

# **St. Anthony of Padua Catholic School 1:1 Google Chromebook™ Program**



## **Policies and Procedures**



# St. Anthony of Padua Catholic School

## 1:1 Chromebook™ Policies and Procedures

### Our Chromebook™ Mission

As we navigate the 21st century, excellence in education requires that technology be seamlessly integrated throughout the educational program. Increasing access to technology is essential for the future. The individual use of Chromebooks™ is a way to empower students to learn at their full potential and to prepare them for the real world of college and the workplace.

The mission of the 1:1 program for St. Anthony of Padua Catholic School is to create a collaborative learning environment for all learners. This environment will encourage students and teachers to apply innovative uses of technology while reinforcing students' understanding of content and fostering the development of independent, responsible life-long learners and users. Our goal is for students to grow from collectors of data to visionary producers and proprietors of knowledge.

### The Device Purpose

St. Anthony of Padua Catholic School is supplying students with a Chromebook™ device. This device is the property of St. Anthony of Padua Catholic School. The Chromebook™ allows student access to Google Apps for Education™, Google Classroom, educational web-based tools, as well as many other useful sites. The supplied device is an educational tool not intended for gaming, social networking or high end computing. All use of this device (whether on school property or off school property) must be in compliance with the Technology and Telecommunications Parent Permission and User Agreement Form.

### Receiving Your Chromebook™

Students will be issued their Chromebook™ at the beginning of each school year. Before a student is issued a Chromebook™, the following steps must occur:

- The non-refundable technology fee must be paid in full (paid during enrollment).
- Students must complete an in-class orientation.
- Students and parents must read and agree to all policies and procedures for use, care, and maintenance of the Chromebook™.
- Students and parents must have a current Technology and Telecommunications Parent Permission and User Agreement Form on file.
- Watch the Chromebook Program Informational Video. A link to the video will be emailed out to the parents.

### **Equipment:**

Students will be issued the following equipment:

- Dell Chromebook
- Power cord
- Protective Carrying Case
- A set of earbuds

### Returning Your Chromebook™

At the end of the year, students will turn in their Chromebooks™, including the power cord. Failure to return a Chromebook™ will result in the student being charged the replacement cost for the device and power cord.

Students, who graduate, withdraw, are suspended or expelled, or whose enrollment at SAOPCS is terminated for any other reason must return their individual school Chromebook™ and power cord to the Technology lab or to the front office on their last day of attendance. Failure to return the device and power cord will result in the student being charged the full replacement cost, along with the report card and transcript being held.

### **Technology Fee and Incidental Billing**

St. Anthony of Padua Catholic School requires an annual non-refundable \$180 technology fee for participation in the 1:1 Google Chromebook™ Program. The fee covers rental of the Chromebook™, power cord, a carrying case and earbuds. If any deductibles or fees need to be paid throughout the year regarding the Chromebook, ALL fees will be charged through incidental billing in FACTS/RenWeb. *We will no longer accept cash or checks through the Tech lab.*

### **Chromebook Protection Plan**

Families will participate in a protection plan that covers:

- accidental damage
- power surge
- mechanical and breakdown failure
- liquid damage
- drops and cracks

This coverage is provided by a third party provider, Tech Defenders, which the cost of the plan is included in the technology fee.

**Not Covered in the Protection Plan:** If any of these below incidents occur, the student/parent will be held 100% responsible for replacing the device.

- Intentional damage or destruction (this includes painting or marking on the device)
- Perils
- Natural disasters (i.e. hurricanes, tornadoes, floods, etc.)
- Theft or loss
- Cosmetic damage

### **Filing Claims**

In the event the Chromebook™ has been damaged, the student will need to bring the device to the Technology lab, as soon as possible, for assessment by the Technology team. The Technology team will be responsible for sending the device off to the appropriate place directed by Tech Defenders Protection Plan Company. At this time, Tech Defenders will be responsible for starting the claim process per the coverage of the policy. The student/parent will be responsible for paying the **deductible of \$25.00** in order for the device to be repaired or replaced. Meanwhile, a school loaner will be provided on a first come, first serve basis and will need to be signed out by the student. If a unit is lost or stolen, the student will need to report it to the Technology team as soon as possible and make arrangement to purchase another device through the school.

***\*The final decision to repair/replace the damaged Chromebook™ is that of Tech Defenders. If damages do not fall within the guidelines of the policy, student/parents will be 100% responsible for the replacement of the school owned Chromebook™.\****

## **Chromebook™ Maintenance and Repair**

### **Tech Support:**

All Chromebooks™ in need of repair must be brought to the Technology lab as soon as possible.

- The student will consult with a member of the Technology team to implement a plan.

**Replacement Cost:** If a student misplaces or loses their technology devices, they can be replaced for the following fees:

- Chromebook (Market value at time of purchase)
- Charger (\$30.00)
- Carrying Case (\$30.00)
- Ear Buds (\$1.00)

### **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 immediately to the Technology lab.

### **General Policies:**

- Students should always keep their Chromebooks™ secured in their hallway locker when not in use.
- No food or drink should be consumed or opened near the Chromebooks™.
- Cords, cables, earbuds, and removable storage devices must be inserted carefully into Chromebooks™.
- Heavy objects should never be placed on top of Chromebooks™.
- Do not lean on or use your Chromebook™ as a writing surface.
- Never leave your device in extreme temperatures, direct sunlight, or in a vehicle.
- Always bring your Chromebook™ to room temperature prior to turning it on.
- Chromebooks™ must remain free of any writing, drawing, stickers, or labels that are not the property of SAOPCS. This is intentional damage and the device will not be covered under the protection plan.
- Students are responsible for charging their Chromebook™ battery before the start of each school day.
- Students may be selected at random by teachers or administrators to provide their Chromebook™ for inspection for damages or misuse.
- Students should not leave their Chromebooks™ on the floor or in the hallway in fear of it being stepped on.
- Students should not mistreat their devices in anyway (i.e. horse playing, tossing it, etc.)

### **Screen Care:**

The Chromebook™ screen can be damaged if subject to heavy objects, rough treatment, some cleaning solvents, and other liquids. The screens are particularly sensitive to damage from excessive pressure.

- Do not put pressure on the top of a Chromebook™ when it is closed.
- Do not store a Chromebook™ with the screen open.
- Do not place anything in the protective case that will press against the cover.
- Make sure there is nothing on the keyboard before closing the lid (e.g. pens, pencils, or disks).
- Do not poke the screen.
- Only clean the screen with a soft, dry microfiber cloth or anti-static cloth.

***Failure to comply with the general policies listed above may result in the revocation of technology privileges.***

**Cases:**

Each student will be issued a protective case for his or her Chromebook™ that should be used whenever the Chromebook™ is being transported or not in use. The case the school provides is approved by the Tech Defenders protection plan. If you choose not to use the one provided, this could result in a possible insurance claim being denied. If this is the case, the student/parent is responsible for the full amount of the repair.

**Device Use****Educational Use:**

- School issued Chromebooks™ should be used for educational purposes and students are to adhere to the Acceptable Use Policy at all times, even when the student is not on school property.
- Students must be responsible for bringing their Chromebook™ to all classes, unless specifically advised not to do so by their classroom teacher. In this case, it must be stored in the student's hallway locker.
- Students should not email or receive emails outside the school domain.

**Ownership:**

- The Chromebooks™ are property of St. Anthony of Padua Catholic School, not the student to whom it is issued.
- Chromebooks™ are issued to individual students for educational purposes and should be used only by the student to whom it is issued.

**Charging Device:**

- Students are expected to bring a fully charged Chromebook™ to school every day.
- Students need to charge their Chromebooks™ each evening.

**Chromebooks™ Left at Home:**

- If students leave their Chromebooks™ at home, they will be allowed to check out a Chromebook™ loaner for the day from the Technology lab, if available.
- A student borrowing a Chromebook™ must sign a loaner agreement and will be responsible for any damage to or loss of the issued device.
- If this is a persistent problem, it could result in a work study trait noted on the student's conduct card for the day. The students that obtain a loaner will be responsible for returning the borrowed device back to the Technology lab by 3:30 p.m.

**Chromebooks being repaired:**

- Loaner Chromebooks™ may be issued to students when they leave their school-issued Chromebook™ for repair.
- Chromebooks™ needing repair will need to be given to the Technology lab. Students can request a status update from the Technology team on when they should anticipate their repair to be completed. All repairs will be handled by St. Anthony of Padua Catholic School IT Team or Tech Defenders.
- A student borrowing a Chromebook™ must sign a loaner agreement and will be responsible for any damage to or loss of the loaned device.
- Chromebooks™ on loan to students having their devices repaired may be taken home.

**Background and Themes:**

- Inappropriate media may not be used as Chromebook™ backgrounds or themes. The presence of such media will result in disciplinary action.

- Presence of guns, weapons, pornographic materials, inappropriate language, alcohol, drugs, pictures or anything else deemed inappropriate by SAOPCS staff will result in disciplinary actions.

#### **Sound:**

- Sound must be muted at all times unless permission is obtained from a teacher.
- Earbuds may be used at the discretion of the teachers.
- If earbuds are lost, the student can purchase new earbuds for \$1.00 from the Technology lab. This charge will be applied to the parent/guardian's FACTS account.

#### **Printing:**

- Students will be encouraged to digitally publish and share their work with their teachers and peers when appropriate.
- Because all student work should be stored in an Internet/Cloud application, students will not print directly from their Chromebooks™ at school unless directed by their teacher.
- Students may set up their home printers with the Google Cloud Print™ solution to print from their Chromebooks™ at home. Information about Google Cloud Print™ can be obtained here: <http://www.google.com/cloudprint/learn/>.

#### **Logging into a Chromebook:**

- Students will log into their Chromebooks™ using their school issued Google Apps for Education™ account.
- Students should never share their account passwords with others, unless requested by an administrator or teacher.
- Password resets can be facilitated by the Technology team.
- To ensure the safety of your Google account, students must log out of their Chromebook™ when not in use. Students should also log out of their Google account on other devices when not in use.

#### **Managing and Saving Your Digital Work with a Chromebook™:**

- Google Apps for Education™ (GAFE) is a suite of products which includes Gmail, calendar, sites, word processing, presentations, drawings, spreadsheets, forms, etc. that allows students to create different kinds of online documents, collaborate in real time with other people, and store documents, as well as other files, in the Cloud.
- The majority of student work will be stored in Internet/Cloud based applications and can be accessed from any computer with an Internet connection and most mobile Internet devices.
- All items will be stored online in the Google Cloud™ environment.
- The school will not be responsible for the loss of any student work.
- Students are encouraged to maintain backups of their work on a portable storage device or by having multiple copies stored in different Internet storage solutions.
- Prior to leaving or graduating from St. Anthony of Padua Catholic School, students that want to save any work need to use Google Takeout™ to transfer any work to a personal Gmail account.

#### **Using Your Chromebook™ Outside of School**

Students are encouraged to use their Chromebooks™ at home and other locations outside of school. A WiFi Internet connection will be required for the majority of Chromebook™ use; however, some applications can be used while not connected to the Internet. *Students are bound by the SAOPCS Technology and Telecommunications Acceptable Use Policy stated in the SAOPCS Family Handbook.* Administrative

procedures, acceptable use, and all other guidelines in this document are to be observed wherever the students use their Chromebooks™, on or off school property.

### **Operating System and Security:**

Chromebooks™ run a modified version of the Chrome browser. It connects to web resources, apps, and extensions provided on the Internet. It does not run Microsoft/Windows application software or Mac application software. Students may not use or install any operating system on their Chromebook other than the current version of ChromeOS that is supported and managed by SAOPCS.

#### **a. Updates**

- The Chromebook™ operating system, ChromeOS, updates itself automatically. Students do not need to manually update their Chromebooks™.

#### **b. Virus Protections and Additional Software**

- Chromebooks™ use the principle of “defense in depth” to provide multiple layers of protection against viruses and malware, including data encryption and verified boot.
- There is no need for additional virus protection.
- Files are stored in the Cloud, so there is no need to worry about lost homework, if saved properly.

#### **c. Procedures for Restoring your Chromebook™**

- If your Chromebook™ needs technical support for the operating system it must be submitted to the Technology team.

### **Content Filter:**

SAOPCS utilizes an Internet content filter that is in compliance with the federally mandated Children’s Internet Protection Act (CIPA). All Chromebooks™, regardless of physical location (in or out of school), will have all Internet activity protected and monitored by the school. If a website is blocked in school, then it will be blocked out of school. If an educationally valuable site is blocked, students should notify their teachers or the Technology team to request the site is unblocked.

### **Chromebook™ Identification:**

#### **a. Records and Computer Labels**

- SAOPCS will maintain a log of all Chromebooks™ that includes the Chromebook™ serial number and the name of the student assigned to the device. This information will also be recorded on a label and adhered to the unit.

#### **b. Users**

- Each student will be assigned the same Chromebook™ for the duration of his or her time at SAOPCS. Take good care of it!!!!

### **No Expectation of Privacy:**

Students have no expectation of confidentiality or privacy with respect to any usage of a Chromebook™, regardless of whether that use is for school-related or personal purposes, other than as specifically provided by law. SAOPCS may, without prior notice or consent, log, supervise, access view, monitor, and record use of student Chromebooks™ at any time for any reason. By using a Chromebook™, students agree to such access, monitoring, and recording of their use.

#### **a. Monitoring Software**

Teachers, school administrators, and the technology department staff may use monitoring software that allows them to view the screens and activity on student Chromebooks™.

### **User Terms and Conditions**

The use of SAOPCS technology resources is subject to the following terms and conditions:

- The use of technology resources must be for educational and/or research purposes consistent with the mission, goals, and objectives of SAOPCS along with the Galveston-Houston Archdiocese, State and Federal regulations. In compliance with the archdiocese's policies and federal law, SAOPCS shall make reasonable efforts to restrict access to inappropriate materials and shall monitor the online activities of the end users in the school environment.
- User accounts are considered the property of the school. Network administrators may review school computers to maintain system integrity and to insure that users are using the system responsibly. Users should not expect that anything stored on school computers or networks will be private.

### **Cyberbullying**

- "Cyberbullying involves the use of information and communication technologies such as e-mail, cell phone and pager text messages, instant messaging, defamatory personal Web sites, and defamatory online personal polling Web sites, to support deliberate and hostile behavior by an individual or group that is intended to harm others." -Bill Belsey, President of Bullying.org.
- Cyberbullying is all forms of harassment over the Internet or other forms of electronic communications, including cell phones. Students and staff will refrain from using communication devices or SAOPCS property to harass or stalk another. SAOPCS computer network and the Internet, whether accessed at school or away from school, during or after school hours, may not be used for the purpose of cyberbullying. All forms of cyberbullying are unacceptable and viewed as a violation of this policy and the school's acceptable computer use policy and procedures.
- Users are responsible for the appropriateness of the material they transmit. Hate mail, harassment, discriminatory remarks, or other antisocial behaviors are expressly prohibited. Cyberbullying includes, but is not limited to the following misuses of technology: Harassing, teasing, intimidating, threatening, or terrorizing another person by sending or posting inappropriate and hurtful e-mail messages, instant messages, text messages, digital pictures or images, videos, or Web sites postings, including blogs. It is also recognized that the author (poster or sender) of the inappropriate material is often disguised (logged on) as someone else.
- Student and community members, who believe they have been the victims of such misuses of technology, as described in this policy, should not erase the offending material from the system. A copy of the material should be brought to the attention of the Assistant Principal, Counselor, or the Technology team.
- School administrators shall appropriately examine all reports of cyberbullying.
- In situations in which cyberbullying originated from a non-school computer, but is brought to the attention of school officials, any disciplinary action shall be based upon whether the conduct is determined to be severely disruptive to the education process so that it markedly interrupts or severely impedes the day-to-day operation of a school. In addition, such conduct must also violate a school policy. Such conduct includes, but is not limited to threats, making a threat off school grounds, or to harm a member of the school staff or a student.
- Malicious use of the school's computer system to develop programs or to institute practices that harass other users to gain unauthorized access to any entity on the system and or damage the components of an entity on the network is prohibited.
- Disciplinary action may include, but is not limited to, the loss of computer privileges, suspension, or expulsion for perpetrators of cyberbullying. Discipline for cyberbullying will be handled on a case-by-case basis. In addition, when any kind of threat is communicated or when a hate crime may have been committed, it shall be reported to local law enforcement officials.

## 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-size keyboard, large display and clickable trackpad, all-day battery life, lightweight 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 St. Anthony of Padua Catholic School IT Department will maintain devices through our Google Apps for Education™ domain. 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 mice and keyboards, USB storage and SD cards, headsets, microphones, and earbuds.

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

A. Yes, as long as you have a WiFi signal to access the web. The Chromebook™ does offer the ability through some Apps for users to work in an “offline” mode if WiFi is unavailable.

### **Q. Will our Chromebook™ have 3G or 4G?**

A. No. The school's Chromebooks™ will not have 3G or 4G broadband.

### **Q. Do Chromebooks™ come with Internet Filtering?**

A. Yes, the Chromebooks™ are subject to Internet filtering by school policy. St. Anthony of Padua Catholic School will be filtering Internet access as well as emails and documents, both onsite and offsite using the school's web filter.

### **Q. Is there antivirus built into it?**

A. It is not necessary to have antivirus software on Chromebooks™. The Chromebook's™ operating system is implemented in such a way that it is difficult to be compromised.

### **Q. Who is the provider of the protection plan? What does the plan cover?**

A. The provider we support to protect the Chromebook is Tech Defenders Protection Plan. This plan is a highly recommended full coverage, extended warranty plan with a \$25 deductible (student/parent's responsibility) that protects from **accidental damage, power surge, mechanical and breakdown failure, liquid damage, drops, and cracks.**

*The school Chromebook™ computers and accessories must be returned to the Technology lab at the end of each school year. Students, who graduate early, withdraw, are suspended or expelled, or whose enrollment at SAOPCS is terminated for any other reason must return their individual school Chromebook™ computer and accessories on the date of termination to the Technology lab or front office.*

**St. Anthony of Padua Catholic School**  
**CHROMEBOOK™ RESPONSIBLE USE PLEDGE AND TECH DEFENDERS**  
**AGREEMENT**

**Student Pledge for Chromebook™ Use:**

I, the student, agree to the following conditions:

- I acknowledge the \$180.00 technology fee which includes: device rental, computer bag, ear buds, and Tech Defenders Protection Plan.
- I understand incase an accident occurs with the Chromebook, I will need to pay a \$25.00 deductible in order to have the Chromebook repaired. The final decision to repair/replace the damaged Chromebook is that of Tech Defenders. If damages do not fall within the guidelines of the policy, student/parents will be 100% responsible for the replacement of the school owned Chromebook.
- I will follow all of the policies and regulations included in the Chromebook™ Policy, Procedure, and Information handbook while at school as well as outside of the school day.
- I understand the use of the Chromebook is for educational purposes only. All gaming and non-instructional activity will be done on your home devices.
- Obeying general school rules concerning behavior and communication that apply to computer use.
- Using all technology resources in an appropriate manner so as to not damage school equipment.
- Use of any information obtained via SAOPCS designated Internet System is at your own risk. SAOPCS specifically denies any responsibility for the accuracy or quality of information obtained through its services.
- I agree to return the St. Anthony of Padua Catholic School's Chromebook™ and power cord in good working condition to the Technology lab at the end of each year or upon departing from SAOPCS.

**Parent Pledge:**

I, the parent, recognize that it is my responsibility to:

- I acknowledge the \$180.00 technology fee which includes: device rental, computer bag, ear buds, and Tech Defenders Protection Plan.
- I understand incase an accident occurs with the Chromebook, I will need to pay a \$25.00 deductible in order to have the Chromebook repaired. The final decision to repair/replace the damaged Chromebook is that of Tech Defenders. If damages do not fall within the guidelines of the policy, student/parents will be 100% responsible for the replacement of the school owned Chromebook.
- Restrict access to all controversial materials, and I will not hold the school responsible for any materials acquired by my child.
- I also will take full responsibility for any damage that occurs to the Chromebook™ while the device is in my child's possession. I will file a police report in case of theft, vandalism, and other acts deemed unlawful.
- I hereby give permission to allow my child to check out a Chromebook™ for the current school year.

**Agreement:**

I agree to the stipulations set forth in the above documents including the Chromebook™ Policy and Procedures document; Chromebook™ Responsible Use Pledge and Tech Defenders Agreement (found in this manual), and the Parent Permission and User Agreement Form (found in family handbook).

Student Name (Please Print): \_\_\_\_\_

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Parent Name (Please Print): \_\_\_\_\_

Parent Signature: \_\_\_\_\_ Date: \_\_\_\_\_



ST. ANTHONY OF PADUA CATHOLIC SCHOOL  
CATHOLIC SCHOOLS - ARCHDIOCESE OF GALVESTON HOUSTON



**Technology and Telecommunications  
Parent Permission and User Agreement Form**

Students will have many opportunities to access technology resources at St. Anthony of Padua Catholic School. With these opportunities also comes responsibility. Whether occurring within or outside of school, when a student's use of electronic communication jeopardizes the safe environment of the school or is contrary to Gospel values, the student can be subject to the full range of disciplinary consequences including expulsion. This applies to communications or depictions through e-mail, text messages, blogs, twitters, or web site postings, whether they occur through the school's equipment or connectivity resources or through private communications. Student(s) accounts and passwords should be kept from other students. Under no circumstances should a student use another student's account or password.

As a parent/guardian and student(s) of St. Anthony of Padua Catholic School, we have read and discussed the Acceptable Use Policy for Computers and Telecommunications in the Family Handbook. We understand our own and the responsibility of our student(s) regarding technology and telecommunications, including cell phones, I phones, etc. at St. Anthony of Padua Catholic School. We understand that as parents, we are legally liable for the actions of our student(s). We agree to abide with the terms and conditions of the Acceptable Use Policy. We further understand that violation of this agreement may result in the privilege of technology and telecommunications use being suspended or terminated as well as other appropriate actions taken. We understand this agreement will be kept on file at the school for the upcoming school year.

\_\_\_\_\_  
Parent or Guardian Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent/Guardian Name - Printed

\_\_\_\_\_  
Student Signature                      Grade

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Student Signature                      Grade

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