St. John's School 1:1 Chromebook Procedures and Information

SJS 1:1 CHROMEBOOK PROGRAM

The mission of the 1-to-1 program in at St. John's School is to create a collaborative learning environment for all learners. 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 and lifelong learners. Students will transition from consumers of information to creative producers and owners of knowledge. The team will establish collaborative professional learning communities, based on integrative professional development for teachers, so that this program enhances classroom environments implementing high-quality instruction, assessment and learning through the integration of technology and curriculum. Technology immersion does not diminish the vital role of the teacher. To the contrary, it transforms the teacher from a director of learning to a facilitator of learning. The Board of Christian Education, St. John's staff and community members will all play a key role in the development of effective and high quality educational experiences.

Contents

1. RECEIVING YOUR COMPUTER

Chromebooks will be distributed within the first two weeks of each school year. Parents/Guardians and students MUST sign and return the SJS Chromebook Agreement document before the Chromebook can be issued to their child. This Chromebook Policy Handbook outlines the procedures and policies for families to protect the Chromebook investment for St. John's School. Chromebooks will be collected at the end of each school year and students will retain their original Chromebook each year while enrolled at SJS.

2. RETURNING YOUR CHROMEBOOK

All Chromebooks must be returned following the guidelines posted in respective classrooms.

- **Students leaving the SJS must return Chromebooks to an ADULT AT THE HELP DESK**
- Any Chromebook not returned will be considered stolen property and law enforcement agencies will be notified.

3. 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 SJS Help Desk as soon as possible. **Do not take SJS owned Chromebooks to an outside computer service for any type of repairs or maintenance.**

a. 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.
- Never transport your Chromebook with power cord plugged in. Never store your Chromebook in your carry case or backpack while plugged in.
- **Students should never carry the Chromebook while the screen is open.**
- Chromebooks must remain free of any writing, drawing, or stickers UNLESS the Chromebook is protected with removable skin. An identification label with the student's assigned device number is acceptable on the Chromebooks.
- Vents **CANNOT** be covered. Chromebooks must have a SJS School asset tag on them at all times. If the tag is removed disciplinary action will result.
- Chromebooks should never be left in a car or unsupervised area.
- Students are responsible for bringing completely charged Chromebooks for use each school day.
- For screen adjustment do not grasp screen by wrapping hand around screen, your thumb will shatter the screen.

b. Carrying Chromebooks

- Transport Chromebooks with care.
- Chromebook lids should always be closed and tightly secured when moving.
- Never move a Chromebook by lifting the screen. Always support a Chromebook from its bottom with lid closed.
- Case use is required for transporting the Chromebooks from the school.

c. Screen Care

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

- Do not lean or put pressure on the top of the Chromebook when it is closed.
- Do not store the Chromebook with the screen in the open position.
- Do not place anything near the Chromebook that could put pressure on the screen.
- Do not place anything in a carrying case or backpack that will press against the cover.
- Do not poke the screen with anything that will mark or scratch the screen surface.
- Do not place anything against the keyboard before closing the lid (e.g. pens, pencils, or disks)
- Clean the screen with a soft, dry microfiber cloth or anti-static cloth.

- Be cautious when using any cleaning solvents; some individuals may have allergic reactions to chemicals in cleaning solvents and some solvents can even damage the screen. Try to always use water dampened towel or highly diluted solvent.

4. USING YOUR CHROMEBOOK AT SCHOOL

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

a. Chromebooks left at home

- If students leave their Chromebooks at home, they will be allowed to phone their parent/guardian to bring it to school.
- If unable to contact parents, the students will have the opportunity to use a replacement Chromebook from SJS if one is available.
- Repeat violations of this policy will result in disciplinary action.

b. Chromebooks under repair

- Loaner Chromebooks may be issued to students when they leave their Chromebook for repair with SJS.
- Students using loaner Chromebooks will be responsible for any damages incurred while in possession of the student. Student will pay full replacement cost if it's lost or stolen.

c. Charging your Chromebook

- Chromebooks must be brought to school each day fully charged.
- Students need to charge their Chromebooks each evening.
- Repeat violations of this policy will be reported.
- Charging stations will be available at SJS with the ability to temporarily exchange your Chromebook for a charged Chromebook while yours charges.

d. Backgrounds and Passwords

- Inappropriate media may not be used a screensaver or background.
- Presence of guns, weapons, pornographic materials, inappropriate language, alcohol, drugs, gang related symbols, or pictures will result in disciplinary actions.
- Take care to protect your password. Do not share your password.

e. Sound

- Sound must be muted at all times unless permission is obtained from the teacher for instructional purposes.
- Headphones may be used at the discretion of the teacher.

f. Printing

- Students may use network printers with teacher's permission during class or breaks.
- It is highly encouraged to use the digital printing options available on your Chromebook whenever possible to reduce printing expenses.
- Printing is done through Google Cloud Print. More information on printing can be attained here http://support.google.com/cloudprint/?hl=en

g. Account Access

- Students will only be able to log in using the sjsmarysville.org account.
- Students will always use the Chromebook with their own account.
- Make sure you are not in guest mode or you will not be able to access your Chrome extensions.

5. MANAGING & SAVING YOUR DIGITAL WORK WITH A CHROMEBOOK

- Google Docs is a suite of products (Docs, Presentations, Drawings, Spreadsheets, and Forms) that lets you create different kinds of online documents, work on them in real time with other people, and store your documents and your other files—all online.
- With a wireless internet connection, you can access your documents and files from any Chromebook, anywhere in the world.
- All items will be stored online in Google cloud environment.

6. OPERATING SYSTEM ON YOUR CHROMEBOOK

a. Updating your Chromebook

- When a Chromebook starts up, it updates itself automatically, so it has the latest and greatest version of the Chrome operating system without you having to think about it. No need for time-consuming installs, updates, or re-imaging.

b. Virus Protections & Additional Software

- With defense-in-depth technology, the Chromebook is built with layers of protection against malware and security attacks.
- And since files are stored in the cloud, there's no need to worry about lost homework.

c. Procedures for Restoring your Chromebook

- If your Chromebook needs technical support for the operating system, all support will be handled by SJS.

d. Software Installation

- Chromebooks can seamlessly access Google Apps for Education suite of productivity and collaboration tools, as well as apps available in the Chrome Web Store and content across the entire web.

7. ACCEPTABLE USE GUIDELINES

a. General Guidelines

- Acceptable Use Policy
- Students will have access to all available forms of electronic media and communication which is in support of education and research and in support of educational goals and objectives of the St. Johns School.
- Students are responsible for their ethical and educational use of the technology of the St. John's School.
- Access to the St. John's School technology resource is a privilege and not a right. Each employee, student and/or parent will be required to follow the Acceptable Use Policy.
- 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, threating or obscene material, and Chromebook viruses.
- Any attempt to alter data, the configuration of a Chromebook, or the files of another user, without the consent of the individual, building administrator, or technology administrator, will be considered an act of vandalism and subject to disciplinary action in accordance with the student handbook and other applicable school policies.

b. Privacy and Safety

- Do not go into chat rooms or send chain letters without permission. If applicable, teachers may create discussion groups for communication among students for educational purposes.
- Do not open, use or change files that do not belong to you.

- Do not reveal your full name, phone number, home address, social security number, credit card numbers, password or passwords of other people.
- Remember that storage is not guaranteed to be private or confidential as all Chromebook equipment is the property of the St. John's School.
- If you inadvertently access a website that contains obscene, pornographic or otherwise offensive material, exit the site immediately.

c. Legal Property

- Comply with trademark and copyright laws and license agreements. Ignorance of the law is not immunity. If you are unsure, ask a teacher or parent.
- Plagiarism is a violation of the student policy. 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.

d. E-mail Electronic Communication

- Always use appropriate and proper language in your communication.
- Do not transmit language/material that may be considered profane, obscene, abusive, or offensive to others.
- Do not send mass e-mails, chain letters or spam.
- E-mails & communications sent/received should be related to educational needs.
- E-mail & communications are subject to inspection by school at any time.

e. Consequences

- The student in whose name, system account, and Chromebook hardware is issued will be responsible at all times for its appropriate use.
- Non-compliance with the policies of this document or the Responsible Use of Internet/SJS AUP will result in disciplinary action.
- Electronic mail, network usage, all stored files shall not be considered confidential and may be monitored at any time by designated school staff to ensure appropriate use.
- St. John's School cooperates fully with local, state or federal officials in any investigation concerning or relating to violations of computer crime laws.
- Contents of email and network communications are governed by the Ohio Open Records Act.

f. 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 a case or protected in a backpack.
- School supplied filtering will not be provided for use with devices outside of school the buildings.

8. PROTECTING & STORING YOUR CHROMEBOOK

a. Chromebook Identification

- Student Chromebooks will be labeled in the manner specified by the school. Chromebooks can be identified in several ways:
  - Record of school asset tag and serial number
  - Individual user account name and password
- Chromebooks are the responsibility of the student. The device will be yours for the duration of time at SJS. *Take good care of it!*

b. Account Security

- Students are required to use their **sjsmarysville.org** domain user ID and password to protect their accounts and are required to keep that password confidential.

c. Storing Your Chromebook

- Nothing should be placed on top of the Chromebook when stored in the locker.

- Students are encouraged to 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 for security and temperature control measures.

d. Chromebooks left in Unsupervised Areas

- Under no circumstances should Chromebooks be left in an unsupervised area.
- Unsupervised areas include the school grounds and campus, the cafeteria, computer labs, locker rooms, unlocked classrooms and hallways.
- Any Chromebook left in these areas is in danger of being stolen.
- If an unsupervised Chromebook is found, notify a staff member immediately.
- **Unsupervised Chromebooks will be confiscated by staff. Disciplinary action may be taken for leaving your Chromebook in an unsupervised location.**

9. REPAIRING/REPLACING YOUR CHROMEBOOK

a. Vendor Warranty

- The vendor warrants the Chromebooks from defects in materials and workmanship.
- The limited warranty covers normal use, mechanical breakdown or faulty construction and will provide normal replacement parts necessary to repair the Chromebook or Chromebook replacement.
- The vendor warranty does not warrant against damage caused by misuse, abuse, accidents or Chromebook viruses.
- Please report all Chromebook problems to the Technology Help Desk.

b. Chromebook Insurance

- St. John's School has purchased insurance for student Chromebooks with technology fee money. There is a limit of 2 claims per year for Chromebook for damages or theft. Please contact SJS staff for repairs or claims.

10. PROBATIONARY STUDENT PRIVILEGES

Students included as probationary will be the following:

- Students who have violated the Acceptable Use policy during the current or previous semester

To protect the assets of St. John's School, some students will be required to turn in their Chromebooks to the SJS Help Desk at the end of each day for a period to be determined unless otherwise specified in the Acceptable Use Policy. The Help Desk will secure the equipment during the evening and the student will be allowed to check it back out on a daily basis.

11. CHROMEBOOK TECHNICAL SUPPORT

Technical support will be available in the SJS Help Desk.
Services provided include the following:

- Hardware maintenance and repairs
- Password resets
- User Account support
- Coordination and completion of warranty repairs
- Distribution of loaner Chromebooks
- ALL REPAIRS must be completed by the SJS STAFF

12. CHROMEBOOK FAQ'S

Q. What is a Chromebook?

A. "Chromebooks are mobile devices designed specifically for people who live on the web. With a comfortable, full-sized keyboard, large display and clickable track pad, all-day battery life, light weight built-in ability to connect to Wi-Fi 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 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 the SJS School Staff Information & Instructional Technology Dept. will maintain devices through our Google Apps for Education Account. As such, the school can pre-install web-applications as well as block specific web-applications from a centralized management console.

Q. What devices can I connect to a Chromebook?

A. Chromebooks can connect to:
- USB storage, mice, and keyboards (see **supported file systems**)
- SIM cards
- SD cards
- External monitors and projectors
- Headsets, ear sets, microphones

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

A. Yes, if you have a Wi-Fi signal to access the web all features of Chrome are available. There are a limited number of Google apps and Chrome web apps that work offline but that number is growing every day.

Q. Will our Chromebook have 3G?

A. No. The district Chromebooks will not have 3G broadband.

Q. Do Chromebooks come with Internet Filtering Software?

A. No. Chromebooks do not come with internet filtering software. However, while in district Chromebooks will use the School's Wi-Fi to access the internet which is filtered. While at home, the Chromebooks will be filtered based on the protection provided by your home Wi-Fi system.

Q. Is there antivirus built into it?

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

Q. How much do they weigh?

A. Chromebooks weigh 2.4 lbs compared to:
- an iPad2 weighing 1.33 lbs
- a Macbook Air weighing 2.96 lbs
- a Lenovo x220 Tablet weighing 3.9 lbs
- a Macbook Pro weighing 5.6 lbs
- the average weight of a textbook at 3.5 lbs

Q. Battery Life?

A. Chromebooks have a rated battery life of 6.5 hours. However, we do expect that students charge them each evening to ensure maximum performance during the school day.

Resources:

St. John's School (2015). Chromebook Procedures and Information. Board Policy

SJS Chromebooks User Agreement

St. John's has acquired Google Chromebooks for student use in the 2nd – 8th grades. These are wonderful tools that can supplement a student's education in a number of ways. They give students access right at their desks to many of the technological updates that are enhancing education. They provide benefits in a way that a limited number of desktop computers cannot. Some of the ways in which our students will use Chromebooks in the classroom include developing keyboarding skills, conducting research, taking notes, taking part in lesson activities, completing homework assignments, and interacting via Google Classroom. Each student will be assigned a specific Chromebook to be used at his/her desk throughout the school day and the school year. As such, each student will be required to use common sense and sound judgement when using a Chromebook.

The following policies are in place for the student use of Chromebooks:

1. An assigned Chromebook will remain in the students possession at all times. (Gr. 4-8)

2. It is the student's responsibility to return a fully charged Chromebook to class each day.

3. No food or drink will be consumed by a student while using a Chromebook.

4. If a Chromebook is damaged due to what the teacher deems a student's lack of the use of common sense, the student is responsible for the repair or replacement of the device.

5. All the terms laid out in the Internet Acceptable Use Policy apply to student use of the Chromebooks. If a student is in violation of the terms, school work will be completed in a comparable fashion for the duration of the suspension of the student's use of the Chromebook.

While there is certainly a need for students to be responsible while using Chromebooks, there are a number of safeguards in place to protect our students. The school's Google management system allows the administrator to see all website visited, emails sent, and documents created. Email has been restricted so that it can only be sent to and received from classmates or the teacher for school work. Internet safety and proper usage lessons will be taught to the students.

Some homework assignments may be completed using Google Chrome. Students may also access his Google Drive from any computer with internet access. To make this possible, parents are asked to install Google Chrome on their home computer by visiting www.google.com/chrome and clicking "Download Chrome."

To certify agreement with and acceptance of the above terms, parents and students are asked to sign below. I agree to pay (grades 4-8 only) a $45.00 annual technology fee prior to receiving a Chromebook.

_____   _____

Parent Signature   Date

_____   _____

Student Signature   Date