

SAINT VINCENT MARTYR SCHOOL

Google Chromebook Policy and Procedures

2020-2021

1. GENERAL INFORMATION

GOALS AND OBJECTIVES

Technology is a valuable and real-world educational tool. Saint Vincent Martyr School (SVMS) will educate all students about appropriate online behavior, including interacting with other individuals on social networking websites and in chat rooms and cyberbullying awareness and response to ensure responsible use of technology.

SCOPE OF USE

The scope of this document applies to the student's usage of their Chromebook while it is in their possession from the 6th grade through the 8th grade. Any violation of the policy may be subject to the disciplinary measures found herein.

RECEIVING YOUR CHROMEBOOK

Parents and students must sign and return the SVMS Chromebook User Agreement no later than Friday of the first week of school.

2. TAKING CARE OF YOUR CHROMEBOOK

Students are responsible for the general care of their Chromebook

GENERAL PRECAUTIONS

- All users will follow the policies and procedures herein as well as the aforementioned SVMS Chromebook User Agreement.
- Only use a clean, soft cloth to clean the screen, no cleansers of any type.
- Cords and cables must be inserted carefully into the Chromebook to prevent damage.
- Chromebooks must never be left in an unlocked locker or any unsupervised area.
- Students are responsible for keeping their Chromebook's battery charged for school each day.
- Chromebooks are very sensitive to extreme heat and extreme cold therefore leaving devices in cars, direct sunlight, etc. that may expose them to these conditions is potentially harmful to the device and should be avoided.
- Do not stack any books, heavy materials, etc. on top of the Chromebook as it could cause the device to break.

CARRYING CHROMEBOOKS

The protective cases provided with the Chromebooks have sufficient padding to protect the Chromebook from normal wear and tear and provide a suitable means for carrying the device within the school. The guidelines below should be followed:

- Chromebooks should always be within the protective case when carried.
- When placing the Chromebook in a backpack, care must be taken to protect the Chromebook.
- Chromebooks must remain in a protective case when not in use to prevent unintended 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 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.
- Clean the screen with a soft, dry cloth or anti-static cloth.
- Dropping and/or bumping the Chromebook, even when it is in its protective sleeve, is liable to break the screen or damage other internal parts.

DAMAGE AND REPAIR OF YOUR CHROMEBOOK

The students (with their parents) are responsible for all damages and the associated costs to repair their Chromebook. If you purchased an extended warranty, it is recommended that the Chromebook be taken back to the place of purchase. If you did not purchase an extended warranty, there are a number of options available to get the proper repairs completed. These include, but are not limited to:

- Staples - Main Street in Madison
- Laptop MD - South Street in Morristown
- The original place of purchase

It is recommended that you do your due diligence to compare pricing and services, depending on the severity of the damage.

3. USING YOUR CHROMEBOOK AT SCHOOL

Chromebooks are intended for use at school each day. In addition to teacher 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.

CHROMEBOOK IDENTIFICATION

Students should put a sticker on their Chromebook with their name.

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.
- Students will also be marked as unprepared for class.

CHARGING YOUR CHROMEBOOK'S BATTERY

- Chromebooks must be brought to school each day in a fully charged condition. Students need to charge their Chromebooks each evening.
- Students will be marked as unprepared for class if the Chromebook is not charged and cannot be used.

USAGE AND STORAGE OF MEDIA

- In keeping with our value-driven atmosphere, inappropriate media should not be on the device and may not be used as a screensaver or background photo
- Presence of guns, weapons, pornographic materials, inappropriate language, alcohol, drug, gang related symbols or pictures will result in disciplinary actions and may also result in a loss of Chromebook privileges and suspension or expulsion when deemed appropriate
- Sound must be muted at all times unless permission is obtained from the teacher for instructional purposes

HOME INTERNET ACCESS

- Students are allowed to set up access to home wireless networks on their Chromebooks. This will assist students with the ability to complete, retrieve, access, etc. educational content used in classes with the Chromebook successfully
- Students will be given directions on how to print from their Chromebooks from home
- Students may also set up home printing capabilities for their Chromebook. This will require a wireless printer and proper settings on the Chromebook using Google Cloud Print. Printing at school is not allowed unless extreme circumstances dictate
- If parents/guardians are interested in providing content filtering at home, it is suggested that parents/guardians contact their Internet provider for details and support

HOME PRINTING

- **Use the following link to set up printing:**
https://support.google.com/chrome/answer/1069693?visit_id=637027971008867484-1662808629&hl=en&rd=1

4. MANAGING YOUR FILES & SAVING YOUR WORK

SAVING TO THE CHROMEBOOK

- Students should save work to their Google Drive accounts via the Chromebook
- It is the student's responsibility to ensure that his/her work is backed up and therefore not lost due to mechanical failure or accidental deletion
- **Chromebook malfunctions are not an acceptable excuse for not submitting work. A home computer with a web browser can be used to access a student's Gmail account and the associated files since this data is stored in the cloud**

5. SOFTWARE ON CHROMEBOOKS

ORIGINALLY INSTALLED SOFTWARE

- The Extensions/Apps originally installed by SVMS 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 students have not removed required apps/extensions
- Students are not permitted to download unauthorized extensions or apps, including social media, without the permission of their teacher

SOFTWARE UPGRADES

- Upgraded versions of licensed software/apps may become available from time to time
- Students may be required to check in their Chromebooks for periodic updates
- Students are encouraged to periodically upgrade the apps on the Chromebook if prompted
- Chromebooks run Chrome OS (Operating Software). OS updates are conducted automatically

6. ADDITIONAL RESPONSIBILITIES AND EXPECTATIONS

SCHOOL RESPONSIBILITIES

- Provide Internet and Online Course Material access to its students
- Provide Internet filtering and blocking of inappropriate materials as able
- Review, monitor and restrict information stored on or transmitted via SVMS owned equipment and to investigate inappropriate use of resources
- Provide staff guidance to aid students in doing research and help ensure student compliance of the acceptable use policy
- SVMS reserves the right to inspect the Chromebook at any time

PARENT/GUARDIAN RESPONSIBILITIES

- Talk to your children about values and the standards that your children should follow on the use of the Internet just as you do on the use of all media information sources such as television, telephones, movies, social media, and radio. These are the values that we uphold in school and hold our students accountable for following.
- Become increasingly active participants by asking your child/children to show you what sites they are navigating to and/or what apps are being used and how they work
- Ensure that siblings and other family members are not using the Chromebook for personal use

STUDENTS RESPONSIBILITIES

- Use computers/devices in a responsible and ethical manner
- Obey general school rules concerning behavior and communication that apply to technology use
- Take a proactive role to aid SVMS in the protection of our computer system/device by contacting an administrator about any security problems they may encounter
- Comply with trademark and copyright laws and all license agreements. Ignorance of the law is not immunity. If you are unsure, ask a teacher or parent
- Make a teacher or administrator aware immediately if a student should receive emails containing inappropriate or abusive language, or if the subject matter is questionable
- Monitor all activity on their account(s)

STUDENT ACTIVITIES STRICTLY PROHIBITED:

Students are strictly prohibited from the following actions while using their Chromebook:

- Illegal installation or transmission of copyrighted materials
- Using the Chromebook in guest mode or developer mode
- Using the chrome shell
- Any action that violates an applicable existing policies and any applicable laws
- Sending, accessing, uploading, downloading, or distributing offensive, profane, threatening, pornographic, obscene, or sexually explicit materials
- Use of chat rooms, sites selling papers, book reports and other forms of student work
- Use of outside data disks or external attachments without prior approval from a teacher
- Changing of Chromebook settings (exceptions include personal settings such as font size, brightness, etc.)
- Spamming, -sending mass or inappropriate emails
- Using the internet to access personal (non--school related) accounts - i.e. non--school provided e-mail accounts (yahoo, hotmail), facebook, twitter, Instagram, snapchat, other social media sites, etc.
- Using apps to facilitate 1-1 or group text messages or similar forms of communication outside of school collaboration (e.g. WhatsApp)
- Gaining access to other students' accounts, files, and/or data
- Sending anonymous or misleading communications for any inappropriate purpose via any means

- Giving out personal information, without the permission and supervision of their parents or a school staff member, over the Internet.
- Use or possession of hacking software
- Vandalism (any malicious attempt 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) of school equipment will not be allowed
- Transmission or accessing materials that are obscene, offensive, threatening or otherwise intended to harass or demean recipients.
- Bypassing the SVMS web filter through a web proxy
- Plagiarism is strictly prohibited. Give credit to all sources used, whether quoted or summarized. This includes all forms of media on the Internet, such as graphics, movies, music, and text.

SVMS reserves the right to modify this list at any time.

If a student violates any part of the policies, procedures, expectations outlined in this document, the student handbook or Diocesan policies, he/she will be disciplined in accordance with SVMS policy.

7. DIGITAL CITIZENSHIP

All Chromebooks should be used for educational purposes only and students are to adhere to this “Google Chromebook Policy and Procedures” document. While working in a digital and collaborative environment, students should always conduct themselves as good digital citizens by adhering to the following:

1. **Respect Yourself.** I will show respect for myself through my actions. I will select online names that are appropriate. I will use caution with the information, images, and other media that I post online. I will carefully consider what personal information about my life, experiences, or relationships I post. I will not be obscene. I will act with integrity.
2. **Protect Yourself.** I will ensure that the information, images, and materials I post online will not put me at risk. I will not publish my personal details, contact details, or a schedule of my activities. I will report any attacks or inappropriate behavior directed at me while online. I will protect passwords, accounts, and resources.
3. **Respect Others.** I will show respect to others. I will not use electronic mediums to antagonize, bully, harass, or stalk people. I will show respect for other people in my choice of websites: I will not visit sites that are degrading to others, pornographic, racist, or inappropriate. I will not enter other people's private spaces or areas.
4. **Protect Others.** I will protect others by reporting abuse and not forwarding inappropriate materials or communications. I will avoid unacceptable materials and conversations.

5. Respect Intellectual Property. I will request permission to use copyrighted or otherwise protected materials. I will properly cite all use of websites, books, media, etc. I will acknowledge all primary sources. I will validate information. I will use and abide by the fair use rules.

6. Protect Intellectual Property. I will request to use the software and media others produce. I will purchase, license, and register all software or use available free and open source alternatives rather than pirating software. I will purchase my music and media and refrain from distributing these in a manner that violates their license