



# Saint John the Evangelist Catholic School

## 1:1 Chromebook Device Program

Saint John the Evangelist School is pleased to expand our 1:1 Chromebook Program to include students in grades 3 through 8. Each student will be assigned a Chromebook for their individual use throughout the school year to support learning across all subject areas.

This expansion reflects our commitment to integrating technology throughout the curriculum and preparing students for success in an increasingly digital world. The 1:1 Chromebook Program is designed to help students become responsible digital citizens while fostering real-world problem solving, critical thinking, and collaborative learning—skills essential for high school, college, and future careers.

## 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.

### **Device Fees**

Chromebooks will be distributed at the beginning of the school year to all students in grades 3 through 8. A one-time device fee of \$450 will be applied to your FACTS Management account when a student first enters the program (typically in 3rd grade or upon enrolling in grades 3–8 as a new student). This fee will be divided across the first three tuition payments, depending on the payment plan selected through FACTS. The device fee covers:

the Chromebook device, software licenses, a protective carrying case, accidental damage protection plan, ongoing technical support.

### **Chromebook Assignment**

Each student will be assigned a Chromebook with a power adapter and protective case at the start of the school year. Devices are intended for individual use to complete schoolwork, assignments, and projects both in school and at home, and should not be shared with other students. Personal Chromebooks or accessories are not permitted to ensure all devices are secure, supported, and compatible with school systems. Devices from graduated students will not be reassigned, as SJES maintains an updated inventory. Chromebooks remain the property of SJES until graduation or student disenrollment, at which point ownership transfers to the family if all fees have been paid; school software and Google Workspace accounts will be removed at that time.

### **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 temperatures 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

### Training

Students will be trained in 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. For extra help, students can visit the [Google Chromebook Help Center](#) or contact the [Technology Coordinator](#) for support with Chromebook use, troubleshooting, or technical issues.

### 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 for use during school hours, but there is no guarantee that one will be available. Loaners are not to be taken home and must be returned at the end of class or the school day. Repeated violations of this policy may result in a referral to administration and possible disciplinary action.

#### At Home:

All students in grades 5–8 are required to take their Chromebook home each night during the school year. Students in grades 3 and 4 may choose to leave their devices at school, depending on classroom needs and teacher discretion. Chromebooks should be used exclusively for educational purposes, such as completing homework and supporting ongoing learning goals. **Personal use—such as gaming, shopping, or browsing unrelated content—is not permitted.** While the school has content filters in place to block inappropriate or non-educational websites, it is not possible to block everything. Students are expected to use their devices responsibly and in accordance with school technology policies, both at school and at home.

Students are expected to charge their Chromebooks at home each evening, so they are ready for use during the school day. **AC adapters (chargers) should not be brought to school**, as a fully charged device will last the entire day. The school is not responsible for lost or misplaced chargers.

#### Printing:

##### *At School:*

To support a paperless classroom, most assignments will be given and submitted digitally. As a result, there should be minimal need to print from the Chromebook. Printing will be available on a limited basis at school, depending on classroom needs. Teachers will ensure that digital copies of homework are accessible.

A printer is available in the school library for student use. Students may print assignments only with permission and must do so before or after school hours. Printing is not permitted during the school day to prevent classroom disruptions.

##### *At Home:*

Students may print from their Chromebooks at home using a compatible printer that connects via Wi-Fi or USB. Bluetooth printing is not supported. To find compatible Chromebook printers and for details on setting up printing at home, visit [Chromebook](#)

[printing support.](#)

### Managing Your Files and Saving Your Work:

Students will save documents to their cloud storage drives, Google Drive and Microsoft OneDrive. Saving to the cloud drives will make the file accessible from any computer with internet access. Students using cloud storage to work on their documents will not need to save their work, as it 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 in proper file management procedures.

### Personalizing the Chromebook:

Chromebooks and cases must remain free of any decorative writing, drawing, stickers, paint, or tape. Spot checks for compliance will be done by teachers at any time.

## **Software on Chromebooks**

### Installed Software:

Chromebooks are managed by SJES and come preloaded with applications and extensions selected to support the educational program. Students will not be able to install their own apps. Most tools used on Chromebooks are web-based and do not require installation or use of hard drive space. Some, like Google Drive, offer limited offline functionality.

All Chromebooks are supplied with the latest version of the Chrome Operating System (Chrome OS). The OS updates automatically when the device is shut down and restarted. From time to time, the school may add or remove apps remotely to support specific classroom needs. These changes will happen automatically with no action required by students.

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

### Virus Protection:

Chromebooks do not require antivirus software due to the secure and cloud-based nature of Chrome OS.

## Filtering Software:

All student Chromebooks are protected by **GoGuardian**, a content-filtering and classroom management tool that works both at school and at home. It helps block inappropriate content, allows teachers to monitor student screens, and supports a focused learning environment.

In addition to GoGuardian, **all internet traffic on campus is filtered through the school's network**, providing an added layer of protection while students are on school grounds. Teachers use GoGuardian during school hours to manage device use and keep students on task.

SJES also offers access to the **GoGuardian Parent app**, which allows families to view student activity and set additional controls at home. Visit [our school website](#) for more information and setup instructions. While filtering tools help protect students online, **no system is perfect**, and **parental supervision remains important when devices are used at home**.

## 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 Asset Tag
- Individual's Google Account username

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

### Storing Your Chromebook:

When not in use, Chromebooks should be stored securely in an appropriate location such as a charging cart, locker, bookbag, or approved laptop bag. Nothing should be placed on top of the Chromebook while it is stored. At home, Chromebooks should be kept in a safe, dry place away from food, drinks, and pets—such as a desk, designated charging station, or shelf. For safety and security, 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**

### **Inspection:**

Students may be randomly selected to have their Chromebook inspected to ensure it is being properly cared for and does not contain any inappropriate material brought into the school.

### **Troubleshooting the Chrome OS:**

If technical issues arise, the school's tech support team follows a "5-minute rule." If the problem cannot be resolved within five minutes, the Chromebook will be reset to factory settings (also known as a Powerwash). In a 1:1 environment, this approach ensures timely support for all students by preventing excessive time spent on individual device troubleshooting.

Resetting the Chrome OS returns the device to its original setup. Files stored in cloud accounts like Google Drive or OneDrive will remain intact. However, any files saved locally on the Chromebook's internal storage (such as in the Downloads folder) will be erased unless they have been manually backed up or synced to the cloud.

### **Chromebooks Undergoing Repair:**

Please report all issues or damage to the Technology Coordinator as soon as possible.

- Loaner Chromebooks may be issued to students while their device is being repaired. However, loaners may not be provided in cases of intentional damage or repeated negligence.
- SJES has purchased an Accidental Damage Protection Plan for each Chromebook, valid for up to three years. This plan covers common accidents such as drops, falls, cracked screens, and liquid damage.
- The Chromebook fee includes coverage for accidental damage, but does not cover loss, theft, or damage caused by intentional misuse or abuse.

- If a Chromebook is lost, stolen, or if damage is determined to be due to intentional or abusive handling, families will be charged the full replacement cost of the device.
- Students and families are responsible for the care of all Chromebook equipment. If accessories (such as chargers or cases) are lost or damaged, they must be replaced at the family's expense. Students will not be issued a replacement device or accessory until the cost has been paid.
- Repaired devices will be reset to factory settings. Students must keep all schoolwork and important files synced to cloud storage (e.g., Google Drive or OneDrive), as files stored locally (such as in the Downloads folder) will be erased during the repair process.

### Manufacturer Warranty:

Chromebooks come with a one-year manufacturer warranty that covers defects in materials and workmanship under normal use. This warranty does not cover accidental damage, misuse, or abuse. SJES also purchases extended coverage annually, including accidental damage protection as outlined above. Please report all issues or damage to the Technology Coordinator as soon as possible.

### Chromebook Technical Support:

The Technology Coordinator will be the first point of contact for repairing 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

All students are expected to use school technology responsibly and in alignment with the **Acceptable Use Policy (AUP)** outlined in the **SJES Student Handbook**. The following guidelines highlight key expectations related to Chromebook use:

### General Guidelines:

- Technology and internet access are provided to support educational goals and research. Personal, recreational, or non-educational use is not permitted.
- Use of SJES technology is a privilege, not a right. All users must comply with the Acceptable Use Policy and school rules. Violations may result in loss of access and disciplinary action.
- Students are expected to use technology ethically and responsibly at all times.
- Any attempt to access, alter, or damage another user's files, settings, or device without permission is considered vandalism.
- School administration reserves the right to determine what constitutes appropriate use in situations not explicitly outlined.

### Privacy and Safety:

- Students must not access or alter files that do not belong to them.
- Personal information (full name, address, phone number, passwords, etc.) should never be shared online.
- SJES reserves the right to monitor network use and inspect files. Network storage and activity are not guaranteed to be private.
- If a student accidentally accesses inappropriate material, they must notify a teacher or administrator immediately so the site can be blocked.

### Legal Propriety:

- Students must comply with copyright, trademark, and licensing laws. When in doubt, ask the Technology Coordinator.
- Plagiarism is a violation of the SJES discipline code. All sources—text, media, graphics, and more—must be properly credited.

### Consequences:

- Students are responsible for the proper use of their assigned Chromebook at all times.
- Non-compliance with the Chromebook Policy or AUP may result in disciplinary action in accordance with school policy.
- SJES may monitor network usage and stored files at any time. The school will cooperate with authorities in the event of a technology-related legal investigation.



**Saint John the Evangelist School  
Chromebook Agreement  
2025-2026**



**Student Pledge**

By signing below, I agree to:

- Take good care of my Chromebook and accessories.
- Keep it safe, clean, and charged each night.
- Never loan it to others or leave it unattended.
- Use it only for schoolwork and follow all school rules.
- Be responsible for damage or loss caused by neglect or misuse.
- Return it at the end of the school year in good working condition

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

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

**Parent/Guardian Acknowledgment**

As the parent/guardian, I have reviewed the Chromebook policies and procedures for Saint John the Evangelist School. I understand that the Chromebook is for educational use only, and I accept responsibility for monitoring its use at home. I confirm that I have reviewed this agreement with my child and agree to follow the guidelines, responsibilities, and fees outlined in the Chromebook Policy.

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