



*Honoring The Past, Embracing The Future.*

October 20, 2016

Dear Parents and/or Guardians,

Saint Charles Borromeo School is implementing an exciting new learning opportunity for junior high students this year. Each student in the seventh and eighth grade will be issued a Chromebook for his/her exclusive use at school and at home. Each student will also be assigned a Google Apps for Education email account that Saint Charles Borromeo School will manage. Google Apps for Education is a suite of free productivity tools for classroom collaboration. Students will be able to create, share and edit in real-time. The purpose of this initiative is to fully engage students and create a learning environment that encourages critical thinking, collaboration, communication, and creativity.

The Chromebook program will give the students the opportunity to communicate and collaborate with teachers and classmates beyond the walls of the classroom. Students will be able to develop digital projects, analyze data and draw conclusions, and access current digital resources to provide an environment in which students can reach their utmost potential.

It is the responsibility of the student to maintain and care for his/her assigned Chromebook. Before Chromebooks are distributed students will be given a brief overview of how to log in to the device and access Google Drive and Gmail. Please be aware that Saint Charles Borromeo School maintains ownership of the device. If requested, students may be required to turn in their Chromebooks for maintenance or inspection. All rules and regulations as stated in the Technology Acceptable Use Policy apply to this Chromebook project. The Acceptable Use Policy may be found in the school handbook posted on our website and AscendSMS.

## **Using Your Chromebook at School**

The Chromebook is intended for use at school each and every day. In addition to teacher expectations for Chromebook use, students may be asked to access school messages, announcements, calendars, handbooks, and grades using their Chromebooks. 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. If a student leaves the Chromebook at home, he/she is responsible for getting the coursework completed as if the Chromebook were present. Loaner Chromebooks will not be issued to students who forget to bring their Chromebooks to school. Loaner Chromebooks may be issued to students when their Chromebooks are being repaired at school. A limited number of loaner Chromebooks are available; as a result, students are not guaranteed use of a loaner Chromebook.

## **At Home**

Students are encouraged to use their Chromebooks at home. A Wi-Fi Internet connection will be required for the majority of Chromebook use. However, some applications can be used while not connected to the Internet. Students are bound by the Saint Charles Borromeo Acceptable Use Policy and all rules of this guide regardless of where they use their Chromebooks and regardless of the source of the Internet connection.

## **Sound**

Sound must be muted at all times during school hours unless permission is obtained from the teacher for instructional purposes.

## **Printing**

At school printers will be accessed through the Google Cloud Print service. At home the Chromebook will not support a physical printer connection. Instead, users may print to their home printers using the Google Cloud Print service. A wireless home network is required for this. Please visit <http://support.google.com/cloudprint> for more details.

## **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. The school is not responsible for the loss of any student work.

## **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 taken to Mr. McKay and logged for repair. If a loaner Chromebook is needed, one may be issued to the student until his/her Chromebook can be repaired or replaced (subject to loaner availability).

## **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 the Chromebook.
- The Chromebook should never be exposed to extreme temperatures or direct sunlight for extended periods of time.
- The Chromebook should never be carried with the screen open.
- The Chromebook must remain free of any decorative writing, drawing, stickers, paint, tape or labels that are not the property of Saint Charles Borromeo School.
- Students should never disassemble a Chromebook and attempt their own repairs.

## **Charging**

- The Chromebook must be brought to school each day in fully charged condition.
- Each Chromebook will include an AC adapter. This adapter should be used to charge the Chromebook at home.
- Students will be permitted to charge their Chromebooks in the classroom at the teacher's discretion.

## **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 the Chromebook when it is closed.
- Do not store the 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.

## **Identification Tags**

- All Chromebooks will be labeled with a school identification tag.
- Identification tags may not be modified or tampered with in any way or removed from the device.

## **Storing Your Chromebook**

- When students are not monitoring their Chromebooks, they should be stored in their lockers. Nothing should be placed on top of the Chromebook when stored in the locker. It can be stored vertically.
- The Chromebook should never be stored in a vehicle.
- Students are responsible for securely storing their Chromebook during extra-curricular activities and events.
- Under no circumstances should the Chromebook be stored in unsupervised areas. Unsupervised areas might include: school grounds, the cafeteria, unlocked classrooms, library, locker rooms, dressing rooms, hallways, bathrooms, in a car, 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 Mr. McKay.
- Saint Charles Borromeo 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. The school

does employ 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 in to the Chrome OS, additional virus protection software is unnecessary. To avoid malware, some extensions may be disabled.

### **Content Filter**

Saint Charles Borromeo utilizes an Internet Content filter. At home, internet activity will be the responsibility of the student and parent to make sure appropriate websites are visited.

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.

### **Chrome Web Apps and Extensions**

Students are not allowed to install appropriate/inappropriate Chrome web apps and extensions from the Chrome Web Store.

### **Personalizing Your Chromebook**

Students may add appropriate applications, music, photos, and videos to their Chromebook for educational purposes only.

### **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. By using a Chromebook, students agree to such access, monitoring, and recording of their use.

## **Saint Charles Borromeo Chromebook Agreement 2016-2017**

### **Student Agreement**

As a learner, I agree that I will:

- use my assigned Chromebook for educational purposes only;
- follow the procedures and policies outlined in the school Acceptable Use Policy both at school and at home;
- protect my assigned Chromebook by carrying it securely and safely;
- never leave my assigned Chromebook unattended in an unsecure or unsupervised location;
- charge my assigned Chromebook's battery to full capacity each night;
- report all damages to or issues with my assigned Chromebook to the school personnel;
- never alter or attempt to change the management setting on my Chromebook;
- never share my assigned Chromebook with other students or individuals.

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 school Acceptable Use Policy
- protecting my student's assigned Chromebook, within reason, against damage, loss or theft while it is at home or outside of school and ensuring my child reports damage to the school personnel. I accept full responsibility for my student's use of his/her assigned Chromebook while not in a school setting and understand that my student's Chromebook use is subject to the same rules and requirements when used off-campus. I understand that my student's Chromebook privileges may be suspended or revoked for violation of this agreement. I understand that should damage occur to the Chromebook assigned to my child due to intentional damage, I will be solely responsible for reimbursing the school for repair or replacement costs.

(Please read and sign the agreement on the next page)

-----SIGN AND RETURN THIS PAGE TO HOMEROOM TEACHER-----

*Parent/Guardian and Student Chromebook Policy Agreement of Saint Charles Borromeo School*

I have read and understand the Saint Charles Borromeo Chromebook Implementation Policy. I understand at the end of the school year, or if my child withdraws from Saint Charles Borromeo School, that the assigned Chromebook and charger cord must be returned to Saint Charles Borromeo School in good condition. If the Chromebook is damaged or charger cord is lost it will be my responsibility to replace them.

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

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

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

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