

## **Cathedral High School Chromebook Policy 2020-2021**

Cathedral High School is supplying students with a Chromebook device. This device is property of Cathedral High School. The supplied device will provide each student access to educational materials needed for each student to be successful. The Chromebook allows student access to Google Apps for Education, Plus Portals, and educational web based tools, as well as many other useful sites. The supplied device is an educational tool not intended for gaming, social networking or high end computing

### Chromebook Distribution

- Chromebooks will be distributed each fall during the first few weeks of school.
- Students and parents/guardians must sign and return copies of the *Chromebook Policy and Procedures* and *Acceptable Use Policy* documents.

### Chromebook Identification

- Students will be assigned a specific asset tagged Chromebook. Removal of this tag will result in disciplinary action.
- Students are to only use their school assigned Chromebook for schoolwork.
- A student is not allowed to loan his/her Chromebook to another student or individual.
- A student is not permitted to use her own personal Chromebook or any other personal electronic device.

### Chromebook Care

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 immediately to the Chromebook Director for evaluation and completion of necessary documentation. The Chromebook is school property and all users will be held accountable to the maintenance and care of the device outlined in the *Chromebook Policy and Procedures* and the *Acceptable Use Policy* documents. **Do not take Chromebooks to an outside computer service for any type of repairs or maintenance.**

### General Expectations

- Cords, cables and removable storage devices must be inserted carefully into the Chromebook to prevent damage.
- Students are responsible for keeping foods and beverages away from the Chromebook.
- Never transport your Chromebook with the power cord plugged in. Never store your Chromebook in your carry case or backpack while plugged in.
- Vents CANNOT be covered.

### Carrying and Storing Chromebooks

- Transport Chromebooks with care.
- Students should never carry their Chromebooks while the screen is open
- Never move a Chromebook by lifting from the screen. Always support a Chromebook from its bottom with the lid closed.
- It is strongly recommended that students have a protective carrying case, besides a backpack for carrying the Chromebooks.
- Some backpacks do have device storage compartments, but additional items must be kept to a minimum to avoid placing too much pressure and weight on the Chromebook screen.

- Chromebooks must be shut down before storing.
- Chromebooks must never be left in an unlocked locker or unlocked car.
- Chromebooks must never be left in unsupervised areas, such as unlocked classrooms, locker rooms, student lounge, cafeteria, media center, etc.
- Nothing should be placed on top of the Chromebook when stored in locker, backpack, car, etc.
- Chromebooks must not be left in a hot or cold environment, such as parked cars at school or home. **Extreme heat will damage the device itself. Extreme cold will cause severe screen damage.**

### Screen Care

The Chromebook screens 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 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 the carrying case 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 on the keyboard before closing the lid (e.g. pens, pencils, etc.).
- Do not place the device near magnets or anything with high electric current.
- Clean the screen with a soft, dry cloth or anti-static cloth. Use of harsh chemicals will damage the screen.
- Do not bump the Chromebook against lockers, walls, car doors, floors, etc. as it could eventually break the screen.

### Using Your Chromebook at School

Chromebooks are intended for use at school **each day**. Students must bring their Chromebooks to school every day and use them according to each teacher's expectations. In addition to teacher expectations for Chromebook use, school messages, announcements, calendars and schedules may be accessed using the Chromebook. **Students are responsible to bring their Chromebook to all classes, unless specifically advised not to do so by their class teacher.** All aspects of the *Student Handbook* and *Acceptable Use Policy* are applicable to the use of Chromebooks and other electronic devices.

### Battery

- Chromebooks must be brought to school each day in a fully charged condition.
- Designated charging stations will not be provided at school.

### Chromebook and Classwork

- If students leave their Chromebook at home or lose Chromebook privileges, they are responsible for getting the course work completed as if they had their Chromebook present.
- Chromebook malfunctions are not an acceptable excuse for not submitting work.
- Chromebooks should always be turned off and secured after students are done working to protect their work and information.

### Sound, Music, Games or Programs

- Sound must be muted at all times unless permission is obtained from the teacher for educational specific purposes.
- Students are expected to use headphones when listening to approved materials on the Chromebook.
- Students are expected to provide their own headphones.
- Students are not allowed to stream music, videos or any other materials. The only exception would be under the permission of a teacher for specific educational purposes.
- Students are not allowed to access online games or social media sites during the school day.

### Managing and Saving Files

- It is recommended that students utilize cloud-based storage, such as GoogleApps.
- Storage space will be available on the Chromebook, but it will NOT be backed up in case of reimaging.
- It is the student's responsibility to ensure that work is not lost due to mechanical failure or accidental deletion.

### Using Your Chromebook at Home

Students are allowed to set up wireless networks on their Chromebooks. This will assist them with Chromebook use while at home. Cathedral High School is not responsible for providing wireless access at home. Printing at home will require a wireless printer, proper settings on the Chromebook, and the correct app. The *Acceptable Use Policy* and *Chromebook Policy and Procedures* will apply to the use of the Chromebooks even when a student takes the Chromebook off-campus and accesses the Internet. Any off campus network issues need to be resolved by accessing the network provider.

### Software on Chromebooks

#### Originally Installed Software

- The software/apps originally installed by Cathedral High School must remain on the Chromebook in usable condition and be easily accessible at all times.
- From time to time the school may add software applications for use in a particular course. The licenses for this software require that the software be deleted from Chromebooks at the completion of the course.

#### Periodic Checks/Inspections

- Periodic and random checks of Chromebooks will be made to ensure that students have not removed required apps.
- **Students shall have no expectation of privacy when using their Chromebook or in the contents of their Chromebook.**

#### Procedure for Re-loading Software

- If technical difficulties occur or illegal software appears, the Chromebook will be restored from backup.

- The school does not accept responsibility for the loss of any software or documents deleted due to a re-format and re-image.

#### Software Upgrades

- Upgrade versions of licensed software/apps are available from time to time.
- Students may be required to check in their Chromebooks for periodic updates and synching.

#### Acceptable Use

The use of Cathedral High School technology resources is a privilege, not a right. The privilege of using the technology resources provided by Cathedral High School is not transferable or extendible by students to people or groups outside the district and terminates when a student is no longer enrolled in Cathedral High School. All users should be aware of the responsibilities associated with efficient, ethical, and lawful use of technology resources. **Students shall have no expectation of privacy when using their Chromebook or in the contents of their Chromebook.**

The Chromebook and network is not an invitation to users for dissemination of information in a "public forum." Cathedral High School will maintain its technology resources, including the Chromebooks, as a "nonpublic forum." A "nonpublic forum" is an area, which is neither traditionally open to public expression nor designated for such expression by the government. The school owns the information contained in its technology resources, like the Chromebooks, and may take steps to monitor and regulate the content contained in the agreement.

If a student violates any part of the *Chromebook Policy and Procedures* or the *Acceptable Use Policy*, privileges may be terminated. Access to Cathedral High School's technology resources may be denied and the appropriate disciplinary action shall be taken. Cathedral High School's *Acceptable Use Policy* as well as the *Student Handbook* shall be applied to student infractions.

***Violations may result in disciplinary action up to and including suspension/expulsion for students. When applicable, law enforcement agencies may be involved.***

#### Student Responsibilities

Students will use their Chromebook in a manner acceptable for educational purposes

- Students will use all technology resources in an appropriate manner so as not to damage school equipment. This includes, but is not limited to, the loss of data resulting from delays, non-deliveries, miss-delivery or service interruptions caused by the student's own negligence, errors or omissions. Use of any information obtained via Cathedral High School's designated Internet system is at your own risk. Cathedral High School specifically denies any responsibility for the accuracy or quality of information obtained through its services.
- Students will help Cathedral High School protect its computer system, network and devices by contacting an administrator about any security problems they may encounter.
- Students will monitor all activity on their account.
- Students receiving email containing inappropriate or abusive language or if the subject matter is questionable are required to print a copy and turn it in to the main office.
- Students are not allowed to give out personal information, for any reason, over the Internet. This includes, but is not limited to, setting up Internet accounts including those necessary for chat rooms, eBay, email, etc.
- Students will comply with trademark and copyright laws and all license agreements. Ignorance of the law is not immunity, if you are unsure ask a teacher.

- Plagiarism is a violation of the *Student Handbook* and the *Acceptable Use Policy*. Give credit to all sources used, whether quoted or paraphrased. This includes all forms of media on the Internet, such as graphics, movies, music, and text.

#### Student Activities Strictly Prohibited

- Illegal installation or transmission of copyrighted materials.
- Any action that violates existing school policy or public law.
- Sending, accessing, uploading, downloading, or distributing offensive, profane, threatening, pornographic, obscene, or sexually explicit materials, either for personal use or for the use of harassing another individual.
- Use of chat rooms, sites selling term papers, book reports and other forms of student work.
- Messaging or content sharing services of any kind for non-school related activities.
- Internet/computer games and music while at school.
- Installation of profiles or connections that intentionally bypass district networks including but not limited to virtual private networks or proxies.
- Use of outside data disks or external attachments without prior approval from the administration.
- Changing of Chromebook setting (exceptions include personal settings such as font size, brightness, etc.).
- Spamming - sending mass or inappropriate emails.
- Gaining access to another student's accounts, files, and/or data.
- Use of the school's Internet/email accounts for financial or commercial gain or for any illegal activity.
- Inappropriate use of anonymous and/or false communications such as Facebook, Twitter, Snapchat, Yik Yak, etc.
- Participation in credit card fraud, electronic forgery or other forms of illegal behavior.
- Vandalism of school equipment.
- Attempting to harm or destroy hardware, software, or data, including, but not limited to, the uploading or creation of computer viruses or computer programs that can infiltrate computer systems and/or damage software components. Bypassing the Cathedral High School web filter through a web proxy.
- Use or possession or hacking software is strictly prohibited and violators will be subject to disciplinary action. Violation of applicable state or federal law will result in criminal prosecution and/or disciplinary action by the school.
- Use of personal passwords should be used for security purposes, but must be disabled when asked by a Cathedral High School staff member.

#### Student Discipline

- If a student violates any part of the *Chromebook Acceptable Use Policy and Procedures*, he/she will be subject to consequences as listed in the *Acceptable Use Policy* and the *Student Handbook*.
- Chromebooks are a privilege. Student misuse will result in restrictions and/or loss of Chromebook use.

#### Damaged or Stolen Chromebooks

- Chromebooks that malfunction or are damaged must be reported to Cathedral High School Technology Center.
- Students and families should never attempt to fix a broken Chromebook nor should they have anyone else attempt to fix their Chromebook.

- Chromebooks that have been damaged will be repaired with the student/ parents being responsible for the cost.
- Students/ Parents will be responsible for the entire cost of repairs to Chromebooks that are damaged or be responsible for full replacement cost.
- Chromebooks that are stolen or lost must be reported immediately to the Main Office or Cathedral High School Technology Center. Chromebooks not recovered will require a report filed with the Police Department.

Repairing or Replacing Your Chromebook Computer

Students will be held responsible for maintaining their individual Chromebooks and keeping them in good working order. Students will be responsible for damages to their Chromebooks.

Students should submit Chromebooks that need repair to the Technology Department.

Vendor Warranty:

- The equipment has a one-year 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 replacement parts if necessary or replace Chromebook.
- The Warranty does not warrant against damage caused by misuse, abuse, accidents or Chromebook viruses.

Chromebook repair costs:

If the device is lost or stolen or the need arises to replace certain parts, the responsibility will be on the student:

- Full Replacement \$250
- Normal Screen Replacement \$75
- Keyboard \$60
- Charger \$55

Chromebook Technical support

If repair is necessary for a Chromebook, then the Technology Department will submit a request for repair.

Cathedral High School Technology Department will provide the following services:

- Hardware maintenance and repairs
- Password resets
- User account support
- Coordination and completion of warranty repairs
- Coordination/ approval of out of warranty repairs

Cathedral High School Technology Department could supply the following services:

- Charging of a Chromebook
- Loaning of a Chromebook if one is available
- Assessment of needed repairs.

*Additional Protection*

- If students or parents wish to carry their own additional personal insurance to protect the Chromebook in cases of theft, loss, or accidental damage, they should consult their insurance agent for details about their personal coverage of the Chromebook.
- Most insurance companies will require a rider for electronics

*Insurance:*

The Worth Ave. Group will offer insurance for your child's Chromebook. The annual fee will be \$24 per device and must be paid for by September 30, 2020. As part of the 1:1 Chromebook initiative at Cathedral High School, it is highly recommended that you purchase the insurance by completing the insurance form and bringing it to the Cathedral High School finance office.