

St. Alexander School Chromebook Loan Policy Handbook



The policies, procedures, and information within this document apply to all Chromebooks used at St. Alexander School by all students, staff, or guests including any other device considered by the Administration to fall under this policy.

Teachers may set additional requirements for Chromebook use at their discretion in their classroom.

Dear Parents/Guardians and Students,

St. Alexander School is launching a 1:1 technology program. During the 2017-2018 school year we will provide all of our students in grades 6-8 with a school-owned Chromebook. In the coming years we will launch Chromebooks, iPads, or other devices as we explore all of our options. Our long term goal is to have at least one electronic device for each student to access for school use.

By increasing access our students have to innovative technology, we will be able to increase student engagement and promote self-guided learning. This will promote the students love of learning, and they will begin to understand that they are responsible partners in their own learning.

The Chromebooks will allow teachers to explore new methods of teaching, expand their curriculum, and provide challenges and re-teaching opportunities to individual students. Teachers will embark and explore new roles of guiding and facilitating student learning in exciting new ways.

Students should recognize that using a Chromebook is a privilege given to them by the school. Any Chromebook user is expected to follow the conditions set forth in the "St. Alexander Acceptable Use Policy" that is also included in the student handbook. Inappropriate use or careless handling may result in the student's privilege being revoked by the school.

What is a Google Chromebook?

A Google Chromebook is a laptop computer that runs the Chrome Operating System.

- 1) Every application used on a Chromebook is run using the Chrome web browser.
- 2) While there isn't a desktop, students will be able to customize their Chromebook to enable them to quickly access commonly used programs.
- 3) All files are saved on the web via the cloud on Google Drive. These can be accessed on any computer anywhere.
- 4) A Chromebook automatically updates to the newest version.
- 5) New features and add ons are always improving how the Chromebook and it's applications work.
- 6) A Chromebook accesses the web/internet using a wireless internet connection.

1. Receiving your Chromebook

Chromebooks will be distributed to students in Grades 6-8 during the first week of school. These Chromebooks are property of St. Alexander School and are being loaned to the students to enhance their learning. Our expectation is that both students and parents will handle these devices with care and use them appropriately. Please refer to the “St. Alexander Acceptable Use of Technology” page included in the school handbook.

Students are required to return their Chromebooks at the end of the school year or upon withdrawing from St. Alexander School. The device will be re-issued to the returning student in August of the new school year. Failure to return a Chromebook will result in the student/family being charged the full replacement cost. There will also be a charge for any missing accessory, such as the power supply cord.

Our 6-8 grade students will have a \$100 technology fee. Our fee covers insurance for the Chromebooks, chrome management software, and a carrying bag for students.

Students will receive their Chromebooks once the Parent/Student agreements are signed. These documents should be returned to the school on organization day or the first day of school.

2. Training

Students will receive on-going training for using their Chromebooks both in their classes and during computer class. This training will explore connecting to the internet and using Google applications such as Docs, Sheets, Forms, Sites, Drive, etc...

3. Agreements and Insurance

Parent/Student Agreement documents can be found in the student handbook. This agreement outlines our expectations for proper use of all technology. Teachers and administrators will hold the students accountable for adhering to the terms of this agreement.

The insurance coverage includes repair or replacement costs for accidental damage. The insurance **does not cover** the loss of the Chromebook and/or its accessories, cosmetic damage, or damage caused by intentional misuse or abuse. Parents/students will be charged for the full replacement cost of a device or accessory that have been lost or damaged due to intentional misuse or abuse. In the event that a Chromebook is lost or stolen, the student/parent must notify the principal or technology teacher

immediately. In the case of a stolen Chromebook, the student/parent must fill out a police report.

4. Taking Care of Your Chromebook

General Precautions:

- Never leave your Chromebook unattended, especially in public areas or outside the school building. You are expected to securely store your Chromebook at any extracurricular events.
- Never leave your Chromebook in places subject to extreme temperatures, such as a car in the hot or cold weather.
- No food or drink is allowed next to your Chromebook while it is in use.
- Insert and remove power cables, cords, earphones, or storage devices carefully.
- Carry your Chromebook with care. Never carry it with the screen open or while holding the screen. Never carry it with the power cord plugged in.
- Do not mark or decorate your Chromebook in any way. Stickers, Labels, paint, tape, or drawings may not be added to your Chromebook.
- Never place heavy items such as textbooks on top of your Chromebook even if it is in its case.
- Shutdown your Chromebook when it is not in use to conserve battery power.
- Students must bring their Chromebooks to school each day fully charged.
- **Do Not** use any power adapter except the one provided by school.

Carrying Chromebooks:

- Always carry your Chromebook in a protective case or sleeve.
- Always be sure to close the Chromebook before moving it. Always support the Chromebook from the bottom of the case.
- Be careful when storing earphones/earbuds in your bag/case to prevent damage.

Screen Care:

Chromebook screens are very sensitive to pressure.

- Do not leave the lid on your Chromebook open when it is not in use.
- Do not put pressure on the screen with your hand or fingers.
- Do not place anything on the keyboard (pencils, pens) before closing the lid.
- Use only a dry microfiber or anti-static cloth to clean your Chromebook screen.
- Inappropriate media may not be used as backgrounds or screen savers.

Identification Tags:

St. Alexander Chromebooks and plugs are tagged with an identification label in order to help us keep inventory. The identification number/tag may not be removed or altered.

Each Chromebook power adapter is also tagged with the name of the student to whom it is issued to. These tags may not be removed or altered.

5. Using Your Chromebook at School

- Chromebooks issued by St. Alexander School may be subject to unannounced inspection of all content and applications by school authorities.
- St. Alexander school reserves the right to access/view any emails, files, or communications by the students.
- Students using Chromebooks issued by the school do not have an expectation of a right of privacy while using these devices.
- Students must bring their Chromebooks to school each day fully charged and ready to work.
- If you forget to bring your Chromebook, an alternative device **may** be available for you to borrow for the day. You **may not call home** to have your Chromebook brought to school.
- If your Chromebook is being repaired by the school, a replacement **may** be issued for your use. You will be responsible for any damage or loss of the replacement device just as if it were the one loaned to you.
- Earphones/earbuds must be used at all times (at the discretion of your teacher) when working in your classroom. This will prevent other students from being distracted.
- You must use your school username and password to log into your Chromebook. You may not use a personal Google account.
- Chromebook apps that are school approved will be installed by the school.
- Students may not add apps to their Chromebooks. Special permission from the school will be necessary to add applications deemed appropriate or necessary for individual students.
- **Do not** loan or borrow your Chromebook to or from other students.

6. Using Your Chromebook at Home

- Chromebooks will be an important part of the assignments given by your teachers. We encourage you to use your Chromebook at home to complete assignments, reports, projects and to explore “above and beyond” opportunities for your classes.
- Announcements, teacher websites, and other important information can be accessed using your Chromebook at home. We encourage you to check for updated information daily.

- Conditions and expectations outlined in the Acceptable Use Policy are to be followed when you are using your Chromebook at home.
- Your Chromebook cannot be physically connected to your home printer. Teachers will have non printing options for turning assignments in. If something needs to be printed that can be done at school.
- Wi-Fi internet connection is required to access your Chromebook at home. There are offline options available for some applications.
- St. Alexander filtering applications are not available to students when working at home. It is the responsibility of parents to monitor their child to insure appropriate use/access to the internet.
- **Do not** loan or borrow your Chromebook to other students, family, or friends.

7. Managing and Saving Your Work with a Chromebook

The work you do (documents, files, presentations, etc..) will be stored “in the cloud,” or on your Google drive using your Google account. These files will be available to you anywhere. The school cannot be responsible for lost work. Be sure you know how to save your work correctly and that you save if often to prevent loss. Most, if not all Google applications automatically save as you go. You may use a usb storage device if you feel it necessary. **Do not** share your user accounts with others. The potential for malicious damage to your work is too great. If you log onto another device using your St. Alexander account and password be sure not to save the password, and be sure to log off before you walk away from the device.

8. Chromebook Technical Support

Chromebook operating system update will install automatically when you log onto your account. St. Alexander school will determine which apps are installed on the Chromebooks. You will not be able to install apps of your choosing unless they have been approved by the school. Like Chrome OS updates, approved apps will install automatically.

Technical Support will be provided by St. Alexander School. All repairs and maintenance issues will be handled by the St. Alexander staff. Technical problems should be referred to the computer teacher or school office. User account support and password resets will also be handled by the school. All repairs must be approved and completed by the school. Do not take school owned Chromebooks to an outside computer service for any type of repairs or maintenance.

By signing this Chromebook Policy Handbook I agree to the terms set forth in this document.

Parent Signature

Date

Student Signature

Date