

## IMMACULATE CONCEPTION SCHOOL – *Chromebook Guide*

The policies, procedures, and information within this document apply to all Chromebooks used at Immaculate Conception School.

**Program Goal:** The goal of the 1:1 Chromebook program at Immaculate Conception Catholic School is to create a learning environment that is consistent with advances in technology and facilitates resource sharing, critical thinking, innovation, research, creativity, communication, collaboration, increased productivity and mobile learning.

**What is a Chromebook?** Chromebooks are designed to be used while connected to the internet and support applications like Google Docs that reside on the Web, rather than traditional PC applications like Microsoft Office and Photoshop that reside on the machine itself. This allows the Chromebook to be sold at a much lower price point than traditional laptops.

**Receiving Your Chromebook: Parents and students must sign and return the Chromebook policy agreement form before chromebooks are sent home with students. The agreement form is being sent home by classroom teachers.**

**Training:** Students will be provided with an overview of how to login to the device and access Google. Any student who transfers, withdraws, or is expelled from ICS prior to graduation will be required to return his/her Chromebook and accessories upon termination of enrollment. The Chromebook and accessories must be in good working order when returned. If the Chromebook and accessories are not returned, the parent/guardian will be held responsible for payment in full.

### **Using Your Chromebook**

**At School:** The Chromebook should be available for daily use. In addition to teacher expectations for Chromebook use, students may be asked to access school messages, announcements, calendars, handbooks, and grades using their Chromebooks. For students in grades 5-8, students are responsible for bringing their Chromebooks to all classes, unless specifically advised not to do so by their teacher. While in class, students are expected to comply with all school rules, policies, and teacher directives when using their Chromebooks.

**At Home:** All students are expected to handle their Chromebook with the same attention and care that they do when they are at school. The use of the Chromebook at home is strictly for academic purposes and not for personal or recreational use.

**Sound:** Sound must be muted at all times during school hours unless permission is obtained from the teacher for instructional purposes. Personal headsets or earbuds should also be provided by the student for their use in school.

**Printing at School:** 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. If needed documents may be printed with the teacher's permission.

**Managing Your Files and Saving Your Work:** Students are encouraged to save files to their Google Drive account. Saving to Google Drive will make the file accessible from any computer with internet access. Some files may be stored on the Chromebook's hard drive.

- ICS will not be responsible for the loss of any student work.
- Students are encouraged to maintain backups of important work.

Students will be issued a school Google address for use for school purposes. This address will be activated on receipt of the Chromebook and will continue throughout the student's enrollment at ICS. If a student withdraws from ICS for any reason, their school Google account will be deactivated.

**Taking Care of Your Chromebook:** Students are responsible for the general care of the Chromebook they have been issued. Chromebooks that are broken or fail to work properly must be immediately reported to the student's teacher. If a loaner Chromebook is needed, one may be issued to the student until their Chromebook can be repaired or replaced (subject to loaner availability, as spares are not guaranteed).

All Chromebook issues will be addressed by our tech coordinator. A repair fee may be incurred for any damages on the chromebook.

### **General Precautions**

- No food or drink should be placed next to the Chromebook.
- Cords, cables, and removable storage devices must be inserted carefully into the Chromebook.
- Heavy objects should never be placed on top of Chromebooks.
- Chromebooks should never be exposed to extreme temperatures /direct sunlight for long periods of time.
- Chromebooks should never be carried with the screen open.
- Students should never disassemble Chromebooks or attempt their own repairs.

### **Cases**

- ICS requires that each student must purchase a protective case for his/her Chromebook. This case should be used whenever the Chromebook is being transported or not in use.
- Although the cases are reinforced to help protect the Chromebooks, they are not guaranteed to prevent damage. It remains the student's responsibility to care for and protect his/her device.

**Screen Care:** The Chromebook screen can be damaged if subjected to heavy objects, rough treatment, certain cleaning solvents, and other liquids. The screens are particularly sensitive to damage from excessive pressure.

- Do not put pressure on the top of a Chromebook when it is closed.
- Do not store a Chromebook with the screen open.
- Do not place anything in the protective case that will press against the cover.
- Make sure there is nothing on the keyboard before closing the lid.
- Only clean the screen with a soft, dry microfiber cloth or anti-static cloth.

### **ID Stickers**

- All Chromebooks will be labeled with a School Identification Label.
- ID Labels may not be modified or tampered with in any way while the student is enrolled in Immaculate Conception School.

### **Storing Your Chromebook**

- When students are not monitoring their Chromebooks, they should be stored in a safe location in the classroom. Nothing should be placed on top of the Chromebook when stored.
- Students are responsible for securely storing their Chromebook during extra-curricular activities and events.
- Under no circumstances should a Chromebook be stored in unsupervised areas. Unsupervised areas might include the school grounds and campus, the cafeteria, unlocked classrooms, library, hallways, lavatories, or any other area that is not securely locked or in which there is no supervision.
- Unsupervised Chromebooks will be confiscated by staff and taken to the Principal's office.
- Immaculate Conception School is not responsible for the safekeeping and protection of Chromebooks.

**Software and Security:** All Chromebooks are supplied with the latest build of Google Chrome Operating System (Chrome OS) and many other applications useful in an educational environment. The Chrome OS will automatically install updates when the computer is shut down and restarted. ICS employs a centralized management system that is utilized to change security settings, update software, and add or remove applications. Students are prohibited

from disabling, modifying, circumventing or altering management settings or content filters.

**Virus Protection:** Because virus protection is built into the Chrome OS, additional virus protection software is unnecessary.

**Content Filter:** ICS utilizes an internet Content filter that is in compliance with the federally mandated Children's internet Protection Act (CIPA). All Chromebooks, regardless of physical location (in or out of school) and internet connection, will have internet activity filtered. Despite the filter, the school cannot guarantee that all controversial or inappropriate materials will be blocked.

**Google Apps for Education:** Chromebooks seamlessly integrate with the Google Apps for Education suite of productivity and collaboration tools. This suite includes Google Docs, Spreadsheets, Presentations, Drawings, and Forms. All work is stored in the cloud.

**Personalizing Your Chromebook:** Chromebooks are subject to inspection and must follow the ICS Acceptable Use Policy. Students are not permitted to decorate the exterior of their Chromebooks with anything permanent.

**No Expectation of Privacy:** Students have no expectation of confidentiality or privacy with respect to the usage or content of a school-issued Chromebook, regardless of whether that use is for school-related or personal purposes, other than as specifically provided by law. *The school may, without prior notice or consent, log, supervise, access, view, monitor, and record use of student Chromebooks at school. Chromebooks are subject to confiscation at any time and without prior notice.*

### **Repairing or Replacing your Chromebook**

#### **Vendor Warranty**

- Chromebooks include a one year hardware warranty from the vendor.
- The vendor warrants the Chromebook from defects in materials and workmanship.
- Damage to Chromebooks due to abuse or negligence is the responsibility of the parents.

#### **Repair Procedures**

- Students who need to have their Chromebook repaired or replaced should report the need to their teacher.
- If one is available, a loaner Chromebook will be issued to the student. If repair is needed due to malicious damage, the school **will not** provide a loaner or re-issue a Chromebook.
- Students will be notified when their Chromebook has been repaired.
- A repaired Chromebook may need to be restored to its original settings. Locally stored files may not be able to be recovered.

#### **Repair Fines**

- **Missing Keys: \$25.00 for each missing key.**
- **Outer Case Cracked or Broken: \$25.00 (\$50 for newly purchased Chromebooks)**
- **Screen Crack /or Damage due to Negligence: \$50**
- **Missing or incomplete Charger: \$50.00**
- **Damage to USB or Headphone Jack: \$50.00**
- **Full device replacement: \$200.00**

**Digital Citizenship:** School-issued Chromebooks should be used for educational purposes and students must adhere to the Immaculate Conception School Acceptable Use Policy as well as related policies and procedures at all times when using Chromebooks, on or off campus.

While working in a digital and collaborative environment, students should always conduct themselves as good digital citizens by adhering to the following:

- 1. Respect Yourself** – Show respect through your actions. Select online names that are appropriate. Use caution with the information, images, and other media that is posted online. Carefully consider the personal information you share about yourself.
- 2. Protect Yourself** – Ensure that the information, images, and materials posted online will not put you at risk. Do not publish personal details, contact details, or personal activity schedules. Immediately report any inappropriate behavior directed at you while online. Protect your passwords, accounts, and resources. Never share this information with others.
- 3. Respect Others** – Show respect to others. Do not use electronic mediums to antagonize, bully, harass, intimidate, or stalk people.
- 4. Protect Others** – Protect others by reporting abuse and not forwarding inappropriate materials or communications. Avoid unacceptable materials and conversations.
- 5. Respect Intellectual Property** – Request permission to use copyrighted or otherwise protected materials. Properly cite the use of websites, books, media, etc.
- 6. Protect Intellectual Property** – Do not use pirated software or distribute music or media in a manner that violates license agreements.

## **Immaculate Conception School Chromebook Agreement 2024-2025**

Please review the Chromebook Guide on the ICS website and return this page to your child's teacher.

*I acknowledge that we have reviewed the Immaculate Conception School Chromebook guide and ensure that we have read and understood them, in full, prior to my child using his/her Chromebook for the first time.*

### **Student Agreement**

**As a learner, I agree that I will:**

- Use my Chromebook for educational purposes.
- Follow the procedures and policies outlined in the Chromebook Guide and Immaculate Conception Catholic School Acceptable Use Policy both at school and at home.
- Protect my Chromebook by carrying it securely and preventing careless or malicious damage.
- Never leave my Chromebook unattended in an unsecure or unsupervised location.
- Charge my Chromebook's battery to full capacity each night.
- Report all damages to or issues with my Chromebook to my teacher.
- Not alter or attempt to change the management settings on my Chromebook.
- Never share my Chromebook with other students or individuals.
- Never share my password with other students.

**I understand that any violation of this agreement may result in the suspension or loss of my Chromebook and school network privileges. Additionally, I may face disciplinary action for such violations.**

### ***Parent Agreement***

**I understand that my family's responsibilities include:**

- Ensuring my child meets the expectations outlined in the Chromebook Guide and the Immaculate Conception Catholic School Acceptable Use Policy.
- Protecting the Chromebook, within reason, against damage.
- Ensuring my child reports damage to their teacher.
- Comply with the necessary Chromebook repair fine structure, should my child's device incur damage.

In consideration of the privileges and opportunities afforded by the use of ICS technology resources, I hereby release ICS, its employees and directors from any and all claims of any nature arising from my child's use or inability to use these resources, including but not limited to claims that may arise from unauthorized use of a Chromebook.

**Please select one of the following options:**

I will be purchasing Chromebook insurance (information sent via email)

I will personally be covering any potential damage according to the fees outlined in the ICS Handbook

**Please sign the agreement and return to your child's teacher. *Thank you and God bless you.***

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

**Printed Parent Name:** \_\_\_\_\_

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

**Printed Student Name:** \_\_\_\_\_ **HR:** \_\_\_\_\_