Chromebook Policy, Procedures, and

Information Handbook 2017-18

MISSION STATEMENT

St. Maria Goretti High School, an Archdiocese of Baltimore Collaborative School, provides an educational environment committed to Catholic values and traditions. Our college preparatory program emphasizes academic excellence and nurtures the whole person through spiritual and physical development. The uniqueness of each individual is recognized, respected and affirmed by the school community. Guided by the spirit and example of St. Maria Goretti, our young men and women are prepared to lead lives of service working to shape a just and compassionate society.

ABOUT THE ST. MARIA GORETTI HIGH SCHOOL CHROMEBOOK PROGRAM

The focus of the Chromebook Program at St. Maria Goretti High School (SMGHS) is to prepare students for their future in a world of digital technology and information. As we navigate the 21st century, excellence in education requires that technology, including access to the Internet, be readily available and seamlessly integrated throughout the educational program. The primary learning tool of these 21st century students at SMGHS is the Chromebook, a web-oriented device that provides the opportunity to connect student learning to all of the resources and information available online, anywhere, at any time. The individual use of Chromebooks is a way to empower students to learn at their full potential, to communicate and collaborate on analytical thinking and problem solving, and to prepare them for high school, college and the workplace. Technology immersion does not diminish the vital role of the teacher. To the contrary, teachers are critical to the effective use of technology in the learning process. To facilitate that, we have put in place the support structure to enable our teachers to learn about, implement, and enhance the integration of technology in instruction. Learning results from the continuous dynamic interaction among students, educators, parents, and the extended community. Together, we will reach our goal of using technology and applications to further enhance our instruction; provide project and problem-based learning; infuse critical thinking skills; ask "non-Google-able" questions; and capture those teachable moments in real time.

The policies, procedures and information contained in this document apply to Chromebooks and all other technology devices used by students within SMGHS. Administrators and teachers may set additional requirements for computer use at their school sites or in their classrooms. **The Chromebook and other school-issued devices, gmail and Google accounts, are the property of St. Maria Goretti High School and, as a result, may be subject to inspection at any time. The student should have NO expectation of privacy of materials found on a Chromebook, their Google Drive or gmail account. Supplied devices are an educational tool and not intended for personal use such as: gaming, social networking, or high end computing.**

TABLE OF CONTENTS

1. GENERAL INFORMATION / OVERVIEW OF SMGHS CHROMEBOOK USE

To help students get started in effectively using their Chromebooks, in addition to this Handbook, there is an Google Apps for Education online [Chromebook Training Orientation](#).

Chromebooks are intended for use each school day. Therefore, students are responsible for charging the Chromebook battery before the start of each school day, and bringing their Chromebooks to all of their classes, unless specifically instructed not to do so by their teacher. As a web-oriented device, Chromebooks can also access sites on the Internet to connect to all the resources and information available for student learning, online, anywhere, at any time. In addition to teacher expectations for Chromebook use, school messages, announcements, calendars, and schedules may be accessed using the Chromebook.

1.1 Originally Installed Software - G SUITE FOR EDUCATION (GSFE)

● All Chromebooks are supplied with the latest Google Chrome Operating System (OS), and many other applications useful in an educational environment. The Chrome OS will automatically install updates when the computer is shutdown and restarted. There is no need for virus protection with the Chrome OS. Chrome provides multiple layers of protection against viruses and malware, including data encryption and verified boot.

● Chromebooks seamlessly integrate with the G Suite for Education (GSFE) suite of productivity and collaboration tools. This suite includes Google Docs (word processing), Spreadsheets, Presentations, Drawings, Sites, Forms and Classroom. SMGHS will provide GSFE accounts for all teachers, students, and support staff. Curriculum related software apps are installed remotely onto Chromebooks and managed by the SMGHS.

● Students will create and save their school-related files to Google Drive, which is stored in the cloud. Students can access their Google Drive not only from their Chromebook, but from any computer that has Internet access. Students will understand that the Google Drive can be monitored by the SMGHS administration and should not contain personal files.

● Students at SMGHS are assigned an email through GSFE that is managed by SMGHS. Students will be able to communicate both with other students, faculty, and staff within the SMGHS system and also with others outside of the goretti.org domain.

● Email is monitored by SMGHS and is subject to filtering of inappropriate content. Students are expected to adhere to the rules and regulations for email use as outlined in

the <u>Archdiocese of Baltimore Computer Use and Internet Policy</u> and the St. Maria Goretti Computer Use and Internet Policy (CUIP)

1.2 Additional Software Apps and Extensions

● Chrome Web Apps are advanced websites that are similar to other types of programs that are installed on a computer. The main difference from other types of programs is that apps can be used within the web browser rather than being installed on the Chromebook. Some Web Apps (for example, Google Docs) will be available to use when the Chromebook is not connected to the Internet.

● Extensions and Add-Ons are custom features that can be added to Google Chrome to enhance the functionality of apps. SMGHS will install additional apps, extensions and Add-ons as they are recommended and approved by teachers and administrators for a particular course.

● Students will not be able to install additional apps, extensions, and Add-ons on their Chromebooks.

1.3 Home Use

● Students are permitted to set up access to home wireless networks on their Chromebooks. This will assist students with the ability to successfully complete, retrieve, access, etc., educational content used in classes with the Chromebook.

● Students are encouraged to use their Chromebooks at home and other locations outside of school. A WiFi 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 policies and procedures in this Handbook, the [Archdiocese of Baltimore Computer Use and Internet Policy](), the St. Maria Goretti High School Computer Use and Internet Policy (CUIP), and wherever they use their Chromebooks.

● SMGHS provides content filtering both on and off campus, however, parents are encouraged to provide a safe environment for students to use their Chromebooks at home for school assignments. For more tips, please see the Parent/Guardian Responsibilities (Appendix B).

IMPORTANT REMINDER:

- All students should recognize and guard their personal and private information. While on the Internet, students shall not reveal personal information, including a home address or phone number, or the address or phone numbers of other students.

- All activity on the Chromebook and SMGHS-issued email account, whether conducted at school or off site, is subject to search as SMGHS property.

2. GENERAL INFORMATION / GETTING STARTED

2.1 Receiving Your Chromebook

- Chromebooks will be distributed during selected dates at the beginning of the school year. Each student will receive an AC charger with their Chromebook. Before a Chromebook will be issued to the student, parents and students must:

  - acknowledge that you have read, understand and accept the following online documents:

    - The <u>Archdiocese of Baltimore Computer Use and Internet Policy</u>

    - The St. Maria Goretti High School Computer Use and Internet Policy (CUIP)

    - The Chromebook Policy & Procedures Handbook Agreement. See Appendix B.

2.2 Returning Your Chromebook

- Students withdrawing from SMGHS, by either promotion, graduation, or relocation, must return their Chromebook and all district-purchased accessories to the technology office on their last day of attendance, or a date, place and time determined by school administration.

- If upon inspection of the device, there is evidence of damage, the student / parent / guardian will be charged a fee for needed repairs, not to exceed the replacement cost of the Chromebook. If there is evidence of abuse, neglect or intentional damage, the student / parent / guardian will be charged the full replacement cost of the Chromebook.

● Failure to turn in the Chromebook and accessories will result in the student / parent / guardian being charged the full replacement cost of the Chromebook. If payment is not received, the Chromebook will be considered stolen property and appropriate actions will be taken.

3. CHROMEBOOK CARE: PROTECTING & STORING YOUR CHROMEBOOK

Students are responsible for the general care of the SMGHS-owned Chromebook. Chromebooks that are broken, or fail to work properly, must be reported to the Technology Office, in accordance with school procedures, as soon as possible. If a loaner Chromebook is needed, one may be issued to the student until their Chromebook can be repaired or replaced. DO NOT TAKE SMGHS-OWNED CHROMEBOOKS TO AN OUTSIDE COMPUTER SERVICE FOR ANY TYPE OF REPAIRS. Students may be selected at random by teachers or administrators to provide their Chromebook for inspection for damages or misuse.

3.1 General Care and Precautions

● Chromebook battery must be fully charged before the start of each school day.

● Do not remove the SMGHS logo or asset tag from the Chromebook.

● Vents should not be covered.

● Cords, cables, and removable storage devices must be inserted carefully into the Chromebook.

● Chromebooks should not be used with the power cord plugged in when the cord may be a tripping hazard.

● Chromebooks and chargers should be kept away from food and drinks, small children, and pets.

● Do not bump the Chromebook against lockers, walls, car doors, floors, etc.

● Chromebooks must remain free of any writing, drawing, stickers, or labels that are not the property of SMGHS.

● Chromebooks must never be left in an unlocked car or any unsupervised area in or outside of school. Unsupervised areas include the gym, the gym locker rooms, the lobby,

the lunchroom, vehicles, bathrooms, unlocked classrooms, and hallways. If a Chromebook is found in an unsupervised area, it should be immediately returned to the Technology Office.

3.2 Chromebook Screen Care

The Chromebook screen is particularly sensitive and can be damaged if subjected to rough treatment and excessive pressure. Protect the Chromebook screen by following the rules below.

● Do not lift Chromebooks by the screen. When moving a Chromebook support it from the bottom with the lid closed.

● Clean the screen with a soft , dry anti -static, or micro-fiber cloth. Do not use window cleaner or any type of liquid or water on the Chromebook.

● Do not lean or place anything on top of the Chromebook.

● Do not place anything on the keyboard before closing the lid (e.g., pens, pencils, notebooks).

● Do not place anything near the Chromebook that could put pressure on the screen.

● Do not wedge the Chromebook into an overloaded book-bag or place anything in the carrying case that will press against the cover as this will damage the screen.

● Do not poke the screen.

● For screen adjustment do not grasp screen by wrapping hand around screen; your thumbs can shatter the screen.

3.3 Carrying Chromebooks

*The use of an additional protective sleeve or carrying case is highly recommended as it will protect the Chromebook from accidental damage.

● Never carry the Chromebook while the screen is open.

● Do not transport Chromebook with the power cord inserted.

- Chromebooks should never be left in vehicles or a location that is not temperature controlled.

- Chromebooks should be stored safely at all times, especially during extra-curricular events.

- Chromebooks should never be shoved into a locker, placed on the bottom of a pile or wedged into a book bag as this may break the screen.

- Never store your Chromebook in your carry case or backpack with the power cord inserted.

3.5 Asset Tags and Logos

- All Chromebooks will be labeled with a SMGHS asset tag and SMGHS logo. Chromebook asset tags are recorded and associated with student accounts. Chromebooks must have a asset tag and logo on them at all times.

- Asset tags and logos may not be modified or tampered with in any way. Students may be charged or disciplined for tampering with a school asset tag, logo, or turning in a Chromebook without a asset tag or logo.

4. USING YOUR CHROMEBOOK

4.1 Student Responsibilities and Legal Propriety

- Bring fully charged Chromebooks to school every day.

- Bring your Chromebook to all of your classes, unless specifically instructed not to do so by your teacher.

- Follow each teacher's rules and expectations regarding Chromebook use in the classroom.

- Do not loan your Chromebook to anyone or leave it unattended.

- Follow Internet safety guidelines in accordance to the <u>Archdiocese of Baltimore Computer Use and Internet Policy</u> and the St. Maria Goretti High School Computer Use and Internet Policy (CUIP). Do not use chat rooms other than those set up by teachers or mandated in other distance education courses.

- Keep personal information and identity secure and private. Never reveal your full name, phone number, home address, Social Security number, credit card numbers, passwords, or those of other people.

- Obey general school rules and the St. Maria Goretti High School Honor Code concerning behavior and communication. Do not send harmful, anonymous or misleading communications for any purpose.

- 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 SMGHS Honor Code. Give credit to all sources used, whether quoted or summarized. This includes all forms of media on the Internet, such as graphics, movies, and text.

- Use the SMGHS network, services, devices or equipment in a manner that is not disruptive to others, such as disseminating inappropriate content, spam / viruses, transferring large amounts of data across the network, or attempting to hack into network / online systems. Do not attempt to bypass the SMGHS web filter, attempt to gain access, or use / change other students' accounts, files, or data.

- 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 SMGHS.

- Students must not use the school's internet / email accounts for financial or commercial gain, or for any illegal activity including , bullying, harassing, credit card fraud, electronic forgery or other illegal behaviors.

4.2 Managing Your Files and Saving Your Work

- Students will be logging into Saint Maria Goretti High School's G-Suite for Education domain and saving documents to Google Drive via the Chromebook or any device that has Internet access.

- Storage space will be available on the Chromebook, but since the device has storage limitations it is vital that the storage space be privileged for educational use only.

● Chromebooks and data will NOT be protected or backed up by SMGHS in cases of resetting or re-imaging. It is the student's responsibility to ensure that their work is backed up and therefore not lost due to mechanical failure or accidental deletion.

● If technical difficulties occur and cannot be repaired, the Chromebook may need to be restored to factory defaults. All student created files stored on an external miniSD card, USB flash drive, or Google Drive will remain intact after the operating system is restored. However, all other data (documents, photos, music) stored on local internal memory of the Chromebook will not be restored.

4.3 Chromebooks Left at Home

● If a student leaves his or her Chromebook at home, he or she will be provided a loaner Chromebook and charged a rental fee of $5. The Chromebook must be returned at the end of the day. He or she is responsible for completing all coursework without extensions or delays.

4.4 Chromebook Battery

● Chromebooks must be charged each evening and brought to school each day in a fully charged condition. In cases where use of the Chromebook has caused batteries to drain, students may be able to connect their device to a charging station before school and during lunch or at designated charging stations within the school. If a battery has drained during class because it was not charged properly at home, the student will be provided a loaner Chromebook and charged a rental fee of $5. The Chromebook must be returned at the end of the day. He or she is responsible for completing all coursework without extensions or delays.

4.5 Photos, Screensavers, and Background photos

● Inappropriate media may not be used as a screensaver or background.

● Images of guns, weapons, pornographic materials, inappropriate language, alcohol, drug, gang related symbols or pictures will result in disciplinary actions. Determination of inappropriate images is entirely at the discretion of the administration.

● Photos / videos require a large amount of storage space on the device. Only photos that are for an educational purpose should saved to the device. All other photos / videos should not be taken or stored.

4.6 Sound, Music, Games, or Programs

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

● Students should have their own personal set of headphones, which may be used in the classroom at the discretion of teachers.

● Data Storage on the Chromebook is limited and should be managed by the students so that the full educational potential of the Chromebook is available. Any instance of downloading apps that have not been approved by SMGHS is carefully monitored. Students may be directed by school personnel to remove unauthorized apps, music, or videos. Appropriate disciplinary actions may be taken.

4.7 Printing

● At School: Printing functionality will be available on a limited basis at school and subject to classroom requirements. Teachers will encourage and facilitate the use of digital copies of classwork and homework. Students should not expect and will not be provided printing privileges except in extraordinary circumstances determined by school personnel.

● At Home: The Chromebook does not support a physical printer connection. Instead, students may print to their home printers from their Chromebooks using the Google Cloud Print service. A wireless home network is required for this.

http://google.com/cloudprint

Alternately, GSFE documents can be printed from any other computer, in or out of school, that has a printer connection.

5. SECURITY

5.1 Chromebook Security & Inspection

SMGHS uses a centralized Chromebook management system, which is utilized to change security settings, update software, add or remove applications, and monitor usage.

● Periodic checks of Chromebooks will be made to ensure that students have not removed required apps / extensions.

● Any attempt to change the configuration settings of the Chromebook will result in an immediate disciplinary action.

● All activity on the Chromebook and the SMGHS-issued email account, whether conducted at school or off site, is subject to search as SMGHS property.

● Reasons for Chromebook inspection may include but are not limited to the following: functionality, maintenance, serviceability, behavior, and various violations of the St. Maria Goretti High School Computer Use and Internet Policy (CUIP) when using the Chromebook.

5.2 Network Security

● SMGHS will be responsible for providing network access and content filtering at school.

● SMGHS makes no guarantee that its network will be up and running 100% of the time. In the rare instances that the network is down, SMGHS will not be responsible for lost or missing data.

● Students will not be penalized if the network is down and a completed assignment cannot be accessed for class projects, presentations, etc., as this type of network outage will affect all students and staff in the school building.

● The school utilizes two Internet content filters that are in compliance with the federally mandated Children's Internet Protection Act (CIPA). All Chromebooks will have all Internet activity protected and monitored by SMGHS. If an educationally valuable site is blocked, students should contact their teachers to request the site be unblocked.

● While SMGHS provides Internet content filtering both on and off campus, parents / guardians are responsible for monitoring student internet use when off campus and at home (see Appendix B).

● Attempting to disable or bypass district Internet content filters, including using or attempting to use proxies to access sites that would otherwise be restricted, is not permitted and will result in disciplinary action. Student use of the internet is monitored on school issued devices.

● Restrictions on the network and computers will block certain functions. Any attempt to bypass these restrictions will be seen as a violation of the St. Maria Goretti High School Computer Use and Internet Policy (CUIP) and appropriate disciplinary action will be taken.

5.3 Privacy

● All files stored on the St. Maria Goretti High School G-Suite For Education accounts or network are the property of SMGHS and are subject to regular review and monitoring for responsible use. Internet history and email checks may occur at the discretion of the administration. Students have no expectation of confidentiality or privacy with respect to the usage or content of a SMGHS-issued Chromebook, regardless of whether that use is for school-related or personal purposes, other than as specifically provided by law.

IMPORTANT REMINDER:

All students should recognize and guard their personal and private information. While on the Internet, students shall not reveal personal information, including a home address or phone number, or the address or phone numbers of other students.

6.0 REPAIRS & FEES

6.1 Chromebook Repairs and Replacement

● Chromebooks that are broken or fail to work properly must be reported immediately to the Technology Office. This includes, but is not limited to: physical damage, Chrome OS (operating system), battery issues, loss of Internet connectivity, failure of apps to launch, etc.

● If deemed necessary, a loaner will be issued if there is one available.

● The Technology Office will document the issue and collect the damaged device for repair.

● A student borrowing a Chromebook must sign a loaner agreement. Students will be responsible for caring for the loaner as if it were their own, and are subject to charges for damages, theft, or loss.

● The Technology Office will email the student when repairs or replacement are complete and device is ready for pick-up. Students must return loaner devices promptly after receiving notification. The loaner device will be disabled if not returned within three days.

● The school may also refuse to provide a loaner or reissue a Chromebook for repeated or intentional damages. Appropriate disciplinary actions will take place.

6.2 Repair and Replacement Fees

● Any warranty, operating system, software, or battery repairs not due to accident, misuse, or intentional damage will incur no fees.

● Damages that result from abuse, misuse, or neglect (as determined by the technology office AND the administration) are the responsibility of the student / parent / guardian and will incur a fee.

$230 repair or replacement fee all occurrences.

● Any Chromebook damage (as determined by the technology office AND the administration) that is not due to abuse, misuse, or intentional damage will incur a fee. Repairs will be attempted unless function and reliability will be compromised or the cost exceeds the replacement price.

This includes but is not limited to:

      Hardware and Case Damage
      Accidental Drops and Spills
      Cracked Screen
      Liquid Submersion
      Electrical Damage

$100 repair or replacement fee for the first occurrence.
$200 repair or replacement fee for the second and all subsequent occurrences.

● In the event of vandalism or other criminal acts, the student / parent / guardian MUST file a report with the school administration.

- SMGHS uses an inventory management system that has theft and loss recovery systems. Lost or stolen Chromebooks must be reported immediately to the technology office or the school administration.

  - If the Chromebook can't be recovered, the fee for a lost Chromebook will be the full replacement cost of the device.
  - If the Chromebook can't be recovered, the fee for a stolen Chromebook will be waived if a copy of a police report is submitted to the school administration.

- Disciplinary action may be imposed as the circumstances may warrant at the discretion of the administration.

- Replacement Chargers / AC Adapters must be purchased by the technology office. The student / parent / guardian will be charged the cost of replacement.

APPENDIX A: ACTIONS REQUIRING DISCIPLINARY ACTIONS

As mentioned throughout this document, misuse of Chromebooks has the potential to earn disciplinary consequences such as, but not limited to, lunch detentions, after school detentions, in-school suspensions, out-of-school suspensions, and expulsions

Examples of conduct warranting disciplinary action include, but are not limited to the following:

- Leaving Chromebook unattended or an unsupervised area
- Inadequate care for Chromebook, case, charger, and other peripherals
- Multiple damage instances caused by abuse or neglect of Chromebooks and peripherals
- Resetting Chromebook to factory defaults
- Placing the Chromebook in developer mode
- Removal of SMGHS asset tags or logos
- Downloading inappropriate apps and media
- Using the device to engage in inappropriate behaviors
- Adjusting settings on someone else's Chromebook
- Deleting school-installed settings from a Chromebook
- Adding a credit card to a Google Account (Google Wallet) to purchase music/unapproved apps
- Leaving Chromebook at home; lack of preparation for classes
- Repeatedly bringing uncharged Chromebooks to school
- Bringing Chromebook to Phys. Ed. class, unless directed to by P.E. teacher
- Loaning of student device to other students inside and outside of school
- Using a personal Google account to download purchased apps for yourself or another student(s)
- Attempting to bypass SMGHS Network Security, including web and content filtering

- Attempting to gain access to other students accounts
- Illegal installation or transmission of copyrighted materials
- Transmission or accessing materials that are obscene, offensive, threatening or otherwise intended to harass or demean recipients
- Non-compliance of Archdiocese of Baltimore and St. Maria Goretti High School CUIP or the Chromebook Policy and Procedure Agreement.

Failure to comply with the guidelines listed in this Handbook, or repeated occurrences of Chromebook damages caused by neglect or abuse, may result in the further disciplinary action and fees.

APPENDIX B: PARENT/GUARDIAN RESPONSIBILITIES

Before a device can be issued to students for school and home use, parents must:

- acknowledge that you have read, understand and accept the following online forms:

    - The <u>Archdiocese of Baltimore Computer Use and Internet Policy</u>

    - The St. Maria Goretti High School Computer Use and Internet Policy (CUIP)

    - The Chromebook Policy & Procedures Handbook Agreement.

    Note: The purchase of an additional protective carrying case is highly recommended as it will protect the Chromebook from accidental damage. Specially designed sleeves or bags may be available through the technology office.

    The parent / guardian is responsible for the cost of repair or replacement fees as outlined in section 6.2.

    Parents are encouraged to provide a safe environment for students to use their Chromebooks at home for school assignments. A WiFi Internet connection will be required for the majority of Chromebook use; however, some applications, such as Google Docs, can be used while not connected to the Internet. Parents / Guardians are also encouraged to:

- set rules for student use at home.

- allow use in common areas of the home where student use can easily be monitored.

- demonstrate a genuine interest in student's use of device.

● reinforce the idea that the device is a productivity tool to support learning, rather than used as a form of entertainment.

● become familiar with internet safety resources such as

http://www.commonsensemedia.org/blog/digital-citizenship

http://www.netsmartz.org/Parents

https://www.fosi.org/

http://www.connectsafely.org

http://www.isafe.org/

http://wiredsafety.org

https://www2.fbi.gov/publications/pguide/pguidee.htm

Adapted from the "Chromebook Policy, Procedures, and Information Handbook 2017-18 Ridgewood Public Schools" http://www.ridgewood.k12.nj.us/