

# STM 1:1 Device Care and Use Guidelines

These guidelines\* are to give an understanding of how to properly care for and use the STM issued Device (Device in this document refers to Lenovo Chromebook). This document does not list all applicable rules and is subject to change at any given time. In addition to following these guidelines, students are expected to adhere to the STM Acceptable Use Policy and to the terms of the Student/Guardian Agreements and all applicable STM policies and procedures. Students/Guardians are expected to use common sense and good judgment to protect their Device on and off the STM campus. Failure to follow these guidelines or other applicable rules may result in disciplinary action, loss of device privileges, and/or financial responsibility for loss or damage.

## **GENERAL GUIDELINES**

- The Device is owned by St. Thomas More Catholic School (STM), however, it is the student's responsibility to treat the Device with great care.
- All STM policies and procedures must be followed at all times when using your STM issued Device.
- The Device is to be used during supervised classes and classroom settings.
- You may not use your Device during unsupervised times including dismissal, or afterschool (unless supervised for classwork or homework).
- Do not loan your STM Device to any other person.
- Do not share passwords or attempt to discover others' passwords as stated in the STM Technology Acceptable Use Policy.
- Do not delete, uninstall, or attempt to change any hardware, software (including Apps), drivers, filters, or other programs installed on the Device by STM.
- Do not tamper with computer hardware or software, attempt to override or bypass internet filters, change network profiles or configurations, or "hack" or otherwise obtain unauthorized access to any network, computer, file, or program.
- Do not use your Device for purchasing merchandise or services online or for purchasing Google Apps.
- Do not use your Device for any illegal purpose or in violation of any STM policy or procedure.
- Do not use your Device to make, receive, or transmit any words, images, files, or other materials that are inappropriate in a Catholic school setting.
- Your Device, when not in use must always be stored and transported in the approved padded sleeve you purchased.
- You are responsible for knowing and following all applicable rules and guidelines.

Adapted from Orange County and Immaculatta 1:1 Care and Use Guidelines

**What if something goes wrong?**

- Do NOT try to fix the Device yourself.
- Please contact the Technology Support person for assistance or submit a help ticket via the student links page on the STM website with your name, device number, and what you think needs to be repaired.
- When necessary, plan to visit the Technology Support person before school, during break or lunch or after school.

**General Care:**

- Do not attempt to modify your Device in any way.
- Your Device must always be brought to school (STM) with a full charge. STM will not provide time or resources to charge your Device on the STM campus.
- Do not "decorate" your Device (e.g. stickers, markers, or paint).
- You may "decorate" your approved padded sleeve that was purchased by you.
- Do not drink or eat while using your Device. Liquids and other debris can damage electronic Devices.

**Carrying the Device**

- Always close the case cover before placing your Device into the approved padded sleeve.
- Your Device must be in the padded sleeve before placing it in your backpack to carry to the next destination.
- Closing the lid of the case puts your Device into "Standby" mode. This will preserve battery power.
- For prolonged periods of inactivity (e.g. lunch/recess, dismissal, etc.), you may want to shut off the Device completely. This will help conserve battery power.
- You must always transport your Device in the 11.6"-13" padded sleeve (that you purchased at the beginning of the year), inside your backpack. There are no exceptions.
- Always place your Device (or your backpack that contains the Device) gently and with care onto any surface (e.g. table, floor, ground, etc.)
- Do not toss your backpack. Doing so on school grounds will result in a detention.

### **Taking Care of the Screen**

- Take particular caution with the screen. The screens are very susceptible to damage from excessive pressure, liquids, drops, and sharp items. While it is very durable, it is not indestructible.
- To clean the screen, use an anti-static cloth (microfiber) or lens cleaner that is specific for camera lenses or glasses. Do not use glass cleaners, sprays, soaps, or anything else to clean your screen unless approved in advance in writing by the Technology Department.
- Never sit on your backpack with the Device inside.

### **Maintaining your Battery**

- You are expected to come to school with a fully charged battery. Each night when you go to sleep, so does your Device. Plug it in for a good night's rest.
- Your battery charger should be left at home at all times to prevent loss and a replacement charge.
- To conserve battery life and protect hardware, your device should not be used during transportation to school. This will ensure that your battery will last the entire school day.
- If your Device battery runs out of charge during school hours, you will be responsible for making up all work that requires the device to be completed. In addition, additional consequences such as a demerit or detention might be issued.

### **Daily Logistics**

- You are to take your Device home every night unless you have permission to leave it in a secure location at school.
- At school, the Device should be in your immediate vicinity (within eyesight), stored securely in your locker, or securely locked in a classroom or other secure location with a teacher's or administrator's express permission.
- You are ultimately responsible for the security of your Device during after-school activities and at all times. Keep it with you or securely locked up.
- Avoid using your Device in areas which may lead to damage or theft.
- Never leave your Device in a vehicle.
- Never leave your Device in a public space.
- Do not leave your Device in direct sunlight or in temperatures of 90 degrees Fahrenheit or above.
- Do not place your Device on the floor or in sitting areas such as couches or chairs.
- Do not leave your Device near any water source, such as a sink, bathtub, hot tub, or pool.
- In order for our 1:1 program to be successful, we all need to be conscientious of our surroundings. If you see an "unattended" Device, be a good citizen and a person of integrity and take it to the main office or Technology Coordinator.
- Avoid rough-housing as this may lead to a damaged Device that will need to be replaced at a cost.