



Saint John the Evangelist Catholic School 1:1 Chromebook Device Program

Saint John the Evangelist School provides students in grades 5th through 8th grades Chromebooks. Students in the program will be assigned a lease-to-own Chromebook for their use throughout the school day and at home. This advancement will enable us to increase technology integration across the curriculum and expand our commitment to the differentiation of learning.

The focus of the 1:1 Chromebook Device Program is to prepare students for high school and career readiness in the competitive world of digital information. As we navigate the 21st Century, excellence in education requires seamless integration of technology throughout the educational program. The use of Chromebooks and Google Apps for Education empowers and engages students in real-world problem solving and critical thinking opportunities.

Receiving Your Chromebook:

Before the Chromebook can be issued, parents and students must complete, sign, and return the Chromebook Agreement and Student Pledge.

Chromebook Policy and Guidelines

SJES authorizes Chromebooks' use in a manner consistent with the school's mission, handbook, and additional applicable school policies. Rules, regulations, and policies specific to the use of Chromebooks are enumerated in this document. The school administration reserves the right to make changes to the Chromebook policies and procedures as deemed necessary. Teachers may set additional requirements for computer use in their classrooms.

Lease-to-own Fees

SJES requires Chromebook lease fees for all fifth through 8th grade. The lease fees cover the cost of Chromebook, software licenses, protective case, accidental protection plan, and technical support. The annual lease fee is **\$150** per Chromebook. This fee will be processed through FACTS. SJES will own the Chromebook until the full payment series is completed, and the student is no longer enrolled at SJES. If a full payment series has been paid, there will not be a buyout fee or cost to own the device, as the student will own the Chromebook upon graduation. Families enrolling after 5th grade or unenrolling before 8th grade, may participate in our buyout program.

Training

Students will be trained on how to use the Chromebook during their Computer class and by their classroom teachers. Training documents and videos will be available on the student portal.

Return

Students will be assigned a Chromebook and accessories (power adapter and case) at the start of the school year and will be allowed to take it home to complete schoolwork, assignments, and other school projects. Students may not provide their own Chromebook or accessories. Student Chromebooks and accessories 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 SJES.

Any student who transfers out of SJES before their graduation year will be given the choice to complete payment on their Chromebook and keep it or will be required to return their Chromebook and accessories. If a Chromebook and/or accessories are not returned, the parent/guardian will be held responsible for payment in full. Students may not “recycle” Chromebooks from graduated students as the stock of Chromebooks will be regularly replenished with updated Chromebooks. Chromebooks which are not retained by students (e.g., there is a buyout payment which is not completed, or the family chooses not to buyout Chromebook) will be used for the lower grades and loaners.

SJES will retain ownership of the device until ownership is transferred to students at graduation and all fees have been paid. Google Workspace for Education account and school software licenses will be removed at the transfer of ownership.

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 reported to the Technology Coordinator. If a loaner Chromebook is needed and available, one will be issued to the student until their Chromebook can be repaired or replaced. Loaners are not guaranteed to be available. Loaner Chromebooks are not to be taken home.

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.
- 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 laptop (Remember to bring it to room temperature before 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. Carrying the Chromebook in a padded backpack or padded book bag is acceptable provided the backpack or bookbag is handled with care. For example, 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 anti-static, or micro-fiber cloth. Do not use window cleaner or any type of liquid or water on the Chromebook. You can also purchase individually packaged pre-moistened eyeglass lens cleaning tissues to clean the screen. These are very convenient and relatively inexpensive.

Using Your Chromebook

At School:

Technology in classrooms allows for differentiated, adaptive, personalized learning. The Chromebook is intended for use at school each day. Students are responsible for bringing their Chromebook to all classes, unless expressly advised not to do so by their teacher. **Chromebooks must be brought to school each day in a fully charged condition.** If students leave their Chromebook at home, a loaner may be issued, if available, for use during school hours. Repeat violations of this policy will result in referral to administration and possible disciplinary action.

At Home:

All students are required to take their Chromebook home each night throughout the school year. Chromebooks should only be used for educational purposes such as completing homework and continue students' learning goals.

Students need to charge their Chromebooks each evening. **Students may not carry the AC Adapter power cord (charger) to school.** If fully charged at home, the battery will last throughout the day.

Printing:

At School:

In order to transition to a paperless classroom, most work will be assigned and submitted digitally. There should not be much of a need for printing from the Chromebook. Printing functionality will be available on a limited basis at school and subject to classroom requirements. Teaching strategies will facilitate digital copies of homework.

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 will save documents to their Google 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 and cases must remain free of any decorative writing, drawing, stickers, paint, tape, or labels. Spot checks for compliance will be done by teachers at any time.

Software on Chromebooks:**Originally Installed Software:**

Chromebook software is delivered via the Chrome Web Store. Students will not be able to download their own apps. 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 always remain on the Chromebook in usable condition and easily accessible.

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 shut down 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 is unnecessary on the Chromebook due to the unique nature of its design.

Additional Software:

Students are not allowed to install additional software on their Chromebook other than what has been approved by SJES.

Filtering Software:

Chromebooks have software that allows teachers to monitor all student screens, turn all screens off to minimize distractions, and communicate with students individually while still instructing the entire class.

In addition to our network filtering services, SJES has installed web filtering software, Go Guardian on the Chromebooks. This protects your student from inappropriate sites at school and at home. Teachers will monitor Chromebook activity while at school and parents are responsible to monitor Chromebook activity at home. A parent version of the software is available to assist families with device management at home. Contact the Technology

Coordinator for details.

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.

Troubleshooting the Chrome OS:

If technical difficulties occur, technical support staff will use the “5-minute” rule. If the problem cannot be fixed in 5 minutes, the Chromebook will be restored to factory defaults. In a 1:1 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 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; these are located in the download folder.

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 SJES label
- 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 lockers with the lock securely fastened or their desks. Nothing should be placed on top of the Chromebook when stored in the locker or desk. 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.

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,

hallways, bathrooms, in a car, or any other entity that is not securely locked or in which there is no adult supervision.

Unsupervised Chromebooks will be confiscated by staff and taken to the Technology Coordinator. Disciplinary action will be considered 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.
- 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 parts and labor.
- The Chromebook fee covers the cost of accidental damage due to drops, falls, cracked screen, and liquid damage.
- The Chromebook Fee does not cover nor represent any type of coverage for the replacement of lost/stolen devices and/or its accessories. Nor does this fee represent coverage for damages caused by intentional misuse and abuse.
- If the device is lost or stolen, damaged beyond repair, or damaged due to intentional misuse or abuse, the student/parent will be charged a replacement fee to replace the device that was issued to the student. The Tech Department will assess the Chromebook damage and repair or replace it if the damage is determined to be covered under normal use.
- A Chromebook or any of its accessories that are lost (whereabouts unknown) or intentionally damaged is the responsibility of the student/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.

Manufacturer Warranty:

The manufacturer warrants the Chromebook from defects in materials and workmanship for one year. This warranty is only valid for the first 12 months from the date SJES takes delivery of

the Chromebook. This limited warranty covers normal use, mechanical breakdown, or faulty construction and will also provide replacement parts necessary to repair or if necessary, replace the Chromebook. SJES will purchase an extended warranty annually. The warranty DOES NOT warrant against damage caused by misuse, abuse, or accidents. Please report all Chromebook problems to the Technology Coordinator.

Chromebook Technical Support:

The Technology Coordinator will be the first point of contact for repair of the Chromebooks.

Services provided by the Technology Coordinator include:

- Password reset
- 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 SJES. 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 SJES.
- Access to SJES technology resources is a privilege and not a right. Each employee, student, and/or parent will be required to follow the rules of the Acceptable Use Policy. Violations of these rules will result in the loss of privileges as well as other disciplinary action as defined by the 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 school administration to use judgment as to what is acceptable in any undefined instances that may arise.
- Transmission of any material that violates 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 coordinator, 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 Acceptable Use Policy/Handbook agreement and abide by the rules defined in the Acceptable Use Policy. This is in addition to the rules and policies that this document (SJES Chromebook Policy) contains.

Privacy and Safety:

- 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 and take the necessary steps if files are in violation of the 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.

Legal Propriety:

- All students 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 technology coordinator if you are in compliance with the law.
- Plagiarism is a violation of the SJES 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.

Consequences:

- The student who is issued the Chromebook will be responsible at all times for its appropriate use. Non-compliance with the policies of the Chromebook Policy or 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.
- Network usage, and all stored files shall not be considered confidential and may be monitored at any time by the technology coordinator 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.



**Saint John the Evangelist School
Chromebook Agreement
2022-2023**

Student Pledge

- I acknowledge that the Chromebook issued to me is the property of Saint John the Evangelist Catholic School.
- 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 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 understand that the Chromebook I am issued is subject to inspection at any time without notice.
- I will follow the policies outlined in the Chromebook Policy Handbook and the Responsible Use Policy while at school as well as outside the school day.
- I will be responsible for all damage or loss caused by neglect or abuse.
- I agree to return the Chromebook and power cord/charger in good working condition at the end of each school year.

Student Name (Please Print): _____

Student Signature: _____

As the parent or guardian of this student, I have read the Chromebook policies and procedures for Saint John the Evangelist School. I understand that the Chromebook is designed for educational purposes only. Further, I accept full responsibility for the supervision of my child's Chromebook outside of school. I hereby confirm that I have reviewed this document, in its entirety, with my child. By signing below, I agree to abide by the Chromebook use policy and lease fees.

Parent Signature: _____ Date: _____