

ICA Cristo Rey Google Chromebook 1:1 Program: Policy, Procedures, and Information 2017-2018

The focus of the Chromebook program at ICA Cristo Rey(ICACR) is to provide tools and resources for the 21st-century Learner. Excellence in education requires that technology is seamlessly integrated throughout the educational curricula. Increasing access to technology is essential to build upon college and career readiness skills. The individual use of Chromebooks is a way to empower students to maximize their full potential and to prepare them for college and the workplace.

Learning results from the continuous dynamic interaction among students, educators, parents and the extended community. Technology immersion does not diminish the vital role of the teacher. To the contrary, it transforms the teacher from a director of learning to a facilitator of learning. Effective teaching and learning with Chromebooks integrates technology into the curriculum anytime, anyplace.

The policies, procedures, and information within this document apply to all Chromebooks and other technology able devices used at ICA Cristo Rey considered by the Administration to come under this policy.

*Teachers may set additional requirements for use in their classroom.

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1. GENERAL INFORMATION

1.1 Overview of Program

- The document contained below identifies as many eventualities as possible regarding the Google Chromebook 1:1 Program at ICA Cristo Rey. The policies and procedures listed herein are intended for all students using Chromebooks that are a part of the 1:1 initiative (in addition to technology policies outlined in the Spartan Planner).

1.2 Receiving Your Chromebook

- Chromebooks will be distributed each fall after the student/parent/teacher informational meetings.
- **Parents & students must sign and return the , Student and Parent Pledge documents before the Chromebook can be issued to their child.**
- **Additionally, all students will need to provide a printed copy of his/her Certificate of Completion of the ICACR Digital Driver's License that is to be completed the first week of school during a specified time. The Certificate is good for three years once completed.**

1.3 Chromebook Check-in

- Chromebooks will be returned prior to the end of the school year, on a date to be provided, so they can be checked for serviceability and to be stored for the summer. If a student transfers out of ICACR during the school year, the Chromebook, Chromebook charger, Chromebook case, and any other peripheral devices/tools provided will be returned at that time.
- Students who graduate early, withdraw, are expelled, or terminate enrollment at ICA Cristo Rey for any other reason must return their individual school Chromebook, Chromebook charger, Chromebook case, and any other peripheral devices/tools provided on the date of termination.
- If a student fails to return the Chromebook, Chromebook charger, Chromebook case, and/or any other peripheral devices/tools provided at the end of the school year or upon termination of enrollment at ICA Cristo Rey, the student will be responsible for the replacement cost of the Chromebook, Chromebook charger, Chromebook case, and/or any other peripheral devices/tools provided.
- Furthermore, the student will be responsible for any damage beyond normal wear and tear to the Chromebook, and must return the computer and accessories to ICA Cristo Rey in good working condition. The student will be charged a fee for any needed repairs, not to exceed the replacement cost of the Chromebook.

1.4 Chromebook Incidents

- If at any point during the school year there is damage, loss, or theft of a Chromebook the student must contact administration immediately.
- Any technical issue with the device must be brought to the attention of administration or technology support staff immediately. This includes but is not limited to: Chrome OS (operating system), battery issues, loss of Internet connectivity, failure of apps to launch, etc.
- Any hardware/software repairs that are not due to misuse or damage will be covered without cost, however any damage that impedes normal use , whether accidental or intentional, will incur a cost (see Incidents Table).
- Fines will be imposed in accordance with the below chart or as the circumstances may warrant in the

discretion of ICACR and its administrators.

- After two incidents of accidental damage, the student may lose some privilege of being in the Chromebook 1:1 program and may not be permitted to take the device home. This may also result in disciplinary action.
- All reports will be investigated and addressed on a case by case basis.

Incidents Table

Issue	Action(s) Necessary	Cost
Accidental Damage (1st Instance)	A report must be made. The device and case must be returned to the school so that a new or spare device may be issue.	No cost dependant on investigation of cause.
Accidental Damage (2nd Instance)	A report must be made immediately to administration . The device and case must be returned to the school so that a new or spare device may be issued. However, a spare device may not be issued for a 2nd break. The student may need to wait until the original device is returned from service.	Cost of repair
Accidental Damage (3rd and additional instances)	A report must be made immediately to administration . The device and case must be returned to the school. However, a spare device may not be issued. The student may need to wait until the original device is returned from service. Some loss of privileges of using the Chromebook may occur such as the following: <ul style="list-style-type: none"> • Limiting participation in the Chromebook program • May not be permitted to take the device home. • This may also result in a referral and disciplinary action. 	Minimum: Cost of repair Maximum: full Cost of device
Intentional Damage	A report must be made immediately to administration . The device and case must be returned to the school so that a new device may be issued. Deliberate damage will be referred to the dean of students. Any and all appropriate discipline for damage to school property or as otherwise may be appropriate and as set forth in applicable existing or future Board policies or school building policies.	Costs of repair or replacement in addition to disciplinary consequence.
Loss	A report must be made immediately to administration .	Full cost of device
Theft	A report must be made immediately to administration and a police report MUST be filed with the Police Department. A copy of that report MUST be brought to administration.	No cost

	<p>Loss of privileges of using the Chromebook may occur such as the following:</p> <ul style="list-style-type: none"> • Limiting participation in the Chromebook program • May not be permitted to take the device home 	
<p>Damage or loss of power cord, extension cable, SIM Card, Case, etc.</p>	<p>A report must be made immediately to administration: the Chromebook, power cord, SIM Card, etc. must be returned to the Chrome Room.</p>	<p>Maximum: Cost of replacement.</p>

2. TAKING CARE OF YOUR CHROMEBOOK

Students are responsible for the general care of the Chromebook that they have been issued by the school. Chromebooks that are broken or fail to work properly must be taken to the ICACR Chrome Room Rm. 105 or school office for an evaluation of the equipment.

2.1 General Precautions

- The Chromebook is school property and all users will follow this policy and ICACR acceptable use policy for technology.
- Only use a clean, soft cloth to clean the screen, no cleansers of any type.
- Cords and cables must be inserted carefully into the Chromebook to prevent damage.
- Chromebooks and Chromebook cases must remain free of any writing, drawing, stickers, or labels that are not the property of ICACR.
- Chromebooks must never be left in an unlocked locker, unlocked car or any unsupervised area.
- Students are responsible for keeping their Chromebook's battery charged for school each day.
- Chromebooks are very sensitive to extreme heat and extreme cold therefore leaving devices in cars, direct sunlight, etc. that may expose them to these conditions is potentially harmful to the device and should be avoided.
- Do not stack any books, heavy materials, etc. on top of the Chromebook as it could cause the device to break.

2.2 Carrying Chromebooks

The protective cases provided with Chromebooks have sufficient padding to protect the Chromebook from normal wear and tear and provide a suitable means for carrying the device within the school. The guidelines below should be followed:

- Chromebooks should always be within the protective case when carried.
- Chromebooks must remain in a protective case when not in use to prevent unintended damage.
- Students are allowed to use a personal carrying case, but it should be approved for use by administration or technology support staff to ensure that it has proper padding etc. to protect the school issued device.

2.3 Screen Care

The Chromebook screens can be damaged if subjected to rough treatment. The screens are particularly sensitive to damage from excessive pressure on the screen.

- Do not lean on the top of the Chromebook when it is closed.
- Do not place anything near the Chromebook that could put pressure on the screen.
- Do not place anything in the carrying case that will press against the cover.
- Clean the screen with a soft, dry cloth or antistatic cloth.
- Do not “bump” the Chromebook against lockers, walls, car doors, floors, etc. as it will eventually break the screen.

3. USING YOUR CHROMEBOOK AT SCHOOL

Chromebooks are intended for use at school each day. In addition to teacher expectations for Chromebook use, school messages, announcements, calendars, and schedules may be accessed using the Chromebook. Students must be responsible to bring their Chromebook to all classes, unless specifically instructed not to do so by their teacher.

3.1 Chromebooks Left at Home

- If students leave their Chromebook at home, they are responsible for getting the course work completed as if they had their Chromebook present. The Dean of Students will be notified and parent will be called.
- If a student leaves their chromebook at home more than once, they may be required to “check out” their Chromebook. “Checking out” identifies that the student will only be able to utilize the Chromebook during school hours. The Chromebook will be checked out in the morning from Room 105 and returned at the end of the school day to the same central location.
- After the first “turn in” period (one week), the Chromebook will be returned for student use at home.

3.2 Chromebook Undergoing Repair

- Replacement Chromebooks may be issued to students when they turn in their Chromebooks for repair. Please note that there may be a delay in getting a Chromebook should the school not have enough to distribute.
- Replacement Chromebooks may not be issued for use until all fines have been paid.

3.3 Charging Your Chromebook's Battery

- Chromebooks must be brought to school each day in a fully charged condition. Students need to charge their Chromebooks each evening.
- Chargers should be kept at home

3.4 Photo Library/Screensavers/Background photos

- Inappropriate media should not be on the device and may not be used as a screensaver or background photo.
- Presence of guns, weapons, pornographic materials, inappropriate language, alcohol, drug, gang related symbols or pictures will result in disciplinary actions and may also result in a loss of Chromebook privileges.
- Photos/videos require a large amount of storage space on the device. Only photos that are for an educational purpose should be saved to the device. All other photos/videos should not be taken or stored.

3.5 Sound, Music, Games, or Programs

- Sound must be muted at all times unless permission is obtained from the teacher for instructional purposes.
- Students should have their own headphones for classroom use.
- All software/Apps must be school provided.

3.6 Printing

- Printing will be available with the Chromebook. Students should talk to their teachers about which printer to print to.
- Students will be given information and instruction on printing with the Chromebook at school.

3.7 Home Internet Access

- Students are allowed to set up access to home wireless networks on their Chromebooks. This will assist students with the ability to complete, retrieve, access, etc. educational content used in classes with the Chromebook successfully.
- Students may also set up home printing capabilities for their Chromebook. This will require a wireless printer and proper settings on the Chromebook using Google Cloud Print.
- If parents/guardians are interested in providing content filtering at home, it is suggested that parents/guardians contact their Internet provider for details and support.

4. MANAGING YOUR FILES & SAVING YOUR WORK

4.1 Saving to the Chromebook

- Students may save work to their Google Drive accounts (or other cloud based storage medium) via the Chromebook.
- Storage space will be available on the Chromebook, but since the device has storage limitations it is vital that the storage space be privileged for educational use only. It is also important to note that Chromebooks will NOT be backed up by ICACR in cases of resetting or re-imaging.
- It is the student's responsibility to ensure that their work is backed up and therefore not lost due to mechanical failure or accidental deletion.

- Chromebook malfunctions are not an acceptable excuse for not submitting work.

4.2 Network Connectivity

- Students will not be penalized if the network is down and a completed assignment can not be accessed for class projects, presentations, etc. as this type of network outage will affect all students and staff in the school building.

5. SOFTWARE ON CHROMEBOOKS

5.1 Originally Installed Software

- The Operating System & Extensions/Apps originally installed by ICA Cristo Rey must remain on the Chromebook in usable condition and be easily accessible at all times.
- From time to time, the school may add software applications for use in a particular course. Periodic checks of Chromebooks will be made to ensure that students have not removed required apps/extensions.
- Any attempt to “jailbreak” the Chromebook or change the configuration of the device as provided in the fall each school year will result in an immediate disciplinary action.

5.2 Additional Software

- Any additional software is not allowed.

5.3 Inspection

- Students may be selected at random to provide their Chromebook for inspection.
- Reasons for Chromebook inspection may include but are not limited to the following: functionality, maintenance, serviceability, and various violations of student acceptable responsibilities when using the Chromebook.

5.4 Procedure for Reloading Software

- If technical difficulties occur or illegal software is discovered, the Chromebook may be restored to original factory settings. The school does not accept responsibility for the loss of any software or documents deleted due to a need to reformat and/or reimage any device.

5.5 Software Upgrades

- Each time you turn on your Chromebook, the system automatically checks for updates and applies any updates that it finds.
- It is highly recommended that students completely turn off their Chromebooks at night. This will allow the device to update on its own when powered on the following day.
- Students are encouraged to periodically upgrade the apps on the Chromebook if prompted. Chromebooks run Chrome OS (Operating Software) Web browser. OS updates are conducted

automatically on the OS .

6. ADDITIONAL RESPONSIBILITIES AND EXPECTATIONS

6.1 Parent/Guardian Responsibilities

- Talk to your children about appropriate Internet use as you would about the use of all media information sources such as television, telephones, movies, and radio.
- Become increasingly active participants by asking your child/children to show you what sites they are navigating to and/or what apps are being used and how they work.
 - The following resources will assist in promoting positive conversation(s) between you and your children regarding digital citizenship as it relates to Internet safety, conduct, and Netiquette.
 - NetSmartz: <http://www.netsmartz.org/Parents>
 - CommonSense Media: <http://www.commonsensemedia.org/blog/digitalcitizenship>
- Ensure that your ICACR student has priority use of the device.

6.2 School Responsibilities are to:

- Provide Internet and online course materials access to its students.
- Provide Internet filtering and blocking of inappropriate materials as possible.
- ICACR reserves the right to review, monitor, and restrict information stored on or transmitted via ICACR owned equipment and to investigate inappropriate use of resources.
- Provide staff guidance to aid students in doing research and help ensure student compliance with the acceptable use policy.

6.3 Students are responsible for:

- Using computers/devices in a responsible, ethical, and educational manner. Use or possession of hacking software is strictly prohibited and violators will be subject to ICA Cristo Rey Student/Parent Handbook. Violation of applicable state or federal law may result in criminal prosecution or disciplinary action by the school.
- Obeying general school rules concerning behavior and communication that apply to technology use.
- Using all technology resources in an appropriate manner so as to not damage school equipment. Taking a proactive role to aid ICACR in the protection of our computer system/device by contacting an administrator about any security problems they may encounter.
- Complying with trademark and copyright laws and all license agreements. Ignorance of the law is not immunity. If you are unsure, ask a teacher or parent
- Giving credit to all sources used, whether quoted or summarized. This includes all forms of media on the Internet, such as graphics, movies, music, and text. Plagiarism is a violation of the ICACR Code of Conduct.

- Immediately reporting to a teacher or administrator any emails containing inappropriate or abusive language or if the subject matter is questionable.
- Returning their Chromebook to the Chrome Room Rm. 105 at the end of each school year. Students who graduate early, withdraw, are suspended or expelled, or terminate enrollment at ICA Cristo Rey for any other reason must return their individual school Chromebook and other peripherals on the date of termination.
- Monitoring all activity on their account(s).

6.4 Student Activities Strictly Prohibited:

Students are strictly prohibited from the following actions while using their Chromebook (ICACR reserves the right to modify this list at any time.):

- Chromebooks are not permitted in the cafeteria during student lunch periods. They should remain in their protect sleeves in their backpack or placed in the student's' locker.
- Illegal installation or transmission of copyrighted materials
- Any action that violates an applicable existing or future Board policy and any applicable laws.
- Sending, accessing, uploading, downloading, or distributing offensive, profane, threatening, pornographic, obscene, or sexually explicit materials
- Use of chat rooms, sites selling term papers, book reports and other forms of student work
- Messaging services EX: MSN Messenger, ICQ, etc.
- Use of outside data disks or external attachments without prior approval from the administration
- Changing of Chromebook settings (exceptions include personal settings such as font size, brightness, etc)
- Spamming: Sending mass or inappropriate emails
- Using the internet to access personal (non-school related) accounts i.e. non-school provided email accounts (yahoo, hotmail), facebook, other social media sites, etc.
- Gaining access to other student's accounts, files, and/or data
- Use of the school's Internet/Email accounts for financial or commercial gain or for any illegal activity
- Sending anonymous or misleading communications for any inappropriate purpose via any means
- Students are not allowed to give out personal information, without the permission and supervision of their parents or a school staff member, over the Internet. This includes, but is not limited to, setting up internet accounts including those necessary for chat rooms, Ebay, email, etc.
- Participation in credit card fraud, electronic forgery or other forms of illegal behavior
- Vandalism (any malicious attempt to harm or destroy hardware, software or data, including, but not limited to, the uploading or creation of computer viruses or computer programs that can infiltrate computer systems and/or damage software components) of school equipment will not be allowed
- Transmission or accessing materials that are obscene, offensive, threatening or otherwise intended to harass or demean recipients.
- Bypassing the ICACR web filter through a web proxy

6.5 Chromebook Care

Students will be held responsible for maintaining their individual Chromebooks and keeping them in good working order.

- Chromebook batteries must be charged and ready for school each day.
- Only labels or stickers approved by ICACR may be applied to the device.
- Chromebook sleeves furnished by the school district must be returned with only normal wear and no alterations to avoid paying a sleeve replacement fee.
- Chromebooks that malfunction or are damaged must be reported to the administration. The school district will be responsible for repairing Chromebooks that malfunction. Chromebooks that have been damaged from student misuse, neglect or are intentionally damaged will be repaired with cost being borne by the student. Students will be responsible for the entire cost of repairs to Chromebooks that are intentionally damaged or lost.
- Chromebook damage: Students may be responsible for any and all damage as circumstances warrant.
- **Chromebooks that are are stolen must be reported immediately to your local police department. The police report must be submitted to school administration.**

6.6 Legal Propriety

- Comply with all applicable laws, including but not limited to trademark and copyright laws and license agreements.
- Plagiarism is a violation of the ICACR Code of Conduct. Give credit to all sources used, whether quoted or summarized. This includes all forms of media on the Internet, such as graphics, movies, music, and text.
- Use or possession of hacking software is strictly prohibited and violators will be subject to ICA Cristo Rey Student/Parent Handbook. Violation of applicable state or federal law will result in criminal prosecution or disciplinary action by the District.

6.7 Student Discipline

If a student violates any part of the policies, procedures, expectations outlined in this document, the student handbook or District policies, he/she will be disciplined in accordance with our discipline policy (outlined in the student handbook). See Section 9 below for more details.

7. PROTECTING & STORING YOUR CHROMEBOOK

7.1 Chromebook Identification

Student Chromebooks will be labeled in the manner specified by the school. Chromebooks can be identified in the following ways:

- Record of serial number
- ICACR label

- Student Identification number
- Students should not remove labels and/or serial # labels that are placed on the device.

7.2 Storing Your Chromebook

- When students are not using their Chromebooks, they should be stored in their lockers.
- To prevent damage, nothing should be placed on top of the Chromebook.
- Students are encouraged to take their Chromebooks home everyday after school, regardless of whether or not they are needed.
- If a student needs a secure place to store their Chromebook, they may check it in at the Chrome Room Rm.105 for storage.

7.3 Chromebooks Left in Unsupervised Areas

- Under no circumstances should Chromebooks be left in unsupervised areas. Unsupervised areas include the school grounds and campus, the lunchroom, computer lab, locker rooms, library, unlocked classrooms, dressing rooms and hallways.
- Any Chromebook left in these areas is in danger of being stolen. If a Chromebook is found in an unsupervised area, it will be taken to Room 105 or the main office and may result in disciplinary action.

8. REPAIRING OR REPLACING YOUR CHROMEBOOK

8.1 School District Insurance Protection

- ICACR has purchased a private insurance package for all Chromebooks.
- This protection package covers any type of device malfunction at no expense to the user.
- It also covers limited damage for the Chromebook.
- The fee for a lost Chromebook will be the replacement cost of the device.

8.2 Personal Home or Homeowners coverage

- Students or parents may wish to carry their own personal insurance to protect the Chromebook in cases of theft, loss, or damage. Please consult with your insurance agent for details about your personal coverage of the Chromebook.
- Most insurances will require a rider for electronics and only provide so much coverage and a higher deductible.

8.3 Claims

All insurance claims must be reported to the school office. Students or parents must provide a report in instances of theft, vandalism, or fire related damage. A copy of this report must be submitted to school administration before a Chromebook can be repaired or replaced.

9. POLICY VIOLATIONS SUBJECT TO DISCIPLINARY ACTION

As mentioned throughout this document, misuse of Chromebooks has the potential to earn disciplinary consequences such as, but not limited to: lunch detentions, after school detentions, In School Suspensions, and Out of School Suspensions.

Examples of conduct warranting disciplinary action include, but are not limited to the following:

- Downloading unapproved apps.
- Leaving Chromebook unattended.
- Deleting school-installed settings from a Chromebook.
- Failing to provide adequate care for Chromebook, sleeve, charger, etc.
- Resetting Chromebook to factory defaults.
- Placing the Chromebook in developer mode.
- Adjusting settings on someone else's Chromebook.
- Making financial transactions using the Chromebook.
- Logging in under personal Google account to download purchased apps for yourself or another student(s).
- Leaving Chromebook at home.
- Loaning of student device to other students inside and outside of school.

10. DIGITAL CITIZENSHIP

Immaculate Conception Academy strongly believes in the educational value of technology and recognizes that electronic services have the potential to support curriculum and student learning. The goal for providing such services is to promote educational excellence by facilitating resource sharing, innovation and communication. Immaculate Conception Academy will make every reasonable effort to protect students, teachers and staff members from any misuses or abuses as a result of experiences with an information service access through Immaculate Conception Academy. However, users may encounter material which is controversial and which users, parents, teachers or administrators may consider inappropriate or offensive. On a global network it is virtually impossible to control effectively the content of data and it is the user's responsibility not to initiate access to such material.

Student Pledge for Chromebook Use

1. I will take care of my Chromebook.
2. I will never leave the Chromebook unattended.
3. I will never loan out my Chromebook to other individuals.
4. I will know where my Chromebook is at all times.
5. I will charge my Chromebook's battery daily.
6. I will keep food and beverages away from my Chromebook since they may cause damage to the device.
7. I will not disassemble any part of my Chromebook or attempt any repairs..
8. I will protect my Chromebook by only carrying it in the sleeve provided.
9. I will use my Chromebook in ways that are appropriate, meet ICACR expectations and are educational.
10. I will not place decorations (such as stickers, markers, etc.) on the Chromebook.
11. I will not deface the serial number Chromebook sticker on any Chromebook.
12. I understand that my Chromebook is subject to inspection at any time without notice and remains the property of ICACR.
13. I will follow the policies outlined in the Chromebook Handbook and the *Technology Use Policy* while at school, as well as outside the school day.
14. I will file a police report in case of theft, vandalism, and other acts covered by insurance.
15. I will be responsible for all damage or loss caused by neglect or abuse.
16. I agree to return the Chromebook, sleeve and power cords in good working condition.
17. I will be a proactive digital citizen when using my Chromebook.
18. I understand that my use of the Chromebook is subject to all applicable ICACR policies and regulations.

Student/Parent Pledge for Chromebook Use

19. I /we understand that Chromebooks are intended solely for educational use and that students are not permitted to download any applications not authorized by their teachers or approved by ICACR administration.
20. I/we understand my/our responsibilities with respect to the care and maintenance of the Chromebook.
21. I/we understand the terms and conditions of the insurance coverage for the Chromebook that was purchased by ICACR .
22. I/we understand that students may take Chromebooks home in the evenings for school related use, however I/we understand that students must have Chromebooks in school everyday.

- 23. I/we understand that students must return Chromebooks at the end of the school year in the condition it was received.
- 24. I/we understand that I must report any problems or damage to the Chromebook to my homeroom teacher.
- 25. I/we understand that ICACR reserves the right to conduct unannounced inspections of student Chromebooks.
- 26. I/we understand that the use of Chromebooks will be governed by all terms and conditions of ICACR policies and regulations.

Individual school Chromebook computers and accessories must be returned to the ICA Cristo Rey at the end of each school year. Students who graduate early, withdraw, are suspended or expelled, or terminate enrollment at ICA Cristo Rey for any other reason must return their individual school Chromebook computer on the date of termination.

Chromebook Permission Slip

ICA Cristo Rey-PLEASE RETURN THIS FORM

I /We agree to the stipulations set forth in the above documents including the Chromebook Policy, Procedures, and Information; the Acceptable Use Policy; Chromebook Protection Plan and the Student Pledge for Chromebook Use.

Please Print Clearly: Student Last, First Name: _____

Student ID #: _____ House (1, 2, or 3): _____ Grade: _____

Student Signature: _____ Date: _____

Parent Name (Please Print): _____

Parent Signature: _____ Date: _____

****In an effort to “Go Green,” students were provided with only the last page of the Chromebook Informational Packet, which is the Permission slip that needs to be signed and returned. We highly encourage parents/guardians to go online and review the Chromebook Informational Packet in its entirety with your child/children. Information regarding the ICACR 1:1 program can be located on the school website or at <https://goo.gl/RNyjRK>.**