

St. Rose of Lima School Chromebook Policy Handbook



The policies, procedures, and information within this document apply to all Chromebooks used at St. Rose of Lima School, Haddon Heights 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.

September 2017

ASUS C202SA YS02 Specifications

Operating system	Chrome OS
Display	11.6" HD+ (1366*768), Matte, no touchscreen
Processor	Intel Core Celeron N3060 1.6 GHz (Turbo to 2.48 GHz)
Graphics	Intel HD
Memory	4GB LPDDR3 (1066MHz)
Storage	16GB EEMC + TPM
Optical storage	n/a
Webcam	HD Webcam
Keyboard	Chiclet Keyboard
Wireless Data Network	802.11ac + Bluetooth 4.2 support WIDI
Side I/O Ports	- 2x USB 3.0 - 1x Audio Jack - 1x HDMI - Card Reader
Card Reader	SD
Battery	38WHrs, 2S1P, 2-cell Li-ion Polymer Battery Pack
Dimensions	11.6" x 7.9" x 0.9"
Weight	2.2 lbs

Receiving Your Chromebook:

Chromebooks will be distributed each fall during the first week of school/ in the initial year during the first week of October, 2017 . ***Parents & Students must sign and return the Chromebook Policy Signoff and Student Pledge document before the Chromebook can be issued to a student.*** This document will need to be signed during student registration.

Insurance:

St. Rose of Lima School requires that Chromebook insurance be purchased prior to deployment of the Chromebook to your child. The annual fee will be \$40 per device and must be paid for at student registration. Details of this policy are on pages 7 and 8. It is the responsibility of the parents to purchase this insurance each year.

Training:

Students will be trained on how to use the Chromebook by the school's technology teachers during the student's tech class. Training documents and videos will be available online for students to refer to when needed.

Return:

Student Chromebooks and accessories (charger, battery, Targus case) 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 St. Rose of Lima School.

Any student who transfers out of St. Rose of Lima 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.

Any damages incurred during the student's use of the Chromebook will have to be repaired through the school's insurance company. Parents will be responsible for any deductible payment to have the device repaired like new for another student at the time of transfer to another school or graduation.

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 Tech Office located in the Media Center. If a loaner Chromebook is needed, one will be issued to the student until their Chromebook can be repaired or replaced.

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.
- 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 Chromebook.
- Always bring your Chromebook 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. When changing classes it is important to for the Chromebook to remain in the padded case provided. You shouldn't toss the bag or drop the bag if your Chromebook is inside.

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).
- Clean the screen with a soft, dry antiseptic, or microfiber cloth. Do not use window cleaner or any type of liquid or water on the Chromebook. You can also use

individually packaged pre moistened eyeglass lens cleaning tissues to clean the screen.

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 can 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. **Chromebooks are for school use only. Personal use of any kind is prohibited.** Students will be provided with a work-in case which must be used at all times.

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.* Students need to charge their chromebooks each evening. If students leave their Chromebook at home, they must immediately phone parents to bring the Chromebook to school. 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 fully charged at home, the battery will last throughout the day.

Sound: Sound must be muted at all times unless permission is obtained from the teacher for instructional purposes. Earphones should be kept in Chromebook case pocket for use when needed.

Printing:

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

At Home: The Chromebook will not support a physical printer connection. Instead, users may 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, 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.

Personalizing the Chromebook:

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

Students may add appropriate music, photos, and videos needed for school work to their St. Rose of Lima School. Personalized media are subject to inspection and must follow the St. Rose of Lima School acceptable use policy.

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.

All Chromebooks are supplied with the latest build of Google Chrome Operating System (OS), and many other applications useful in an educational environment. The Chrome OS will automatically install updates when the computer is shutdown 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 approved by St. Rose of Lima School.

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 “5minute” rule. If the problem cannot be fixed in 5 minutes, the Chromebook will be restored to factory defaults. In a OnetoOne environment it is impossible for support staff to maintain a working environment for all if too much time is spent fixing every glitch that may arise. 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 miniSD card, USB flash drive, or Google Drive will be intact after the operating system is restored. All files saved on the chromebook that have been synced to Google Drive will be intact. However, all other data (music, photos, documents) stored on internal memory that has NOT been synced will not be restored unless the student requests that an attempt be made to salvage it.

Protecting & Storing Your Chromebook:

Chromebook Identification:

Chromebooks will be labeled in the manner specified by the school.

Chromebooks can be identified in the following ways:

- Record of serial number and SRS asset tag
- Individual’s Google Account username

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

Storing Your Chromebook:

When students are not monitoring their Chromebook, they should be stored in their homeroom or their lockers. 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 their lockers 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 ExtraCurricular Events:

Students are responsible for securely storing their Chromebook during extracurricular events. For practices at St Rose a procedure will be established and shared no later than first practice.

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, 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 Principal's 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 Media Center Tech Office.
- If repair is 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 or abusive handling. Parents will be billed for ASUS parts and labor.

Accidental Damage or Loss Protection:

As part of the 1:1 Chromebook initiative at St. Rose of Lima School, St. Rose of Lima School is requiring the purchase of accidental damage insurance prior to the deployment of the Chromebook to your child. St. Rose of Lima School will be the sole provider of this insurance. Under this insurance policy the Chromebooks are protected against accidental damage or loss due to an act of nature. St. Rose of Lima School will require that a police report be submitted in cases of theft. Fraudulent reporting of theft will be turned over to the police for prosecution. A student making a false report will also be subject to disciplinary action as outlined by the school discipline code. This insurance policy does not cover for loss of the Chromebook and/or its accessories, cosmetic damage, or damages caused by intentional misuse and abuse. St. Rose of Lima School will assess the Chromebook damage and repair or replace the device if the damage is determined to be accidental and within the protection guidelines. **Parents/Students will be charged for full replacement cost of a device that has been damaged due to intentional misuse or abuse.**

St. Rose of Lima School Chromebook Device Insurance

St. Rose of Lima School requires that insurance be purchased prior to the deployment of the Chromebook to your child. It is the responsibility of the parents to purchase this insurance each year. The insurance cost is \$40.00 annually for each Chromebook. Each claim covered by insurance will be assessed an incremental deductible within the current school year. The first claim deductible will be \$25.00 with the deductible increasing by \$25.00 each time a claim is made within the current school year. If a student withdraws from St. Rose of Lima School and then re-enrolls later in the current school year, the coverage purchased at the student's initial registration will be reinstated along with the number of claims made prior to withdrawal.

Annual Premium Due at Registration	Deductible Claim #1	Deductible Claim #2	Deductible Claim #3
\$40	\$25	\$50	\$75

Lost or Intentionally Damaged Device and Accessories:

A Chromebook or any of its accessories that are lost (whereabouts unknown) or intentionally damaged are 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 (\$199 for devices purchased by SRS prior to September 2017)
- AC Adapter & power cord \$28.92
- Targus 11.6" Work-in Case for Chromebook \$28.00

Any damage that renders the Chromebook unusable by the Technology Department will be sent for repair through the insurance company. It is the responsibility of the user of the Chromebook to remit the deductible payment in these instances.

Chromebook Technical Support:

The Tech Office located in the Media Center will be the first point of contact for repair of the Chromebooks. Services provided by the Tech Office include:

- Password Identification
- 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 St. Rose of Lima 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 the St. Rose of Lima School.
- Access to the St. Rose of Lima School technology resources is a privilege and not a right. Each employee, student, and/or parent will be required to follow the rules of the School's 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 school's technology resources and/or school network must sign the district 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 (St. Rose of Lima School Chromebook Policy) contains.

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 St. Rose of Lima 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.

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.

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.

Email:

- Students in need of email for academic reasons will only be allowed email access through an address assigned by St. Rose of Lima School. This email access will be through Google Apps for Education managed by the St. Rose of Lima School. The interface is heavily monitored by the 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 emails, chain letters, or spam.
- No private chatting during class without permission is allowed.
- Email is subject to inspection at any time by school administration.

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. Noncompliance with the policies of the Chromebook Policy Handbook or the School's 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. The School cooperates fully with local, state, or federal officials in any investigation concerning or relating to violations of computer crime laws.

St. Rose of Lima School

Chromebook Policy Handbook

Student Pledge

(Student Copy)



- 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 my Chromebook's 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. Rose of Lima 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 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, and case in the event that any of these items are lost or intentionally damaged.
- I agree to return the Chromebook, power cord/charger, case in good working condition at the end of each school year.

St. Rose of Lima School

Google Apps for Education

Acceptable Use Agreement

Dear Parents/Guardians,

St. Rose of Lima School has implemented “Google Apps for Education” for students, teachers and administrative staff. Students have accounts allowing for their documents, presentations and projects to be stored online and accessible from home, school and anywhere there is an Internet connection. Students can access the Google Apps for Education site through the Gmail login webpage <https://accounts.google.com>.

Students, Teachers and Administrative Staff have access to Google Calendar, Google Docs, Google Draw, Google Slides and Google Sheets. Students will also have training on how to use Google Apps for Education.

Responsible Use and Guidelines:

Teachers will make every reasonable effort to monitor student conduct related to class content in order to maintain a positive learning environment. All participants will respect the teacher's time and professionalism by supporting the same positive approach. All participants will be respectful in the postings and comments.

1. All rules, regulations, and guidelines already covered by the school's Acceptable Use Policy (AUP) document, as well as all local, state and federal laws still apply to use of this system. Nothing illegal, immoral or otherwise deemed inappropriate by all other school policies and outside laws may be entered into or displayed via the Google Apps system.
2. Google Apps is for school projects. Students or staff members using Google Apps for their own purposes are cautioned that the school offers no guarantees to the safety or permanence of ANY data in its Google Apps system. Google Apps files or sites should not be created unless assigned by a teacher or after specific permission by a school employee.
3. When sharing a document, spreadsheet, presentation, sites, or other file with other users, one agrees that:
 - a. all users are agreeable to receiving an invitation to collaborate,
 - b. all users must report any violations of any school policies or government laws immediately
 - c. all users must be treated with respect, and
 - d. all user are expected to contribute fairly, citing sources whenever necessary, and following all rules, laws and guidelines.
4. Deliberate destruction or vandalism of other users' data or shared data is prohibited. Nothing should be deleted without the permission of the person who created it.
5. Google Apps will not be used to post any information for commercial activities, product advertisement, or political advocacy, nor will it be used to post any obscene or discriminatory, or offensive material.
6. School employees have the right to monitor all postings and activities in Google Apps.

In addition to the Terms and Conditions noted in the parent permission letter, students must comply with the St. Rose of Lima School Acceptable Use Policy. Access to and use of the student's Google account is considered a privilege. St. Rose of Lima School maintains the right to terminate the access and use of their Google account when there is reason to believe that violations of law or district policies have occurred. The alleged violation will be direct to the principal and addressed according to the procedures outlined in the student handbook.

Google and St. Rose of Lima School take student privacy very seriously. If you would like more information on Google's privacy policies please visit: <https://tinyurl.com/srsprivacy>

PLEASE SAVE THE PRECEDING POLICY AND THE FOLLOWING INFORMATION PAGES FOR YOUR RECORDS.

St. Rose of Lima School
CHROMEBOOK RENTAL AGREEMENT
(Student / Parent Copy)

St. Rose of Lima School

Student/Parent Chromebook Use Agreement 20142015

In this agreement, "Chromebook" means ASUS C202SA YS02 Chromebook and all its components, software, battery, charger, and case. Parent and Student please initial each section:

TERMS:

- \$40.00 annual device insurance premium.
- You will comply at all times with the St. Rose of Lima School Chromebook Policy Handbook and its guidelines as well as the SRS Technology Acceptable Use Policy. Any failure to comply may terminate your rights of possession effectively immediately and the school may repossess the property. Chromebooks are assigned to a single individual and are not to be shared.

TITLE:

- Legal title to the Chromebook is in the School and it shall remain in the School. The student's right of possession and use is limited to and conditioned upon full and complete compliance with this Agreement and the Chromebook Policy Handbook.

LOSS OR DAMAGE:

- If the property is accidentally damaged or incurs loss due to an act of nature, St. Rose of Lima School will assess the Chromebook damage and repair or replace the device under the accidental loss or damage policy. If the property is stolen, a police report must be filed by the student or student's parents/guardian involved in the loss of property. Loss or theft of the property must be reported to the School by the next school day after the occurrence. Fraudulent reporting of theft will be turned over to the police for prosecution.

REPOSSESSION:

- Students not complying with all terms of this Agreement and the Chromebook Policy Handbook, including the timely return of the property, will be declared to be in default and authorities may be sent to your place of residence, or other location of the Chromebook to take possession.

TERM OF AGREEMENT:

- Your right to use and possession of the property terminates no later than the last day of classes during the school year unless earlier terminated by the School or upon student withdrawal from St. Rose of Lima School.

APPROPRIATION:

- Your failure to timely return the property and the continued use of it for nonschool purposes without the school's consent will be considered unlawful appropriation of school property.

**PLEASE COMPLETE AND RETURN
THE FOLLOWING DOCUMENT AND THE INSURANCE
PREMIUM PAYMENT OF \$40.00
TO ST. ROSE OF LIMA SCHOOL TO RECEIVE YOUR
CHROMEBOOK FOR THE 2017-2018 SCHOOL YEAR**

St. Rose of Lima School
STUDENT/PARENT CHROMEBOOK SIGNATURE PAGE
St. Rose of Lima School, Haddon Heights, NJ
(School Copy)

Student Information

Last Name _____ First Name _____

Address _____

Home Phone _____ Cell Phone _____

Parent Information

Last Name _____ First Name _____

Address _____

Home Phone _____ Cell Phone _____

Technology Acceptable Use Agreement

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 SRS 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 SRS technology and computer resources, I hereby release the SRS and its agents from any and all claims of any nature arising from my student's use or inability to use the SRS technology and computer resources.

Parent Signature: _____ Date: _____ 19