

Chromebook Policy

The policies, procedures, and information within this document apply to all Chromebooks used at Holy Redeemer School by students, staff, or guests including any other device considered by the Administration to fall under this policy.

Teachers may set additional requirements for Chromebook use in their classroom.

Chromebook Specifications:

- Dell Chromebook 11
- Intel Trail - M N2840 Dual Core processor
- Chrome OS
- 11.6" HD LED Anti-Glare screen
- 2GB or 4GB optional memory
- Rotatable 1.0MP 720p HD camera
- 16GB SSD and optional Google Cloud storage
- Up to 9.5 hours battery life
- 2.8 lbs

Receiving Your Chromebook:

Parents & Students must sign and return the Chromebook Policy Sign-off and Student Pledge document (located at the end of this document) before Chromebooks are given to students.

Training:

Students will be trained on how to use the Chromebook by the homeroom and technology teachers. Training documents and videos will be available online for students to refer to when needed.

Return:

Student Chromebooks and accessories (charger and battery) will be collected at the end of each school year for maintenance over summer vacation. Students will retain their original Chromebook each year while enrolled at HOLY REDEEMER SCHOOL.

Any student who transfers out of HOLY REDEEMER SCHOOL will be required to return their Chromebook and accessories. If a Chromebook and accessories is not returned, the parent/guardian

will be held responsible for payment in full.

Taking Care of Your Chromebook:

Students are responsible for the general care of the Chromebook which they have been issued by the school. Chromebooks that are broken or fail to work properly must be taken to the Office. If a loaner Chromebook is needed, one will be issued to the student dependent on availability until their Chromebook can be repaired or replaced.

General Precautions:

- Never allow food or drink next to your Chromebook.
- Insert cords, cables, and removable storage devices carefully into the Chromebook to avoid damage to the Chromebooks ports/jacks--they can be expensive to repair.
- Never carry your Chromebook while the screen.
- Shut down your Chromebook when not in use to conserve battery life in order to make it through the school day.
- Never shove your Chromebook into a locker or wedged into a book bag this will break the screen (screens cost \$50).
- Do not expose your Chromebook to extreme temperature or direct sunlight for extended periods of time -- extreme heat or cold can damage it.
- Always bring your Chromebook to room temperature prior to turning it on--let it sit on your desk for 5 minutes before powering it up, especially in the winter.

Carrying the Chromebook:

The protective case will only provide basic protection. It is not designed to prevent damage from drops or abusive handling. The school will provide cases for the Chromebooks at no charge. The cases can be personalized by the student but then a \$35 fee will be charged and the case becomes the property of the student. Hard shell cases are available from 3rd parties, such as Amazon, if you prefer. All Chromebooks must be in a case.

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.

Examples of how Chromebook screens can get damaged:

- Leaning on top of the Chromebook.
- Poking the screen -- it is not a touchscreen!
- Leaving pencils, pens, notebooks, etc on the keyboard when closing the lid.
- Putting anything in the carrying case that will press against the cover, especially if the Chromebook will be in a backpack -- for example, putting the charger or a baseball into the

- carrying case with the Chromebook.
- Placing the Chromebook near things that could fall on it or put pressure on it. For example, do not stack books, boxes, or drink cans next to your Chromebook.

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. Students must be responsible for bringing their Chromebook to all classes, unless specifically advised not to do so by their teacher. Students are not to use their Chromebooks in the hallways between classes.

At Home:

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.* To clarify: students need to charge their Chromebooks each evening. Repeat violations of this policy will result in referral to administration and possible disciplinary action.

It is recommended that students NOT carry the AC Adapter power cord (charger) to school. If the Chromebook starts the day with a full charge, the battery will last throughout the day.

Sound:

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

Printing:

At School: Printing functionality will be available on a limited basis at school and subject to classroom requirements. Students must have teacher permission before printing.

At Home: The Chromebook will not support a physical printer connection. Instead, users can print to their home printers using the Google Cloud Print service. A wireless home network is required for this. <http://google.com/cloudprint>

Managing Your Files and Saving Your Work:

Students may save documents to their Google Drive. Permission must be given by the teacher to save to an external memory device such as a SD card or USB flash drive. Saving to Google Drive

allows you to access your files 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.

Personalizing the Chromebook:

Chromebooks must remain free of any decorative writing, drawing, stickers, paint, tape, or labels that are not the property of HOLY REDEEMER SCHOOL. Spot checks for compliance will be done by administration or HOLY REDEEMER SCHOOL teachers at any time.

Students may add appropriate music, photos, and videos to their Chromebook. Personalized media are subject to inspection.

Software on Chromebooks:

Originally Installed Software:

Chromebook software is 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 software originally installed on the Chromebook must remain on the Chromebook in usable condition and easily accessible at all times; students should not try to uninstall or modify the software.

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 Chromebook is shut down and restarted.

From time to time the school may add software applications for use in a particular course. This process will be automatic with virtually no impact on students. Applications that are no longer needed will automatically be removed by the school as well.

Virus Protection:

Virus protection is unnecessary on the Chromebook due to the unique nature of its design.

Additional Software:

Students are unable to install additional software on their Chromebook other than what has been provided by HOLY REDEEMER SCHOOL. However, students can install Chrome apps from the Chrome Web Store. HOLY REDEEMER SCHOOL may install or uninstall Chrome apps on the Chromebook at any time.

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.

Procedure for Restoring the Chrome OS:

If technical difficulties occur, technical support staff will use the “5-minute” rule. If the problem cannot be fixed in 5 minutes, the Chromebook will be restored to factory defaults. Restoring the Chrome OS will restore the device to the state in which the user originally received it. All student created files stored on an external SD card, USB flash drive, or Google Drive will still be intact after the operating system is restored. All files saved on the Chromebook that have been synced to Google Drive will also be intact.

Protecting & Storing Your Chromebook:

Chromebook Identification:

Chromebooks can be identified in the following ways:

- Record of serial number and/or HOLY REDEEMER SCHOOL asset tag
- Individual’s Google Account username

Under no circumstances are students to modify, remove, or destroy identification labels.

Storing Your Chromebook:

When you are not using your Chromebook and have to leave it unattended:

- Turn your Chromebook off.
- Put the Chromebook in your backpack
- Put your backpack inside your locker

Nothing should be placed on top of the Chromebook, when stored in the locker. Students need to take their Chromebook home with them every night. The Chromebook is not to be stored in a locker or anywhere else at school outside of school hours. The Chromebook should be charged fully each night at the student’s home. Chromebooks should never be stored in a vehicle.

Storing Chromebooks at Extra-Curricular Events:

Students are responsible for securely storing their Chromebook using the method specified above during extra-curricular events.

Chromebooks Left in Unsupervised / Unsecured Areas:

Under no circumstance should a Chromebook be stored in unsupervised areas. Unsupervised areas include the school grounds and campus, the cafeteria, unlocked classrooms, library, locker rooms, dressing rooms, hallways, bathrooms, extra-curricular bus, in a car, or any other entity that is not securely locked or in which there is not supervision.

Unsupervised Chromebooks will be confiscated by staff and taken to the office. Disciplinary action

will be taken for leaving a Chromebook in an unsupervised location.

Repairing or Replacing Your Chromebook:

Chromebooks Undergoing Repair:

- Loaner Chromebooks may be issued to students when they leave their Chromebook for repair at the HOLY REDEEMER SCHOOL Office.
- If repair is needed due to abuse, the school may refuse to provide a loaner Chromebook.
- Repaired Chromebooks will be returned with the original factory image as first received. It is important that students keep their school data synced to Google Drive 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 or abusive handling.

Manufacturer Warranty:

The manufacturer (Dell) warrants the Chromebook from defects in materials and workmanship for a period of one year. This warranty is only valid for the first 12 months from the date HOLY REDEEMER SCHOOL takes delivery of the Chromebook. This limited warranty covers normal use, mechanical breakdown, or faulty construction and will provide replacement parts necessary to repair or if necessary, replace the Chromebook. The manufacturer warranty DOES NOT warrant against damage caused by misuse, abuse, or accidents. Please report all Chromebook problems to the Office.

If a Chromebook becomes defective (at no fault of the student) after the manufacturer warranty expires, HOLY REDEEMER SCHOOL will replace the Chromebook at no charge with a Chromebook of the same age or newer.

Lost or Intentionally Damaged Device and Accessories:

A Chromebook or any of its accessories that are lost or intentionally damaged is the responsibility of the student and parent involved in the loss of property. The user will not be given another device or accessory to use until the replacement cost of the lost/damaged device or accessory is paid to the school.

- Replacement of the Chromebook (\$229 for devices purchased by HOLY REDEEMER SCHOOL in 2016)
- AC Adapter & power cord - \$65
- Screen- \$50
- Cover - \$35

Chromebook Technical Support:

The Office is the first point of contact for repair of the Chromebooks. Services provided by the Office include:

- Password Identification – Check with homeroom teacher first.
- User account support
- Coordination of warranty repair
- Distribution of loaner Chromebooks
- Hardware maintenance and repair
- Operating System or software configuration support
- Restoring Chromebook to factory default
- System software updates

Technology Acceptable Use:

General Guidelines:

- 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 HOLY REDEEMER 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 HOLY REDEEMER SCHOOL.
- Access to the HOLY REDEEMER SCHOOL technology resources is a privilege and not a right. Each employee, student, and/or parent will be required to follow the rules of HOLY REDEEMER SCHOOL Acceptable Use Policy located in the parent/student handbook. Violations of these rules will result in the loss of privileges as well as other disciplinary action as defined by the HOLY REDEEMER SCHOOL 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 HOLY REDEEMER SCHOOL's technology resources and/or school network must sign the school's Acceptable Use Policy and abide by the rules defined in the school's Acceptable Use Policy. This is in addition to the rules and policies that this document (Holy Redeemer School Chromebook Policy) 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. District Administration reserves 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. This is not merely a request. It is a responsibility. This responsibility is in place at school and at home.

Legal Propriety:

- All student and staff must comply with trademark and copyright laws and all license agreements. Ignorance of the law is not immunity. If you are unsure, ask the network administrator if you are in compliance with the law.
- Plagiarism is a violation of the HOLY REDEEMER SCHOOL discipline code. Give credit to all sources used, whether quoted or summarized. This includes all forms of media on the Internet, such as graphics, movies, music, and text.

Email:

- Students in need of email for academic reasons will only be allowed email access through an address assigned by Holy Redeemer School. This email access will be through a Google Gmail system managed by HOLY REDEEMER SCHOOL. The interface is monitored by HOLY REDEEMER SCHOOL network administrators and is subject to filtering of inappropriate content.
- Always use appropriate language.
- Do not transmit language/material that is profane, obscene, abusive, or offensive to others.
- Do not send mass e-mails, chain letters, or spam.
- Private chatting, without teacher permission, is not allowed.
- Email is subject to inspection at any time by school administration.
- Students will only be able to communicate with other HOLY REDEEMER SCHOOL students and faculty.

Consequences:

- The student or staff member whose name a system account and/or computer hardware is issued will be responsible at all times for its appropriate use. Non-compliance with the policies of the Chromebook Policy Handbook or HOLY REDEEMER SCHOOL' 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. HOLY REDEEMER SCHOOL cooperates fully with local, state, or federal officials in any investigation concerning or relating to violations of computer crime laws.

Student Pledge

- I will take good care of my Chromebook and I understand 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 my Chromebook's battery to full capacity each night.
- I will keep food and beverages away from my Chromebook because 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 will not leave my Chromebook somewhere where it may be damaged—even accidentally.
- I understand that the Chromebook I am issued is subject to inspection at any time without notice and remains the property of HOLY REDEEMER SCHOOL.
- I will follow the policies outlined in the Chromebook Policy Handbook and the Acceptable Use Policy while at school as well as outside the school day.
- I will file a police report in case of theft or damage caused by fire.
- 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, power cord/charger, in the event that any of these items are lost or intentionally damaged.
- I agree to return the Chromebook, power cord/charger in good working condition at the end of each school year.

HOLY REDEEMER SCHOOL Classroom and School Chromebook Expectations

Chromebooks are a tool for learning and a privilege at HOLY REDEEMER SCHOOL. Students who misuse or do not respect this privilege will be subject to the following consequences.

Violation #	Consequence
1 st Violation	Student loses CB privileges at home and school for 24 hours
2 nd Violation	Student loses CB privileges at home and school for one week
3 rd Violation	Student loses CB privileges at home and school for one month

During the time a student loses his/her Chromebook privileges, the Chromebook will be kept with the student's homeroom teacher. They can pick it up/drop it off with their homeroom teacher only. The student is still responsible for all assignments, but must use paper/pencil or a computer at home.

Violations include, but are not limited to:

- Playing games/surfing web during class
- On a website/app different from what was assigned by the teacher
- Chatting/emailing during class
- Carrying the CB with the lid up
- Not storing CB properly in backpack/locker/case/cart
- Careless use of CB in class, hallway, or locker
- Not following teacher's directions regarding appropriate use of CB in during class time

HOLY REDEEMER SCHOOL Technology Acceptable Use Agreement

Please click on the link below, fill out the form and SUBMIT.

[HOLY REDEEMER SCHOOL Technology Acceptable Use Agreement](#)