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Cathedral of St. Raymond School

Chromebook Program

# Parent/Student Handbook

2023-2024



# **TABLE OF CONTENTS**

## **Cathedral of St. Raymond Junior High Chromebook Program**

- Brief Overview of the Cathedral of St. Raymond Junior High Chromebook Program, p. 1
- Parent/Guardian Technology Meeting, p. 1
- Parent/Guardian Expectations and Responsibilities, p. 1

## **Student Expectations and Responsibilities**

- Charging the Chromebook, p. 1
- Caring for the Chromebook, p. 2

## **Terms of Use**

- Distribution, Collection, and Management, p. 3
- Reasons for Early Chromebook Return, p.4
- Loss or Theft, p. 4
- Warranty, p. 4
- Repairs/Technical Support, p. 4
- Student Google Accounts, p. 4
- Responsible Use/Internet Safety Policy, p. 5
- Privacy Policy, p. 5
- Desktop Wallpapers and Customizing New Tabs, p. 5
- Network Etiquette, p. 5
- Plagiarism, p. 5
- Artificial Intelligence (AI), p. 6
- Chromebook Cases, p. 6
- Camera and Microphone, p. 6
- Printing, p. 6
- Disciplinary Actions, p. 6

## **Student/Parent Chromebook Agreement, p. 7**

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

## 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 Meeting

It is mandatory that the student's parents attend the Cathedral of St. Raymond School Chromebook Program technology workshop to be held at the beginning of the school year. This meeting will cover proper care, online safety concerns, and much more.

If a student's parent/guardian is unable to attend the technology meeting, the family is required to complete a Google Form quiz with a score of 100%. Families can retake the quiz until they get 100%.

After the meeting, a parent/guardian needs to carefully read and discuss this agreement with the student. Both the parent/guardian and the student must sign the CSRN Student/Parent Technology Agreement and return it to school. Once the signed agreement is received, the student can take the Chromebook home. **If the Agreement is not returned by Sept. 7, 2023, 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 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.

### Student Expectations and Responsibilities

Students are expected to do the following:

- **Charge the Chromebook overnight at home and bring Chromebook fully charged every day. Use the charging port on the left side of the Chromebook.**
- Take the Chromebook home every evening and complete all homework assignments.
- Carry the Chromebook in the issued protective case. Students will use their Chromebook at school every day and will have homework assignments that require the use of the Chromebook.
- Use the avatar created in class as a profile picture. This is the only option for a profile picture.

## Caring for the Chromebook

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. If the label with the student's name comes off, tell the Technology Teacher 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 the Chromebook. Spilled liquids damage the internal components. Food crumbs can slip under your keys and cause your keys to stick and become unusable. Keep food and drinks away from your computer.
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.
4. **Keep your Chromebook clean.** Keeping your system free of dust, dirt, food crumbs, and liquids is the first step to computer care. Lenovo gives these directions for caring for the Chromebook:
  - a. Turn off the Chromebook before cleaning the touch screen.
  - b. **Touch screen:** Use a dry, soft, and lint-free cloth or a piece of absorbent cotton to remove fingerprints or dust from the touch screen. **Do not apply solvents to the cloth.** The touch screen is a glass panel covered with a plastic film. Do not apply pressure or place any metallic object on the screen, which might damage the touch panel or cause it to malfunction.
  - c. **Disinfecting the Chromebook: (This is for the case and keyboard of the Chromebook but not the touch screen. Do not use wipes on the touch screen.)** Squeeze out excess liquid from wipe or disinfecting cloth before using. Recommended wipes are hydrogen peroxide wipes and alcohol based wipes. Do not use wipes containing sodium hypochlorite (bleach).
    - i. Gently wipe the Chromebook thoroughly, being careful to ensure no liquid drips into the Chromebook. Do not wipe the connector pins.
    - ii. After disinfecting, follow the cleaning procedure from the wipe supplier to minimize chemical buildup of disinfectant residue.
    - iii. Always allow the Chromebook to completely dry prior to any use.
  - d. **Keyboard:** Canned air or small computer-specific vacuum cleaners are an excellent way to clean keyboards, computer case vents, or around disk drive openings.
5. **Protect the touch screen.** 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 earbuds on the keyboard. Close the lid gently 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. **Hold and lift the Chromebook by its base**, not by its 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.

7. **Don't pull on the power cord.** To unplug from an outlet, pull the plug with your fingers rather than yanking the cord. Beware of tripping over the cord, causing the Chromebook to fall to the floor. Lost or damaged power cords are the responsibility of the family.
8. **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.
9. **Store your Chromebook in your Chromebook bag.** 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 happens to your Chromebook.
10. **Don't leave your Chromebook in a car.** A Chromebook is an inviting target for someone to break into your car and steal it. Your Chromebook should be kept in a safe location that is dry and cool in temperature.
11. ***Do not leave the Chromebook on the floor at school or at home.***
12. **Protect your Identity.** Students should not put their email or personal information online. If they want to do so, they must first get permission from a teacher or parent each time. 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. When you log into these fake sites, they steal your login information and can access your accounts.
13. **Social media sites. Social media sites require that students be at least 13 years old to create an account.** Students who are 13 must get parent permission before creating or using a social media account. **Students may not use social media at school, including Spotify.** The Chromebooks are for educational purposes.

## 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 junior high years at St. Raymond. Chromebooks should only be used by students. Chromebooks cannot be lent to others, not even brothers or sisters.

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. Safety restrictions and filtering will then be the responsibility 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 who 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. The Chromebook needs to be replaced in a timely manner.

## Warranty

Chromebooks come with a 1-year manufacturer warranty. A three-year accidental/manufacture defect warranty 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 three weeks once the Chromebook is shipped.

## Student Google Accounts

Because Chromebooks are managed and associated with the Cathedral of St. Raymond Google Apps domain, each student's Google Account *username@csrn.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. Google Drive is located at: *drive.csrn.org*. Students should report any password security leak to the Technology Teacher who can reset the password.

Students are required to be logged into their Google account any time that the Chromebook is in use. Browsing as a guest is strictly prohibited.

## **Responsible Use/Internet Safety Policy**

Chromebooks are 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 Diocese of Joliet.

During the school day, student Chromebook use will be monitored by staff, in person and online, for both educational and safety purposes. We use Securify to filter and monitor student use of Chromebooks to keep them safe. 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 Wallpaper and Customizing New Tabs**

Images and photos should not depict violence, nudity, pornography, graphic language, offensive material, illegal activity, or gang activity. Gifs are not permitted.

### **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.

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### **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 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.

### **Artificial Intelligence**

The use of Artificial Intelligence (AI) has surged in recent months. While AI has many positive uses, generative AI (Chat GPT, Bard, etc.) can be used to cheat if students use AI to complete assignments without doing the work or thinking for themselves. The school is developing a comprehensive AI policy. **Students may not use generative AI for classwork unless the teacher explicitly approves it for a particular assignment. The school's discipline policy for cheating will be enforced if students use generative AI without the teacher's direction and permission.**

### **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 be used only for the storage of the Chromebook. Pencils, power cords, and other small 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 judgment 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, staff member, family member, or even a stranger can only be taken with that person's permission.

### **Printing**

Students are welcome to print at home from their Chromebooks. Before printing at school, students must have permission from a teacher. Printing to the school printer must be for a school assignment in which the teacher directs the student to print.

### **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.

### **Right to Amend**

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.



# 2022-2023 CSRN Chromebook Program Student/Parent Agreement

Student Name: \_\_\_\_\_

Homeroom Teacher: \_\_\_\_\_

I have received the CSRN Chromebook Parent/Student Handbook with my Chromebook and am expected to read it in full. This document is available also on the Parent Corner of Tech @ St. Ray's.

<https://sites.google.com/csrn.org/tech>

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' Chromebooks 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.

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 from the Technology Teacher: [jberry@csrn.org](mailto:jberry@csrn.org).
- Providing students adequate opportunities to explore the Chromebook and Google Workspace 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 the Chromebook to [jberry@csrn.org](mailto:jberry@csrn.org).
- Ensuring my child has adequate opportunities to use the Chromebook and Google Apps for Education at home to complete school assignments.

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 the warranty.
- 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 the warranty.
- 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

