

## The Future of Education is Here!



An increasing number of schools around the country are moving towards an education platform that involves students having their own classroom device such as tablets or laptops. Chromebooks are growing in popularity for many reasons:

- Configuring the devices is simple
- Little maintenance is required
- Not prone to malware & viruses
- Turns on in 8 seconds
- Battery lasts all day
- Full keyboard
- Lower cost than alternatives

Your St. Gerard Majella School Technology Department has been advancing school-related technology in recent years, such as switching to a fiber network for more reliable connectivity, updating wifi access points to enable wireless access for all, and enabling all 2nd-5th grade students to use Chromebooks and have Google school accounts.



For this reason, the supply list for 2018-2019 incoming 6th grade students will include a Chromebook.

**\*Note:** This means that if you have a student currently in 5th, they will need a Chromebook next year.

A Chromebook is similar to a laptop, but is an Internet-only device.

### Benefits of Chromebooks

- Classroom work is able to be done in the Google environment, reducing and sometimes eliminating the need to print homework and assignments.
- Classroom work is automatically stored in the Cloud where it is easily accessible for both students and teachers as needed.
- Homework is accessible and can be completed at any time, anywhere.
- Real time interaction within the classroom between teachers, students and classwork.

### Chromebook Purchasing:

All 6th grade students are required to have a Chromebook. The [Acer Chromebook 11 c771](#) provides all the necessary components and tools for students. The typical lifespan of a Chromebook is 3-5 years.

## 1-to-1 Chromebook Specifics

1. Acer Chromebook 11, 11.6-Inch, C771-C4TM (Intel® Celeron®, 4GB, 32GB SSD, Black)

This model Chromebook will be purchased in bulk for all registered middle school students. Purchasing a bulk order lowers the price of each unit.



2. 11.6" Work-in Chromebook Case (Targus®, Black)

We require all Chromebooks to have an adequate carrying case for transport and protection from breakage.





### **Frequently Asked Questions:**

1. Is the Chromebook property of St. Gerard Majella School or the student?  
The Chromebook is the property of the student if purchased by the parent. However, if the student borrows a school Chromebook it is the property of St. Gerard Majella School.
2. Will St. Gerard Majella School offer loaners for students?  
Yes, St. Gerard Majella School will provide loaners but the quantity will be limited and the devices can only be used at school during school hours. The student is responsible for returning the Chromebook to its proper place and connecting the charging cord at the end of the school day. Consequences will be marked on the student's Behavior Card.
3. Will the Chromebooks be used the entirety of 6th grade?  
Yes, the Chromebooks will be used by the student during all three years of middle school. Additional repair insurance, if desired, will need to be purchased for year 3 of the student's middle school tenure at St. Gerard Majella School.
4. Can we purchase a different version of a Chromebook?  
It is highly recommended to purchase the Acer Chromebook C771 for the purposes of administrative management, which must be conducted by St. Gerard Majella School regardless of how a student has purchased his/her Chromebook.
5. Can other devices be substituted for the Chromebook?  
No, only a Chromebook device will be accepted. No other devices can be used as a substitute.
6. Is there a lot of technology support and maintenance associated with a Chromebook?  
No, this is one of several reasons why the technology committee decided to require this device as opposed to other devices.

### **Additional Resources:**

<http://thejournal.com/articles/2013/04/23/thinking-about-chromebooks-heres-everything-you-need-to-know-first.aspx>

About the Acer Chromebook 11 C771:

<https://eduproducts.withgoogle.com/products/4050/acer-chromebook-c771-c4tm-nx-gnzaa-002-11-6-inches-black>



## Middle School Chromebook Policies and Procedures

### Device Purpose

The mission of the 1 to 1 Chromebook program for St. Gerard Majella School is to create a collaborative learning environment for all learners. This environment will enable and support students and teachers to implement transformative uses of technology while enhancing students' engagement with content and promoting the development of self-directed, responsible lifelong learners and users. Students will transition from consumers of information to creative producers and owners of knowledge.

### TAKING CARE OF YOUR CHROMEBOOK:

#### General Guidelines

- Chromebooks must have student's full name labeled on the Chromebook lid and all times and this label must not be removed or altered in any way. The Chromebook carrying case must also be labeled.
- No food or drink should ever be near your Chromebook.
- Cords, cables, and removable storage devices must be inserted carefully into the Chromebook.
- Never transport your Chromebook with the power cord plugged in.
- **Students should never carry their Chromebooks while the lid is open.**
- St. Gerard Majella School-owned Chromebooks must remain free of any writing, drawing, or unapproved stickers.
- Chromebooks should never be left in any unsupervised area.
- Students are responsible for bringing completely charged Chromebooks for use each school day.
- Deletion of security configuration is strictly prohibited and subject to disciplinary action to be determined by the school administration.

#### CARRYING CHROMEBOOKS

- Transport Chromebooks with care in the carry case.
- Chromebook lids should always be closed and tightly secured when moving.
- Never move a Chromebook by lifting from the screen. Always support a Chromebook from its bottom with lid closed.
- Case on is required at all times.

#### SCREEN CARE

Chromebook screens can be easily damaged! The screens are particularly sensitive to damage from excessive pressure on the screen.

- Do not lean or put pressure 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 a 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, or disks).
- Do not place the device near magnets or anything with high electric current.
- Dust the screen with a soft, dry microfiber cloth or anti-static cloth. If a more thorough screen cleaning is required, use a clean, water dampened microfiber cloth.
- Do not use any type of cleaning solvent on your Chromebook.

### **USING YOUR CHROMEBOOK AT SCHOOL**

- Chromebooks are intended for use at school each day.
- Students must be responsible to bring their Chromebook to **all** classes, unless specifically advised not to do so by their teacher.
- Chromebooks are not to be loaned to or borrowed from other students.

### **CHROMEBOOKS LEFT AT HOME**

- If students leave their Chromebook at home, they **WILL NOT** be allowed to phone their Parent/Guardian to bring it to school.
- Students will receive a supply mark if they do not have their Chromebook.
- If available, the student may request to use a St. Gerard Majella School-owned loaner Chromebook at school. If no extra computers are available, the student may not be permitted to use a computer that day and must comply with teacher specific classroom procedures for completion of assignments.

### **USE OF SCHOOL CHROMEBOOKS**

Students using loaner Chromebooks will be responsible for any damages incurred while in their possession. Additional fees may be assessed for damages to or loss of a loaner unit.

### **CHARGING YOUR CHROMEBOOK**

- Chromebooks must be brought to school each day fully charged.
- **Students need to charge their Chromebooks each evening with the charger provided when Chromebook was purchased.**
- Charging stations will be located in some Middle School classroom. Students must have their own charger and permission of the teacher prior to charging their Chromebook any time during the school day.

### **PASSWORDS AND BACKGROUND IMAGES**

- Passwords are set by the Technology Department and should not be shared with anyone but the homeroom teacher and student's parents.
- Take care to protect your password. Do not share your password.
- Accessing another person's Chromebook Cloud account is prohibited.
- Inappropriate media may not be used as a screensaver or background.
- Presence of guns, weapons, pornographic materials, inappropriate language, alcohol, drugs, gang related symbols, pictures or anything else deemed inappropriate by St. Gerard Majella School staff will result in loss of Chromebook privileges.

- Google Email will be enabled for Middle School students to use for school purposes in a manner following the St. Gerard Majella School Acceptable Use Policy.

### **AUDIO RESTRICTIONS**

- Sound must be muted at all times unless permission is obtained from the teacher for instructional purposes.
- Earbuds or headphones may be used at the discretion of the teacher but will not be provided by St. Gerard Majella School. Students should purchase a pair of earbuds/headphones for personal use.
- Any material accessed on the Chromebooks must be classroom appropriate.

### **PRINTING FROM YOUR CHROMEBOOK**

- We are encouraging digital transfer of information by using the Share option.
- Printing is available through the Middle School copier.

### **ACCOUNT ACCESS**

- Students will only be able to login using their school-generated Google account.
- To ensure the safety of your Google account, students must log out of their Chromebook when not in use. Students should also log out of their Google account on other devices when not in use.
- Accessing another person's Chromebook Cloud account is prohibited.
- If students borrow a Chromebook from the school, they must log out and delete their profile before returning the Chromebook at the end of the day.
- Homeroom teachers **must** have login information for every student on file.

### **MANAGING & SAVING YOUR DIGITAL WORK WITH A CHROMEBOOK**

- With a wireless Internet connection, you can access your documents and files from any Chromebook or device, anywhere, at any time.
- All items will be stored online in the Google Cloud environment.
- Any personal documents and files not for school purposes should be removed from the Chromebook unit and placed in a personal Google account or external hard drive.
- Permission must be obtained for each assignment from the Principal or a teacher before a Chromebook can be used to record or photograph an individual or group. Students are not allowed to publish photographs or videos of any school activities to social media or personal sites.

### **CONSEQUENCES**

- The student, in whose name a system account and/or Chromebook hardware is issued, will be responsible at all times for its appropriate use.
- Noncompliance with the policies of this document will result in Chromebook consequences in accordance with the St. Gerard Majella School Acceptable Use Policy as determined by the Principal and Pastor after consultation with the teacher(s) involved.
- Electronic mail, network usage, and all stored files shall not be considered confidential and may be monitored at any time by designated school staff to ensure appropriate use.
- St. Gerard Majella School cooperates fully with local, state, or federal officials in any investigation concerning or relating to violations of computer crime laws.

## **AT HOME USE**

- The use of Chromebooks at home is encouraged.
- Chromebook care at home is as important as in school, please refer to the CARE section.
- Transport your Chromebook in the carry case at all times.
- St. Gerard Majella School-owned Chromebooks **may not** be taken home.
- St. Gerard Majella School uses filter software on each device at school to block internet sites that could be potentially dangerous to students. This software will be updated as needed. Parents **are encouraged** to monitor home use as an additional level of security. This software can also alert us to inappropriate use at home.

## **STORING YOUR CHROMEBOOK**

- When students are in school and are not using their Chromebook, they should store them in their carry case in the student's locker.
- Use of the carry case when the Chromebook is not in use is **vital** to prevent damage.
- Students must take their Chromebooks home (in the carry case) every day after school regardless.

## **CHROMEBOOKS LEFT IN UNSUPERVISED AREAS**

- Under no circumstances should Chromebooks be left in an unsupervised area.
- If an unsupervised Chromebook is found, notify a staff member immediately.
- Unsupervised Chromebooks will be picked up by staff and taken to the School office. Chromebook consequences may be taken for leaving your Chromebook in an unsupervised location.

## **Chromebooks other than those purchased through SGM**

If you purchase a Chromebook other than the through SGM, you are responsible for the upkeep of the machine. If the Chromebook is damaged, you will need to make arrangements for repair.



## Middle School Chromebook Policies and Procedures Agreement

Student Agreement -- I have read, understand and agree to abide by the St. Gerard Majella School Chromebook Policies and Procedures. Should I commit any violation or in any way misuse my Chromebook, I understand and agree that my access privilege may be revoked and School disciplinary action may be taken against me. I understand that I am to treat this Chromebook no different than any other school-owned piece of equipment. I will not alter any Chromebook, or use St. Gerard Majella School's Chromebooks in a manner that is not aligned with the School Chromebook Policies and Procedures.

Parent or Guardian Agreement -- As the parent or legal guardian of the above minor, I have read, understand and agree that my child shall comply with the terms of the St. Gerard Majella School's Chromebook Policies and Procedures. I understand that the Chromebooks are a privilege and can be revoked if misused. I understand that if a school's Chromebook is damaged, lost, or stolen, that my child or I will be responsible for reimbursing the school for the cost of the repair or replacement.

I am signing this Policy and agree to indemnify and hold harmless the School that provides a Chromebook to my child, against all claims, damages, losses and costs, of whatever kind, that may result from my child's use of the Chromebook or violation of the Policies and Procedures. I understand that there are no rights of confidentiality on the Chromebook and that the contents, email, and information regarding Internet usage and network communications can be reviewed at any time at the discretion of the school administration. Further, I accept full responsibility for supervision of my child's use of his/her Chromebook if and when such access is not in the School setting. I hereby give permission for my child to use a loaner Chromebook authorized by St. Gerard Majella School and agree to the above terms and policies and procedures. I understand that once a Chromebook has been issued to a student, it is the family's responsibility to fulfill payment in full. This includes damage that is not covered under the warranty.

This agreement must be signed by the student and ALL guardians, age 18 or older, responsible for this child in any household. After **August 20, 2018** students will not be allowed to use a Chromebook at school unless this document has been returned with all the necessary signatures.

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Student Signature

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Parent/Guardian Signature

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Parent/Guardian Signature