

Sacred Heart High School

1-to-1 CHROMEBOOK PROGRAM



HANDBOOK
2022-2023

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Sacred Heart 1-to-1 CHROMEBOOK PROGRAM

HANDBOOK 2020-2021

Procedures and Information for Students and Parents

The purpose of the Sacred Heart High School 1-to-1 Chromebook initiative is to create a collaborative learning environment for all learners that is consistent with advances in technology and facilitates resource sharing, critical thinking, innovation, research, creativity, communication, collaboration, increased productivity and mobile learning.

In furtherance of this goal, Sacred Heart is supplying high school students, grades 7-12 with a Chromebook personal computing device. The Chromebook will allow student access to educational applications, web-based tools and many other useful sites. The Chromebook is an educational tool not intended for gaming, social networking or high-end computing, and all users will be expected to follow the school's acceptable use policy as well as all other state and federal laws, school policies and administrative procedures.

This document provides students with information about the general use of technology, ownership of the Chromebooks, rights and responsibilities for possession of the device, care of the Chromebook, its educational use and good digital citizenship. Additionally, the last page is a Chromebook Agreement form that students must complete before the student will be issued a Chromebook.

USE AND OWNERSHIP

What is a Chromebook?

A Chromebook is a personal computing device that runs Chrome OS as its operating system and Google Chrome as its web browsers. Chromebooks are designed to be used while connected to the Internet and support applications such as Google Docs that reside on the Web, rather than traditional PC applications such as Microsoft Office that reside on the machine itself.

Ownership of the Chromebook

Although students will be issued a Chromebook, charger and protective bag for the duration of each school year, Sacred Heart High School retains ownership of the Chromebook device, charger and protective bag.

Receiving the Chromebook

Every student in grades 7-12 will be issued a Chromebook, as well as a charger and protective bag for educational use in school and at home. The Chromebooks and peripherals will be distributed within the first two weeks of each school year.

All parents/guardians and students are required to read and sign the *Sacred Heart High School Chromebook Loan Agreement* before a Chromebook will be issued to their student.

Probationary Chromebook Status

To protect the assets of Sacred Heart High School, students who have violated The "Digital" Citizenship Acceptable Use Policy or any other provisions included in the Chromebook Initiative Handbook will be required to turn in their Chromebook to the main office at the end of each day for a period of two weeks unless otherwise specified in the Acceptable Use Policy. The Chromebook administrator will secure the equipment during the evening and the student will be allowed to check the Chromebook out daily for use during school.

Returning the Chromebook

Chromebooks, along with all peripherals and accessories, will be collected at the end of each school year. Failure to turn in a Chromebook will result in the student being charged the **full replacement cost**.

Any student who transfers, withdraws or is expelled prior to end of school year will be required to return his/her Chromebook, peripherals, and accessories prior to withdrawing. Failure to turn in the Chromebook and accessories to the school office on the last day of attendance will result in the student being charged the full replacement cost.

Unpaid fines and fees of students leaving Sacred Heart High School may result in transcripts and other student information being held.

Care of the Chromebook

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 reported to the Chromebook administrator as soon as possible so that they can be taken care of properly. The Chromebook should NEVER be taken to an outside computer service for any type of repairs or maintenance.

General Precautions

- No food or drink should be next to the Chromebook while in use.
- Cords, cables and removable storage devices must be inserted carefully into Chromebooks.
- Do not use the Chromebook with the power cord plugged in when the cord may be a tripping hazard.
- Never transport the Chromebook with the power cord plugged in.
- Never store the Chromebook in the carry case or backpack while plugged in.
- The Chromebook, charger and protective bag must remain free of any writing, drawing, stickers and labels unless approved by school administration.
- Heavy objects should never be placed on top of Chromebooks.
- Never cover or otherwise obstruct the Chromebook's vents while the device is turned on.
- Chromebooks should not be left on top of lockers.

Carrying Chromebooks

- Always transport Chromebooks with care and with the screen closed. Failure to do so may result in disciplinary action.
- Never lift the Chromebook by the screen.
- Chromebooks will need to be transported in their protective bag, including when inside the school building.

Screen Care

- The Chromebook screen can be easily damaged if subjected to heavy objects, rough treatment, some cleaning solvents and other liquids. The screens are particularly sensitive to damage from excessive pressure, heat and light.
- 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. pens, pencils or disks).
- Clean the screen with a soft, dry microfiber cloth or anti-static cloth only.

Sacred Heart Labels

- All Chromebooks will have a Sacred Heart label.
- Labels may not be covered, modified or otherwise tampered with in any way.
- Students will be charged up to the full replacement cost of a Chromebook for tampering with the label or turning in a Chromebook without the Sacred Heart label in place.

Chromebooks Left Unattended

- Under no circumstances should the Chromebook be left in a car or any unsupervised areas. Unsupervised areas include the school grounds, the lunchroom, vehicles, bathrooms, computer labs, library, unlocked classrooms, unlocked locker, on top of lockers and hallways. Any Chromebook left in these areas is in danger of being stolen. If a Chromebook is found in an unsupervised area, it should be taken immediately to the office. Multiple offenses will result in disciplinary action.

Damages, Repairs and Warranties

All Chromebook problems must be reported to the Chromebook Administrator. The school will repair or replace damaged equipment resulting from normal use. The school will make its best attempt to purchase replacement parts at the best possible price.

Repairs for damage within the vendor warranty period:

- The equipment vendor has a hardware limited warranty on the Chromebook.
- The vendor warrants the Chromebook from defects in materials and workmanship.
- This limited warranty covers normal use, mechanical breakdown or faulty construction and will provide normal replacement parts necessary to repair the Chromebook or Chromebook replacement.
- The vendor warranty does not warrant against damage caused by misuse, abuse, accidents or Chromebook viruses.
- Students are responsible for any of their actions that void the warranty (i.e. take the Chromebook apart; remove its parts, etc.), and students will be held responsible for the full cost of any parts replaced and associated labor costs due to such actions up to and including the cost of total replacement of the Chromebook.

Repair costs for damage and loss:

- The school will charge for the entire repair or replacement cost of the Chromebook and/or peripherals if damage or loss occurs due to the student's, parent's/guardian's intentional acts or as the result of their negligence in handling the device. An invoice for the replacement cost will be sent to the parents as soon as the Chromebook is repaired.
- Students are responsible for any losses or damages resulting from attempts to harm or destroy data of another person. This includes, but is not limited to, "hacking" or creating, loading or sharing malicious software, scripts or code (e.g. executable files (*.exe), batch files (*.bat), command files (*.com), system files (*.sys)).
- In case of theft, vandalism or other criminal acts, a police report may be filed with the local police department and a copy submitted to building administration.
- Students or parent/guardian must not attempt to repair the damaged Chromebook or replace the lost Chromebook and/or accessories.
- Chromebooks unaccounted for for three (3) consecutive weeks will be considered lost and the school will notify the parents that the Chromebook is lost. The school will charge the student replacement cost with an invoice at the **end of the year**. As per school policy any fines / charges not paid will result in your registration packet being held at the school until the balance is paid in full.

No Expectation of Privacy

- Students have no expectation of confidentiality or privacy with respect to any usage of their Chromebook, regardless of whether that use is for school-related or personal purposes, other than as specifically provided by law.
- The school may, without prior notice or consent, log, supervise, access, view, monitor and record use of student Chromebooks at any time for any reason related to the operation of the school. By using the Chromebook, students agree to such access, monitoring and recording of their use.
- Teachers, school administrators and the technology department staff may use monitoring software that allows them to view the screens and activity on student Chromebooks.

EDUCATIONAL USE

School-issued Chromebooks should be used for educational purposes. Students are to adhere to the Digital Citizenship Acceptable Use Policy and all of its corresponding administrative procedures at all times.

Using the Chromebook at School

The Chromebook is intended for use at school every day. In addition to teacher expectations for Chromebook use, students may be asked to access school messages, announcements, calendars, handbooks and grades using their Chromebook. Students are ***expected to bring a fully charged Chromebook to school every day***

and bring the Chromebook to all classes unless specifically advised not to do so by their teacher.

Chromebook Loan

- A limited number of Chromebooks are available as loaners.
- Students who fail to bring the Chromebook or fail to have it charged can request to check out a loaner Chromebook. The student can check out a loaner Chromebook **twice** per semester. After the 2nd request a referral will be filled out to discuss a solution to why the student needs a loaner. Other disciplinary action may be assigned according to individual situations.
- Students who need a loaner because of a Chromebook that needs repaired will not be subject to the above policy.
- If the repair cannot be completed by the end of the day, the loaner Chromebook will be assigned to the individual student until the student's Chromebook is repaired and returned. The student will be responsible for any loss or damage to the loaner Chromebook.

Charging Chromebooks

- Chromebooks must be brought to school each day with a full charge.
- Students should charge the Chromebooks at home every evening.
- An uncharged Chromebook is in violation of this agreement. Repeat violations will result in disciplinary action.

User Settings and Preferences

- Inappropriate media may not be used as Chromebook backgrounds or themes. Examples of inappropriate media include, but are not limited to, the presence of guns, weapons, pornographic materials, inappropriate language, alcohol, drugs, gang-related symbols or pictures. The use of any inappropriate media will result in disciplinary action.
- Sound must be muted at all times unless permission is obtained from a teacher.
- Headphones may be used at the discretion of the teachers.
- ***Students should have their personal set of headphones*** for sanitary reasons.

Account Access

- Students will log into their Chromebooks using their school-issued Google Apps for Education account.
- Students should not use any other login other than the one approved by the administration or teacher.
- Students must never share their Google Apps for Education account password with others, unless needed by building administration to address time-sensitive issues.

Managing and Saving Your Digital Work

- Student work on Chromebooks will be stored in Internet/cloud-based applications and can be accessed from any computer with an Internet connection and most mobile Internet devices.
- The school is not responsible for the loss of any student work.

Using the Chromebook Outside of School

Students may use the Chromebooks at home and other locations outside of school. A WiFi Internet connection will be required for Chromebook use. Students are bound by the Sacred Heart Acceptable Use Policy, administrative procedures, state and federal laws and all other guidelines in this document wherever and whenever they use the Chromebooks.

Rights and Responsibilities

Use of school technology is a privilege and not a right. Everything done on any school-owned computer, network or electronic communication device may be monitored by school authorities. Inappropriate use of school technology will result in the associated disciplinary action as identified in the student handbook and the 1-to-1 handbook.

Student Responsibilities

- The student will treat the Chromebook with care by not dropping it, getting it wet, leaving it outdoors or

using it with food or drink nearby.

- The student will not lend the Chromebook to any friends or siblings; it will stay in his/her possession or locked in his/her locker at all times.
- The student will not load software or apps onto the Chromebook.
- The student will not install peer-to-peer file sharing programs.
- The student will not remove programs or files from the Chromebook.
- The student will follow all school policies and administrative procedures when using the Chromebook both at and away from school.
- The student will not give personal information when using the Internet.
- The student will not attempt to repair the Chromebook.
- The student will report damage or needed repairs immediately.
- The student will recharge the Chromebook each night.
- The student will bring the Chromebook to school every day.
- The student will submit to a Chromebook audit when requested.

Parent Responsibilities

- The parent/guardian will supervise his/her child's use of the Chromebook at home.
- The parent/guardian will supervise his/her child's use of the Internet.
- The parent/guardian will not attempt to repair the Chromebook.
- The parent/guardian will report any problems with the Chromebook immediately to the school.
- The parent/guardian will not load or delete any software from the Chromebook.
- The parent/guardian will make sure his/her child recharges the Chromebook battery nightly.
- The parent/guardian will make sure his/her child brings the Chromebook to school every day.

DIGITAL CITIZENSHIP: ACCEPTABLE AND ETHICAL USE POLICY

Student Conduct

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 won't 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 suitably 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.

Inappropriate Use

All students are expected to abide by the school's Acceptable and Ethical Use of Technology policy. The following is a non-exclusive list of conduct prohibited while using district technology.

1. Using, creating, accessing, uploading, downloading, retaining or distributing defamatory, obscene, profane, sexually-explicit, pornographic, threatening or illegal content or materials.
2. Violating any federal, state or local law or administrative regulation or failing to follow any other policies or guidelines established by the diocese, school or building administrators/supervisors.
3. Violating copyright or otherwise transmitting or using the intellectual property of another individual or organization without permission, specifically including, but not limited to, the unlawful downloading of music, movies, computer software or pictures.
4. Vandalizing, which is any unauthorized access and/or malicious attempt to damage computer hardware/software or networks or destroying the data of another user, including creating, uploading or intentionally introducing viruses.
5. Intentionally wasting limited resources, including, but not limited to, storage of excessive amounts of personal electronic mail, movies, music and picture files on district computers or servers.
6. Using school technology to create or access personal electronic mail accounts to engage in conduct that would violate any school policy.
7. Using the school's network or computers for commercial purposes or for any personal financial gain, including, but not limited to, selling items and maintenance of a personal or business website or electronic mail accounts.
8. Harassing, bullying, insulting or attacking others.
9. Accessing or transmitting electronic mail or other electronic files containing inappropriate and/or offensive material that is aimed at members of any protected class (examples would include jokes targeted at person(s) based upon gender, race, ethnicity, disability, etc.).
10. Using school technology to distribute messages to large groups of people for non-district purposes, including, but not limited to, "everyone e-mails," "mass e-mails," global e-mails," and "Spam," unless expressly approved by the Principal.
11. Gaining unauthorized access to the files or other informational resources of other persons or entities without permission, whether stored on or off the school's network.
12. Using others' passwords.
13. Invading the privacy of individuals and/or revealing personal information online about any other school staff or student.
14. Installing equipment on or making modifications to school technology, such as altering the setup of computers (e.g., desktops, icons, wallpapers, screensavers or installed software) without pre-authorization from the school's Chromebook administrator and Technology Coordinator.
15. Utilizing proxy sites or other means to circumvent the school's filter and/or other security measures.

FAQs - FREQUENTLY ASKED QUESTIONS

1. Will students/parents/guardians have to purchase a Chromebook?

No, Sacred Heart will provide a Chromebook for every student grades 9-12.

2. Will students be able to take the Chromebook home?

Yes, students will be able to take the device home during the school year.

3. Will students have to turn the Chromebook into the school for the summer?

Yes, students will turn in the device for the summer and receive the same device upon their return for the following school year.

4. How will Chromebooks be inventoried?

Sacred Heart will inventory the Chromebook devices by using the serial number and/or bar code. Students in grades 9-12 will be assigned a Chromebook, keeping the same device during their attendance at SHHS.

5. Can students personalize their Chromebooks?

No. Each Chromebook will have a sticker on top with the name of the person who is assigned to that device and a barcode.

6. What if a Chromebook is damaged or broken?

If the Chromebook is damaged, the student will turn the device into the Chromebook administrator for repair. If the device is damaged beyond repair, the student will be responsible for the replacement cost of the device. If the device was willfully broken, the building discipline policies will be in effect.

- A limited number of Chromebooks have been assigned as loaners. These Chromebooks are available to students who have left their device for repair.*
- If the repair cannot be completed by the end of the day, a loaner Chromebook will be assigned to the individual student until the student's Chromebook is repaired and returned. The student will be responsible for any loss or damage to the loaner Chromebook.*

7. What happens if the Chromebook is lost?

If a device is lost, the student will be charged the cost of the Chromebook and will be issued a \$200 replacement.

8. Will there be an insurance policy parents/guardians are required to purchase or is one offered?

Sacred Heart will not provide an insurance policy to cover the device. Parents are encouraged to explore their homeowners' insurance and other insurance as options.

9. If I have to replace a Chromebook, would I have to pay the same replacement cost, even if the Chromebook is not brand new?

Yes. No matter the age of the device, it costs the same amount of money to replace it.

10. What happens if another student steals my student's Chromebook?

As with any theft, the authorities should be contacted immediately, a police report should be filed, and the school should be contacted.

11. What happens if a person unaffiliated with Sacred Heart steals my student's Chromebook?

Based on how a Chromebook is set up, your student's device becomes unusable if someone outside of the school tries to log into the Chromebook. Only people with Sacred Heart Google Apps for Education account usernames and passwords can log into the devices.

12. What if a student forgets his/her Chromebook at home? Is the student provided a loaner for the day?

Students who forget their Chromebooks will be loaned a device (see SH Librarian to check out a

loaner).

- 13. I am concerned about the Chromebook being in bags with textbooks and the weight of the books damaging the Chromebook; do you have any suggestions of how I can protect the device in my student's book bag?**

Our recommendation is to carry the Chromebook in a separate bag provided by the school.

- 14. Will a case/cover be required? If so, will the school purchase the case/cover?**

Yes, a protective bag will be required and provided by the school. It is expected that these bags remain on the Chromebooks at all times. These covers serve two purposes: 1) to help protect the Chromebook from every day wear and tear; and 2) to help absorb some of the impact associated with regular use of the Chromebook. Keep in mind that no cover will protect the Chromebook from severe or negligent treatment. It is up to each student to practice good care of his/her Chromebook.

- 15. What if the device malfunctions? Can my student access his/her online files with another device other than the Chromebook?**

Students can access their documents stored in their Google Apps for Education account (their Google Drive) wherever they can access the Internet.

- 16. If a student has an out-of-town game and will not be home until 11:00 p.m. or later and needs to study or do homework on the bus, can the student bring his/her Chromebook with him/her? At the time of return, will the student be able to access his/her locker in the building to retrieve his/her Chromebook?**

The school cannot secure the devices when off campus. Students will be allowed to get into school buildings upon return from off-campus school events in order to retrieve their devices from their lockers.

- 17. If a student uses the Chromebook inappropriately, what discipline procedures are in place?**

Information on disciplinary action can be found in the high school student handbook and in this document.

- 18. Will there be restrictions on the Chromebook?**

There is a filter on the device so that no matter where the students are when they access the Internet, they are accessing a filtered environment. Students will not be allowed to download or delete apps on the device.

- 19. Does the school plan on blocking certain websites such as NetFlix?**

The limiting of access to certain websites and services is an ongoing process that involves several variables. We welcome parent input with this process. If there are other sites that are deemed inappropriate that have made it through the filter, please notify a Sacred Heart staff member.

- 20. Does the Chromebook automatically accept hot spots? If not, how do I go about getting the Chromebook to recognize a new hot spot?**

The Chromebook will pick up Internet connections that are within range. If it is the first time on that hot spot or if there are several options available, the user will have to select the connection and enter the security password (if there is one). After the first time, that process will be automatic.

- 21. Do the Chromebooks have a place where my student can plug in a jump drive? If so, where is**

the port located?

Yes. The USB ports are on the back of the device. There is also a slot for an SD card, like those used to store photos from a camera.

22. Who sees the information my student saves or posts (photos or documents)?

Students can control who sees docs, spreadsheets, presentations and Google sites by setting sharing permission. It is anticipated that students will share various classroom assignments with others as part of the collaborative process. Sacred Heart administration has the ability to access all content on Sacred Heart owned devices and managed accounts.

23. How is the technology/software updated?

The device automatically updates after it has been properly shut down and restarted. It is recommended that the student shut down the device daily to allow updates to be installed.

Sacred Heart High School 1-T0-1 CHROMEBOOK INITIATIVE

Parent/Student Chromebook Loan Agreement

Important: ALL students Grades 7-12 will receive a Chromebook through our 1-to-1 Initiative. All parents and students are required to read the handbook. The handbook for this program can be accessed via our school website. Students will receive their Chromebook sometime during the first week of school. At that time students will also hear a presentation on appropriate Chromebook use and care.

Please read the following Loan Agreement carefully checking each box after reading:

- ☐ **One Chromebook, power adapter and protective case** are being loaned to the Student/Borrower and are in good working order. It is the Student/Borrower's responsibility to care for the equipment and ensure that it is retained in a safe environment (top of lockers is not a safe environment).
- ☐ This equipment is, and at all-time remains, the property of Sacred Heart High School and is herewith lent to the Student/Borrower for educational purposes only for the academic school year.
- ☐ Student/Borrower may not deface or destroy this property in any way. Inappropriate use of the machine will result in the Student/Borrower losing his/her right to use this computer. The equipment will be returned to the school when requested by the school or if the Student/Borrower withdraws from the school prior to the end of the school year.
- ☐ The school property may be used by Student/Borrower only for non-commercial educational purposes, in accordance with the school's **Acceptable and Ethical Use of Technology Resources** policy, as well as local, state and federal statutes and regulations.
- ☐ Student/Borrower may not install or use any software or apps other than those owned or approved by the school and made available to Student/Borrower in accordance with this Chromebook Loan Agreement.
- ☐ One user account with specific privileges and capabilities has been set up on the Chromebook for the exclusive use of the Student/Borrower to which it has been assigned. The student/Borrower agrees to make no attempts to change or allow others to change the privileges and capabilities of this user account and also agrees to make no attempts to add, delete, access or modify another user's account.
- ☐ The school network is provided for the academic use of all students and staff. The Student/Borrower agrees to take no action that would interfere with the efficient, academic use of the network.
- ☐ Identification and inventory labels have been placed on the Chromebooks. These labels are not to be removed or modified. If they become damaged or missing, the student must contact the Google Administrator for replacement. Stickers, labels, tags or markings are not to be added to the Chromebook or the protective case unless approved by a school administrator.
- ☐ A Google Apps for Education account is available for each Student/Borrower to use for appropriate academic communication with other students and staff members and should be used appropriately.
- ☐ Students will be charged replacement cost for any intentional, negligent or repeated damage to, loss of, or failure to return the Chromebook. Student/Borrower acknowledges and agrees that his/her use of the Chromebook is a privilege and that by Student/Borrower's agreement to the terms hereof. Student/Borrower acknowledges his/her responsibility to protect and safeguard the Chromebook and to return the same in good condition and repair upon request by the school.

I have read and agree to conditions listed above. I have access to a copy of the 1-to-1 Chromebook Initiative Handbook and have read, understand and agree to abide by its terms and all other policies and administrative regulations.

- ☐ *(Please check)* **I understand that the 1-to-1 Chromebook Initiative Handbook can be found and downloaded from our school's website: www.sacredheartknights.org.**

Student (Print Name) _____

Student Signature: _____ Date: _____

Parent Signature: _____ -Date: _____