
Cathedral of St. Raymond School
Chromebook Program
Parent/Student Handbook
2019-2020



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NOTE: The following were used as guides in the development of this handbook:

- Ross School Chromebook Program, Ross, CA
- 1:1 Laptop Handbook For Parents and Students, Wayne County Public Schools, Goldsboro, NC
- Millennial Classroom Project Handbook, Reed Union School District, Del Mar Middle School, Tiburon, (‘A Summit Academy Schools, One to One Computing Laptop Program Handbook, Flat Rock, MI
- Stevenson Middle School, School2Home Handbook, Los Angeles, CA
- Thomas Edison Magnet School, 1:1 Netbook Handbook, Glendale, CA
- St. Stanislaus Kostka School, Chromebook User Agreement, Chicago, IL

Before the Chromebook Comes Home

Brief Overview of the Cathedral of St. Raymond School Chromebook Program

The Cathedral of St. Raymond School Chromebook Program is designed to increase technology use for academic purposes at St. Raymond School. The students are assigned a Chromebook, which is a Chrome web browser device created by Google. This device works in conjunction with the school—issued Google Accounts, giving access to Google Drive, Google Apps, and a wide range of third-party academic sites.

Parent/Guardian Technology Workshops

Before a student can take home his or her Chromebook, it is mandatory that the student's parents (or another adult in the student's life) complete the Cathedral of St. Raymond School Chromebook Program technology workshop to be held at the beginning of the upcoming school year. This workshop will cover proper care, online safety concerns, Google Account log-ins, and much more.

In the event that a student's parent/guardian is unable to attend the technology workshop, another adult (18 years or older) in that child's life must attend the workshop on behalf of the student. This person could be a family member, such as an aunt, uncle, or older sibling, or another trusted adult, such as a godparent or mentor.

After the workshop, a CSRN Student/Parent Technology Agreement must be signed by both parent/guardian and student and returned to the school before a Chromebook will be distributed.

Parent/Guardian Expectations and Responsibilities

In addition to attending the Cathedral of St. Raymond School Chromebook Program technology workshop, parents/guardians have additional responsibilities related to their child's participation in the Cathedral of St. Raymond School Chromebook Program.

Payment agreements for Chromebooks must be kept current. The full cost of the Chromebooks are purchased up front minus one dollar. You will have the option to complete the purchase of the Chromebook and gain possession upon leaving the school or completing 8th grade. Until that point, the Chromebook remains the property of St. Raymond School.

Throughout the time their student participates in the Cathedral of St. Raymond School Chromebook Program, parents/guardians have a responsibility to supervise their child's use of the Chromebook, Internet at home, and care for the Chromebook. If there is any physical damage to the Chromebook as a result of misuse or lack of care, families will be held financially responsible for the cost to repair the Chromebook, just as they would for lost or damaged textbooks. While you and your child are responsible for the Chromebook, accidental damage is sometimes unavoidable.

As the 1:1 programs are evolving across the country, manufacturers are doing everything they can to make the best product, with the best coverage. The manufacturer's warranty typically will cover one year on manufacturer defects.

A three-year accidental/ manufacturer defects insurance policy has been purchased for each Chromebook.

When the Chromebook Comes Home

Student Expectations and Responsibilities

Students are expected to do the following:

- Charge the Chromebook overnight at home and **bring Chromebook fully charged every day.**
- Take Chromebook home every evening and complete all homework assignments
- Carry Chromebook in the issued protective carrying case. Students will be using their Chromebook at school every day and will also have homework assignments that require the use of the Chromebook. Students are expected to bring their Chromebook to school every morning and to take it home every evening.

Home Broadband

Families participating in the Cathedral of St. Raymond School Chromebook Program are strongly encouraged to have broadband Internet access at home. If Internet is not available, offline docs can be used.

Specifically, parents will need access to the Internet in order to:

- Access their child's academic information online including: homework assignments, class calendar, and school news.
- Communicate with their child's teachers.
- Access educational and community resources.
- And much more!

Students will need access to the Internet in order to:

- Complete homework assignments and research projects.
- Communicate with teachers and staff.
- Access educational and community resources.
- And much more!

Public Internet Access Locations

Students will have wireless Internet access at the Cathedral of St. Raymond on campus.

Charging the Chromebook

Students are expected to bring their Chromebook to school every morning fully charged.

Chromebooks should be plugged in overnight to ensure a full charge in the morning. Chargers should not be brought to school.

Caring for the Chromebook

A Chromebook is a big responsibility and **requires constant care**. Students should bring their Chromebook to and from school in its protective carrying case and inside a backpack or bookbag with sturdy straps to minimize the risk of damage.

Below is a list for taking care for your Chromebook:

Nothing should be affixed (attached, glued, taped, stuck on) to the Chromebook's plastic shell or screen or on the provided Chromebook case. An exception is made for school issued stickers. All labels that come affixed on Chromebooks, including bar codes, must remain on the Chromebooks. If a school affixed label is coming off, tell the Technology Coordinator right away so that it can be replaced.

Keep all liquids and food items away from your Chromebook. Liquids and food crumbs can damage delicate electronic circuits. Accidents can happen all too easily. Spilled liquids damage the internal components and may cause electrical injury to the Chromebook. Food crumbs can slip under your keys and cause your keys to stick and become unusable. Keep your food and drinks away from your computer.

Always have clean hands before using your Chromebook. Clean hands make it easier to use your Chromebook touchpad and there will be less risk of leaving dirt and other stains on the computer.

Keep your Chromebook clean. Keeping your system free of dust, dirt, food crumbs, and liquids is the first step to computer care. **Always turn off your computer before cleaning!**

- a. **LCD screen:** the screen should never be cleaned with glass cleaner, water, or any other liquid. To clean the screen, use ONLY a microfiber cloth or lint-free cloth to gently wipe away dust or smudges.
- b. **Keyboard:** Canned air or small computer-specific vacuum cleaners are an excellent way to clean keyboards, computer case vents, or around disk drive openings.
- c. **The Rest of the Chromebook:** should be kept as dust-free as possible. The best product to use to clean your computer is Mr. Clean Magic Eraser (lightly dampened). Alternatively, spray a lint-free cloth lightly with glass cleaner, and then clean the Chromebook. Too much liquid can damage your computer, even if it is turned off. Be sure to hold the cloth away from the computer when spraying - never spray directly on computer.

7th & 8th Grade Chromebooks only

- d. **Protect the LCD display monitor,** as it is VERY fragile. The LCD screen should NEVER be touched, even with your fingers! Irreparable damage can be caused to the screen with the slightest of touches. Keep sharp objects from the screen. Never put pens or pencils in your Chromebook carrying case. **The screen can crack or break easily even if it protected in a backpack or carrying case, so be very careful when handling them with a Chromebook inside. Never throw or drop your carrying case on the ground!** When you shut your Chromebook, make sure there are no small items, such as a pencil or small earphones, on the keyboard. These can damage the display screen when shut; the screen will scratch if the item is rough. Close the lid gently and holding from the middle. Closing the lid using only one side causes pressure on that hinge and over time can cause it to bend and break.

Protect your Identity. Be careful when giving out your email address and personal information online. When signing up for something (free) online, many times the site will sell your email address and personal information to a third party vendor, who will use it to send unwelcomed email advertisements or worse. Read the User Agreement and Privacy Policy before submitting a form online with any private information. Beware of PHISHING sites. These are fake websites made to look like other popular sites (Like Google Drive, Banking sites, Facebook, and Twitter). When you log into these fake sites, they steal your login information and can access your

Hold and lift the Chromebook by its base, not by its LCD screen. The Chromebook lid

(screen) should be closed before lifting and should be lifted using both hands. If you lift it by the screen part alone, you could damage the display or the hinges attaching it to the base. The screen is also easily scratched or damaged by direct pressure — avoid placing pressure on it.

Don't pull on the power cord. Tugging your power cord from the power socket rather than putting your hand directly on the plug in the socket and pulling can break off the plug or damage the power socket. Also, if you have the power cord near your feet, avoid constantly bumping into the plug because you could loosen it and eventually break it. Lost or damaged power cords are the responsibility of the family.

Plug in accessory devices into their proper slots. Always look at the symbols around and shape of the ports on the Chromebook carefully before inserting devices. Jamming an HDMI cable into a USB port, for example, could damage the sockets, making it impossible to use them again. It is very important to observe this step.

Be sure to store your Chromebook in your protective carrying case. Do not sit, throw, or step on your backpack with your Chromebook in it. Ultimately, you are responsible for anything that may happen to your Chromebook.

Don't leave your Chromebook in a car. Not only do the insides of cars experience large temperature swings that could damage a Chromebook, but also a Chromebook (or Chromebook bag) is an inviting target someone to break into your car and steal it. Your Chromebook should be kept in a safe location that is dry and moderate in temperature.

Terms of Use

Distribution, Collection, and Management

Chromebooks are property of the Cathedral of St. Raymond School and are loaned out to students for the duration of their middle school years at St. Raymond. Chromebooks should only be used by students. Chromebooks cannot be lent to others, not even brothers or sisters.

Chromebooks will be inventoried by school staff and will only be distributed according to school policy.

Chromebooks are subject to inspection at any time without notice and remain the property of the Cathedral of St. Raymond School until the finalization of its purchase at the end of the eighth grade year or upon leaving the school for another reason.

Chromebooks will be collected and stored at school during the summer months and redistributed at the beginning of the next school year.

At the end of the 8th grade year, if all previous Chromebook payment agreements have been completed and tuition payments are current, families will have the option to complete the purchase of the Chromebook for \$1 or have the option of allowing the school retain possession of the Chromebook.

In choosing to finish purchasing your child's Chromebook, you agree to purchase the

Chromebook as-is and accept full responsibility for future repairs or system failures. All Chromebooks will be collected near the end of the school year. At that time, if choosing to complete the purchase, Chromebooks will be unenrolled from management by the Cathedral of Saint Raymond School and restored to factory settings. Therefore, there will be no filtering or safe search restrictions on Chromebooks once they are returned to students after purchase. Safety restrictions and filtering will then be the responsibility of the family.

If choosing not to complete the \$1 purchase of the Chromebook, the Chromebooks and charging cords will be collected by the school. For your child's privacy, the Chromebook will be restored to factory settings, re-enrolled to CSRN for management, and graciously used to provide Chromebook learning opportunities to the students in grades ECP through 5th grade.

After choosing a Chromebook buyout option, the school-provided Chromebook cases become the property of the family.

Reasons for Early Chromebook Return

Because these Chromebooks are the property of the Cathedral of St. Raymond School, it has the right to revoke Chromebook privileges for the following reasons:

- Behavioral problems — repeated office referrals/suspensions. Repeated misuse of Chromebook or Internet, etc.
- Changing schools — If a student leaves the Cathedral of St. Raymond prior to the end of the year, he or she must return the Chromebook he or she has been loaned from the school.

If, upon request, the Chromebook is not returned in a timely manner, the Chromebook will be reported stolen. Law enforcement will then become involved to retrieve the Chromebook and file charges against all offenders.

Loss or Theft

Chromebooks that are lost or stolen as a result of student or parent negligence will not be replaced, and students may have to complete their work without the use of a Chromebook. Chromebook replacement due to loss or theft will be determined by the school on a case-by-case basis.

Lost or stolen Chromebooks must be reported immediately to St. Raymond School.

Following the report of theft of a Chromebook, the student will be asked to provide a statement describing the circumstance to the school administration will contact the police to file a report. If the Chromebook is recovered and returned to the school, it will be reassigned to the student. Cost of replacing the Chromebook, if it is not returned, will be the responsibility of the family. Chromebook needs to be replaced in a timely manner.

Warranty

Chromebooks come with a 1- year manufacturer's warranty. A three-year accidental/manufacture defect warranty that has been purchased for each Chromebook. Repairs not covered by a warranty need to be completed in a timely manner.

Repairs / Technical Support

If a school-issued Chromebook is in need of repair, students must report the issue to the tech teacher by submitting the helpdesk Google form. If the student cannot access the Internet from his/her Chromebook, he/she must use another functioning computer to report the issue. This can be from home, school, or a library computer with Internet access. Students will be required

to complete their work without the use of a school-issued Chromebook until it is repaired.

Your Google Accounts

Because Chromebooks are managed and associated with the Cathedral of St. Raymond Google Apps domain, each student's Google Account *username@csrns.org* serves as their device login and security. This username and password is extremely important in protecting the student's privacy and files.

Students shall not share any password with other students under any circumstances. If students need to share work for collaboration, they must use the SHARE feature within a Google Document or drag the document to a shared folder to give another Google Account access. Google Drive is located at: *drive.csrns.org*.

Students are required to be logged into their Google account any time that the Chromebook is in use.

Responsible Use/Internet Safety Policy

Chromebooks are being provided to enable students to access educational resources and enrichment activities and to equip students with the skills they need to be successful in the 21st century.

Students are prohibited from accessing, sharing, or creating inappropriate or graphic content, including images or language depicting violence, nudity, pornography, obscenity or otherwise unsuitable subject matter. The Cathedral of St. Raymond School filters Internet activity, no matter where it is accessed, to restrict access to inappropriate online content; however, no filtering program is entirely effective, and ultimate responsibility lies with the student and his or her family.

Students are further prohibited from using chat and instant messaging services and all social networking sites. Finally, students must comply with the Acceptable Use Policy for the Cathedral of St. Raymond School.

During the school day, students' Chromebook use will be monitored by staff, both in person and online for both educational and safety purposes. Attempting to get around this monitoring in any way could result in disciplinary action including losing Chromebook privileges.

Attempting to "wipe" a Chromebook and attempts to clear browsing history are prohibited.

Privacy Policy

Chromebooks and the school network are the property of the Cathedral of St. Raymond School. Any information that is accessed or transmitted through the school network on a Chromebook belonging to Cathedral of St. Raymond School may be monitored, viewed, cataloged, or deleted by the school and/or district staff.

St. Raymond School further reserves the right to investigate suspected inappropriate computer conduct by students and their families and will fully cooperate with local, state, and federal law enforcement officials in the event of unlawful misconduct or suspicion of misconduct.

Desktop Backgrounds/Screensavers

Students in grades 6th & 7th will be able to choose a desktop background and screensaver that are provided by Google. As a privilege given to the 8th grade students, granted that there were no technology infractions in 6th and 7th grades, will be permitted to choose their own desktop backgrounds/screensavers provided that they are school appropriate. Images and photos

should not depict violence, nudity, pornography, graphic language, offensive material, illegal activity, or gang activity.

Virus and Spyware Protection Updates

Because the Chromebook is not a traditional operating system, it provides its own multi-layered security. It is not susceptible to the same types of viruses or malware attacks. At this time, the administration has determined that sufficient protection exists within the built-in systems.

Social media

Students cannot access social media on the St. Raymond Chromebooks. The Cathedral of St. Raymond upholds the standard that students under the age of 13 should not have social media accounts. Each family should decide when their children can have social media accounts, which should be no sooner than the child turning 13.

Network Etiquette (Email, Chats, Commenting, etc.)

All electronic communication is subject to monitoring and should not be considered confidential. Students are expected to use proper grammar, spelling, and punctuation in all electronic communication and should use professional, respectful language. Students are not to use inappropriate content, including text or images depicting violence, nudity, pornography, graphic language, or illegal activity. Further, parents and students should be respectful of teachers' time and should not email teachers for reasons that are not school-related. They should follow Diocesan school policies.

Plagiarism

Plagiarism is the act of taking someone else's words or ideas and presenting them as one's own. Technology such as a Chromebook makes it easy to copy and paste information from the Internet into a student assignment. However, taking information directly from an existing source without citing the source is plagiarism, and it is considered academic dishonesty. If a student wishes to use information he or she found online (on a website or in a digital publication of any kind) in a school assignment, that information must be correctly quoted or paraphrased and cited. If a student is unsure about what constitutes plagiarism, he or she should talk with a teacher or another school staff member. Students found plagiarizing will lose credit for their assignment and may face additional disciplinary actions.

Chromebook Cases

Chromebook cases are issued by the school. This is the only case the student should use in transporting the device to and from school. Nothing can be altered or personalized on the case. A name card will be issued with the case. Cases should only be used for the storage of the Chromebook. No other items such as pencils, power cords, and papers should be in the case at any time.

Camera and Microphone

Students should use good judgement when using the camera and microphone. The camera will not be used to take inappropriate, illicit, or sexually explicit photos or videos, nor will it be used to embarrass anyone in any way. Use of the camera and microphone are strictly prohibited during school unless permission is granted by the classroom teacher.

Printing

Students are welcome to print from their Chromebooks to a home printer. Students will also be able to print to a school printer from the Chromebooks. Before printing during the school day, students must have permission from a teacher. Printing to the school printer must be for a school assignment in which the teacher expressed his/her intention to have the student print. Printing an assignment is preferably completed the day before, either at home or with permission from a teacher while in school the previous day. Printing at school, on the day an assignment is due, must be done before school begins and arrangements must be made with a teacher who agrees to be present before school when the student will be printing. Printing assignments on the same day they are due will not be allowed during homeroom or any time after the school day begins.

Disciplinary Actions

Failure to follow the rules and guidelines presented in this handbook will result in disciplinary action and criminal prosecution, if appropriate. This includes, but is not limited to, tampering with the Chromebook's administrative settings, neglecting or stealing the school-issued Chromebook, etc. Depending on the violation, disciplinary actions are to be determined by the Cathedral of St. Raymond administration, and may include parent contact, loss of assignment credit, detention, in or out-of-school suspension, and temporary or permanent loss of Chromebook privileges. Students will be required to complete their work without the use of a school-issued Chromebook.

Chromebook Handbook

The Cathedral of Saint Raymond School reserves the right to modify the 1 to 1 Chromebook program and/or the terms of this handbook at any time.

2019-2020 CSRN Student/Parent Agreement

Student Name: _____

I understand that I have received the following document with my Chromebook and am expected to have read them, in full, prior to bringing my Chromebook home for the first time:

- [CSRN Chromebook Handbook](#)
- This handbook is valid for three years. If any changes are made during that three-year period, an addendum will be sent home.

I understand that as a **student** receiving a Chromebook from the Cathedral of St. Raymond:

I am responsible for the following:

- Treating my Chromebook and others' as I would my own personal property.
- Transporting my Chromebook to and from school in the school issued protective carrying case.
- Securing my Chromebook in the protective carrying case when at practice or games.
- Leaving any tags on my Chromebook, case, and charger intact.

I am expected to do the following:

- Charge my Chromebook each night in preparation for the next school day.
- Bring my Chromebook (fully charged) to school each day.
- Not leave my Chromebook unattended in the hallways, on the floor, or in campus buildings.

I am able to do the following:

- Use the Chromebook to help organize myself and my studies.
- Download free educational apps from the Chrome Web Store to help with my studies.

I understand the **School's** responsibilities include:

- Providing reliable and robust Wi-Fi access to the Internet while on campus.
- Ensuring timely assistance and email support via jberry@csrn.org.
- Providing students adequate opportunities to explore the Chromebook and Google Apps for Education while at school.

I understand my **family's** responsibilities include:

- Ensuring my child meets the expectations of the CSRN Initiative as outlined above.
- Protecting the Chromebook, within reason, against damage, loss or theft while ensuring the Chromebook is cared for as outlined in the Chromebook handbook.
- Ensuring my child's Chromebook is carried in the school issued carrying case in order to prevent damage to the device.
- Ensuring my child reports damage to their Chromebook to jberry@csrn.org.
- Ensuring my child has adequate opportunities to use the Chromebook and Google Apps for Education while at home.

I understand my **family's** fiscal responsibility as part the CSRN Initiative includes:

- Paying the full repair cost of any part of the Chromebook that must be replaced in the event of damage to the device, if not covered by insurance.
- Paying the full retail price of the Chromebook should my child lose, have stolen, or break beyond repair his/her Chromebook, if not covered by insurance.
- Paying the full retail price of the Chromebook should my child be either voluntarily or involuntarily separated from the School and the Chromebook is not returned to the School.

The Cathedral of St. Raymond School reserves the right to change this policy at any time.

Student Signature

Date

Parent/Guardian Signature

Date