normal wear and tear.
- Students must return Chromebooks, chargers, and protective bags to the Technology Help Desk by the end of the last day of their final exams each year.

- Students withdrawing from Catholic High School must return Chromebooks, chargers, and protective bags to the Technology Help Desk on the last day of attendance.
- Any student not returning the device and its accessories at the end of the year or upon withdrawal will be billed the *full replacement cost*. Student records will be withheld until payment is made or the equipment is returned.

Procedures

Students are responsible for the general care of the Chromebook they have been issued by the school. The device should be viewed as a school supply required for class. Chromebooks that are missing, broken, or damaged must be reported to the Technology Help Desk as soon as possible. ***Do not take any Catholic High School-owned Chromebooks to an outside computer service for any type of repairs or maintenance.***

1. General Guidelines

- a. Chromebooks, chargers, and protective bags must have labels identifying them as Catholic High School property on them at all times; **these tags must not be removed or altered in any way.**
- b. Chromebooks, bags, and chargers must remain free of any writing, drawing, or stickers not placed by the school.
- c. Do not drink or eat while using your Chromebook.
- d. Cords, cables, and removable storage devices must be inserted and removed carefully.
- e. Students will not attempt to disassemble any part of anyone's Chromebook or attempt any repairs.
- f. Any attempt to alter data, the configuration of a Chromebook, or the files of another user, without the consent of the building administrator and/or technology director, will be considered an act of vandalism and subject to disciplinary action in accordance with the student handbook and other applicable school policies.
- g. Vents cannot be covered while the device is powered on.
- h. When not using your Chromebook, always store it in a secured location. Chromebooks must never be left in an unlocked locker, an unlocked car, or any unsupervised area.
- i. Chromebooks should be taken home every night and not left in your locker during nights, weekends, or holidays.
- j. Students are responsible for bringing completely charged Chromebooks for use each school day. **Chargers must be left at home.**
- k. Any "pranking" of another student's Chromebook (hiding, switching, etc.) will be subject to disciplinary action, up to and including possible suspension.
- l. Teachers, in conjunction with administration, will determine whether use of the Chromebook is appropriate for the day's lesson.
- m. Inappropriate media may not be used as background images, screensavers, or profile pictures.

2. Transporting Chromebooks

- a. Transport Chromebooks with care.
- b. Never transport or store a Chromebook with the power cord plugged in.
- c. Lids should be secured in either the closed or tablet position when moving.

- d. Never move a Chromebook by lifting from the screen.
- e. Use of the school-issued **Higher Ground Flak Jacket Plus 3.0** is required when transporting the Chromebook to and from buildings and from classroom to classroom.

3. Screen Care

- a. Do not lean or put pressure on the top of the Chromebook.
- b. Do not place objects (textbooks, backpacks, etc.) on top of the Chromebook.
- c. Do not store the Chromebook with the screen in tablet position.
- d. Do not place anything in the protective bag that will press against the cover.
- e. Do not poke the screen with anything that will mark or scratch the screen.
- f. Do not place anything on the keyboard before closing the lid (e.g., pens, pencils, or paper).
- g. Do not place the device near magnets or anything with high electric current.
- h. Clean the screen only with a soft, dry microfiber cloth or anti-static cloth; cleaning solvents can damage the screen.

4. Storing Your Chromebook

- a. When students are in school and not using their Chromebooks, they should store them in their protective bags in their locked lockers.
- b. Use of the protective bag when device is not in use is required to prevent damage.
- c. Nothing should be placed on top of the Chromebook when stored in the locker.
- d. Students will take their Chromebooks home every day after school, regardless of whether or not they are needed for homework and charging purposes.
- e. Chromebooks should not be stored in vehicles for to prevent security and temperature-related issues.

5. Supervision of Chromebooks

- a. Under no circumstances should Chromebooks be left in an unsupervised area. These include but are not limited to hallways, unlocked classrooms, locker rooms, the cafeteria, the library, and athletic facilities.
- b. If an unsupervised Chromebook is found, notify a teacher immediately.
- c. Disciplinary action will be taken for leaving a Chromebook in an unsupervised area.

6. Chromebook Maintenance

- a. Chromebooks updates itself automatically, so it has the most recent version of the Chrome operating system. There is no need for time-consuming installs, updates, or re-imaging.
- b. With defense-in-depth technology, the Chromebook is built with layers of protection against malware and security attacks.
- c. If your Chromebook needs technical support for hardware or the operating system, it must be submitted to the Technology Help Desk for assistance before or after school or during breaks.

7. Chromebook Technical Support

The Technology Help Desk, located in Room 115, will provide the following during designated hours before and after school :

- a. Password resets (\$2 fee after Labor Day)
- b. User account support
- c. Triage level support and submission of help desk tickets
- d. Rental devices

8. Repairing/Replacing Your Chromebook

Chromebooks not functioning as expected will be brought to the Technology Help Desk to be examined by Help Desk Staff. Staff will:

- a. Interview the individual responsible for the device to aid in diagnosis.
- b. Attempt base level troubleshooting as allowable by technology staff.
- c. Issue a loaner device, for which the same use and care rules apply, if needed.
- d. Provide documentation via a help desk ticket and GoGuardian Fleet, and escalation as needed.

All repairs will be handled by technology department staff. Students and families should never attempt to fix a broken Chromebook, nor should they have anyone else attempt to fix their Chromebook.

9. If a Chromebook, charger, or protective bag is lost or stolen, the student's family is responsible for replacing the item at the following costs:

- a. Replacement power cord/charger - \$40.00
- b. Replacement protective bag - \$35.00
- c. Replacement Chromebook - \$400.00

10. Warranty and Insurance

- a. The equipment manufacturer has a one year warranty on the Chromebook, which protects against defects in materials and workmanship and covers normal use, mechanical breakdown, or faulty construction.
- b. The manufacturer warranty does not warrant against damage caused by misuse, abuse, or accidents.
- c. The InsureApple Product Protection Service Plan:
 - i. Covers repair or replacement for accidental damage, battery failure, liquid damage, manufacturer defects, mechanical electrical failure, acts of nature, and theft with no claim limits for three years.
 - ii. Does not cover damage or other product failure caused by negligence or abuse, mysterious disappearance, cosmetic defects (unless proper function of the device is affected), preventative maintenance, battery chargers and car kits, data loss or corruption, accessories that are nonessential to the function of the product, or software.
 - iii. Has a \$25 deductible, for which the student's family is responsible.

11. Using your Chromebook

a. @School Loaner Program ONLY

- i. Members of the Class of 2019 may elect to participate in the @School Loaner Program
- ii. Students will report to the Cheryl Courrege-Burgierres before school to check out their assigned devices.
- iii. At the end of the day, students must return to the Technology Help Desk to check their assigned device back in.
- iv. Students in 7th period Athletic PE MUST turn in their devices at the end of 6th period.
- v. Student who leave campus before the end of the regular school day are responsible for turning their devices in before departure. These may be turned in to the school office during check-outs.
- vi. Failure to turn in the device will result in a one-time “free pass,” followed by the assessment of a one-day rental fee of \$5. Upon the fourth offense, a detention will also be issued.

b. 1:1 Program

- i. Chromebook care at home is the same as at school; refer to the care section.
- ii. Chromebooks are to be used for educational purposes, and usage can be audited at any time.
- iii. Students are expected to have their devices on campus, fully charged each day. Devices have a 12 hour battery life. Chargers are to be left at home.
- iv. If the Chromebook forgotten at home, a procedure similar to forgotten IDs will be followed:
 - Students will not be allowed to call for it (see school drop off policy).
 - Students are to obtain a rental from the Technology Help Desk (Room 115) no later than 7:45 a.m.
 - The rental fee is \$5, with a one time “free pass.” Upon the fourth rental, a detention will also be issued.
 - Students who obtain a rental will be responsible for returning it to the Technology Help Desk no later than 3:30 p.m. or an additional day’s rental fee will be assessed.

12. Audio Restrictions

- a. Sound must be muted at all times unless permission is obtained from the teacher for instructional purposes.
- b. Students must supply their own headphones, which may be used at the discretion of the teacher in class and are required in gathering areas such as the library or cafeteria.

13. Printing from Your Chromebook

- a. Printing will not be available from the Chromebook in school.
- b. Printing can be done from home. Google provides documentation to configure your printer at home using Google Cloud Print.
- c. If necessary, printing can be done from a few designated computers in the library.

14.Account Access

- a. Students will only be able to login to their Chromebooks using their *@chspanthers.com account.
- b. Account login assistance can be obtained from the Technology Help Desk.

Consequences

Failure to follow the Procedures as outlined above will result in disciplinary action including elevated consequences for repeat offenses. The school's conduct policy will apply in any case where a failure to follow procedure results in not being prepared for class. Additional academic consequences may apply where a forgotten device and subsequent failure to obtain a rental results in an inability to complete classwork. This may include loss of assignment points and/or additional work to complete at home.