1:1 Chromebook Guide

Middle School

Last Updated 9/28/2020

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VISION AND PURPOSE

St. Mary Parish School is committed to facilitating and inspiring student learning and creativity by designing and developing technology-rich, personalized learning experiences that promote and model digital citizenship and 21st-century skills.

In a 1:1 learning environment, students are provided school-issued technology to access the internet and digital course material to support learning. 1:1 learning environments expand the student's experiences beyond the classroom and provide the student with immediate access to knowledge, creativity, communication, culture, and ideas. While students are permitted to take their device home and use it for non-academic purposes, all devices remain the property of the school and their use is content filtered both at school and home.

STUDENT TECHNOLOGY ACCEPTABLE USE POLICY

Technology has fundamentally altered the ways in which information is accessed, communicated, and transferred in society. As a result, educators are continually adapting their means and methods of instruction, and the way they approach student learning to incorporate the vast, diverse, and unique resources available through the Internet. St. Mary Parish School provides technology resources to support the educational and professional needs of its students and staff. With respect to students, St. Mary Parish School affords them the opportunity to acquire the skills and knowledge to learn effectively and live productively in a digital world. We provide students with access to the Internet for limited educational purposes only and utilize online educational services/apps to enhance the instruction delivered to its students. The school's computer network and Internet system do not serve as a public access service or a public forum and St. Mary Parish School imposes reasonable restrictions on its use consistent with its limited educational purpose.

St. Mary Parish School may not be able to technologically limit access to services through its technology resources to only those that have been authorized for the purpose of instruction, study and research related to the curriculum. In the past educators and community members had the opportunity to review and screen materials to assess their appropriateness for supporting and enriching the curriculum according to adopted guidelines and reasonable selection criteria (taking into account the varied instructional needs, learning styles, abilities, and developmental levels of the students who would be exposed to them). Now access to the Internet, because it serves as a gateway to any publicly available file server in the world, opens classrooms and students to electronic information resources that may not have been screened by educators for use by students of various ages.

St. Mary Parish School has implemented technology protection measures that protect against (e.g., filter or block) access to visual displays/depictions/materials that are obscene, constitute child pornography, and/or are harmful to minors, as defined by the Children's Internet Protection Act. At the discretion of the school principal, the technology protection measures may be configured to protect against access to other material considered inappropriate for students to access. The technology protection measures may not be disabled at any time that students may be using the school's resources if such disabling will cease to protect against access to materials that are prohibited under the Children's Internet Protection Act. Any student who attempts to disable the technology protection measures will be subject to discipline.

St. Mary Parish School utilizes software and/or hardware to filter online activity of students and to block/filter access to child pornography and other material that is obscene, objectionable, inappropriate and/or harmful to minors. "Harmful to minors" is a term defined by the Communications Act of 1934 (47 U.S.C. 254(h)(7)) as any picture, image, graphic image file, or other visual depiction that:

- taken as a whole and with respect to minors, appeals to a prurient interest in nudity, sex, or excretion;
- depicts, describes, or represents, in a patently offensive way with respect to what is suitable for minors, an actual or simulated sexual act or sexual contact, actual or simulated normal or perverted sexual acts, or a lewd exhibition of the genitals;
- taken as a whole, lacks serious literary, artistic, political, or scientific value as to minors.

St. Mary Parish School may temporarily or permanently unblock access to websites or online educational services/applications containing appropriate material if access to such sites has been inappropriately blocked by the technology protection measure. The determination of whether material is appropriate or inappropriate shall be based on the content of the material and the intended use of the material, not on the protection actions of the technology protection measure.

The St. Mary Parish School may disable the technology protection measure to enable access for bona fide research or other lawful purposes.

Parents are advised that a determined user may be able to gain access to services and/or resources on the Internet that St. Mary Parish School has not authorized for educational purposes. In fact, it is impossible to guarantee students will not gain access through the Internet to information and communications that they and/or their parents may find inappropriate, offensive, objectionable or controversial. Parents of minors are responsible for setting and conveying the standards that their children should follow when using the Internet.

 Students shall receive education about the following:
- safety and security while using e-mail, chat rooms, social media, and other forms of direct electronic communications;
- the dangers inherent with the online disclosure of personally identifiable information;
- the consequences of unauthorized access (e.g., "hacking", "harvesting", "digital piracy", "data mining", etc.), cyberbullying, and other unlawful or inappropriate activities by students online;
- unauthorized disclosure, use, and dissemination of personally identifiable information regarding minors.

Staff members shall provide instruction for their students regarding the appropriate use of technology and online safety and security as specified above. Furthermore, staff members will monitor the online activities of students while at school.

Monitoring may include, but is not necessarily limited to, visual observations of online activities during class sessions; or use of specific filtering tools to prevent access to content deemed inappropriate for students. In addition, St. Mary Parish School has full access to all student Google account related information including Google Mail and Google Drive files and other content.for the purpose of responding to requests for information from school administration or law enforcement staff.

St. Mary Parish School is responsible for providing training so that Internet users under their supervision are knowledgeable about this policy and its accompanying guidelines. Staff members will provide guidance and instruction to students in the appropriate use of the school technology resources. Such training shall include, but not be limited to, education concerning appropriate online behavior, including interacting with other individuals on social media, including in chat rooms, and cyberbullying awareness and response. All users of school technology resources are required to sign a written agreement to abide by the terms and conditions of this policy and its accompanying guidelines.

Students in middle school will be assigned a school email account that they are required to utilize for all school-related electronic communications, including those to staff members, peers, with whom they are communicating for school-related projects and assignments. Further, as directed and authorized by their teachers, they shall use their school-assigned email account when signing-up/registering for access to various online educational services, including mobile applications/apps that will be utilized by the student for educational purposes.

Students are responsible for good behavior when using school technology resources - i.e., behavior comparable to that expected of students when they are in classrooms, school hallways, and other school premises and school-sponsored events. Communications on the Internet are often public in nature. St. Mary Parish School does not approve any use of its technology resources that is not authorized by or conducted strictly in compliance with this policy and its accompanying guidelines.

Students shall not access social media for personal use from the school's network, except within the school's express allowable time periods, but shall be permitted to access social media for educational use in accordance with their teacher's approved plan for such use.

Users who disregard this policy and its accompanying guidelines may have their use privileges suspended or revoked, and disciplinary action taken against them. Users are personally responsible and liable, both civilly and criminally, for uses of school technology resources that are not authorized by this policy and its accompanying guidelines.

The St. Parish School are the administrators responsible for initiating, implementing, and enforcing this policy and its accompanying guidelines as they apply to students' use of the school's technology resources.

STUDENT TECHNOLOGY AGREEMENT - AUP for the Use of Computers and Telecommunications

All middle school students must agree to the [St. Mary Acceptable Use Policy for the Use of Computers and Telecommunications (Student Technology AUP)](#) whether they are in a 1:1 learning environment or in a shared technology environment.   The Student Technology AUP establishes the guidelines for student use of St. Mary Parish School's technology, student email communications, student responsibilities, and potential consequences for misuse of technology.

The Student Technology AUP agreement/sign-off is part of St. Mary Parish School's enrollment and is annually agreed to and signed by all students in third through eighth grade. Students will not be granted use of any St. Mary Parish School's technology if they have not completed/signed the Student Technology AUP document.

PARENT ACKNOWLEDGEMENT OF AUP AND CHROMEBOOK GUIDE FORM

Parents who request to have their middle school child(ren) to receive a Chromebook must sign the Parent Acknowledgement of AUP and Chromebook Guide Form. Once the Form is submitted by the parent and the student signs the Chromebook Student Agreement, St. Mary Parish School will provide a Chromebook to the student.

CHROMEBOOK STUDENT AGREEMENT

All middle school students who do not have a personal Chromebook will be provided a Chromebook to be used for educational purposes. Prior to receiving a Chromebook, the middle school student will be required to sign the Chromebook Student Agreement Form (see page 5).

CHROMEBOOK TYPE

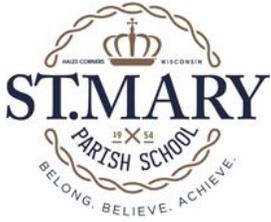## Chromebook Model and Protective Sleeve

Students will be issued one of the following Models, charging cord, and a protective sleeve.

HP Chromebook 11 G6 EE
Acer Chromebook 11 N7 (C731, C731T)
Samsung Chromebook 2 11" - XE500C12

CHROMEBOOK STUDENT AGREEMENT

Middle school students agree to the following statements regarding the Chromebook they receive from St. Mary Parish School:

- I will take good care of my Chromebook and know that I will be issued the same Chromebook each year.
- I will never leave my Chromebook unattended in an unsecured or unsupervised location.
- I will never lend my Chromebook to other individuals.
- I will know where my Chromebook is at all times.
- I will charge my Chromebook battery to full capacity each night.
- I will keep food and beverages away from my Chromebook as they may cause damage to the device.
- I will protect my Chromebook from extreme temperatures and unfavorable weather conditions.
- I will not disassemble any part of my Chromebook or attempt any repairs.
- I will protect my Chromebook by always carrying it in a secure manner to avoid damage.
- I will not color on my device or apply any stickers or labels other than those supplied by St. Mary Parish School..
- I will use my Chromebook in ways that are appropriate for education.
- I will not scratch, mar, gouge or permanently damage the Chromebook case or protective cover.
- I understand that the Chromebook I am issued is subject to inspection at any time without notice and remains the property of St. Mary Parish School..
- I will follow the policies outlined in the 1:1 Chromebook Guide and the Student Technology AUP while at school as well as outside of the school day.
- I will be responsible for all damage or loss.
- I agree to pay the full replacement cost of my Chromebook and power cord/charger in the event that any of these items are lost or intentionally and/or unintentionally damaged.
- I agree to return the Chromebook and power cord/charger in good working condition.

Student Signature:
Date:

RECEIVING YOUR CHROMEBOOK

STUDENTS MUST HAVE SIGNED AND TURNED IN THE STUDENT TECHNOLOGY AUP and the CHROMEBOOK STUDENT AGREEMENT BEFORE RECEIVING A CHROMEBOOK.
(The Student Technology AUP is reviewed with the student during their first week of classes and is signed by the student.)

Middle School

Students in Middle School will be issued their Chromebook during the first few weeks of school. Returning students will be issued the same Chromebook as they had in the prior year. If a student fails to turn in their charging cord, a new one will NOT be provided, and students will need to provide their own new cord or purchase one through the school.

New Middle School Students during the School Year

Students who enroll after the school year begins will be issued their Chromebooks after they begin attending classes. The homeroom teacher will contact the students at school to obtain a signed copy of the Student Technology AUP and Chromebook Student Agreement prior to issuing a Chromebook to the student. Parents will need to sign the Parent Acknowledgement of AUP and Chromebook Guide Form prior to their middle school child(ren) receiving a Chromebook.

TURNING IN YOUR CHROMEBOOK

Middle School students will be turning in their Chromebook, charger/power cord, and protective sleeve at the end of each school year. During the last week of the school year, each grade will be assigned a date/time to return all items to the Technology Director. In the event not all items are returned as specified above, the Technology Director will provide a report to school administration for contacting the student and their parent/guardian.

CARING FOR YOUR CHROMEBOOK

Students must always remember that their device is on loan to them and remains the property of St. Mary Parish School. Whether the device is used at home or school, it must always be used in accordance to the Student Technology (AUP), applicable laws, and expectations described in this document. General Care for the Chromebook is documented in the Chromebook Student Agreement, signed by the student, prior to obtaining a Chromebook.

General Care

- Chromebooks should always be transported securely in the protective sleeve.

- Heavy objects should never be placed or stacked on top of your device. This includes books, musical instruments, sports equipment, etc. as these items can easily cause damage to the display panel or crack the plastic case.

- Keep food and beverages clear of the laptop at all times.

- Do not write, draw, or place stickers on the Chromebook.

- Take care of your charging cord - Replacements will NOT be provided without payment due to loss or misuse.

- NEVER leave your Chromebook unattended. Lock it securely in your locker if the device is not needed.

- Do not leave the laptop unattended in a classroom unless the teacher has indicated that the room will be secured.

- Protect your Chromebook from extreme temperatures. Do not leave it in the car during hot or cold weather.

- Protect your Chromebook from weather, water, other liquids, foods, or pets.

Screen Protection

- Do not transport the Chromebook with the screen open or by holding the screen.

- Heavy objects should never be placed or stacked on top of your device. This includes books, musical instruments, sports equipment, etc as these items can easily cause damage to the display panel or crack the plastic case.

- Do not place anything on the keyboard such as pencils, pens, paper clips, or any other object that could be closed into the laptop and damage the LCD screen or keyboard.

- Do not clean the screen with any liquid or chemical cleaners. Please contact the Technology Director for assistance if a dry cloth does not work.

Cleaning Your Chromebook

- Devices should NEVER be cleaned with anything other than a dry cloth.

- NO chemical cleaners are ever to be used on the device.

- If smudges or dirt occur on the device that cannot be removed with the cloth, teachers have access to an electronics cleaner that will not harm the device in any way. Students should seek out one of their teachers for this type of cleaning or contact the Technology Director for assistance.

Updating Chromebook Software (OS)

- Chrome OS (Operating System) will auto update but requires a complete restart for updates to take effect.

- Students should completely shut down their Chromebook daily to ensure it is fully updated and functioning optimally.

CHROMEBOOK USE

Students must remember that the Chromebook is provided to support their learning, increase access to knowledge, and support school academic goals. While it is acceptable for students to use the device for personal computing outside of school, all content accessed, viewed, or downloaded should be 'School Appropriate' and align with the Student Technology AUP and any applicable laws.

Logging into the Chromebook

- Users are only permitted to log in to the Chromebook with their St. Mary student email address. Personal Google accounts are restricted from accessing the laptop.

- Users are restricted from using 'Guest Access' or 'InCognito' mode.

- Do not share passwords or login as a different user.

At School

- All Students are expected to abide by all school policies, applicable laws, and student expectations.

- Students are responsible for bringing their device, fully charged, to school each day.

- Chromebooks should be used to support learning and never create a distraction or prevent others from learning or teaching.

- Students are responsible for bringing their Chromebook to each class daily unless advised by the teacher not to.

- Each device is assigned to an individual student.

- Students should never "swap" or "share" their device with another student.

- Devices should be in a student's possession, or secured in their locker at all times.

- If a student is participating in an activity that is not conducive to using their device (i.e., field trip,, locker room, restroom, PE class, etc.), they are required to leave their device in a secured classroom or their locker.

- Students may never share their passwords with another student. Passwords should always be kept confidential.

- Students should be conscientious of appropriate times to access their technology during classes.

At Home

- When at home, the device should always be used under adult supervision in a common family location (i.e., kitchen, living room, dining room).

- While embedded software in the Chromebook will automatically filter content even while at home, Parent/Guardians are primarily responsible for monitoring use of the device and content accessed outside of school and should not solely rely on automated content filtering of content.

- If the device is lost, stolen, or damaged by another party, parents/guardians should immediately report the loss or theft to your community police department, and the School Principal.

- If the device is damaged or not working properly, it must be turned to the school's Technology staff for repair or replacement.

- Students and/or parents/guardians are not authorized to attempt repairs themselves or contract with any other individual or business for the repair of the device. St. Mary Parish School will take care of all needed repairs. Individuals are not to do repairs on their own.

- Students are responsible for charging the device at home on a daily basis.

Chromebook Settings

- Students are permitted to make adjustments to some Chromebook settings to help support their learning such as the trackpad, keyboard, notifications, and other basic functions.

- Students are permitted to add custom backgrounds or wallpapers, but the images must always be school appropriate and free from any subject including violence, weapons, drugs, profanity, pornographic material, alcohol, gang related symbols or pictures, or any other images and text that are deemed inappropriate or offensive.

- Students are permitted to use USB peripherals such as a USB mouse.

- Students can manage WiFi access and add home or public WiFi networks.

- While at school, Chromebooks should always be connected to the 'Chromebook WiFi' network.

Chrome Extensions and Apps

- Recommendations or requests for additional extensions and apps should be made through a classroom teacher. The extension or app must be intended to support learning. Games, Themes, or other non-educational extensions and apps will not be approved.

CHROMEBOOK STUDENT SUPPORT

Several resources exist to support student use of the Chromebook.

School Support

- Students are encouraged to use the help features on the Chromebook.

- [Google Chromebook Help](#)

- St. Mary Technology Staff 414-425-3100 ext:315

Google Online Support

- [Google Chromebook YouTube Channel](#)
- [Google Docs Online Help](#) (Docs, Sheets, Slides, and Forms)
- [Google Drive Online Help](#)
- [Google Mail Online Help](#)
- [Google Classroom Online Help](#)
- [Google Chrome Online Help](#)
- [Google YouTube Online Help](#)
- [Google Maps Online Help](#)
- [Google Earth Online Help](#)

CHROMEBOOK TROUBLESHOOTING

Before contacting the technology staff, there are several troubleshooting strategies students can employ to attempt to resolve minor issues.

- LOG OUT AND RESTART THE CHROMEBOOK
    - All electronic devices (laptops, tablets, phones, etc) must go through reboots daily or every few days for optimal performance.

    - Troubles such as website losing functionality (Docs, Sides, etc), are frequently resolved by rebooting the laptop.

- CLOSE OUT TABS AND RESTART THE BROWSER
    - Students sometimes have many tabs open in a browser window and many web activities going on at the same time can create errors in functionality. Closing out excess browser tabs and restarting the Chrome browser can remove unusual errors.

- UPDATE YOUR CHROMEBOOK
    - Keeping your laptop software updated will prevent many issues.

    - Updates become available frequently and should be installed regularly.

    - Updates are automatically downloaded to your Chromebook, but do not get installed until the Chromebook restarts.

- CHARGE THE CHROMEBOOK
    - Students frequently report that their laptop stops working and upon inspection, it is determined that the battery is at 0%.

    - Fully charge your laptop overnight to ensure your laptop has enough power. A full charge should last 10-12 hours.

    - When charging, make sure that all charging cords are fully plugged in and the Chromebook is charging.

CHROMEBOOK REPAIRS

Repairs

- Students are **not** authorized to make any repairs to their Chromebooks or have them independently serviced.

- Any Chromebook that is not functioning properly or has sustained damage must be reported to the technology staff for repairs by emailing support@stmaryhc.org.

- Every attempt will be made to repair in-house with spare parts, however, some repairs require new components. New replacements parts will be billed at cost to the parent/guardian of the student.

- A temporary device may be issued until the original can be repaired.

Repair Fees

Although there are no upfront charges for the use of the device (just like textbooks and library books), students are expected to take appropriate care of the school issued device. Whenever possible, Chromebook repairs will be made in-house.

The following list provides families with the repair/replacement costs should damage be incurred:

Item	Cost
Complete Device Replacement	$275
Motherboard	$120
Keyboard	$80
LCD Panel (screen)	$40
Bottom Cover	$50
Charging Port	$20
Charger	$30
Hinge	$15
Speakers	$12
Protective Sleeve	$12
Touch Pad	$25
Top Cover	$50
Replacement Keys	$5 per key

LOST DEVICES

Misplaced Devices

Frequently, student devices are not actually lost but have been misplaced, left at home, or left in a classroom.

Before a student reports their device as lost they should search all possible locations.
- Carefully search your locker and your backpack.

- Check if the device was left at home or a secondary parents home.

- Check in with all of their teachers and classrooms for the device.

- Check in with the school office as misplaced devices are often brought to the school office.

- Contact a parent/guardian to inform them of the possible lost device.

Lost or Stolen Devices
- Once it has been determined that the device is actually lost or has been stolen, it should be reported to the homeroom teacher.

- In the event of theft outside of school, a police report must be filed with local authorities in addition to notifying the school.

- A temporary device may be issued until the original device is found or the school is compensated for the lost device.

- In the event that the device is later found and is in working order with no damage, fees paid may be refunded.

- Students remain responsible for any lost or stolen device.

FILTERING CHROMEBOOK ACTIVITY

Students must always remember that in accordance with school policy, there is no expectation of privacy in use of St. Mary Parish School technology.

Student Chromebook activity is monitored by Barracuda at school and at home and is subject to network filtering that is required by Federal Law. Student users who attempt to access blocked content will see a message indicating the content is blocked.

While students are permitted to use their devices for personal computing outside of school, 1:1 technology is provided to support student learning and school goals. School technology is monitored outside of school and must be used in accordance with school policy and applicable laws. Parents/Guardians are primarily responsible for monitoring student use of technology at home.

MISUSE OF THE CHROMEBOOKS

Use of school technology is a privilege, not a right, and can be revoked at any time. While there are many types of violations of terms of use ranging from creating a distraction in class to engaging in illegal activity, each will be handled case by case as determined by school administration.

Consequence for misuse may include but are not limited to the following:
- Restricted access in using the device.

- Restricted to use at school only (device must remain only at school).

- Revocation or restricted access to all school technology.

- Cancelation or suspension from student access to technology and student accounts.

- Suspension or expulsion from St. Mary Parish School.

CHROMEBOOK F.A.Q.

Q: What is a Chromebook?
A: A Chromebook is a laptop that is specifically created to access the web and run web based applications such as Google Suite for Education. The functionality of the device is similar to any other laptop however all apps and documents are stored in the 'Cloud' (Google Drive) not locally on the laptop hard drive. Storage on a Chromebook is limited.

Q: What software does a Chromebook run?
A: Chromebooks run web applications right in the Chrome browser.

Q: Can a Chromebook be used anywhere?
A: Yes, as long as there is a WiFi signal to connect to. Documents can be individually made available offline if needed.

Q: Can I install software (MS Office, Games, etc) on my Chromebook?
A: No, Chromebooks only access web based applications and are not intended for locally installed software.

Q: Do Chromebooks have internet Filtering?
A: St. Mary Parish School's Chromebooks are filtered through network filters both at school and home. However, parents/guardians are primarily responsible for monitoring student use at home and should not solely rely on automated content filtering.

Q: Can I find other apps in Google Play Store?
A: Google Play Store is similar to Apple's App Store. Students are restricted from accessing the Google Play Store on their student Chromebook.

Q: Does MS Office files work on a Chromebook?
A: On all Chromebooks, you can open, edit, download, and convert many Microsoft Office files.

Q: Does iTunes work on a Chromebook?
A: iTunes is not currently compatible with Chromebooks.

Q: Do I have to have WiFi access to use my Chromebook?
A: Files can be accessed offline, but must be set to be available offline through the Chromebook settings. Any modifications made to documents will remain on the Chromebook until it reconnects to WiFi and syncs with Google Drive.

Q: What antivirus is included with a Chromebook?
A: Antivirus software is not required for a Chromebook because the Chromebook is only accessing web based software so there is no running installed software to become infected