

St. Mary Catholic School Technology Handbook:

Internet and Equipment Usage

1:1 Chromebook Policy Handbook

St. Mary School will provide access for its students and staff to the use of the school's internet. The School does provide for internet safety and monitors internet usage. It is our policy to require the ethical use of the Internet and related technologies by all employees, volunteers, and students. Access privileges may be revoked, school disciplinary action may be taken, and/or appropriate legal action taken for any violations that are unethical and may constitute a criminal offense. St. Mary School has the right to discipline for Internet misuse off of school property. The terms, conditions, and regulations for the use of Internet and related technologies as they apply to all individuals who utilize the computer technology of St. Mary School, are detailed below.

Internet and Equipment Usage Terms, Conditions and Regulations

1. **Acceptable Use** – The use of the Internet and related technologies must be in support of education and research, and consistent with the educational objectives of St. Mary School.
2. **Unacceptable Use** – Transmission of any material in violation of any law is prohibited. This includes, but is not limited to copyrighted materials, threatening, violent or obscene material, or material protected by trade secret. Use for commercial activities is not acceptable. Use for product advertisement, political lobbying, game playing, unauthorized "chat", or chain letter communication is also prohibited. Other examples of unacceptable information are pornography, information on bombs and weapons, inappropriate language and communications, etc.
Acts of vandalism are prohibited. Vandalism is defined as any malicious attempt to harm or destroy data of another user or to damage hardware or software. This includes, but is not limited to, the uploading or creation of computer viruses. Unauthorized use of another's computer, access accounts and/or files is prohibited.
3. **Privileges** – The use of the Internet and related technologies is a privilege, not a right, and inappropriate use may result in cancellation of those privileges. Each user who is provided access to the Internet and related technologies will participate in a discussion with assigned staff concerning the proper use of the network. The faculty, staff, or parent/guardian may request the administrator or designee to deny, revoke, or suspend a specific user's access to the Internet and related technologies due to unacceptable use.
4. **Warranties** – The educational programs governed by St. Mary School make no warranties of any kind, whether expressed or implied, for service it is providing and is not responsible for any damages the user suffers. This includes loss of data resulting from delays, non-deliveries, mis-deliveries, or service interruptions. Use of any information obtained via the Internet and related technologies is at the user's own risk. The educational programs governed by St. Mary School specifically deny any responsibility for the accuracy or quality of information obtained through its services. The student or parent/guardian will be responsible for any financial obligation incurred through the use of the Internet and related technologies that are not previously approved as part of the local budget.

Introducing Chromebooks

St. Mary School is supplying all students in 3-8 grade with a Chromebook device and all students will have access to school technology to include iPads, iPad Minis, desktop computers, laptops, Chromebooks, and other

technology devices. All devices are the property of St. Mary School. The devices will allow student access to Google Apps for Education, educational web-based tools, as well as many other useful websites. The devices are an educational tool that is not intended for gaming, social networking or high end computing. All students, and their parents or guardians, who are issued and/or use school devices are required to review and sign this agreement with St. Mary School to protect the hardware and software inherent with the technology, as well as protecting the student experience .

1. RESPONSIBLE USE GUIDELINES

1a: General Guidelines

- Access to the St. Mary School technology resources is a privilege and not a right. Each employee, student and/or parent will be required to comply with this policy.
- Students are responsible for their ethical and educational use of the technology resources of St. Mary School.
- Transmission of any material that is in violation of any federal or state law is prohibited. This includes, but is not limited to the following: confidential information, copyrighted material, threatening or obscene material, and Chromebook viruses.
- Users of St. Mary School technology have no rights, ownership, or expectations of privacy to any data that is, or was, stored on the Chromebook, school network, or any school-issued application and are given no guarantees that data will be retained or destroyed.
- Any attempt to alter data, change school administered programs or configuration of a Chromebook, or the files of another user, without the consent of the individual, building administrator, or technology administrator, will be considered an act of vandalism and subject to disciplinary action in accordance with the student handbook and other applicable school policies.
- Chromebooks will be distributed within the first few weeks of each school year. This Chromebook Policy Handbook outlines the procedures and policies for families. Chromebooks will be collected at the end of each school year in the same condition they were received by their homeroom teacher.
- Students will be required to turn in their signed family copy of the 1:1 Chromebook Policy Agreement, take a Chromebook Policy Test, and receive 100% before they receive their Chromebook.

1b: Privacy and Safety

- St. Mary School will be purchasing and using a full Chromebook management system, in addition to our firewall and filters. This will allow teachers to view student's actions in real time.
- Students are not to go into chat rooms or send chain letters without permission. If applicable, teachers may create discussion groups for communication among students for educational purposes.
- Students are not to open, use, or change files that do not belong to them.
- Students are not to reveal their personal information including but not limited to: full name, phone number, home address, social security number, password or respective information of others.
- Students should remember that storage is not guaranteed to be private or confidential as all Chromebook devices and accessories are the property of St. Mary School.
- If students inadvertently or advertently access a website that contains obscene, pornographic or otherwise offensive and/or inappropriate material, they must exit the site immediately and notify a staff member.

1c: Legal Property

- Plagiarism and misuse of trademark and copyrighted materials is a violation of the student policy. 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. If students are unsure, they should ask a teacher or parent.

1d: Email Electronic Communication

- Always use appropriate and proper language in electronic communication.
- Do not transmit language / material that may be considered profane, obscene, abusive, or offensive to others.
- Do not send mass emails, chain letters or spam.
- E-mail & communications sent / received should be related to educational needs.
- E-mail & communications are subject to inspection by the school at any time.

1e: 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, care, and condition.
- Non-compliance with the policies of this document will result in disciplinary action.
- Electronic mail, network usage, and all stored files shall not be considered confidential and may be monitored at any time by designated staff to ensure appropriate use.
- The School cooperates fully with local, state or federal officials in any investigation concerning or relating to violations of computer crime laws and threatening or obscene materials.

2. DIGITAL CITIZENSHIP

Students must follow these conditions of being a good digital citizen:

- Respect Yourself. I will show respect for myself through my actions. I will select online names that are appropriate, I will consider the information and images that I post online. I will consider what personal information about my life, experiences, experimentation or relationships I post. I will not be obscene.
- 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. I will protect passwords, accounts and resources.
- Respect Others. I will show respect to others. I will not use electronic mediums to antagonize, bully, harass or stalk other people. I will show respect for other people in my choice of websites, I will not visit sites that are degrading, pornographic, racist or inappropriate. I will not abuse my rights of access and I will not enter other people's private spaces or areas.
- Protect Others. I will protect others by reporting abuse, not forwarding inappropriate materials or communications; I will moderate unacceptable materials and conversations, and not visiting sites that are degrading, pornographic, racist or inappropriate.
- Respect Intellectual Property. I will request permission to use resources. I will suitably cite any and 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.
- Protect Intellectual Property. I will request to use the software and media others produce. I will use free and open source alternatives rather than pirating software. I will purchase, license and register all software. I will purchase my music and media, and refrain from distributing these in a manner that violates their licenses. I will act with integrity.
- Students will use their Chromebook and any other school technology in ways that align with Catholic morals and teachings.

3. WEBSITE GUIDELINES:

Think before you act because your virtual actions are real and permanent.

- Be aware of what you post online. Websites and social media venues are very public. What you contribute leaves a digital footprint for all to see. Do not post anything you wouldn't want friends, enemies, parents, teachers, future colleges, or employers to see.
- Follow the school's code of conduct when writing online. It is acceptable to disagree with other's opinions; however, do it in a respectful way. Make sure that criticism is constructive and not hurtful. What is inappropriate in the classroom is inappropriate online.
- How you represent yourself online is an extension of yourself. Do not misrepresent yourself by using someone else's identity.
- Online work should be well written. Follow writing conventions including proper grammar, capitalization, and punctuation. If you edit someone else's work, be sure it is in the spirit of improving the writing.

4. TAKING CARE OF CHROMEBOOKS:

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 your homeroom teacher as soon as possible so that they can be taken care of properly.

4a: General Precautions

- No food or drink is allowed next to your Chromebook/device while it is in use.
- Appropriate pressure when typing and using the trackpad/mouse is required.
- When closing the lid or setting down your Chromebook, appropriate care is required.
- Cords, cables, and removable storage devices must be inserted carefully into 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.
- ***Students should never carry their Chromebooks while the screen is open.***
- ***Chromebooks should be used on a flat solid surface.***
- Chromebooks must remain free of any writing, drawing, or stickers.
 - Students can purchase a case. We would recommend a carrying case.
 - *YOU can also purchase this case through the school.
- Chromebooks must have a St. Mary inventory tag on them at all times and this tag must not be removed or altered in any way. If removed or altered in any way may result in a \$10 fee.
- Chromebooks should never be left unattended in any unsupervised area.
- Students are responsible for having a fully charged Chromebook each day for class use.

4b: Carrying Chromebooks

- Transport Chromebooks with care.
- 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 the lid closed.

4c: Screen Care

The 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 or backpack 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. papers, pens, pencils, or disks).
- Clean the screen with a soft, dry microfiber cloth or anti-static cloth. **(Do not use any cleaning solvents on your computer screen)**

5. USING CHROMEBOOKS 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.
- Chromebooks should be stored in classroom carts when not in use.
- Students who repeatedly do not bring their Chromebooks to required classes will face disciplinary action.

5b: Chromebooks under repair

- Loaner Chromebooks may be issued to students when under repair.
- The student will pay full replacement cost if the loaner Chromebook is lost, stolen, or damaged.

5c: Charging your Chromebook

- Chromebooks must be plugged in each day to ensure it is fully charged.
- Repeat violations of this policy will result in disciplinary action.

5d: Background, Password, Account Design, and Account Profile Picture

- Only the St. Mary background and screensaver will be allowed as every student's account design. Students are never allowed to change backgrounds, screensavers or account design, at school or at home as this is a school issued account.
- Students are allowed to choose a profile picture but it must be appropriate and cannot be associated with guns, weapons, pornographic materials, inappropriate language, alcohol, drug, gang related symbols or pictures.
- Take care to protect your password. Do not share your password.

5e: Sound

- Sound must be muted at all times unless permission is obtained from the teacher for instructional purposes.
- Students must have earbuds or headphones at school and may be used at the discretion of the teacher.

5f: Printing

- Students will not have direct access to St. Mary network printers from their Chromebook.
- Printing from a St. Mary network printer will only be available from Google Drive via access to a workstation computer in the school lab.

5g: Account Access

- Students will only be able to login on their Chromebook using their @st-marysschool.com school account.

6. MANAGING & SAVING DIGITAL WORK WITH A CHROMEBOOK

- Google Apps for Education (GAPE) is a suite of products which includes mail, calendar, sites, word processing, presentations, drawings, spreadsheets, forms, etc. GAPE lets students create different kinds of online documents, collaborate in real time with other people, and store documents, as well as other files, in the cloud.
- With a wireless Internet connection and their Chromebook, students can access documents and files anywhere, at any time.
- All student documents and files will be stored online in the Google Cloud environment. To maximize productivity, students are encouraged to activate the OFFLINE access to their Google Drive. This Google feature allows students to access anything stored in their “My Drive” without relying on an internet connection.
- All student documents and files will be stored online in the Google Cloud environment. Students may access their Google Cloud and all its applications from any computer by using their school account login information.
- Prior to leaving the school, or graduating, students who want to save any work, need to use [Google Takeout](#) to transfer the work to a personal gmail account.
- After leaving the school or following graduation, your account access will be disabled.

7. OPERATING SYSTEM ON CHROMEBOOKS

7a: Updating your Chromebook

- When a Chromebook starts up, it updates itself automatically, so it has the most recent version of the Chrome operating system without a user having to do a thing. There is no need for time-consuming installs, updates, or re-imaging.
- Some extensions require a restart of the Chromebook to be installed.
- Chromebooks should be shut down on Fridays to implement updates and stop processes that have slowed the Chromebook.

7b: Virus Protections & Additional Software

- With defense-in-depth technology, the Chromebook is built with layers of protection against malware and security attacks.
- Files are stored in the cloud, so there’s no need to worry about lost homework.

7c: Procedures for Restoring your Chromebook

- If a student Chromebook needs technical support, the Chromebook should be given to their homeroom teacher.

8. PROTECTING & STORING CHROMEBOOKS

8a: Chromebook Identification

- Student Chromebooks will be labeled in the manner specified by the school. These labels should never be removed.
- Chromebooks are the responsibility of the student. This device is for use during the duration of their enrollment at St. Mary School. *Take good care of it!*

8b: Account Security

- Students are required to use their @st-marysschool.com domain user ID and password to protect their accounts and are required to keep that password confidential.
- Students are required to share their password with their homeroom teacher and encouraged to share their password with their parent/guardian.

8c: Storing Chromebooks

- Chromebooks should be stored in classroom carts when not in use.
- Nothing should be placed on top of the Chromebook ever.
- Students are allowed to take Chromebooks home when and only if needed. They are not for home personal use.
- Chromebooks should not be stored in a vehicle at any time for security and temperature control measures.

8d: Chromebooks left in Unsupervised Areas

- Under no circumstances should Chromebooks be left in an unsupervised area.
- Unsupervised areas include the school grounds and campus, the cafeteria, computer lab, locker rooms, band room, library, unlocked classrooms and hallways.
- Any Chromebook left in these areas is in danger of being stolen.
- If an unsupervised Chromebook is found, notify a staff member immediately.
- **Unsupervised Chromebooks will be confiscated by staff. Disciplinary action may be taken for leaving a Chromebook in an unsupervised location.**

9. REPAIRING/REPLACING CHROMEBOOKS

- Please report all Chromebook problems to your homeroom teacher.
- Repairs/replacement of any Chromebook will be the responsibility of the student/parent. All repairs or replacement will be done by the school contracted service.

10. CHROMEBOOK TECHNICAL SUPPORT

Any questions or maintenance concerns are to be directed first to your homeroom teacher. They may then be passed on to our Technical support if needed.

11. CHROMEBOOK FAQ's*

Q. What is a Chromebook?

A. Chromebooks are mobile devices that cannot load independent software programs such as Microsoft or Apple programs and run completely through internet application. Chromebooks come with full-sized keyboard, large display and touchpad and are lightweight and have built-in ability to connect to Wi-Fi.

Q. What kind of software does a Chromebook run?

A. "Chromebooks run millions of web-based applications, or web apps, that open right in the browser. You can access web apps by typing their URL into the address bar or by installing them instantly from the Chrome Web Store." (Google)

Q. How are these web-based applications managed?

A. Each Chromebook we provide to students will be a managed device. St. Mary School tech coordinator and our Computer IT will maintain devices through our Google Apps for Education account. As such, the school can pre-install web-applications as well as block specific web-applications from a centralized management console.

Q. What devices can I connect to a Chromebook?

A. Chromebooks can connect to:

- USB storage, mice and keyboards
- SIM cards
- SD cards
- External monitors and projectors
- Headsets, earsets, microphones

Q. Can the Chromebook be used anywhere at any time?

A. Yes, as long as you have a WiFi signal to access the web. Chrome offers the ability through the Apps Launcher so users can work in an "offline" mode.

Q. Do Chromebooks come with Internet Filtering Software?

A. Yes. Chromebooks will come with internet filtering software that ONLY works at school. Once at home, your home internet filters will be used.

Q. Is there antivirus built into it?

A. It is not necessary to have antivirus software on Chromebooks because there are no running programs for viruses to infect. Chrome is the safest browser currently available.

Q. Battery life?

A. Chromebooks have a rated battery life of 8-10 hours. However, we do expect that students charge them each evening (at school or at home) to ensure maximum performance during the school day.

* Adapted from the Raymond J. Fisher Middle School website, Los Gatos, CA and the Sheboygan Area

St. Mary Catholic School

ACKNOWLEDGMENT OF RECEIPT OF

St. Mary Catholic School Technology Handbook: Internet and Equipment Usage 1:1 Chromebook Policy Handbook

I/we acknowledge that I/we have:

_____ received a copy

_____ reviewed / have access to an online version

of the **St. Mary Catholic School Technology Handbook: Internet and Equipment Usage and 1:1 Chromebook Policy Handbook** for St. Mary Catholic School. I understand that the policies described in this Handbook are subject to change at the discretion of the School for just cause.

I understand that I am responsible for following the policies as stated and should refer any questions to the Principal for clarification.

Please return one per student.

Student Print Name

Signature

Parent Print Name

Signature

Date

**PLEASE COMPLETE AND RETURN
THIS FORM TO THE OFFICE.**

St. Mary School Chromebook Carrying Case

We would recommend a carrying case for safe transportation of your child's Chromebook. This case is a shockproof and durable material that will include a hand-strap and over the shoulder strap. This case will belong to your child/ family and your child is responsible for the care and use of their case.

By using the ordering form below, your child will receive their case at school from their homeroom teacher when issued their device.

Student Name: _____

Parent/ Guardian Name: _____

Date: _____

Color Selection: Please choose two colors.

(Please indicate (1) for your first choice and (2) for your second choice. We will do our best to honor requests).

___ Black

___ Blue

___ Gray

___ Gray Lines

___ Pink

___ Purple

___ Purple Lines

****Attach a check for \$19 made out to St. Mary School.****

For Office Use Only:

Date Received: _____

Check Number: _____