

# Chromebook Policies and Procedures 2022-2023

## Grades 3-8

### Device Purpose

The mission of the current 1 to 1 Chromebook program for Sacred Heart Catholic School, made possible by CARES funding through Ferguson-Florissant, is to create a collaborative learning environment for all learners, especially in the event distance learning is required. This environment will enable and support students and teachers to implement transformative uses of technology while enhancing students' engagement with content and promoting the development of self-directed, responsible lifelong learners and users.

### Taking care of your Chromebook:

#### General Guidelines

- Chromebooks are the property of the Ferguson-Florissant School District retaining all administrative rights and privileges.
- Chromebooks will be labeled with the student's full name and this label must not be removed or altered in any way.
- Chromebooks should be attached to its carry case at all times using the corner straps.
- No food or drink should ever be near your Chromebook.
- Charger, cables, and flash drives should be inserted and removed carefully from the Chromebook.
- Never transport your Chromebook with the charger plugged in.
- Students should never carry their Chromebooks while the lid is open.
- Chromebooks should not be left in any unsupervised area.
- Students are responsible for charging Chromebooks before each school day.
- Deletion of security configuration and/or use of Chrome extensions to bypass the filter or hide the screen from view are strictly forbidden and subject to disciplinary action to be determined by the school administration. Please note the Ferguson-Florissant School District as well as the Administration of Sacred Heart Catholic School maintain oversight privileges.
- All student Chromebooks are monitored for appropriate and academic use. Explicit text and/or images and other inappropriate conduct, including bullying, cheating sites, deleting search history, etc., are subject to disciplinary action to be determined by the school administration.
- Ferguson-Florissant owned and Sacred Heart issued Chromebooks must remain free of any writing, drawing, or stickers.

#### Carrying Chromebooks

- Case is required at all times.
- Chromebook lids should always be closed when moving.
- Never carry a Chromebook by lifting from the screen. Always support a Chromebook from the bottom, with lid closed.
- Pencils, pens, charger, etc. should be stored in the outer case pocket, not inside the case.

## Screen Care

Chromebook screens can be easily damaged! The screens are particularly sensitive to damage from excessive pressure on the screen.

- Screen damage is not covered by manufacturer warranty.
- Do not put pressure on the lid of the Chromebook when closed.
- Do not store the Chromebook with the screen in the open position.
- Do not place anything in a carrying case that will press against the cover.
- Do not place anything on top of the Chromebook, whether in your locker, on the desk, etc. Chromebooks should never be placed on the floor where someone could step on it.
- Do not poke the screen with anything that will mark or scratch the screen surface.
- Do not place anything on the keyboard before closing the lid (e.g. pens, pencils, or flash drives).
- Do not place the device near magnets or anything with high electric current.
- Dust the screen with a soft, dry microfiber cloth or anti-static cloth. If a more thorough screen cleaning is required, use a clean, moist microfiber cloth. Do not use disinfectant or glass cleaner.

## Using Your Chromebook at School

- Chromebooks are intended for use at school each day for academic purposes.
- Students must be responsible to bring their Chromebook to all classes, unless specifically advised not to do so by their teacher.
- Chromebooks are not to be loaned to or borrowed from other students.
- If student's Chromebook is in repair, the student may request to use a loaner Chromebook.
- Students borrowing school Chromebooks are responsible for any damage during their use. Additional fees may be assessed for damage to or loss of a loaner unit.

## Chromebooks Left at Home

- If students leave their Chromebook at home, they **WILL NOT** be allowed to phone their parent/guardian to bring it to school. The Chromebook is a necessary supply just as pen, paper, and textbooks. Student participation may be affected as a result of leaving a Chromebook at home.
- Charging Your Chromebook
- Chromebooks must be brought to school each day fully charged.
- Students need to charge their Chromebooks at home **with the charger provided** when Chromebook was purchased.
- Students must have the charger assigned to their Chromebook and permission of the teacher prior to charging their Chromebook at school.

## Passwords and Background Images

- Passwords are set by the school and should not be shared with anyone but the student's parents.
- Accessing another person's Google account is prohibited.
- Downloading files, Extensions, and apps should only be done under the direction of the teacher and should be done with caution.
- Google email will be enabled for students to use for school purposes in order to communicate with their teachers. Email should be used in an appropriate manner and its misuse is subject to disciplinary action.

- Inappropriate media may not be searched, downloaded, or saved. Inappropriate media includes: violence or pornographic images, inappropriate language, alcohol, drugs, gang symbols, political images or anything else deemed inappropriate by Sacred Heart Catholic School staff. These may result in disciplinary actions.

## **Audio Restrictions**

- Sound must be muted at all times unless permission is obtained from the teacher for instructional purposes.
- Earbuds or headphones may be used at the discretion of the teacher but will not be provided by Sacred Heart Catholic School. Students should purchase a pair of earbuds/headphones for personal use.
- Any material accessed on the Chromebooks must be classroom appropriate. Permission must be obtained prior to the use of sites such as YouTube for personal entertainment.

## **Account Access**

- Students must login to their Chromebook using their school-generated Google account. Student may not sign in to personal accounts.
- Accessing another person's Google account is prohibited.
- If students use a school loaner Chromebook, they must logout and delete their profile before returning the Chromebook.

## **Managing & Saving Your Digital Work with a Chromebook**

- With a wireless Internet connection, you can access your documents and files from any Chromebook or device, anywhere, at any time.
- All items are stored online in the Google cloud.
- Any personal documents and files not for school purposes should be removed from the Chromebook unit and placed in a personal Google account or external flash drive.
- Permission must be obtained for each assignment from the teacher before a Chromebook can be used to record or photograph an individual or group. Students are not allowed to publish photographs or videos of any school activities to social media or personal sites.

## **Consequences**

- Noncompliance with the policies of this document will result in disciplinary action in accordance with the Sacred Heart Catholic School Acceptable Use Policy as determined by the principal and pastor after consultation with the teacher involved.
- Electronic mail, network usage, and files are monitored by authorized school staff to ensure appropriate use.
- Sacred Heart Catholic School cooperates fully with local, state or federal officials in any investigation concerning or relating to violations of computer crime laws.

## **At Home Use**

- The use of Chromebooks at home is encouraged.
- Chromebook care at home is as important as in school, please refer to the CARE section.

- Transport your Chromebook in the carry case at all times.
- Ferguson-Florissant School District and Sacred Heart Catholic School uses filtering software on each device at school to block internet sites that could be potentially harmful to students. Parents **are encouraged** to monitor home use.
- Inappropriate use of the Chromebook, including but not limited to the searching, downloading, and saving of inappropriate media, or inappropriate behavior such as hateful messages and images while at home, while connected to a private home internet provider, or any other internet provider is subject to disciplinary action.

### **Storing Your Chromebook**

- When not in use, Chromebooks should be stored in its designated location within the Chromebook carts.
- In the event the Chromebook is taken off campus per the direction of a teacher, the Chromebook and charging cables will be transported in its case.

### **Chromebooks Left in Unsupervised Areas**

- Under no circumstances should Chromebooks be left in an unsupervised area.
- If an unsupervised Chromebook is found, notify a staff member immediately.
- Unsupervised Chromebooks will be taken to the school office. Disciplinary action may be taken for leaving your Chromebook in an unsupervised location.

## Chromebook Policies and Procedures Agreement

Student Agreement -- I have read, understand and agree to abide by the Sacred Heart Catholic School Chromebook Policies and Procedures. Should I commit any violation or in any way misuse my Chromebook, I understand and agree that my access privileges may be revoked and School disciplinary action may be taken against me. I understand that I am to treat a Ferguson-Florissant/SHCS loaner Chromebook no differently than any other school-owned piece of equipment. I will not alter any Chromebook, or use Ferguson-Florissant/Sacred Heart Catholic School Chromebooks in a manner that is not aligned with the School Chromebook Policies and Procedures.

Parent or Guardian Agreement -- As the parent or legal guardian of the above minor, I have read, understand and agree that my child shall comply with the terms of the Sacred Heart Catholic School's Chromebook Policies and Procedures. I understand that the Chromebooks are a privilege and can be revoked if misused. I understand that if a school's loaner Chromebook is damaged, lost, or stolen that my child or I will be responsible to reimburse the school for the cost of the repair or replacement.

I am signing this Policy and agree to indemnify and hold harmless the school that provides a school loaner Chromebook to my child, against all claims, damages, losses and costs, of whatever kind, that may result from my child's use of his/her Chromebook or violation of the Policies and Procedures. I understand that there are no rights of confidentiality on any Chromebook, regardless of ownership and that the contents, email, information regarding Internet usage and network communications can be reviewed at any time at the discretion of the school administration. Further, I accept full responsibility for supervision of my child's use of his/her Chromebook if and when such access is not in the school setting. I hereby give permission for my child to use a Chromebook authorized by Sacred Heart Catholic School and agree to the above terms and policies and procedures. I understand that once a Chromebook has been issued to a student, it is the family's responsibility to fulfill payment of the purchase in full. This includes damage that is not covered under the warranty.

This agreement must be signed by the student and parent/guardian, age 18 or older, responsible for this child in any household. After **September 3, 2021**, students will not be allowed to use a Chromebook at school unless this document has been returned with all the necessary signatures.

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Student Signature Date

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Parent/Guardian Signature Date