

SDSC Chromebook Use Policy 2019-2020

A Day in the Life of a SDSC Chromebook



Use of Chromebooks at SDSC

Students will be assigned a Chromebook in September. Parents and students must sign and return the 1:1 Handbook Policy and Responsible Use Policy document before the device is issued to their child. This document can be found on the last page of this handbook

Taking Care of Your Chromebook

Students are responsible for the care of the Chromebook they have been issued by St. Denis-St. Columba School. No other person should have use of this Chromebook except the student to whom it was issued.

1. General Precautions

- Chromebooks should never be left unattended.
- Chromebooks should only be used by the responsible student. Under no circumstances should a student use a Chromebook that is assigned to another student
- Only use a clean, soft cloth to clean the screen, no water or cleaners of any type.
- Chromebooks and Chromebook cases must remain free of any writing, drawing, stickers, or labels that are not the property of SDSC.
- Chromebooks must never be left in an unsupervised area.
- Students are responsible for keeping their Chromebook's battery charged for school each day by plugging it into the charging cart carefully at the end of each day.
- DO NOT stack any books, heavy materials, etc. on top of the Chromebook as it could damage device.
- Do not put Chromebooks in backpacks.
- DO NOT force anything into the ports and slots on the side of the Chromebook.
- DO NOT jerk, drop or slam closed the cover of the Chromebook.
- DO NOT carry your Chromebook by the screen. Place Chromebook in Zip and Carry sleeve mode if you have to move it to another location.
- DO NOT put the Chromebook on the floor or on any unstable surface.
- DO NOT leave your Chromebook unattended.
- DO NOT throw or toss the Chromebook or mistreat it.

2. Carrying the Chromebook

- Chromebooks should be closed when carrying unless otherwise directed by a teacher.
- Chromebooks should never be held by the screen as this can cause screen damage.
- Chromebooks are to be transported between classes inside the Zip and Carry sleeve.

3. Screen Care

The Chromebook screens can be damaged if subjected to rough treatment. The screens are particularly sensitive to damage from excessive pressure on the screen. To avoid damage please adhere to the following rules:

- Do not lean on the Chromebook
- Do not place anything near the Chromebook that could put pressure on the screen
- Do not place anything in between the keyboard and screen when the Chromebook is shut
- Do not place anything on top of the Chromebook
- Clean the screen only with a soft, dry microfiber cloth. DO NOT use paper towels, napkins, or other paper products as these can scratch the screen.
- Do not use glass cleaner or any other harsh cleaning chemicals on the display.
- Do not spray water or any other liquid directly onto the screen or any other surface of the Chromebook.

4. Using Your Chromebook at School

- Chromebooks are intended to be used at school each day. Students will utilize the Chromebooks only when instructed by their teachers.
- Students are responsible for properly connecting the charging cable to their Chromebook at the end of the school day to ensure it is fully charged for the beginning of the next day. If a student is unable to use their Chromebook because it was not properly charged, teachers may issue a consequence.
- Inappropriate media may not be used as a screensaver or background on your device. Presence of inappropriate material will result in disciplinary actions.
- Screensavers for all the Chromebooks will be determined by the classroom teacher. All class screensavers will be the same for every student.
- Sound must be muted at all times unless permission is obtained from the teacher for instructional purposes.
- Students must have personal earbuds or earphones to use with their Chromebook as needed.

5. Managing Files and Saving Work

- Students will use Google Drive to save their work. Each classroom teacher will instruct their class on how to submit their work. Students are not permitted to save files on the physical storage of the device or to use any external device such as a flash drive, etc.

6. Protecting and Storing Your Chromebook

- All Chromebooks will be labeled in the manner specified by the SDSC administration. Under no circumstances are students to modify, remove, or destroy these identification labels. They can be identified in the following ways:
 - record of serial number
 - student name label
 - individual Google account username (*stcolumba.net*)
- Chromebooks should be stored properly in homeroom during lunch and gym.
- Any technical issues or physical damage should be immediately reported to the teacher. Teachers will contact the school administration to have issues resolved.

7. Technology Responsible Use

- General Guidelines
 - ✓ Students will have access to forms of media and communication in support of their learning, research and in support of educational goals and objectives of SDSC.
 - ✓ Students are responsible for their ethical and educational use of SDSC technology resources.
 - ✓ Access to SDSC technology resources is a privilege and not a right. Any violation of these rules will result in the loss of privileges, as well as other disciplinary action as defined by the school's Responsible Use Policy, Discipline Policy, or other policies.
 - ✓ Recognizing it is impossible to define every instance of responsible and irresponsible use, it will be at the discretion of the school administration to use judgment as to what is responsible in any undefined instance that may arise.
 - ✓ 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 the school or the teacher are carefully monitored and will result in deletion of the program from the Chromebook device and disciplinary action.
- Privacy and Safety
 - ✓ Do not go into any type of chat rooms other than those set up by your teacher.
 - ✓ Do not open, use, or change computer files not belonging to you.
 - ✓ Do not reveal your full name, phone number, home address, social security number, credit card numbers, passwords, or passwords of other people.

- Email and Google Suite:
 - ✓ In any communication in the Google Classroom, etc. students are expected to respond respectfully and to avoid inappropriate language, including comments that are hurtful, unkind, abusive, or offensive to others. Communication should always be constructive
 - ✓ and related to the subject and class assignments.

8. Loss, Damage, and Theft

- Any damage to a Chromebook will result in the loss of Chromebook privileges, appropriate disciplinary actions, and a fine to cover the cost of the repairs or replacement.
- Chromebooks that are lost or stolen will be replaced by the school and a fine will be issued for the cost of a new Chromebook
- Any of the above consequences can be modified at the discretion of the school administration.

9. Misuse of Chromebooks

- Misuse of a Chromebook may warrant disciplinary actions such as, lunch/recess detentions, after school detentions, In-School Suspensions, and Out-of-School Suspensions, as well as loss of Chromebook privileges. Some misuses include, but are not limited to:
 - ✓ Downloading unapproved apps, etc. without receiving permission.
 - ✓ Leaving Chromebook unattended.
 - ✓ Removal of student name, or other labels from the Chromebook or case.
 - ✓ Deleting school installed settings from a Chromebook.
 - ✓ Lack of adequate care for Chromebook, case, etc.
 - ✓ Resetting Chromebook to factory defaults.
 - ✓ Adjusting settings on someone else's Chromebook.
 - ✓ Adding a credit card to a Google Account to purchase music/unapproved apps.
 - ✓ Logging in under personal Google account to download purchased apps for yourself or others.
 - ✓ Lack of preparation for classes.
 - ✓ Loaning of student device to other students.
 - ✓ Failure to utilize the Zip and Carry protective sleeve at all times.
 - ✓ Multiple damage instances caused by lack of care for the Chromebook and other peripheral devices.

Expectations for Teachers

- Teachers will monitor student use of Chromebooks for inappropriate use or inappropriate content.
- Teachers will provide opportunities for students to develop 21st century skills using Chromebooks, Google Apps for Education, and other available web tools.
- Teachers will make course materials available online to students in the Google Classroom.
- Teachers will discuss school policies with students each year so students understand expectations.
- Teachers will monitor students' online behavior at all times.
- Teachers will model and hold high expectations for students while sharing and gathering information online.
- Teachers will model responsible care and use of the Chromebooks.
- Teachers will follow and enforce school policy and procedure in regard to Chromebooks.

Student Pledge for Chromebook Use

- I will take care of my Chromebook.
- I will never leave the Chromebook unattended.
- I will never loan out my Chromebook to other individuals.
- I will know where my Chromebook is at all times.
- I will keep food and beverages away from my Chromebook since they may cause damage to device.
- I will not disassemble any part of my Chromebook or attempt any repairs.
- I will protect my Chromebook by only carrying it while in the Zip and Carry sleeve case provided.
- I will use my Chromebook in ways that are appropriate and educational according to SDSC School policies and expectations.
- I will not place decorations (such as stickers, markers, etc.) on the Chromebook or case.
- I will not deface any of the Chromebook sticker labels on any Chromebook.
- I understand that my Chromebook is subject to inspection at any time without notice and remains the property of St. Denis-St. Columba School.
- I will follow all school policies and those outlined in the Chromebook Use Policy.
- I will be responsible for all damage or loss caused by neglect or abuse.
- I agree to return the Chromebook and case in good working condition.
- I will be a proactive digital citizen when using my Chromebook.
- I understand that my use of the Chromebook is subject to all applicable Archdiocesan and SDSC School policies and regulations.

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Parent-Student 1-1 Chromebook User Agreement 2019-2020

St. Denis-St. Columba School has initiated a 1:1 Chromebook program for students and teachers in an effort to embrace 21st Century Skills. Some of our goals for students include:

- To increase productivity and engagement of all learners.
- To make student-centered learning a priority.
- To increase collaboration, creativity, critical thinking and communication in our students.
- To prepare students for a 21st Century environment.

Acceptable Use

While at school, Internet and Chromebook use will be monitored. Anyone found violating acceptable use will be subject to disciplinary actions. Students are responsible for the care of the Chromebook they have been issued as defined in the above agreement and in the Parent-Student Handbook.

Parent or Guardian Agreement

- I understand that this Chromebook is designated for educational purposes and therefore my child's irresponsible actions may cause the removal of his/her Chromebook privileges.
- I assume financial responsibility should my child be deemed responsible for a lost or damaged Chromebook.
- I understand that the Chromebooks are school or district-owned devices, and all content stored on the Chromebook is subject to review at any time.

As the parent or guardian of this student, I have read and agree to the guidelines in the Chromebook 1:1 Initiative Handbook.

Parent/Guardian's Printed Name

Parent/Guardian's Signature

Date

Student's Printed Name

Student's Signature

Date