



OUR LADY OF VICTORY SCHOOL

CHROMEBOOK PROCEDURES AND INFORMATION HANDBOOK

The focus of the Chromebook program at OLV School is to provide current tools and resources to the 21st Century Learner. Excellence in education requires that technology be seamlessly integrated throughout the educational program. Increasing access to technology is essential, and one of the learning tools of 21st Century students is the Chromebook. The Chromebook is a device that makes learning more engaging and accessible.

Learning results from the continuous dynamic interaction among students, educators, parents and the extended community. However, technology immersion does not diminish the vital role of the teacher but transforms the teacher from a director of learning to a facilitator of learning. Effective teaching and learning with Chromebooks integrates technology into the curriculum any time, any place.

The procedures and information within this document apply to all Chromebooks used at OLV, as well as any other device considered by the administration to come under this plan. Teachers may set additional requirements for use in their classroom.

1. DISTRIBUTION of Chromebooks & Chromebook CHECK-IN

1.1 Receiving your Chromebook

Chromebooks (with a charger) will be distributed to students. **The student and his/her parent/guardian must sign and return the *Chromebook Acceptable Use and Behavior Policy* (attached) before the Chromebook can be issued to the student.**

1.2 Chromebook Return

Chromebooks will be returned in June so they can be checked for serviceability. If a student leaves during the school year, the Chromebook will be returned at that time. Individual school Chromebooks and accessories must be returned to the OLV principal at the end of each school year. Students who withdraw, are suspended or expelled, or terminate enrollment at OLV School for any other reason must return their individual school Chromebook on the date of departure. Students must return the Chromebook and accessories in satisfactory condition. In cases of abuse, neglect or intentional damage, the family will be charged a fee for any needed repairs, not to exceed the replacement cost of the Chromebook.

2. 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 given to the Technology Coordinator for an evaluation of the equipment.

2.1 General Precautions

The Chromebook is school property and all users will follow these procedures and the OLV Acceptable Use Policy for technology. Only use a clean, soft cloth to clean the screen; no cleansers of any type. Food/liquids/moisture should be kept away from the Chromebook as they can cause damage to the device. Cords and cables must be inserted carefully into the Chromebook to prevent damage. Chromebooks must remain free of any writing, drawing, stickers, or labels that are not the property of OLV. Chromebooks must never be left in any unsupervised area. Students should avoid putting any pressure on the Chromebook.

2.2 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. Do not place anything near/on the Chromebook that could put pressure on the screen. Do not place it in a book-bag with anything that will press against the cover. Clean the screen with a soft, dry cloth or anti-static cloth. Do not bump the Chromebook against lockers, walls, car doors, floors, etc as it may eventually break the screen.

3. USING YOUR Chromebook AT SCHOOL

Chromebooks are intended for use at school each day. In addition to student 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 instructed not to do so by their teacher.

3.1 Chromebooks Left at Home

If students leave their Chromebook at home, they are responsible for getting the course work completed as if they had their Chromebook present. If a student repeatedly (three (3) or more times as determined by any staff member) leaves their Chromebook at home, they will be required to turn in their Chromebook and check it out from the facilitator for three (3) weeks.

3.2 Chromebook Undergoing Repair

Loaner Chromebooks may be issued to students when they leave their Chromebooks at school for repair. There may be a delay in getting a Chromebook should the school not have enough to loan.

3.3 Charging your Chromebook's Battery

Chromebooks must be brought to school each day in a fully charged condition. A charger will be issued to the student for charging at home (and must be returned with return of the Chromebook). Students need to charge their Chromebooks each evening. Repeat violations (minimum of three (3) days) of this policy will result in students being required to turn in their Chromebook and check it out from the facilitator for three (3) weeks.

3.4 Screensavers/Background photos

Pre-installed school wallpaper is to remain on the Chromebook. Student-created passwords are not to be used.

3.5 Sound, Music, Games, or Programs

Sound must be muted at all times unless permission is obtained from the teacher for instructional purposes. Music is only allowed on the Chromebook at the discretion of the teacher. All software/apps must be school provided. Data storage will be through apps on the Chromebook. Internet games are not allowed on the Chromebooks.

3.6 Home Internet Access

Students are allowed to set up wireless networks on their Chromebooks. This will assist them with Chromebook use while at home. Printing at home will require a wireless printer and proper settings on the Chromebook.

(Be aware that content may not be filtered while using a home network.)

4. MANAGING YOUR FILES & SAVING YOUR WORK

4.1 Saving to the Chromebook/Home Directory

Students will review, originate, edit and save work Using Google Drive. It is the student's responsibility to ensure that work is not lost due to mechanical failure or accidental deletion. Chromebook malfunctions are not an acceptable excuse for not submitting work.

5. SOFTWARE ON CHROMEBOOKS

5.1 Originally Installed Software

The software originally installed by OLV 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. Periodic checks of Chromebooks will be made to ensure that required software has not been removed.

5.2 Additional Software

Students will not download any software. Periodic checks of Chromebooks will be made to ensure that software has not been downloaded/installed.

5.3 Inspection

Students may be selected at random to provide their Chromebook for inspection.

5.4 Procedure for re-loading software

If technical difficulties occur, the Chromebook will be restored from a backup. The school does not accept responsibility for the loss of any software or documents deleted due to a reformat and re-image.

5.5 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 syncing.

6. ACCEPTABLE USE

The use of OLV School's technology resources is a privilege, not a right. The privilege of using the technology resources provided by OLV is limited to educational purposes only and is not transferable or extendible by students to people or groups outside the school. ***The Chromebook Acceptable Use and Behavior Policy*** (attached), is provided to make all users aware of the responsibilities associated with efficient, ethical, and lawful use of technology resources. *If a person violates any of the terms and conditions named in the policy, privileges may be terminated, access to the school district technology resources may be denied, and the appropriate disciplinary action shall be applied.*

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

6.5 Chromebook Care

Students will be held responsible for maintaining their individual Chromebooks and keeping them in good working order. Chromebook batteries must be charged and ready for school each day. Only labels or stickers approved by OLV may be applied to the computer. Chromebooks that malfunction or are damaged must be reported to the Technology Coordinator. The school will be responsible for repairing Chromebooks that malfunction. Chromebooks that have been damaged from student misuse or neglect will be repaired with the cost being borne by the family. Chromebooks that are stolen must be reported immediately to the principal.

6.6 Legal Propriety

Comply with trademark and copyright laws and all license agreements. Ignorance of the law is not immunity. If you are unsure, ask the OLV technology coordinator.

7. PROTECTING & STORING YOUR CHROMEBOOK COMPUTER

7.1 Chromebook Identification

Student Chromebooks will be labeled in the manner specified by the school. Chromebooks can be identified in the following ways:

Record of serial number.

OLV Label, OLV Wallpaper.

Chromebooks may be able to be located using an installed GPS app.

7.2 Storing your Chromebook

Store your Chromebook securely at all times. Remember that the Chromebook issued to you is your responsibility.

7.3 Chromebooks Left in Unsupervised Areas

Under no circumstances should Chromebooks be left in unsupervised areas. Unsupervised areas include the school grounds and campus, the lunchroom, computer lab, on top of lockers, the library, unlocked classrooms, hallways, etc.

PARENT/STUDENT COPY

Handbook Acknowledgement

I have received, read and understand the *CHROMEBOOK PROCEDURES AND INFORMATION HANDBOOK* and this Chromebook Use/Consent Form and will comply with them. If I have further questions I will ask the Technology Coordinator. Additionally, I understand that if I violate the Acceptable Use Policy, the Administrative Regulation, this Consent Form, other relevant school Policies, the relevant laws, and/or the directives of the administration, I am subject to discipline and that the School will cooperate with Internet Service Providers, as well as local, state, and federal officials to the extent required by law.

Printed Name

Signature

Date

PARENT/STUDENT COPY

Student Chromebook Acceptable Use and Behavior Policy



Our Lady of Victory School

2 Bellmore Street
Floral Park, NY 11001

516.352.4466
www.olvfp.org

Our Lady of Victory School, (“the school”), will be providing students with a *Chromebook* that has access to the Internet. The Chromebook is being provided for, and is limited to, educational purposes only. By agreeing to this Use and Behavior Policy you fully agree to the following:

There is **NO RIGHT TO PRIVACY** when using the school's *Chromebook*. Administration, faculty, and other authorized persons have the right to review any and all material saved, transmitted, accessed, or momentarily in use by the student in accord with the policy set by the school's administration.

There is **NO ABSOLUTE RIGHT TO FREEDOM OF SPEECH** when using the school's *Chromebook*, which is viewed by the administration as a limited educational forum; and student behavior is expected to conform to values consistent with the Catholic faith both inside and outside the school setting.

Please initial on each line below:

_____ I agree that all information transmitted through the use of the school's *Chromebook* (e-mail, web page publication, or other Internet postings) will be sent or received with the explicit permission of a member of the school's staff.

_____ I agree not to use the *Chromebook* to record, transmit or post photos or video of a person or persons on the school campus. Nor can any images, audio and/or video recorded at school be transmitted or posted at any time without being reviewed by and with the permission of a member of the school's staff.

_____ I agree never to access, transmit, or retransmit material which promotes violence or advocates the destruction of property, is sexually oriented, or is discriminatory in nature or conduct which is offensive to the principles of the Roman Catholic Church.

Social Networking:

_____ I will not use the *Chromebook* for social networking except with the expressed intent of educational purposes and not without the explicit permission of a member of the school's staff.

The school reserves the right to establish rules and regulations regarding the use of the school's *Chromebook*; behavior is expected to conform to values consistent with the Catholic faith both inside and outside the school setting.

A student found in violation of this policy will be subject to discipline including, but not limited to, temporary removal of the school's *Chromebook*, permanent removal of the school's *Chromebook*, or other appropriate disciplinary action in accord with the rules and regulations of the school, including suspension or expulsion, and /or legal action.

I have read, understand, and agree to the terms of this acceptable use policy.

Student Signature

Date

Parent Signature

Date

OLV SCHOOL COPY

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Student Printed Name

Student Signature

Date

OLV SCHOOL COPY

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Date

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