



Individual Use of Chromebooks: 2020-2021 Policy, Procedures, and Information

St. John Bosco School Chromebook Program

The focus of the Chromebook program at St. John Bosco School is to provide tools and resources to the 21st Century Learner. Excellence in education requires that technology is seamlessly integrated throughout the educational program. Increasing access to technology is essential for that future, and one of the learning tools of these twenty-first century students is the Chromebook. The individual use of Chromebooks is a way to empower students to maximize their full potential and to prepare them for high school and college.

The policies, procedures, and information within this document apply to all Chromebooks/computers used at St. John Bosco, including any other device considered by the Administration to come under this policy. Teachers may set additional requirements for use in their classroom.

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1. RECEIVING AND CHECKING-IN YOUR CHROMEBOOK

1.1 Receiving Your Chromebook

Chromebooks will be distributed each fall during the first week of school. Parents & students must sign and return the Chromebook Participation Agreement and Acceptable Use Agreement before the Chromebook can be issued to their child.

1.2 Returning Your Chromebook

Chromebooks will be returned during the final week of school (Early May for 8th Grade), so they can be checked for serviceability and damage. If a student transfers out of St. John Bosco during the school year, the Chromebook will be returned at that time.

1.3 Fines

Individual school Chromebooks and accessories must be returned at the end of each school year. Students who graduate early, withdraw, are suspended or expelled, or terminate enrollment at St. John Bosco for any other reason must return the school Chromebook on the date of termination. If a student or parent fails to return the Chromebook at the end of the school year or upon termination of enrollment at St. John Bosco, that student or parent will be responsible for the full replacement cost. If necessary, that student or parent will be subject to criminal prosecution or civil liability. Failure to return the Chromebook will result in a theft report being filed with the local Police Department. Furthermore, the student or parent will be responsible for any damage to the Chromebook and/or accessories and must return the computer and accessories in satisfactory condition. The student or parent will be charged a fee for any needed repair and/or replacements to the Chromebook and accessories, not to exceed the replacement cost of the Chromebook.

2. TAKING CARE OF YOUR CHROMEBOOK

Students are responsible for the general care of the Chromebook they have been issued by the school. Chromebooks that are broken or fail to work properly must be taken to the IT Director for an evaluation of the equipment.

2.1 General Precautions

- The Chromebook is school property and all users will follow this policy and the Acceptable Use Policy for technology.
- Only use a clean, soft cloth to clean the screen or screen cover, no cleansers of any type.
- Cords and cables must be inserted carefully into the Chromebook to prevent damage.
- Chromebooks must remain free of any writing, drawing, stickers, or labels that are not the property of St. John Bosco.
- Chromebooks must never be left unattended by the student (ex. cubbies, cars, or any unsupervised area).
- Students are responsible for keeping the Chromebook's battery charged for school each day.
- Students may not use "skins" to "personalize" the Chromebooks.
- Chromebooks must never be left unattended.

2.2 Carrying Chromebooks

The Chromebooks are designed to stand up to everyday use but must be treated with care. An additional cover may be purchased from various vendors. The guidelines below should be followed:

- Chromebooks should always be carried with two hands and never carried when it is open.
- Care should be taken to not place Chromebook in a full backpack and when placed in a backpack, care should be made not to throw the backpack.

2.3 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.

- Do not lean on the top of the Chromebook.
- Do not place anything near the Chromebook that could put pressure on the screen.
- 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

3. USING YOUR CHROMEBOOKS 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 Chromebooks. Students must be responsible to bring their Chromebooks charged to all classes, unless specifically instructed not to do so by their teacher.

3.1 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 a student repeatedly (TBD by the teacher) leaves their Chromebook at home, it may adversely affect their grades for the term.

3.2 Chromebooks Undergoing Repair

Loaner Chromebooks may be issued to students when they leave or send in their Chromebooks for repair. There may be a delay in getting a Chromebook should the school not have enough to loan.

3.3 Charging Your Chromebook's Battery

Chromebooks must be brought to school each day in a **fully charged** condition. Students need to charge their Chromebooks each evening. This may take up to 5 hours to fully charge the Chromebook. Repeat violations (TBD by the teacher) of this policy may result in adversely affecting the student's grade.

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.

3.4 Screensavers/Background Photos

- A standard screen saver or background will be preset on the Chromebook and may not be changed by the student.
- Passwords must be kept secure and not to be shared with others.

3.5 Photos

Photo/Image storage on the Chromebook will be for school projects only. Storage of personal photos or downloaded images are not allowed.

3.6 Sound, Music, Games, or Programs

- Students may not download music from Google Play Store or any other music sharing site.
- Music is only allowed on the Chromebooks if provided by the teacher for educational use.
- Music is not to be streamed from music sites at school.
- Sound must be muted at all times unless permission is obtained from the teacher for instructional purposes.
- Personal headphones may be used when directed by the teacher.
- Internet games are not allowed on the Chromebooks.
- All software/Apps must be School provided.

3.7 Printing

Printing **will not** be available with the Chromebooks at school. Students may save any material that may need to be printed to their Google Drive to be printed at home.

3.8 Home Internet Access

Students are allowed to set up wireless networks on their Chromebooks. This will assist them with Chromebook use while at home. Printing at home will require a wireless or wired printer, Chrome cloud printing, proper settings on the Chromebook and the correct app (Please see IT director for additional assistance).

4. MANAGING YOUR FILES & SAVING YOUR WORK

4.1 Saving to the Chromebooks

Students may save work to the home directory on the Chromebook. It is recommended that students use Google Drive or e-mail documents to themselves for storage. Storage space will be available on the Chromebook- it will NOT be backed up in case of re-imaging. It is the student's responsibility to ensure that work is not lost due to mechanical failure or accidental deletion. Chromebook malfunctions are not an acceptable excuse for not submitting work.

4.2 Network Connectivity

In the rare case that the network is down, the school will not be responsible for lost or missing data.

5. SOFTWARE ON CHROMEBOOKS

5.1 Originally Installed Software

St. John Bosco will synchronize the Chromebooks to contain the necessary Apps for school work. Students will not synchronize Chromebooks or add Apps through a home Google Play account. The software/Apps originally installed by St. John Bosco must remain on the Chromebook in usable condition and be easily accessible at all times. From time to time the school may add or modify software applications for use in a particular course. Periodic checks of Chromebooks

will be made to ensure that students have not removed required Apps and/or installed non-St. John Bosco approved Apps.

5.2 Additional Software

Students are not allowed to load extra software/Apps on their Chromebooks.

5.3 Inspection

Students may be selected at random to provide their Chromebook for inspection.

5.4 Procedure for Reloading software

If technical difficulties occur, the Chromebook will be restored to the original factory settings. The school does not accept responsibility for the loss of any software or documents deleted due to a reformat and reimage due to illegal software or non-St. John Bosco installed apps.

5.5 Software upgrades

Upgrade versions of licensed software/apps are available from time to time. Students may be required to check in their Chromebooks for periodic updates and Syncing.

6. ACCEPTABLE USE

The use of St. John Bosco's technology resources is a privilege. The privilege of using the technology resources provided by St John Bosco is not transferable or extendible by students to people or groups outside the school and terminates when a student is no longer enrolled in St. John Bosco . This policy is provided to make all users aware of the responsibilities associated with efficient, ethical, and lawful use of technology resources. If a person violates any of the User Terms and Conditions named in this policy, privileges may be terminated, access to the school technology resources may be denied, and the appropriate disciplinary action shall be applied. The St. John Bosco Parent & Student Handbook shall be applied to student infractions. Violations may result in disciplinary action up to and including suspension/ expulsion for students. When applicable, law enforcement agencies may be involved.

6.1 School Responsibilities

- Provide Internet and Email access to its students.
- Provide Internet Blocking of inappropriate materials as able.
- Provide data storage through Google Drive. These will be treated similar to school lockers. St. John Bosco school reserves the right to review, monitor, and restrict information stored on or transmitted via St John Bosco school owned equipment and to investigate inappropriate use of resources.
- Provide staff guidance to aid students in doing research and help assure student compliance of the acceptable use policy

6.2 Student Responsibilities

- Use computers/devices in a responsible and ethical manner.
- Obey general school rules concerning behavior and communication that apply to Chromebook/computer use.
- Use all technology resources in an appropriate manner so as to not damage school equipment. This "damage" includes, but is not limited to, the loss of data resulting from delays, non-deliveries, misdeliveries or service interruptions caused by the students own negligence, errors or omissions. Use of any information obtained via St. John Bosco's designated Internet System is at your own risk. St. John Bosco specifically denies any responsibility for the accuracy or quality of information obtained through its services.
- Help St. John Bosco protect our computer system/device by contacting an administrator about any security problems they may encounter.
- Monitor all activity on their account(s).
- Students should always turn off and secure their Chromebook after they are done working to protect their work and information.
- If a student should receive email containing inappropriate or abusive language or if the subject matter is questionable, he/she is asked to print a copy and turn it into the office.
- Returning the Chromebook: students who leave early (graduate early, move, etc.) must return their individual school Chromebook on the last day of attendance/enrollment.

6.3 Parent/Guardian Responsibilities

- Parents/Guardians should emphasize 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.

6.4 Activities Strictly Prohibited

- Illegal installation or transmission of copyrighted materials
- Any action that violates existing school policy or public law
- Sending, accessing, uploading, downloading, or distributing offensive, profane, threatening, pornographic, obscene, or sexually explicit materials
- Use of chat rooms, sites selling term papers, book reports and other forms of student work
- Messaging services-EX: MSN Messenger, ICQ, AIM, IMO, etc.
- Internet/Computer Games
- Use of outside data disks or external attachments without prior approval from the administration
- Changing of Chromebook settings (exceptions include personal settings such as font size, brightness, etc.)
- Downloading apps – specifically, but not limited to, any App that results in the “Jailbreak” of your Chromebook
- Spamming-Sending mass or inappropriate emails
- Gaining access to other student’s accounts, files, and/or data
- Use of the school’s internet/E-mail accounts for financial or commercial gain or for any illegal activity
- Use of anonymous and/or false communications such as MSN Messenger, Yahoo Messenger, email, etc.
- Students are not allowed to give out personal information, for any reason, over the Internet. This includes, but is not limited to, setting up internet accounts including those necessary for chat rooms, EBay, email, etc.
- Participation in credit card fraud, electronic forgery or other forms of illegal behavior.
- Vandalism (any malicious attempt to harm or destroy hardware, software or data, including, but not limited to, the uploading or creation of computer viruses or computer programs that can infiltrate computer systems and/or damage software components) of school equipment will not be allowed
- Transmission or accessing materials that are obscene, offensive, threatening or otherwise intended to harass or demean recipients
- Bypassing the St John Bosco web filter in any way
- Students are not allowed to use another student’s Chromebook

6.5 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 St. John Bosco may be applied to the computer.
- Chromebook covers may be purchased and used from vendors.
- Insurance will need to be purchased through Safeware by all Junior High participants (6th-8th Grade) .
- Chromebooks that malfunction or are damaged must be reported to the IT Director. The school will be responsible for repairing Chromebooks that malfunction. Chromebooks that have been damaged from student misuse, neglect or are accidentally damaged will be repaired with cost being borne by the student as per the Participation Agreement or by Safeware. The parent/guardian of the student will be responsible for the entire cost of repairs to Chromebooks that are damaged intentionally if insurance was not purchased.
- **Chromebook damage: Students are responsible for any and all damage.**
- Chromebooks that are believed to be stolen must be reported immediately to the Office and the Police Department.

6.6 Legal Propriety

Students must 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 St. John Bosco Parent/Student Handbook. 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 the stated policies in the St. John Bosco Student/Parent Handbook. Violation of applicable state or federal law will result in criminal prosecution or disciplinary action. The Student and his/her Parent/Guardian is solely responsible for the proper use of the Chromebook, and will indemnify and hold harmless the School, the Diocese and each their directors, board members, officers, employees, affiliates, successors and assigns from and against any and all actions, claims, losses, damages, liabilities, costs and expenses incurred by reason of, arising out of or relating to the Student’s use of the Chromebook. This policy will be subject to review and change by school administration.

6.7 Student Discipline

If a student violates any part of the above policy, he/she will be subject to disciplinary actions up to mandated withdrawal or expulsion.

7. PROTECTION & STORAGE OF CHROMEBOOKS

7.1 Chromebook Identification

Student Chromebooks will be labeled in the manner specified by the school. Chromebooks can be identified, but not limited to, the following ways: Record of serial number starting with a "P" or an "H" and the Library Asset Tag starting with an "X."

7.2 Storing Your Chromebook

When students are not using their Chromebooks, they should be stored in a supervised area. Nothing should be placed on top of the Chromebook, when stored. Students must take their Chromebooks home every day after school, regardless of whether or not they are needed. Chromebooks should not be stored in a vehicle at school or at home. If a student needs a secure place to store their Chromebook, they may check it in for storage with the IT office.

7.3 Chromebooks Left in Unsupervised Areas

Under no circumstances should Chromebooks be left in unsupervised areas. Unsupervised areas include the school grounds and campus. 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 office. The Chromebook will be returned to the student and the situation managed at the discretion of administration.

8. REPAIRING OR REPLACING YOUR CHROMEBOOKS

8.1 The Chromebook Participation Agreement

The Chromebook Participation Agreement is mandated for students and parents. Students will not receive a Chromebook unless a signed Chromebook Participation agreement is returned to the IT Director.

8.2 Personal Home or Homeowners Coverage

Students or parents may wish to carry their own personal insurance to protect the Chromebook in cases of theft, loss, or accidental damage. Please consult with Safeware or the IT Director for details about your personal coverage of the Chromebook computer.

8.3 Theft or Vandalism Claims

All claims must be reported to the school office. In the event of theft or vandalism students or parents must file a police or fire report and bring a copy of the report to the IT office before an Chromebook can be repaired or replaced by the school.

9. COST OF REPAIRS

The student and his/her parent/guardian will be held responsible for ALL intentional damage to their Chromebooks and/or accessories including, but not limited to: broken screens, cracked plastic pieces, inoperability, etc. The student and his/her parent/guardian will pay for the full cost of replacing this item, if needed. Lost or damaged items such as cases and cables will be charged the actual replacement cost.

Chromebook Participation Agreement 2020-2021 School Year

Chromebooks are assigned to individual 6th, 7th, and 8th grade students during the 2020-2021 school year. Students who utilize these Chromebooks are required to adhere to the St. John Bosco Chromebook Participation Agreement and Chromebook Policy, Procedures, and Information Handbook 2020-2021, as stated here.

This agreement is made effective between St. John Bosco Catholic School (“SJB”), the Student receiving a Chromebook (“Student”), and his/her parent(s) or legal guardian (“Parent”), upon receipt of a Chromebook . This agreement is considered an addendum to the St. John Bosco Catholic School Parent and Student Handbook “Acceptable Use of Technology Policy” (Section VII) and the SJB Chromebook Individual Student Use Handbook. The Student and Parent(s), in consideration of being provided with a Chromebook, including charger, for use while a Student at SJB, hereby agree as follows:

Insurance: All students **must** purchase insurance through the Safeware portal within two weeks of receiving a Chromebook from the IT Director. If purchase of insurance cannot be verified during that time, the Chromebook will be removed from the possession of the student until such time that proof can be shown.

Responsibility for Damage or Loss: The Student is responsible for maintaining a 100% working Chromebook at all times. The Student and Parent is responsible for the full cost of replacing these items, if needed. The Student shall use reasonable care throughout the school year to ensure that the Chromebook is not damaged. In the event of any damage, theft, or loss, SJB reserves the right to charge the Student and Parent the full cost for repair or replacement when damage occurs as determined by the administration in conjunction with the Technology Director.

Actions Required in the Event of Damage or Loss: Report the problem immediately to the Technology Director and the Principal. If the Chromebook is stolen or vandalized while not at SJB or at an SJB-sponsored event, the Parent shall file a police report and inform the Technology Director and Principal.

Return of Chromebook: The Chromebook and charger must be returned at the end of the 2020-2021 school year in the same condition in which it was received. SJB reserves the right to charge the Student and Parent the full cost for any repair or replacement as determined by the administration in conjunction with the Technology Director.

Student Name (Please Print)

Parent/Guardian Name (Please Print)

Date _____

Parent/Guardian Signature

Check in Date: _____

For Office use only:

Check Out Date: _____ **Initials:** _____

Comments: _____

FACTS Fee to be Charged Amount: \$ _____

Date: _____

Initials: _____

Check In Date: _____

Initials _____

Comments: _____