Cathedral of St. Raymond School
Chromebook Program
Parent/Student Handbook
2020-2021

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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, Ml
- 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

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

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 school year. This workshop will cover proper care, online safety concerns, Google Account log-ins, and much more. In 2020, this will be offered via Zoom.

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. If the Agreement is not returned by Sept 8, 2020, the student will lose access to the Chromebook until the signed Agreement is returned to school.

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 of the Chromebook. If there is any physical damage to the Chromebook as a result of misuse or lack or 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.

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 case in a backpack. 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 bring it home every evening.
- Students may customize the profile picture in Google. However, students may only use a respectful photo of themselves or an image that is not a person. Students may not use a photo of anyone other than themselves as the profile picture.

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 case to minimize the risk of damage.

1. **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 stickers that come affixed on Chromebooks, including bar codes, must remain on the Chromebooks with care. If a school affixed sticker is coming off, tell the Technology Coordinator right away so that it can be replaced.
2. **Keep all liquids and food items away from your Chromebook.** Liquids and food crumbs can damage delicate electronic circuits. As tempting as it might be to drink soda, take a bite out of your sandwich or eat or drink any other food or beverages near your Chromebook, accidents can happen all too easily. Spilled liquids damage the internal components or may cause electrical injury to the Chromebook. Short circuits can corrupt data or even permanently destroy parts. Food crumbs can slip under your keys and cause your keys to stick and become unusable. The solution is very simple: Keep your food and drinks away from your computer. Even if you're careful, someone else might bump into you or your desk.
3. **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. In addition, if you clean your hands before use, you will help reduce wear and tear on the coating of the Chromebook caused by contact with sweat and small particles. Dirty fingers can cause letters on keys to disappear and/or become "sticky keys."
4. **Keep your Chromebook clean.** This may seem like a simple topic, but computers require special cleaning even on the outside. 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. **Touchscreen**: 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.

5. **Protect the touchscreen.** Keep sharp objects from the screen. Never put pens or pencils inside your Chromebook carrying case. Use the pocket on the outside of the carrying case for pens or pencils. **The screen can crack or break easily even if it is protected in a carrying case. 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 hold it 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.

6. **We'd normally warn of Viruses here**... But Chromebooks, at this point, are immune to the concept of viruses. However, since you are using the web constantly on these devices, the chance of PHISHING for private information can still take place.

7. **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.

8. **Don't pull on the power cord**. Tugging your power cord out 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.

9. **Plug in accessory devices into their proper slots.** The power cord plugs into the left side of the Chromebook where the power icon identifies the port. Always look at the symbols around and the 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.

10. **Be sure to store your Chromebook in your Chromebook bag.** You can trip or someone can knock into you causing you to drop and potentially break or damage your Chromebook. Remember where your Chromebook is at all times. 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.

11. **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 a Chromebook (or Chromebook bag) is an inviting target for someone to break into your car and steal it. This has already happened to many students in take-home computer programs! Your Chromebook should be kept in a safe location that is dry and cool in temperature.

12. **Try to keep the Chromebook on a flat surface.** This prevents damage to the Chromebook. This step can be hard, particularly if you are going out with your Chromebook, but if there is a flat surface available to put your Chromebook on, then please do so.

13. **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 ads or worse. Read over 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 accounts.

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 Kindergarten 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 can purchase it for $1 if they paid for it in full.

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 warranty. A three-year accidental/manufacturer 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 Technology teacher. If a loaner Chromebook is available, students will have use of the loaner until the student's Chromebook is repaired. Repairs take about two weeks. The loaner Chromebooks are old and will not have all features students are used to using.

Student 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 should report any password security leak to the Technology Teacher who cal reset the password.

Students are required to be logged into their Google account any time that the Chromebook is in use. Unless instructed directly by a staff member, browsing as a guest is strictly prohibited.

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 social networking sites. Finally, students must comply with the Acceptable Use Agreement for the Cathedral of St. Raymond School.

During the school day, students' Chromebook use will be monitored by staff, 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.

Students are prohibited from "wiping" a Chromebook or attempting to clear the browser history.

Privacy Policy

Chromebooks and the school network are 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 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, students 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.

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, images, 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 academic dishonesty. If a student wishes to use information he or she found in print or 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 inside the case at any time. These items should be put in the zippered pouch on the outside of the case.

Camera and Microphone

Use of the camera and microphone are strictly prohibited during school unless permission is granted by the classroom teacher. 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. Photographs of another student can be taken only with that student's permission.

Printing

Students are welcome to print at home from their Chromebooks. Students will also be able to print to a school printer from the Chromebooks using Google Cloud Print. 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 to school from home or with permission from a teacher while in school the previous day. Students can pick up their document that they printed from home with permission from the homeroom teacher during the beginning of the school day homeroom period. 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.

2020-2021 CSRN Chromebook Program 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. CSRN Chromebook Parent/Student Handbook.

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:
>> ○ Freely 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 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