

# Springfield Catholic Schools

## Chromebook Initiative Guidebook

### K - 8th

#### 1. Program Goal

The goal of the educational technology program at Springfield Catholic Schools (SCS) is to create a learning environment that is consistent with advances in technology and facilitates resource sharing, critical thinking, innovation, research, creativity, communication, collaboration, increased productivity and mobile learning.

#### 2. What is a Google Chromebook?

A Google Chromebook is a personal computer running Google Chrome OS as its operating system. Chromebooks are designed to be used while connected to the Internet and support applications like Google Docs that reside on the Web, rather than traditional PC applications like Microsoft Office and Photoshop that reside on the machine itself. This setup allows the Chromebook to be sold at a much lower price point than traditional laptops.

#### 3. Chromebook Distribution:

- Parent/Guardian must agree to the Technology Policies on Springfield Catholic Schools website during registration.
- Students will be assigned a Chromebook by their homeroom teacher. Each Chromebook will be tagged and inventoried prior to the student's first use. Each student will be assigned a unique asset tag for tracking purposes.

#### 4. Ownership

While enrolled at SCS, the school maintains ownership of the device. If requested by the SCS Administration, students may be required to turn in their Chromebooks for maintenance or inspection.

#### 5. Acceptable Use of Chromebook

##### ***At School***

The Chromebook is intended for use at school. In addition to teacher expectations for Chromebook use, students may be asked to access school messages, announcements, calendars, handbooks, textbooks and grades using their Chromebooks. Students are expected to comply with all school rules, policies and teacher directives when using their Chromebooks. Chromebooks are not permitted for use in the Locker Rooms and Restrooms. Students using devices in these areas will be subject to disciplinary action.

**Sound**

Sound must be muted at all times during school hours unless permission is obtained from the teacher for instructional purposes. Ear buds may be permitted in common areas, study halls and for some classrooms at the discretion of the faculty or staff member in charge.

**Printing**

Printing will not be available from the Chromebook when approved by the teacher.

**Camera**

The camera may be used for school purposes only. Any misuse of the Chromebook camera may result in disciplinary action or a demerit.

**6. Managing Your Files and Saving Your Work**

Students are encouraged to save files to their Google Drive account. Saving to Google Drive will make the file accessible from any computer with internet access. Some files may be stored on the Chromebook's hard drive; however, this action is not recommended.

Chromebooks will also support external storage such as USB flash drives or external hard drives, but again this is not the preferred method. Students should always remember to save frequently when working on digital media. The school will not be responsible for the loss of any student work. Students are encouraged to maintain backups of important work. Student work and hard drives are always subject to review by school personnel anytime.

**7. Taking Care of Your Chromebook**

Students are responsible for the general care of the Chromebook they have been issued.

Chromebooks that are broken or fail to work properly must be immediately taken to the office or a Tech Ninja team member and logged for repair. Please refer to "How to care for your Chromebook" for some general tips for care.

**8. General Precautions**

- No food or drink should be placed next to the Chromebook.
- Cords, cables and removable storage devices must be inserted carefully into the Chromebook.
- Heavy objects should never be placed on top of Chromebooks.
- Chromebooks should never be exposed to extreme temperatures or direct sunlight for extended periods of time.
- Chromebooks should never be carried with the screen open.
- Students should never disassemble Chromebooks and attempt their own repairs.

## **9. Charging**

Chromebooks will be charged in its designated area. The battery should last for the full day on a full charge. In the event that the battery performance begins to degrade, the school will appropriately take actions to amend the charging policy.

## **10. Screen Care**

The Chromebook screen can be damaged if subjected to heavy objects, rough treatment, certain cleaning solvents and other liquids. The screens are particularly sensitive to damage from excessive pressure.

- Do not put pressure on the top of a Chromebook when it is closed.
- Do not store a Chromebook with the screen open.
- Do not place anything in the protective case that will press against the cover.
- Make sure there is nothing on the keyboard before closing the lid.
- Only clean the screen with a soft, dry microfiber cloth or anti-static cloth.
- Do not walk while carrying an open Chromebook.

## **11. Asset Tags**

All Chromebooks will be labeled with an asset tag. Asset tags may not be modified or tampered with in any way while the student is enrolled at Springfield Catholic Schools.

## **12. Storing Your Chromebook**

Chromebooks should be stored in the designated space at school. Under no circumstances should a Chromebook be stored in unsupervised areas. Unsupervised areas might include the school grounds and campus, the cafeteria, unlocked classrooms, unlocked lockers, the Media Center, locker rooms, dressing rooms, hallways, restrooms, in a car, or any other area that is not securely locked or in which there is no supervision. Unsupervised Chromebooks will be confiscated by staff and taken to the office. The school is not responsible for the safekeeping and protection of Chromebooks.

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## **13. Software and Security**

All Chromebooks are supplied with the latest version of Google Chrome Operating System (Chrome OS) and many other applications useful in an educational environment. The Chrome OS will automatically install updates when the computer is shutdown and restarted. Students are prohibited from disabling, modifying, circumventing or altering management settings or content filters.

## **14. Virus Protection**

Because virus protection is built into the Chrome OS, additional virus protection software is unnecessary.

## **15. Content Filter**

Springfield Catholic Schools utilizes an Internet content filter that will filter at school and offsite. Despite the filter, the school cannot guarantee that all controversial or inappropriate materials will be blocked.

## **16. Google Workspace for Education**

Chromebooks seamlessly integrate with the Google Workspace for Education suite of productivity and collaboration tools. This suite includes Google Docs, Spreadsheets, Presentations, Drawings and Forms. All work is stored in the cloud.

## **17. Chrome Web Apps and Extensions**

Only approved apps may be installed. Installation of inappropriate material will result in disciplinary action. The school has the right to add or remove any app or extension at any time.

## **18. Personalizing Your Chromebook**

- Personalized media is subject to inspection and must follow the Springfield Catholic Schools Acceptable Use Policy.
- Students are not permitted to decorate the exterior of their Chromebooks.

## **19. No Expectation of Privacy**

Students have no expectation of confidentiality or privacy with respect to the usage or content of a school-issued Chromebook, regardless of whether that use is for school-related or personal purposes, other than as specifically provided by law. Springfield Catholic Schools reserves the right to monitor or access the hard drives of these devices if it suspects or is advised of possible breaches of security, harassment or other violations of other school policies, rules, regulations, directives or law, or evidence exists which demonstrates to the school that its device may contain information, data, or other intellectual property that belongs to another person. Chromebooks are subject to confiscation at any time and without prior notice. By using a Chromebook, students agree to such access, monitoring and recording of their use.

## **20. Liability**

- Students are responsible for all material sent by and/or stored on the device loaned to them. Students accept responsibility for keeping their device free of material deemed offensive by the school administration, vulgar material, inappropriate test files or files that may compromise the integrity of Springfield Catholic Schools network, equipment,

software or mission. Any actions deemed inappropriate may be subject to disciplinary action.

- Springfield Catholic Schools is not liable for any material sent by and/or stored on the device.

## **21. Warranty**

### ***Manufacturer Warranty***

Chromebooks include a one-year hardware warranty from the manufacturer. The manufacturer warrants the Chromebook from defects in materials and workmanship but does not cover neglect, abuse, accidents, loss or theft.

### ***School Warranty***

Springfield Catholic Schools will extend the manufacturer warranty for the final three years of the Chromebook's life but does not cover neglect, abuse, accidents, loss or theft.

## **22. Replacement Costs & Repair Procedures**

### ***Repair Procedure***

Students who need to have their Chromebook repaired will take their Chromebook to the office or a Tech Ninja member. The issue will be documented for the Technology Department. The Technology Department will collect the device and repair or replace the Chromebook as needed. If the repair is not covered by the warranty, an invoice will be given to the student and should be paid at time of pickup.

### ***Loaner Chromebooks***

If one is available, a loaner Chromebook will be issued to the student. If repair is needed due to malicious damage, the school may refuse to provide a loaner or refuse to reissue a Chromebook. While students are enrolled at Springfield Catholic Schools, Chromebook devices issued are the property of the school. If loaners are not returned, students may be subject to disciplinary action.

### ***After Repair***

Students will be notified when their Chromebook has been returned or repaired. Repaired Chromebooks can be picked up at the office or from a Tech Ninja member. A repaired Chromebook may need to be restored to its original settings. Locally-stored files may be lost.

### **23. Digital Citizenship**

School-issued Chromebooks should be used for educational purposes and students must adhere to the Springfield Catholic Schools Acceptable Use Policy as well as related policies and procedures at all times when using Chromebooks, on or off campus.

While working in a digital and collaborative environment, students should always conduct themselves as good digital citizens by adhering to the following:

- Respect Yourself – Show respect through your actions. Select online names that are appropriate. Use caution with the information, images and other media that is posted online. Carefully consider the personal information you share about yourself.
- Protect Yourself – Ensure that the information, images and materials posted online will not put you at risk. Do not publish personal details, contact details or personal activity schedules. Immediately report any inappropriate behavior directed at you while online. Protect your passwords, accounts and resources. Never share this information with others.
- Respect Others – Show respect to others. Do not use electronic mediums to antagonize, bully, harass or stalk people.
- Protect Others – Protect others by reporting abuse and not forwarding inappropriate materials or communications. Avoid unacceptable materials and conversations.
- Respect Intellectual Property – Request permission to use copyrighted or otherwise protected materials. Properly cite the use of websites, books, media, etc.
- Protect Intellectual Property – Do not use pirated software or distribute music or media in a manner that violates license agreements.

### **24. Indemnification**

By signing the Springfield Catholic Schools Student/Parent Google Chromebook Agreement, the student and their parent(s) or guardian(s) agree to reimburse and hold the school harmless from and against any and all liabilities, costs, collection costs, attorney fees and other damages which arise out of or relate in any way to the use or failure to return the device and its software to the school in accordance with this policy. Springfield Catholic reserves the right to change this policy at any time. Please refer to our handbook and/or our website for the most current policies.

# Springfield Catholic Schools

## Student/Parent Google Chromebook Agreement

### Student Agreement

As a student, I agree that I will:

- Use my Chromebook for educational purposes following direct instruction of the teacher/staff.
- Treat my Chromebook as I would my own personal property.
- Leave any Springfield Catholic tracking tags on my Chromebook and charger intact.
- Follow the procedures and policies outlined in the Chromebook Guide both at school and away from school.
- Protect my Chromebook by carrying it securely with its Chromebook cover and preventing careless or malicious damage.
- Never leave my Chromebook unattended in an unsecure or unsupervised location.
- Report all damages to or issues with my Chromebook to the office or Tech Ninja Team.
- Not alter or attempt to change the management settings on my Chromebook.
- Never share my Chromebook with other students or individuals.
- Ensure my Chromebook is left at the charging station in the classroom or cart each night in preparation for the next school day.
- Not leave my Chromebook unattended in the hallways, on the floor, or in campus buildings.

I understand that any violation of this agreement may result in the suspension or loss of my Chromebook and school network privileges. Additionally, I may face disciplinary action for such violations or incur monetary costs.

### Parent Agreement

I understand that my family's responsibilities include:

- Ensuring my child meets the expectations outlined in the Chromebook Guide and the Springfield Catholic Schools Acceptable Use Policy.
- Ensuring my child reports damage to their Chromebook to the office or Tech Ninja Team.
- Paying the full repair cost of any part of the Chromebook in the event of damage to the device.
- Paying the full price of the Chromebook because of loss, theft or damage beyond repair of the Chromebook.
- Paying the full price of the Chromebook should my child be either voluntarily or involuntarily separate from the School and the Chromebook not returned to Springfield Catholic Schools.

In consideration of the privileges and opportunities afforded by the use of Springfield Catholic Schools technology resources, I hereby release Springfield Catholic Schools, its employees and administrators from any and all claims of any nature arising from my child's use or inability to use these resources, including but not limited to claims that may arise from unauthorized use of a Chromebook.

I also understand that it is impossible for Springfield Catholic Schools to restrict access to all controversial materials and I will not hold Springfield Catholic Schools responsible for materials accessed with a school Chromebook.

I accept full responsibility for my child's use of the Chromebook while not in a school setting and understand that my child's Chromebook use is subject to the same rules and requirements when used off campus. I understand that my child's Chromebook privileges may be suspended or revoked for violation of this agreement.



# Springfield Catholic Schools

## Student Acceptable Use Policy (AUP)

Springfield Catholic Schools prides itself on being an exemplary Catholic educational institution that promotes the mission of Jesus Christ while molding young men and women who will become the future of our world. In that same mindset, we believe that technology is a vital resource in this mission that offers these men and women access to a bounty of information and resources. With that being said, responsible digital age citizenship is central to our technological goals and we expect our students to act accordingly.

### **A. STUDENT PERSONAL DEVICES / CELL PHONES**

No cell phones or personal devices are allowed on the school network or WiFi.

- Personal devices and cell phones cannot be used before, during or after school. Some exceptions are made by the administrator at specific building levels.

### **B. STUDENTS ACKNOWLEDGE THEIR RIGHTS AND RESPONSIBILITIES WHILE USING SCHOOL TECHNOLOGY**

- All communication and information accessible via the networks is private property and should be used appropriately as directed by teachers and staff.
- Students agree to respect the privacy of other users.
- Students agree to respect the Copyright Laws and the Intellectual Property rights of others.
- Network accounts are to be used only by the authorized owner of the account for the authorized purpose.
- Users shall not intentionally seek information on, obtain copies of, or modify files, other data, or passwords belonging to other users, or misrepresent other users on the networks.
- No use of the networks shall serve to disrupt the use of the network by others; hardware or software shall not be destroyed, modified, or abused in any way.
- Software piracy, vandalism, or malicious use of the computers to develop programs that harass other users or infiltrate a computer, computing system, networks and/or damage the software components of a computer, computing system, or networks is prohibited.
- Use of any Springfield Catholic Schools technology for illegal activities, commercial purposes, advertisement or political lobbying, sexually explicit or pornographic purposes is strictly prohibited.
- Only authorized persons may install hardware and software on any computer or network.
- Intentionally wasting limited resources is prohibited.
- The school networks and email system are wholly owned by Springfield Catholic Schools for educational purposes only. There should be no expectation of privacy and school administration reserves the right to review network and email account activity.

### **C. STUDENTS ACKNOWLEDGE THEIR RIGHTS AND RESPONSIBILITIES WHILE USING SCHOOL INTERNET ACCESS AND EMAIL SYSTEM**

- Students have access to the Internet for educational purposes via school installed software.
- Unauthorized attempts to access another person's email, or similar electronic communications or to use another's name, email or computer address or workstation to send email or similar electronic communications is prohibited.
- Unauthorized access to wireless networks is prohibited.

- Any inappropriate posting to any social network, such as Facebook, Instagram, or YouTube, etc., whether school-related or not, will result in disciplinary action against the student.
- The Springfield Catholic School's email account is the preferred account that is to be used for communication with teachers, counselors or administrators. All emails sent using the school's email service are subject to review.
- All other Internet access will be at the discretion of the Director of IT, Technology Systems Administrator and school administration.

***D. STUDENT ABUSE OR MISUSE OF SCHOOL TECHNOLOGY WILL RESULT IN ONE OR MORE OF THE FOLLOWING PENALTIES AND WILL BE ASSESSED AT THE DISCRETION OF THE SCHOOL ADMINISTRATION***

- Students will face suspension or revocation of computing and other technological privileges.
- Students will face disciplinary action assigned by the Principal, Director of Schools or other administrator including a hearing with the student's parents.
- Students will be required to make full restitution to Springfield Catholic Schools for resources consumed.
- Students will face other legal action including action to recover damages.
- Students will face referral to law enforcement authorities.

***INTERNET USAGE***

***E. SPRINGFIELD CATHOLIC SCHOOLS RIGHTS***

- The SCS Network is considered a limited forum and therefore the school may restrict your speech for valid educational reasons.
- Due to routine maintenance and monitoring, you should expect only limited privacy in the contents of your personal files on the Springfield Catholic Network
- Because of the very serious nature of threats, any and all student threats to inflict harm to self or others must be taken seriously.

***F. LIMITATION OF LIABILITY***

- Springfield Catholic Schools makes no guarantee that the functions or the services provided by or through the SCS Network will be error free or without defect.
- Springfield Catholic Schools will not be responsible for financial obligations rising through the unauthorized use of the system.

Springfield Catholic Schools employs Internet filtering software and also relies on direct monitoring of SCS Network computers. Although the school supervises students using the SCS Network, it is impossible to control all materials and a user may discover controversial information. We believe that the valuable information accessed on the SCS Network far outweighs the possibility that users may procure material that is inconsistent with the mission of the school.

# Springfield Catholic Schools Technology Initiative Device Policy

## 1. Purpose

Springfield Catholic Schools is committed to using available technology to communicate with and educate members of the school community. It recognizes an expanding reliance on computers among students, faculty, staff and the administration due to the convenience, speed, cost-effectiveness and environmental advantages it provides. Upon the return of the Student/Parent Agreement signed by the student and one parent or guardian, Springfield Catholic Schools will provide the student with access to a system device. The following policy will define the proper use of school-provided and owned devices.

## 2. Enrollment

Enrollment in the Technology Initiative is mandatory.

## 3. Applicability of Other School Policies and Rules

Springfield Catholic authorizes the use of its device only in a manner consistent with established instructional, research, and administrative objectives of the school.

## 4. Ownership

All devices are the property of Springfield Catholic Schools. Should the student break, lose or have the device stolen, they are liable for the replacement cost of the device. Students have no ownership, interest or right to title in the device.

## 5. Acceptable Use of Devices

- a. Springfield Catholic only authorizes use of its device in a manner that supports its mission. Personal use is permissible so long as, in the determination of Springfield Catholic Schools, it does not interfere with the school's mission or preempt normal business and education activity, does not impede student productivity, does not interfere with or negatively impact any other person's or entity's rights and work and/or learning environment, and does not conflict with any rule or law.
  - i. Notwithstanding the above described permissible personal uses, Springfield Catholic Schools devices should not to be used for personal profit such as advertising, rentals, selling or buying things or other such uses.
  - ii. A nonexclusive example of illegal activity for which the devices may not be used is transmission or storage of copyrighted materials not in the name of the student or Springfield Catholic Schools.

- b. Students must handle the device with care.
- c. Students must ensure their device is left in the designated charging station each night in preparation for the next school day.
- d. Students must not use the device or computer programs in any manner other than that for which it is intended.
- e. Students must not intentionally modify network configuration files or otherwise interfere with the functioning of a Springfield Catholic Schools computer.
- f. Students must not intentionally transmit viruses and other such malicious computer programs.
- g. The device will be treated in a similar manner as other school-owned educational tools such as textbooks. Therefore, all Springfield Catholic Schools policies, rules, handbooks, contracts, and directives, including disciplinary measures, apply to the use of the device.
- h. Loss or theft of a device must be reported to the school administrator.
- i. Students must not modify, upgrade or attempt to repair devices issued under this policy without the express permission of Springfield Catholic Schools.
- j. If the device requires repair, students must turn in their device to the computer lab.
- k. Student's usage of any device both in and out of school are subject to the rules and regulations of Springfield Catholic Schools as outlined in the student handbook, the student acceptable use policy, and any other governing documents issued by the School or Diocese.

## **6. Reporting Unacceptable Use**

Students are responsible for maintaining the integrity of the Technology Initiative and reporting any violations of this policy.

## **7. Liability**

Students are responsible for all material sent by and/or stored on the device loaned to them.

Students accept responsibility for keeping their device free from all pornographic material, inappropriate test files or files that may compromise the integrity of Springfield Catholic Schools network, equipment or software.

Springfield Catholic Schools is not liable for any material sent by and/or stored on the device.

## **8. No Guaranteed Content Privacy**

Springfield Catholic Schools cannot guarantee that content stored on devices issued in accordance with this policy will be private. Springfield Catholic Schools respects the rights of

its students; however, Springfield Catholic Schools is also responsible for servicing and protecting its property.

Springfield Catholic Schools reserves the right to monitor or access the hard drives or browsing histories of its devices if it suspects or is advised of possible breaches of security, harassment or other violations of other school policies, rules, regulations, directives or law or evidence exists which demonstrates to the school that its device may contain information, data or other intellectual property that belongs to another person.

#### **9. Insurance**

Springfield Catholic does not provide additional insurance beyond the warranty for devices loaned through the Technology Initiative.

#### **10. Return of the device**

If the device is not returned upon withdrawal, a fee equal to the cost of the device and all accessories will be billed to the student.

#### **11. Disciplinary Measures**

Noncompliance with the above Technology Initiative Device Policy will result in loss or restriction of device privileges. Repeated or severe infractions may result in permanent termination of privileges. Possession of a Springfield Catholic Schools device may be revoked at any time for infractions.

Students may be required to make full financial restitution for any unauthorized expenses incurred or any damages caused.

School administrators will determine violations of the above Technology Initiative Device Policy. Students violating any part of this policy may face additional disciplinary action deemed appropriate in keeping with the adopted disciplinary policies and guidelines of Springfield Catholic Schools. Discipline may include legal action.

# Springfield Catholic Schools

## Caring for Your Chromebook & Accessories

- **GENERAL CARE**

- Do not have any food or drinks near the Chromebook.
- Cords, cables, and removable storage devices must be inserted carefully into the Chromebook.
- Do not place your Chromebook on uneven surfaces where they might be subject to an accidental fall.
- While the Chromebooks are sturdy, drops from heights can damage the outside of the Chromebook.
- Avoid placing or dropping heavy objects on the top of the Chromebook.
- Chromebooks do not like excessive heat or cold. They should not be exposed to over 100 degrees or under 32 degrees. Do NOT put your Chromebook under a blanket, on the ledge of a classroom window, etc.
- Do not block air flow when the device is on. While your Chromebook does not get overly hot as a traditional laptop might, it does need to breathe.
- Chromebooks must remain free of any writing, drawing, or stickers. They have been labeled with the inventory tag number that was assigned to you.
- Damage, loss, or theft must be reported immediately.

- **CARRYING CHROMEBOOKS**

- Transport Chromebooks with care.
- Chromebook lids should always be closed and tightly secured when moving.
- Do not carry your Chromebook while the screen is open.
- Never move a Chromebook by lifting from the screen. Always support a Chromebook from its bottom with the lid closed.

- **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 poke the screen with anything that will mark or scratch the screen surface such as pens, pencils, etc.
- Do not place anything on the keyboard before closing the lid (e.g. pens, pencils, or disks)

- **A/C POWER ADAPTER**

- The port on the power adapter is fragile - insert and remove with care every time.
- Do not carry your Chromebook around with the power adapter plugged in.

- **CHARGING YOUR CHROMEBOOK**

- The Chromebooks hold a charge for eight to ten hours.
- Make sure to plug your Chromebook in the designated charging station before you leave school each day so that it is fully charged for the morning. There is limited power available at the school and you may not be able to charge it during the day.

- **KEEPING YOUR CHROMEBOOK CLEAN**

- Never use any product containing any alcohol, ammonia, or other strong solvent to clean your Chromebook.
- Do NOT spray or wipe your Chromebook with any Windex/household cleaner/water and/or cleaning cloth/wipes.
- If your screen/computer needs to be cleaned, clean it with a soft microfiber towel.