St. Ambrose School
Chromebook Policy Handbook

Effective: 2015-2016

CONGRATULATIONS on receiving your new **Chromebook!**

We are excited to use the **Google Chrome Education Platform** in our
High School Prep Program.

You will be using your Chromebook during daily instruction, for assignments, projects, keyboarding, distance learning and many other exciting initiatives.

Our commitment to you... Saint Ambrose School continually strives to provide our students with best practices in education so that we continually stretch the boundaries of learning and critical thinking.

Please review the enclosed materials and note the student pledge form in the back that will need to be signed and returned as your commitment to the success of this program.

Parents & Students please carefully review the content of this handbook. At the end of the packet, sign and return the Chromebook Policy Signature pages and Student Pledge form to your child's homeroom teacher.

Receiving Your Chromebook:

Chromebooks will be distributed to **7th and 8th** graders at the beginning of the school year during Technology Information Night. Both 7th and 8th graders will be taking the chromebooks back and forth to school daily. **Sixth Grade students** will receive and use their chromebooks **in** school during the majority of the year as they learn to be good stewards and learn to care for the Chromebooks during school hours.

Ownership:

Ownership of the Chromebook will take place upon completion of 8th grade.

Each chromebook will be cataloged with a student issued ID number and serial number in order to track and maintain individual use. Please refer to the sticker on the bottom of the Chromebook.

Students will retain their original Chromebook each year while enrolled at Saint Ambrose School.

Student Transfer:

Any student who transfers out of St. Ambrose School before completion of the 8th grade will be required to return their Chromebook and accessories. If the Chromebook and accessories are not returned, the parent/guardian will be held responsible for replacement cost of the Chromebook.

Special circumstances can be discussed with the principal as needed.

Shared Financial Responsibility:

A portion of financial responsibility toward this initiative will be reflected in the student payment of ($125.00). The remaining costs are supported by a portion of the technology fees and through revenue generated by fundraising efforts, specifically the Saint Ambrose School Auction.

Each 6th grade student will submit a one time payment that will be applied toward the program/Chromebook cost. A portion of the payment ($30.00) will support the licensing fees associated with Google for each individual student.

Insurance:

Private insurance for the Chromebook is optional but highly encouraged. Some families may wish to purchase a protection plan that covers spills, drops and any accidental damage that may result while in the student's care. Please notify the technology department if you decide to insure your Chromebook so we can note our inventory.

Repairs by St. Ambrose

Our on staff lead technician will repair the Chromebooks if you have chosen not to insure your Chromebook privately. The first incident where your Chromebook is damaged, the cost will be covered by the school. Anytime after we will determine a plan of action on a case by case basis.

Summer Use:

Student Chromebooks and accessories (charger and battery) will be collected at the end of each school year for maintenance over summer vacation.

Training:

Students will be trained how to use the Chromebook in school . Additional training documents and online tutorials will be provided throughout the school year.

Student Email accounts (Gmail):

As part of the Google Platform, each student will be assigned a Google email account. The accounts are set up with the "staschool.us" user domain.

Passwords:

All students will be instructed how to set up their passwords for their Google Account at the beginning of the school year.

- St. Ambrose School Tech Team will have a master list of passwords.
- Students are not permitted to login to anyone else's account.
- Email access will be through a Google Gmail system managed by the school

Please note: The interface is heavily monitored by corporation network administrators and is subject to filtering of inappropriate content.

Google Management Console:

Each Chromebook issued at St. Ambrose will have a special license established with Google which allows the administration the ability to control access to the internet and allow for administrative control over the fleet of Chromebooks. This is helpful to protect our students as well as to manage classroom lists and instructional groups and many other administrative features. At the end of the 8th grade year and with transfer of ownership to the student, the management console will be removed from the device. At this point, the student would have full, uncensored access to the internet through the device. Parents will need to use the same judicious monitoring that they would on any device that allows for internet access.

Taking Care of the Chromebooks:

Students are responsible for the general care of the Chromebook which they have been issued by the school.

General Precautions:

- No food or drink is allowed next to your Chromebook while it is in use.
- Cords, cables, and removable storage devices must be inserted carefully into the Chromebook.
- Students should **never carry their Chromebook while the screen is open** unless directed to do so by a teacher. **Do not lift the Chromebook by the screen.**
- Chromebooks should be shut down when not in use to conserve battery life.
- Chromebooks should never be shoved into a locker or wedged into a book bag as this may break the screen.
- Do not expose your Chromebook to extreme temperature or direct sunlight for extended periods of time. Extreme heat or cold may cause damage to the laptop.
- Always bring your laptop to room temperature prior to turning it on.

Carrying the Chromebook:

The protective shell of the Chromebook will only provide basic protection from everyday use. It is not designed to prevent damage from drops or abusive handling. Be very careful when carrying the Chromebook in a backpack or bookbag. Do NOT put the CB in a bookbag or backpack with HEAVY books bangingon the chromebook. **For example, you shouldn't toss the bag or drop the bag if your Chromebook is inside.**

Protective Cases:

Protective padded cases are required as part of the supply list. Neoprene padded sleeve cases are recommended and can be purchased via Amazon.com.
Many retail stores now carry padded cases. The case should be between 11.6 in and 13 in.

Screen Care:

The Chromebook screen can be damaged if subjected to rough treatment. **The screens are particularly sensitive to damage from excessive pressure on the screen.**
- Do not lean on top of the Chromebook.
- Do not place anything near the Chromebook that could put pressure on the screen.
- Do not place anything in the carrying case that will press against the cover.
- Do not poke the screen.
- Do not place anything on the keyboard before closing the lid (e.g. pens, pencils, notebooks).
- Do not place in backpack with heavy text books. If you are carrying many books in your backpack, carry the Chromebook in it's case
- 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. You can also purchase individually packaged pre-moistened eyeglass lens cleaning tissues to clean the screen. These are very convenient and relatively inexpensive.

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, school messages, announcements, calendars, academic handbooks, student handbooks and schedules may be accessed using the Chromebook. Students must be responsible for bringing their Chromebook to all classes, unless specifically advised not to do so by their teacher.

At Home:

Parents and students are fully responsible for the devices off school property. All students are required to take their Chromebook home each night throughout the school year for charging. *Chromebooks must be brought to school each day in a fully charged condition.* Students that fail to do so, will be required to use pen and paper for that school day. Repeat violations of this policy will result in referral to administration and possible disciplinary action. Likewise, if a student leaves his or her Chromebook at home, he or she must use pen and paper for that day.

Using the Chromebooks offline:

Chromebooks offer a limited ability to work on files offline, but requires some preparation prior to leaving home or school. USB ports and an SD card slot also offer additional storage to work offline from a flash drive or SD card, for example watching an instructional video from a flash drive while travelling on a bus.

Sound:

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

Printing:

Printing at school will likely not be utilized as teaching strategies will facilitate digital learning and online communication with other students and teachers.

Managing Your Files and Saving Your Work:

Students may save documents to their Google Drive, or they may save to an external memory device such as a miniSD card or USB flash drive. Saving to Google Drive will make the file accessible from any computer with internet access. Students using Google Drive to work on their documents will not need to save their work, as Drive will save each keystroke as the work is being completed. It will be the responsibility of the student to maintain the integrity of their files and keep proper backups. Students will be trained on proper file management procedures. Storage occurs automatically in a cloud and therefore, students can access their content from any computer using the Chrome OS system.

Personalizing the Chromebook:

Chromebooks must remain free of any decorative writing, drawing, stickers, paint, tape, or labels that are not the property of St. Ambrose School. Compliance checks will be done by the technology team and school administration.

Software on Chromebooks:

Chromebook software(Apps and extensions) are delivered via the Chrome Web Store. These are web-based applications that do not require installation space on a hard drive. Some applications, such as Google Drive, are available for offline use. The technology team will select specific applications and extensions that will be originally installed on the Chromebook. Additional applications may be added over time by faculty for specific uses.

Students should not attempt to install additional software or apps on their Chromebook other than what has been approved by St. Ambrose School.

Virus Protection:

Virus protection is unnecessary on the Chromebook due to the unique nature of its design. The is one of the many benefits of this platform.

Inspection:

Students may be selected at random to provide their Chromebook for inspection. The purpose for inspection will be to check for proper care and maintenance as well as inappropriate material being carried into the school.

Repairing or Replacing Your Chromebook:

If a student's Chromebook is not working properly or the screen cracks which is the most common repair, an incident report will be processed by your homeroom teacher. If the student has insurance, claims will be processed according to the policy. If the device has no insurance, the school technology team will process the

repair. The repairs fee schedule is as follows:

First claim: Student responsibility is 0% of the repair cost.
Second and subsequent claims: Will be determined on a case by case basis.

Approximate cost of repairs:

The standard warranty on the device is one year for manufacturing defects only and does not cover normal use wear-and-tear.

Non-Warranty Repair Costs Without Optional Insurance
Replace Entire Chromebook……………………………………………………….$239
Replace Screen….………………………………………………………$90
Replace keyboard or touchpad…………………………………………………….$52
Replace power cable/charger……………………………………………………….$32

Chromebooks Undergoing Repair: Students will follow a protocol at school for filling out an incident report when they report their CB repair to their homeroom teacher or teacher that witnessed the break (If applicable). Students with insurance will follow the instructions on filing a claim with their parents.
- Loaner Chromebooks will be issued to students when they leave their Chromebook for repair.
- If repairs are needed due to malicious damage, the school may refuse to provide a loaner Chromebook.
- Repaired Chromebooks will end up with the original factory image as first received. It is important that students keep their school data synced to cloud drives so documents and class projects will not be lost. Personal information that cannot be replaced should be kept at home on an external storage device.
- Students and parents will be charged for Chromebook damage that is a result of misuse.

Lost or Intentionally Damaged Device and Accessories:
Students are responsible for lost or damaged devices due to drops and any form of misconduct. Please take extra caution to secure your chromebook while in the classroom, on the bus, and during after school activities.

Acer C720 Model:
Processor: Intel Celeron 2955U (1.40GHz, dual core)
Graphics: Intel HD (Haswell) graphics
Operating System: Chrome OS
Display: 11.6 inches (1366×768), 16:9
Storage: 16 GB Solid State Drive
Memory: 2 GB DDR3 RAM
Camera: Front-facing webcam
Sound: Stereo speakers
Communications: Dual-band 802.11 a/b/g/n, Bluetooth 4.0

Ports: Full-size HDMI
USB 3.0, USB 2.0
SD card slot
3.5mm headphone/microphone jack
Battery: 36Wh, est. **8.5 hours of use**
Weight: 2.76 lbs
Dimensions: 0.75 inches thick

Acer C740 Model:
Processor: Intel Celeron 3205U (1.50GHz, dual core)
Graphics: Intel HD (Haswell) graphics
Operating System: Chrome OS
Display: 11.6 inches (1366×768), 16:9
Storage: 16 GB Solid State Drive
Memory: 4 GB DDR3 RAM
Camera: Front-facing webcam
Sound: Stereo speakers
Communications: Dual-band 802.11 a/b/g/n, Bluetooth 4.0
Ports: Full-size HDMI
USB 3.0, USB 2.0
SD card slot
3.5mm headphone/microphone jack
Battery: 36Wh, est. **8.5 hours of use**
Weight: 2.87 lbs
Dimensions: 0.8 inches thick

Technology Acceptable Use: All students are required to sign a separate Student Acceptable User Policy. Please refer to general guidelines below

- ○ Students will have access to forms of media and communication which is in support of education and research and in support of educational goals and objectives at St. Ambrose School. Access to media and communication beyond these specific uses will not be supported or allowed.
- ○ Students are responsible for their ethical and educational use of the technology resources of St. Ambrose School.
- ○ Access toSt. Ambrose School technology resources is a privilege and not a right. Each employee, student, and/or parent will be required to follow the rules of St. Ambrose School Acceptable Use Policy. Violations of these rules will result in the loss of privileges as well as other disciplinary action as defined by the district's Acceptable Use Policy, Plan of Discipline, or other policies.
- ○ Recognizing that it is impossible to define every instance of acceptable and unacceptable use, it will be at the discretion of the network administrator and/or school administration to use judgement as to what is acceptable in any undefined instances that may arise.
- ○ Transmission of any material that is in violation of any federal or state law is prohibited. This includes, but is not limited to the following: confidential information, copyrighted material, threatening or obscene material, and computer viruses.
- ○ Any attempt to alter data, the configuration of a computer, or the files of another user, without the

consent of the individual, school administrator, or technology administrator, will be considered an act of vandalism and subject to disciplinary action in accordance with school discipline policy.

○ All users of the district's technology resources and/or school network must sign the district Acceptable Use Policy and abide by the rules defined in the Diocese's Acceptable Use Policy. This is in addition to the rules and policies that this document contains.

Privacy and Safety:

○ Do not go into any chat rooms other than those set up by your teacher or mandated in other distance education courses.

○ Do not open, use, or change computer files that do not belong to you.

○ Do not reveal your full name, phone number, home address, social security number, credit card numbers, passwords, or passwords of other people.

○ Remember that network storage is not guaranteed to be private or confidential, St. Ambrose School Teachers and Administration reserve the right to inspect your files at any time and will take the necessary steps if files are in violation of the district's Acceptable Use Policy.

○ If you inadvertently access a website that contains obscene, pornographic, or otherwise offensive material, notify a teacher or the principal immediately so that such sites can be blocked from further access.

Consequences:

○ Non-compliance with the policies of the Chromebook Policy Handbook or the Acceptable Use Policy will result in disciplinary action as outlined by the discipline code and/or other school policies for the user unless there is proof that another is responsible.

○ Electronic mail, network usage, and all stored files shall not be considered confidential and may be monitored at any time by the network administrator or other school administrators to ensure appropriate use.   St. Ambrose School cooperates fully with local, state, or federal officials in any investigation concerning or relating to violations of computer crime laws.

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St. Ambrose School
Chromebook Policy Handbook
Student Pledge

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- I will take good care of my Chromebook and know that I will be issued the same Chromebook each year.
- I will never leave my Chromebook unattended in an unsecured or unsupervised location.
- I will never loan out my Chromebook to other individuals.
- I will know where my Chromebook is at all times.
- I will charge the battery to full capacity each night.
- I will keep food and beverages away from my Chromebook since they may cause damage to the device.
- I will not disassemble any part of my Chromebook or attempt any repairs.
- I will protect my Chromebook by always carrying it in a secure manner to avoid damage.
- I will use my Chromebook in ways that are appropriate for education.
- I will not place decorations (stickers, markers, writing, etc.) on the Chromebook.
- I understand that the Chromebook I am issued is subject to inspection at any time without notice and remains the property of St. Ambrose School.
- I will follow the policies outlined in the Chromebook Policy Handbook and the Diocesan Acceptable Use Policy while at school as well as outside the school day.
- I will be responsible for all damage or loss caused by neglect or abuse.
- I agree to pay the full replacement cost of my Chromebook and power cord/charger, in the event that any of these items are lost or intentionally damaged.
- I agree to return the Chromebook and power cord/charger in good working condition at the end of each school year.

Student Name:_____   Date:_____

Received by Teacher:_____   Date:_____

St. Ambrose School
STUDENT/PARENT CHROMEBOOK SIGNATURE PAGE

Student Information
Last Name_____ First Name_____

Parent/Guardian Information:
Last Name_____ First Name_____

Together, we have reviewed all the rules and regulation in this document.

Student Agreement

Rules and regulations are necessary in order to offer technology opportunities to the students. In order to use technology resources, I agree to abide by the St. Ambrose School Acceptable Use Policy Guidelines as stated in this document.

Student Signature:_____ Date:_____

Parent/Guardian Agreement

In consideration of the privileges and opportunities afforded by the use of the St. Ambrose School technology and computer resources, I hereby release the St. Ambrose School and its agents from any and all claims of any nature arising from my student's use or inability to use the St. Ambrose School technology and computer resources.

Parent Signature:_____ Date:_____

Received and
reviewed by Administration:_____ Date:_____
                          (Faculty Signature)

Office use:

Received Payment: _____

Received signed Acceptable User Policy:_____