Chromebook Policies and Procedures

*Chromebooks will NOT be distributed if an electronic signature is not provided by Parents/Guardians.

Corpus Christi School (CCS) will supply an EduGear Chromebook for every fourth, Fifth, Sixth, Seventh and Eighth Grade student to utilize for the current school year. The student will be issued the Chromebook with predetermined extensions installed. Go Guardian will manage the Chromebook device on any network.

These students and parents are required to review and digitally sign this document before a student can receive his/her Chromebook.   There is a non-refundable technology fee that covers for insurance and Go Guardian for each Chromebook.

Technology resources at CCS are provided for the ***purpose of supporting the educational mission of CCS***. The School's goal in providing the Chromebook is to ***promote educational excellence*** by facilitating resource sharing, innovation, research, creativity, communication, increased productivity, and mobile learning. Students are to use school supplied technology only. Chromebook devices will be managed by school software on any network. When students connect to other networks other than the schools (for example: library, home, public hotspot), the Chromebooks must be used for educational purposes only. Go Guardian will manage the device on any network. If the child goes to a website that is not educational related, the school administration will be notified, and the child may be blocked or receive a detention.

Use of these technologies is a privilege that carries responsibility and behavioral expectations consistent with all school rules and policies, including but not limited to, those stated in the Technology Use Agreement. It is understood that members of the CCS community will use all types of computing devices and the school's network in a responsible, ethical, and legal manner at all times.   Students are not permitted to sign onto another email account other than their school issued google account. The G suite account is for the students only. If parents or other students are signing onto another student's accounts, there will consequence determined by the school administration. Students are only allowed to only email Corpus Christi teachers or staff. Students that email anyone other Corpus Christi School teachers and staff will receive consequence determined by the school administration.

The Chromebook will be issued to students according to the guidelines set forth in this document. CCS retains the right to collect and/or inspect the Chromebook at any time, and to alter, add, or delete installed software or hardware.

Chromebooks will come with power cord, carrying case, and luggage tag. Chromebooks and accessories must be returned at end of school year or if student withdraws from school. Students that returned Chromebooks accessories with missing or broken parts must pay fee to replace parts. Note: Manufacturer defects are covered by the school.

Description	Fee for broken or missing parts
Carrying Case Broken Zipper	$20
Carrying Case Broken Strap:	$10
Missing Power Cord:	$50
Missing or broken Luggage Tag	$5

Updated: 08/202021

Insurance is automatically supplied for accidental damage to Chromebook. Carrying Case, Power Cord, and Luggage Tag are not covered in the insurance. Families are billed automatically for insurance and any insurance claims will be handled by the IT coordinator. This is to offer great discount, and hassle free for families.

There is a mandatory, non-refundable technology fee for each Chromebook issued. This fee includes the price of the insurance and Go Guardian, replacement of any requirement is not included in the technology fee.

These prices are based on replacement and shipping costs. It is unfortunate to have to have these measures in place, but hopefully it will also help children have sense of responsibility with school property.

Contents

Updated: 08/202021

1. Chromebook

1.1 Receiving Your Chromebook

For a student to receive his/her Chromebook, the CCS Chromebook Policy and Procedure page at the end of this document, must be digitally signed by a parent/guardian and student along with the Technology Use Agreement signature page. The Technology Use Agreement can be found on the school website.

Students are to use school supplied technology only. Chromebook devices will be managed by school software on any network. When students connect to other networks other than the schools (for example: library, home, public hotspot), the Chromebooks must be used for educational purposes only. School administration will be alerted when it is not used for educational purposes, and the children will be blocked.

1.2 Returning Chromebook

All Chromebooks will be returned the final week of school or if the child withdraws from school.

Students are responsible for returning the Chromebook, power cord, carrying case and luggage tag in good working order at the end of the school year or upon termination of enrollment at CCS. Students that returned Chromebooks and accessories with missing or broken parts must pay fee to replace parts.

Description	Fee for broken or missing parts
Carrying Case Broken Zipper	$20
Carrying Case Broken Strap:	$10
Missing Power Cord:	$50
Missing or broken Luggage Tag	$5

Insurance is automatically supplied for accidental damage to Chromebook. Carrying Case, Power Cord, and Luggage Tag are not covered in the insurance. Families are billed automatically for insurance and any insurance claims will be handled by the IT coordinator. This is to offer great discount, and hassle free for families.

These prices are based on replacement and shipping costs. It is unfortunate to have to have these measures in place, but hopefully it will also help children have sense of responsibility with school property.

2. Taking Care of Your Chromebook

Students are responsible for the general care of the Chromebook they have been issued by the school. Chromebooks that are broken or fail to work properly must be returned to the IT Coordinator at CCS for an evaluation.

2.1 General Precautions

- The Chromebook is school property, and all users will follow this policy and the CCS technology use policy.

- Cords and cables must be inserted carefully into the Chromebook to prevent damage.

- Chromebooks must remain free of any writing, drawing, stickers, or labels that are not the property of CCS.

- Vents should never be covered.

- Students must take their Chromebook home for nightly charge and bring them back the next school day. If Chromebook is not charged or left at home for three times will result in detention.

- Students are not to take other student's Chromebooks.

- Students may not use "skins" to "personalize" their Chromebooks.

2.2 Carrying Chromebooks

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

- Chromebooks should always be within the carrying case when carried to and from school and from classroom to classroom.
- Never transport Chromebook with power cord plugged in.
- Student should never carry their Chromebooks while screen is open. (lid should be tightly closed).
- Avoid placing too much pressure and/or weight (such as folders, textbooks, and workbooks) on the Chromebook.

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 within the two halves of the Chromebook.
- Do not "bump" the Chromebook against lockers, walls, car doors, floors, etc. as it will eventually break the screen.
- Dust the screen with a soft, dry microfiber cloth or anti-static cloth. If a more thorough screen cleaning is required, use a clean, water dampened microfiber cloth. Do not use any type of cleaning solvent on your Chromebook.

3. Using Your Chromebook at School

Chromebooks are intended for use at school each day. Students must be responsible to bring their Chromebook, **fully charged**, to all classes, unless specifically instructed not to do so by their teacher.

Students who repeatedly (three in a trimester) fail to bring their Chromebook to school or maintain a fully charged battery will result in detention.

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. Loaner Chromebooks may not be available to students who forgot to bring their Chromebook to school or failed to charge their Chromebook. Students that fail to bring their Chromebook back to school or have it fully charged will have three chances per trimester. If the child forgets to charge or bring in their Chromebook, three times per trimester, will result in detention.

3.2 Passwords

- Students will be assigned a Google account and password. This password shall be changed by the student, and password must be protected at all times and not shared with others (except homeroom teacher).
- Students must provide their password to their homeroom teacher; in case the child forgets their password.
- The faculty of CCS reserves the right to check student accounts.

3.3 Background Photos

A standard background will be preset on the Chromebook and may not be changed by the student. Students may, however, select an appropriate Google account login picture for their Chromebooks.

3.4 Photos

Photo/Image storage on the Chromebook or Google Drive will be for school projects only. Storage of student personal photos or downloaded images is not allowed.

Camera Use: Corpus Christi Chromebooks are equipped with cameras and must only be used for an educational assignment.

3.5 Sound, Music, Games, or Programs

- Students may not download music from any music sharing site unless directed by or with the permission of a teacher.

- Playing Music on the Chromebook is only allowed for music classes.

- Sound must be muted at all times unless permission is obtained from the teacher for instructional purposes.

- Playing Music or music videos on Chromebook during class or study hall is not allowed.

- Non-educational games are not allowed on the Chromebooks.

- The device can only be synced by the school's Google Chrome Administrator.

- Per student supply list, students are required to have earbuds at all times.

3.6 Account Access

- Students will only be able to login using their @corpuschristischoolct.org account.
- To ensure the safety of your account, students must log off their Chromebook when not in use.

4. Managing Your Files & Saving Your Digital Work

"G Suite for Education" is a suite of products which includes Gmail, calendar, word processing, presentations, drawings, spreadsheets, forms, etc. that allows students to create different kinds of online files in the cloud. You can only access these files with a wireless internet connection.

4.1 Naming your digital files

It is the student's responsibility to ensure that all digital files have names to prevent mechanical failure or accidental deletion. Google Drive malfunctions are not an acceptable excuse for not submitting work; therefore, students should name each digital file.

Students will be required to print at home, if they are unable to print their work at home, they must have a note from their parent.

4.2 Network Connectivity

Students are allowed to set up home/private wireless networks on their Chromebooks to assist them with Chromebook use while at home. Chromebook devices will be managed by school software on any network. When students connect to other networks other than the schools (for example: library, home, public hotspot), the Chromebook must be used for educational purposes only. Go Guardian will manage the Chromebook on any network. If the child uses the Chromebook for non-educational purposes, but school administration will be notified, and the child may be blocked or receive a detention.

5. Software on Chromebooks

5.1 Originally Installed Software

CCS will synchronize the Chromebooks to contain the necessary Extensions for schoolwork. Students **will not** synchronize Chromebooks or add extensions through a personal Google account. The software/extensions originally installed by CCS must remain on the Chromebook in useable condition and be easily accessible at all times. From time to time the school may add or modify software applications or extensions for use in a particular course.

Periodic checks of Chromebooks will be made to ensure that students have not removed required extensions and/or synced to a personal Google account.

5.2 Inspection

Students may be selected at random to provide their Chromebook for inspection. Chromebook management software will record websites students visit.

5.3 Procedure for re-loading software

If technical difficulties occur or illegal software (non-CCS extensions or programs) is discovered, the Chromebook will be restored by the CCS Google Chrome Administrator. The school does not accept responsibility for the loss of any software or documents deleted due to a re-sync or re-image. In this event, the student may receive disciplinary action, determined by the principal.

5.4 Software Upgrades

Upgrade versions of licensed software/apps are available from time to time. Students may be required to return their Chromebooks to the CCS Administrator.

5.5 G Suite for Education Privacy Policy

The G suite for education application is used on the Chromebooks. Follow this link, https://edu.google.com/trust/, to review the privacy policy.

6. Acceptable Use

The use of the CCS technology resources is a privilege, not a right. The privilege of using the technology resources provided by the school is not transferable or extendible by students to people or groups outside the school and terminates when a student is no longer enrolled in the school.

This policy is provided to make all users aware of the responsibilities associated with efficient, ethical, and lawful use of technology resources. If a person violates any of the User Terms and Conditions named in the "Technology Use Agreement" policy, privileges may be terminated, access to the school's technology resources may be denied, and the appropriate disciplinary action shall be applied, determined by the principal.

6.1 Chromebook Care

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

- Chromebook cases furnished by the school must be returned with only normal wear and tear and no alterations to avoid paying a replacement fee.

- Chromebooks that malfunction or are damaged must be reported to the IT Coordinator. The school will be responsible for repairing Chromebooks that malfunction. The costs of repairing Chromebooks that have been damaged from student misuse are the sole responsibility of the student.

- Neglect or accidental damage will be repaired with the costs of repair or replacement being entirely borne by the student. **Optional** insurance coverage is available, and if chosen then the deductible cost will be borne by the student.

- Chromebooks that are stolen must be reported immediately to the IT Coordinator and the Police Department.

Note: See Section 8 for Chromebook Insurance.

6.6 Legal Propriety

Students must comply with trademark and copyright laws and all license agreements. Ignorance of the law is not immunity. If you are unsure, ask a teacher or a parent.

7. Protecting and Storing Your Chromebook and Protecting your personal information

7.1 Chromebook/Chromebook Case Identification

Student Chromebooks will be labeled with a Chromebook number. No other labeling should be on Chromebook.

Chromebook Cases will be labeled with luggage tags provided by the school. Luggage tag provided by the school will include a paper insert with Chromebook number, student's first name, first letter of student's last name, year of graduation, serial number, and a spot for student to write in a parent's cell phone number. Students are to write a parent's cell phone number on the luggage tag. No other personal information should be written on the tag.

If luggage tag is lost or damaged, students will be required to purchase a new one from the school. All luggage tags are returned at the end of the school year with the Chromebook case. Luggage tag paper will be shredded by the school once the student graduates.

8. Chromebook Distribution

8.1 Chromebook Distribution

Chromebooks will be distributed by class when ready at the beginning of the school year. Students will receive Chromebook once all returning to school form have been signed by student and parents. Forms include tuition contract, technology agreement, Chromebook policy, and student handbook. Failure to sign all return to school forms will result in delaying distribution of Chromebook.

9. Chromebook Insurance

9.1 School Protection

CCS has a group insurance policy for accidental damage. Families will be billed through FACTS each year. All insurance will be handled by the IT Coordinator and no student or family information is given to the insurance company. Insurance protection is by Worth Ave. Group, underwritten by Hanover Insurance Company. The protection covers:

- Accidental damage – including drops/liquid spills
- Liquid submission
- Theft
- Fire/Flood damage
- Vandalism (by someone other than an CCS student)
- Natural disasters
- Power surge due to lightning

9.2 Claims

All insurance claims will be handled by the IT Coordinator directly with the insurance agency. In the event of theft, parents must report the loss to their local police department. For damaged Chromebook, students will need to provide the IT Coordinator with Chromebook and any additional information pertaining to the damage. Unknown damage is not covered by the insurance and will be charged back to the parents for replacement.

10. Cost of Repairs

Students may be held responsible for damage to their Chromebooks accessories.

Description	Fee for broken or missing parts
Carrying Case Broken Zipper	$20
Carrying Case Broken Strap:	$10
Missing Power Cord:	$50
Missing or broken Luggage Tag	$5

These prices are based on replacement and shipping costs. It is unfortunate to have to have these measures in place, but hopefully it will also help children have sense of responsibility with school property.

12. Digital Citizenship

Students will learn about internet safety and proper etiquette to using the Chromebook online. Failure to be a good digital citizenship and practice good online etiquette will result in consequences determined by the administration.