

Saint Mark Catholic Academy
Google Chromebook Policy, Procedures, and Information
2019-2020

Saint Mark Middle School Google Chromebook 1:1 Program

The focus of the Chromebook program at Saint Mark Catholic Academy is to provide tools and resources for the 21st Century Learner. Excellence in education requires that technology is seamlessly integrated throughout the educational curricula. Increasing access to technology is essential to build upon college and career readiness skills. The individual use of Chromebooks is a way to empower students to maximize their full potential and to prepare them for high school and beyond.

Learning results from the continuous interaction among students, educators, parents and the extended community. Technology immersion does not diminish the important role of the teacher. To the contrary, it transforms the teacher from a director of learning to a facilitator of learning. Effective teaching and learning with Chromebooks integrates technology into the curriculum anytime, anyplace.

The policies, procedures, and information within this document apply to all Chromebooks and other technology-able devices used at Saint Mark Catholic Academy considered by the Administration to come under this policy.

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

GENERAL INFORMATION

Receiving Your Chromebook

- Chromebooks will be distributed each fall during the first week of October.
- Parents & students must sign and return the Chromebook Protection Plan and the Student and Parent Pledge documents before the Chromebook can be issued to the student.

Chromebook Check-in

- Chromebooks will be returned prior to the end of the school year, on a date to be provided, so they can be checked for serviceability and to be stored for the summer. If a student transfers, withdraws, or is expelled from Saint Mark Catholic Academy during the school year, the Chromebook, Chromebook charger, Chromebook case, and any other peripheral devices/tools provided will be returned at that time.
- If a student fails to return the Chromebook, Chromebook charger, Chromebook case, and/or any other peripheral devices/tools provided at the end of the school year or upon termination of enrollment at Saint Mark Catholic Academy, that student's family will be subject to pay for the replacement cost of the Chromebook, Chromebook charger, Chromebook case, and any other peripheral devices/tools provided. School records will be held until payment has been received.
- Furthermore, the student will be responsible for any damage to the Chromebook, and must return the computer and accessories to Saint Mark Catholic Academy in good working condition. The student will be charged a fee for any needed repairs, not to exceed the replacement cost of the Chromebook.

Check-in / Fines

- If at any point during the school year there is damage, loss, or theft of a Chromebook the student must contact the school administration immediately.
- Any technical issue with the device must be brought to the attention of school administration or technology support staff immediately. This includes but is not limited to: Chrome OS (operating system), battery issues, loss of Internet connectivity, failure of apps to launch, etc.
- Any hardware/software repairs that are not due to misuse or damage will be covered without cost; however, any accidental or intentional damage to the device will incur a cost.
- Fines will be imposed in accordance with the chart included in this policy or as the circumstances may warrant in the discretion of Saint Mark Catholic Academy and its administrators.
- All reports will be investigated and addressed on a case-by-case basis.

Issue	Action(s) Necessary	Cost
Accidental Damage (1st Instance)	A report must be made immediately to administration. The device and case must be returned to the school so that a new or spare device may be issued.	\$100 or no cost dependent on investigation of cause.
Accidental Damage (2nd Instance)	A report must be made immediately to administration. The device and case must be returned to the school so that a new or spare device may be issued. However, a spare device may not be issued for a 2nd break. The student may need to wait until the original device is returned from service. Some loss of privileges of using the Chromebook may occur such as the following: - limiting participation in the Chromebook program - may not be permitted to take the device home.	\$150
Accidental Damage (3rd and additional instances)	A report must be made immediately to administration. The device and case must be returned to the school. However, a spare device may not be issued for a 3rd break. The student may need to wait until the original device is returned from service. Some loss of privileges of using the Chromebook may occur such as the following: - limiting participation in the Chromebook program - may not be permitted to take the device home. This may also result in a disciplinary action.	All costs of whatever kind that are associated with replacing or repairing the device.

Intentional Damage	A report must be made immediately to administration. The device and case must be returned to the school so that a new device may be issued. Deliberate damage will be referred to the principal Any and all appropriate discipline for damage to school property or as otherwise may be appropriate and as set forth in applicable existing or future policies or school building policies.	All costs of whatever kind that are associated with replacing or repairing the device.
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Loss	A report must be made immediately to administration.	All costs of whatever kind that are associated with replacing the device.
Powercord, extension cable, SIM Card, etc.	A report must be made immediately to administration, the Chromebook , power cord, SIM Card, etc. must be returned to the main office.	\$20 each

TAKING CARE OF YOUR CHROMEBOOK

Students are responsible for the general care of the Chromebook that they have been issued by the school. Chromebooks that are broken or fail to work properly must be taken to the Saint Mark Catholic Academy main office for an evaluation of the equipment.

General Precautions

- The Chromebook is school property and all users will follow this policy and the Saint Mark Catholic Academy acceptable use policy for technology.
- Only use a clean, soft cloth to clean the screen, no cleansers of any type.
- Cords and cables must be inserted carefully into the Chromebook to prevent damage.
- Chromebooks and Chromebook cases must remain free of any writing, drawing, stickers, or labels that are not the property of Saint Mark Catholic Academy.
- Students are responsible for keeping their Chromebook’s battery charged for school each day.
- Chromebooks are very sensitive to extreme heat and extreme cold therefore leaving devices in cars, direct sunlight, etc. that may expose them to these conditions is potentially harmful to the device and should be avoided.
- Do not stack any books, heavy materials, etc. on top of the Chromebook as it could cause the device to break.

Carrying Chromebooks

- The protective cases provided with Chromebooks have sufficient padding to protect the Chromebook from normal wear and tear and provide a suitable means for carrying the device within the school. The guidelines below should be followed:
- Chromebooks should always be within the protective case when carried.
- Chromebooks must remain in a protective case when not in use to prevent unintended damage.

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.
- Do not lean on the top of the Chromebook when it is closed.
- 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.
- Clean the screen with a soft, dry cloth or anti-static cloth.
- Do not “bump” the Chromebook against walls, car doors, floors, etc. as it will eventually break the screen.

USING YOUR CHROMEBOOK AT SCHOOL

Chromebooks are intended for use at school each day. In addition to teacher expectations for Chromebook use, school messages, announcements, calendars, and schedules may be accessed using the Chromebook. Students must be responsible to bring their Chromebook to all classes, unless specifically instructed not to do so by their teacher.

Chromebooks Left at Home

- If students leave their Chromebook at home, they are responsible for getting the course work completed as if they had their Chromebook present.
- If students leaves their Chromebook at home for two consecutive days, they will be required to bring in the device and have a mandatory inspection of said device.

Chromebook Undergoing Repair

- Replacement Chromebooks may be issued to students when they leave their Chromebooks for repair in the main office. Please note that there may be a delay in getting a Chromebook should the school not have enough to distribute.
- Replacement Chromebooks will only be issued for use in school until all fines have been paid.

Charging Your Chromebooks Battery

- Chromebooks must be brought to school each day in a fully charged condition.
- Students need to charge their Chromebooks each evening.
- Repeat violations of this policy will result in lunch or after school detention(s). Additional offenses will result in phone calls home and parent conference with the principal.
- In cases where use of the Chromebook has caused batteries to become discharged, students may be able to connect their Chromebooks to a power outlet in class.

Photo Library/Screensavers/Background photos

- Inappropriate media should not be on the device and may not be used as a screensaver or background photo.
- Presence of guns, weapons, inappropriate language, alcohol, drug symbols or pictures will result in disciplinary actions and may also result in a loss of Chromebook privileges.
- Photos/videos require a large amount of storage space on the device. Only photos that are for an educational purpose should be saved to the device. All other photos/videos should not be taken or stored.

Sound, Music, Games, or Programs

- Sound must be muted at all times unless permission is obtained from the teacher for instructional purposes.
- Personal music is not allowed on the Chromebook. Any music on the device should only be added at the request and discretion of a teacher.
- Internet Games are not allowed on the Chromebooks. If game apps are installed, it will be by the direction of Saint Mark Catholic Academy only.

- All software/Apps will be provided by the Academy. 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 district are carefully monitored and will result in deletion of the program from the Chromebook device and disciplinary action.

Printing

- Printing will be available with the Chromebook at a later date. Students should talk to their teachers about which printer to print to. Students will be given information and instruction on printing with the Chromebook.

Home Internet Access

- Students are allowed to set up access to home wireless networks on their Chromebooks. This will assist students with the ability to complete, retrieve, access, etc. educational content used in classes with the Chromebook successfully.
- Students may also set up home printing capabilities for their Chromebook. This will require a wireless printer and proper settings on the Chromebook using Google Cloud Print.
- If parents/guardians are interested in providing content filtering at home, it is suggested that parents/guardians contact their Internet provider for details and support.

MANAGING YOUR FILES & SAVING YOUR WORK

Saving to the Chromebook

- Students may save work to their Google Drive accounts via the Chromebook.
- 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. It is also important to note that Chromebooks will NOT be backed up by the school in cases of resetting or re-imaging.
- It is the students' responsibility to ensure that their work is backed up and therefore not lost due to mechanical failure or accidental deletion.
- **Chromebook malfunctions are not an acceptable excuse for not submitting work.**

Network Connectivity

- Saint Mark Catholic Academy makes no guarantee that their network will be up and running 100% of the time. In the rare case that the network is down, the school 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.

SOFTWARE ON CHROMEBOOKS

Originally Installed Software

- The Extensions/Apps originally installed by Saint Mark Catholic Academy must remain on the Chromebook in usable condition and be easily accessible at all times.
- From time to time, the school may add software applications for use in a particular course. Periodic checks of Chromebooks will be made to ensure that students have not removed required apps/extensions.

Additional Software

- Students are not allowed to load extra extensions/Apps on their Chromebooks. Saint Mark Catholic Academy will provide any additionally required extensions/apps on the Chromebook. These apps/extensions will be available upon logging into the device using the official school approved email address.
- Any attempt to “jailbreak” the Chromebook or change the configuration will result in an immediate disciplinary action.
- Any software that breaks the Acceptable Use Policy or that is deemed inappropriate for use in school is not to be downloaded or installed on the Chromebooks. This includes, but is not limited to, music, games, videos, images, e-Books, and apps. Immediate removal of material (or full reset of the device), contact with parents, and disciplinary action will take place.

Inspection

- Students may be selected at random to provide their Chromebook for inspection. Reasons for Chromebook inspection may include but are not limited to the following: functionality, maintenance, serviceability, and various violations of student acceptable responsibilities when using the Chromebook.

Procedure for Re-loading Software

- If technical difficulties occur or illegal software are discovered, the Chromebook may be restored from backup. The school does not accept responsibility for the loss of any software or documents deleted due to a need to reformat and/or re-image any device.
- Students are highly encouraged to create a backup of all Chromebook documents and work as identified in section 4 above.
- Students are highly encouraged to manage their backup data to ensure that enough space is available for school created content.

Software Upgrades

- Upgrade versions of licensed software/apps may become available from time to time. Students may be required to check in their Chromebooks for periodic updates.
- Students are encouraged to periodically upgrade the apps on the Chromebook if prompted. Chromebooks run Chrome OS (Operating Software) Web browser. OS updates are conducted automatically on the OS.

ADDITIONAL RESPONSIBILITIES AND EXPECTATIONS

Parent/Guardian Responsibilities

- Talk to your children about values and the standards that your children should follow on the use of the Internet just as you do on the use of all media information sources such as television, telephones, movies, and radio.
- Become increasingly active participants by asking your child/children to show you what sites they are navigating to and/or what apps are being used and how they work.
- The following resources will assist in promoting positive conversation(s) between you and your children regarding digital citizenship as it relates to Internet safety, conduct, and Netiquette.
 - NetSmartz: <http://www.netsmartz.org/Parents>
 - CommonSense Media: <http://www.commonsensemedia.org/blog/digital-citizenship>
- Ensure that siblings and other family members are not using the device for personal use.

School Responsibilities are to:

- Provide Internet and Online Course Materials access to its students.

- Provide Internet filtering and blocking of inappropriate materials as able.
- Saint Mark Catholic Academy reserves the right to review, monitor, and restrict information stored on or transmitted via the Chromebook and to investigate inappropriate use of resources.
- Provide staff guidance to aid students in doing research and help ensure student compliance of the acceptable use policy.

Students are responsible for:

- Using computers/devices in a responsible and ethical manner.
- Obeying general school rules concerning behavior and communication that apply to technology use.
- Using all technology resources in an appropriate manner so as to not damage school equipment.
- Taking a proactive role to aid Saint Mark Catholic Academy in the protection of our computer system/device by contacting an administrator/teacher about any security problems they may encounter.
- 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 Saint Mark Catholic Academy Code of Conduct. 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.
- Use or possession of hacking software is strictly prohibited and violators will be subject to Saint Mark Catholic Academy Family Handbook. Violation of applicable state or federal law may result in criminal prosecution or disciplinary action by the school.
- If a student should receive emails containing inappropriate or abusive language or if the subject matter is questionable, he/she is to make a teacher or administrator aware immediately.
- Chromebooks must be returned to the school at the end of each school year.
- Students who withdraw, are suspended or expelled, or terminate enrollment at Saint Mark Middle School for any other reason must return their individual school Chromebook and other peripherals on the date of termination.

- Monitoring all activity on their account(s).

Student Activities Strictly Prohibited

Students are strictly prohibited from the following actions while using their Chromebook (Saint Mark Catholic Academy reserves the right to modify this list at any time.):

- Chromebooks are not permitted outside or in the gym during student lunch periods. They should remain in the student's homeroom or be placed in the student's backpack.
- Illegal installation or transmission of copyrighted materials
- Any action that violates an applicable existing or future policy and any applicable laws.
- Sending, accessing, uploading, downloading, or distributing offensive, profane, threatening, obscene, or sexually explicit materials.
- Changing of Chromebook settings (exceptions include personal settings such as font size, brightness, etc.)
- Using the internet to access personal (non-school related) accounts - i.e. non-school provided e-mail accounts (yahoo, hotmail), Facebook, other social media sites, etc.
- Gaining access to other student's accounts, files, and/or data
- Sending anonymous or misleading communications for any inappropriate purpose via any means
- Students are not allowed to give out personal information, without the permission and supervision of their parents or a school staff member, over the Internet.
- Vandalism (any malicious attempt to harm or destroy hardware, software or data.)
- Transmission or accessing materials that are obscene, offensive, threatening or otherwise intended to harass or demean recipients.

Chromebook Care

Students will be held responsible for maintaining their individual Chromebooks and keeping them in good working order.

- Chromebook batteries must be charged and ready for school each day.
- Only labels or stickers approved by Saint Mark may be applied to the device.
- Chromebook sleeves furnished by the school must be returned with only normal wear and no alterations to avoid paying a sleeve replacement fee.
- Chromebooks that malfunction or are damaged must be reported to the administration. The school will be responsible for repairing Chromebooks that malfunction. Chromebooks that have been damaged from student misuse, neglect or intentional damage will be repaired with cost being borne by the student. Students will be responsible for the entire cost of repairs to Chromebooks that are intentionally damaged or lost.
- Chromebook damage: Students may be responsible for any and all damage as circumstances warrant.
- Chromebooks that are stolen must be reported immediately to the school and in most cases a Police report will need to be filed.

Legal Propriety

- Comply with all applicable laws, including but not limited to trademark and copyright laws and license agreements.
- Plagiarism is a violation of the Saint Mark Catholic Academy Code of Conduct. 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.

Student Discipline

- If a student violates any part of the policies, procedures, expectations outlined in this document, the family handbook, he/she will be disciplined in accordance with our discipline policy (outlined in the family handbook). See Section 9 below for more details.

PROTECTING & STORING YOUR CHROMEBOOK

Chromebook Identification

Student Chromebooks will be labeled in the manner specified by the school. Chromebooks can be identified by serial number

Storing Your Chromebook

- When students are not using their Chromebooks, they should be stored in their bookbags. During gym periods, the Academy recommends the students use a space provided by their teachers.
- To prevent damage, nothing should be placed on top of the Chromebook.
- Students are encouraged to take their Chromebooks home every day after school, regardless of whether or not they are needed.
- If a student needs a secure place to store their Chromebook, they may check it in at the main office for storage.

Chromebooks Left in Unsupervised Areas

- Under no circumstances should Chromebooks be left in unsupervised areas. Unsupervised areas include the school grounds, the gym, computer lab, and hallways.
- Any Chromebook left in these areas is in danger of being stolen. If a Chromebook is found in an unsupervised area, it will be taken to the main office and may result in disciplinary action.

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:

- Downloading unapproved apps that are not in self-service without receiving permission.
- Leaving Chromebook unattended.
- Deleting school installed settings from a Chromebook.
- Bringing Chromebook to Gym - unless directed by a teacher.
- Lack of adequate care for Chromebook, case, charger, etc.
- Resetting Chromebook to factory defaults.
- Adjusting settings on someone else's Chromebook.

- Adding a credit card to a Google Account (Google Wallet) to purchase music/unapproved apps.
- Logging in under personal Google account to download purchased apps for yourself or another student(s).
- Leaving Chromebook at home. Lack of preparation for classes.
- Loaning of student device to other students inside and outside of school.
- Failure to utilize protective cases when the Chromebook is not in use or when the device is being carried in the hallway.
- Multiple damage instances caused by lack of care for the Chromebook and other peripheral devices.
- Continuously failing to have Chromebook adequately charged for class.

CHROMEBOOK FAQ's

Q. What is a Chromebook?

A. "Chromebooks are mobile devices designed specifically for people who live on the web. With a comfortable, full-sized keyboard, large display and clickable track pad, all-day battery life, light weight and built-in ability to connect to WIFI and mobile broadband networks, the Chromebook is ideal for anytime, anywhere access to the web. They provide a faster, safer, more secure online experience for people who live on the web, without all the time-consuming, often confusing, high level of maintenance required by typical computers." ("Google")

Q. What kind of software does a Chromebook run?

A. "Chromebooks run millions of web based applications, or web apps, that open right in the browser. You can access web apps by typing their URL into the address bar or by installing them instantly from the Chrome Web Store." ("Google")

Q. How are these web based applications managed?

A. Each Chromebook we provide to students will be a managed device. Members of Saint Mark Catholic Academy will maintain devices through our Google Apps for Education account. As such, the school can pre-install web- applications as well as block specific web applications from a centralized management console.

Q. What devices can I connect to a Chromebook?

A. Chromebooks can connect to:

- USB storage, mice and keyboards (see supported file systems)
- SIM cards
- SD cards
- External monitors and projectors
- Headsets, ear sets, microphones

Q. Can the Chromebook be used anywhere at any time?

A. Yes, as long as you have a WIFI signal to access the web. Chrome offers the ability through Apps so users can work in an "offline" mode if WIFI is unavailable.

Q. Will our Chromebook have 4G?

A. No. The school Chromebooks will not have 4G broadband.

Q. Is there antivirus built into it?

A. It is not necessary to have antivirus software on Chromebooks because there are no running programs for viruses to infect.

Q. Battery life?

A. Chromebooks have a rated battery life of 8.5 to 9 hours. However, we do expect that students charge them each evening to ensure maximum performance during the school day.

Saint Mark Catholic Academy

Student Pledge for Chromebook Use

1. I will take care of my Chromebook.
2. I will never leave the Chromebook unattended.
3. I will never loan out my Chromebook to other individuals.
4. I will know where my Chromebook is at all times.
5. I will charge my Chromebook's battery daily.
6. I will keep food and beverages away from my Chromebook since they may cause damage to the device.
7. I will not disassemble any part of my Chromebook or attempt any repairs.
8. I will protect my Chromebook by only carrying it while in the case provided.
9. I will use my Chromebook in ways that are appropriate, meet Saint Mark Catholic Academy's expectations and are educational.
10. I will not place decorations (such as stickers, markers, etc.) on the Chromebook.
11. I will not deface the serial number Chromebook sticker on any Chromebook.
12. I understand that my Chromebook is subject to inspection at any time without notice and remains the property of Saint Mark Catholic Academy. .
13. I will follow the policies outlined in the *Chromebook Handbook* while at school, as well as outside the school day.
14. I will be responsible for all damage or loss caused by neglect or abuse.
15. I agree to return the Chromebook, case and power cords in good working condition.
16. I will be a proactive digital citizen when using my Chromebook.
17. I understand that my use of the Chromebook is subject to all applicable school policies and regulations, including but not limited to the Acceptable Use Policy, as well any applicable provisions of the Student Parent Handbook and any individual classroom policies and procedures.

Saint Mark Catholic Academy Student/Parent Pledge for Chromebook Use

1. I /we understand that Chromebooks are intended solely for educational use and that students are not permitted to download any applications not authorized by their teachers or approved by SFDS administration
2. I/we understand my/our responsibilities with respect to the care and maintenance of the Chromebook
3. I/we understand that students may take Chromebooks home in the evenings for school related use, however I/we understand that students must have Chromebooks in school everyday
4. I/we understand that students must return Chromebooks at the end of the school year in the condition it was received
5. I/we understand that I must report any problems or damage to the Chromebook to my homeroom teacher
6. I/we understand that Saint Mark Catholic Academy reserves the right to conduct unannounced inspections of student Chromebooks
7. I/we understand that the use of Chromebooks will be governed by all terms and conditions of Saint Mark Catholic Academy policies and regulations, including but not limited to the Acceptable Use Policy

Individual school Chromebook computers and accessories must be returned to the Saint Mark Middle School at the end of each school year. Students who graduate early, withdraw, are suspended or expelled, or terminate enrollment at Saint Mark Middle School for any other reason must return their individual school Chromebook computer on the date of termination. Failure to hand in Chromebook under any of these circumstances will result in the withholding of student transcripts.

Saint Mark Catholic Academy
Chromebook Policy

PLEASE RETURN THIS PAGE ONLY

I /We agree to the stipulations set forth in the above documents including the Chromebook Policy, Procedures, and Information; the Acceptable Use Policy; and the Student Pledge for Chromebook Use.

Please Print Clearly

Student's Name: _____

Grade: _____

Student Signature: _____

Date: _____

Parent Name (Please Print): _____

Parent Signature: _____

Date: _____