



## Middle School Chromebook Policies and Procedures 2019-20

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### 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 base and this label must not be removed or altered in any way. The Chromebook carry case must have student's full name labeled at all times.
- Chromebooks should be attached to its carry case at all times using the corner latches.

- No food or drink should ever be near your Chromebook.
- Charger, cables, and flash drives must be inserted into and removed carefully from the Chromebook.
- Never transport your Chromebook with the charger plugged in.
- Students should never carry their Chromebooks while the lid is open.
- Chromebooks should never be left in any unsupervised area. These Chromebooks will remain in the Office until ownership can be verified.
- Students are responsible for bringing completely charged Chromebooks for use each school day.
- Deletion of security configuration and/or use of Chrome extensions to bypass the filter or hide the screen from view are strictly forbidden and subject to disciplinary action to be determined by the school administration.
- All student Chromebooks are monitored for appropriate and academic use. Explicit (text and/or images) and other inappropriate conduct (bullying, cheating sites, deleting search history, etc.) are subject to disciplinary action to be determined by the school administration.
- St. Gerard Majella School-owned Chromebooks must remain free of any writing, drawing, or unapproved stickers.

## Carrying Chromebooks

- Case is required at all times. Chromebooks must always be attached to the case at all times using the corner latches.
- 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.
- Pencils, pens, charger, etc. should be stored in the case pocket, not in the Chromebook sleeve.

## 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 place anything on top of the Chromebook, whether in your locker, on the desk, etc. Chromebooks should never be placed on the floor.
- 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 flash drives).
- 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 for academic purposes.
- 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.

- If student's Chromebook is in repair, the student may request to use a St. Gerard Majella School-owned loaner Chromebook at school. The loaner Chromebook must be returned at the end of the day. Students will receive a choice card mark if they do not return School-owned property before leaving school. A loaner should not be taken home.
- 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.

## 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 choice card mark if they do not have their Chromebook.

## 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.**
- Students must have their own charger and permission of the teacher prior to charging their Chromebook.

## Passwords and Background Images

- Passwords are set by the school and should not be shared with anyone but the student's parents.
- Accessing another person's Google account is prohibited.
- Downloading files and installing extensions should be done with caution.
- 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.
- Inappropriate media may not be used as a screensaver, background, Google profile image.
- Inappropriate media includes: violence, pornographic images, inappropriate language, alcohol, drugs, gang symbols, or anything else deemed inappropriate by St. Gerard Majella School staff will result in disciplinary actions.

## 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. Permission must be obtained from the teacher to use personal Spotify, YouTube accounts for listening to music.

## Printing from Your Chromebook

- Use Google Classroom to turn in your digital work.
- Printing from the Chromebooks is available in the main office, using Student\_Printer. Students should obtain teacher permission to print and collect the printed pages from the office.

## Account Access

- Students must login to their Chromebook using their school-generated Google account.

- Accessing another person's Google account is prohibited.
- If students use a school loaner Chromebook, they must logout and delete their profile before returning the Chromebook at the end of the day.

## 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 flash 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

- Each student will be responsible for the Chromebook device, carrying case, and conduct online.
- Noncompliance with the policies of this document will result in disciplinary action 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.

## 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.
- Students are encouraged to take their Chromebooks home in the case every day after school.

## 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 confiscated by staff and taken to the school office. Disciplinary action may be taken for leaving your Chromebook in an unsupervised location.



St. Gerard Majella School 2005 Dougherty Ferry Road Kirkwood, MO 63122

## 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 privileges may be revoked and School disciplinary action may be taken against me. I understand that I am to treat an SGM loaner Chromebook no differently than any other school-owned piece of equipment. I will not alter any Chromebook, or use St. Gerard Majella School 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 loaner Chromebook is damaged, lost, or stolen that my child or I will be responsible to reimburse 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 school loaner Chromebook to my child, against all claims, damages, losses and costs, of whatever kind, that may result from my child's use of his/her Chromebook or violation of the Policies and Procedures. I understand that there are no rights of confidentiality on any Chromebook, regardless of ownership and that the contents, email, 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 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 of the purchase in full. This includes damage that is not covered under the warranty.

This agreement must be signed by the student and parent/guardian, age 18 or older, responsible for this child in any household. After **August 16, 2019** 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