

St. Joseph School Herndon, VA

CHROMEBOOK Policy & Guidelines
Handbook

Prayer of St. Francis of Assisi

Lord, make me an instrument of your peace. Where there is hatred, let me sow love; where there is injury, pardon; where there is doubt, faith; where there is despair, hope; where there is darkness, light; and where there is sadness, joy.

O Divine Master, grant that I may not so much seek to be consoled as to console; to be understood as to understand; to be loved as to love. For it is in giving that we receive; it is in pardoning that we are pardoned; and it is in dying that we are born to eternal life.

St. Isidore, patron saint of technology, pray for us. Amen

Overall Goal:

St. Joseph School is pleased to provide Chromebook laptop computers to junior high students for their educational use. Chromebooks enable students to develop the skills, understandings and knowledge to utilize information technology, the Internet and to exercise individual responsibility. St. Joseph School teachers and administration trust each student will assume personal responsibility to make wise decisions as each uses the Chromebook. A student makes wise choices when he or she:

- Recognizes that the Chromebook is provided principally for furthering academic achievement
- Remembers that taking care of the equipment ensures continued use of this educational tool
- Acts as a responsible member of a learning community that shares school resources
- Accepts that inappropriate use of and/or damage to the Chromebook will result in disciplinary action, and potential financial penalty.

Expected student uses:

- Research on the Internet according to teacher-defined parameters
- Use of a variety of educational apps
- Transfer of assignments and projects to and from Google Classroom
- Organization of academic materials using G-Suite organization apps
- Creation of projects and educational materials demonstrating understanding of the content being taught in class
- Connecting, communicating and collaborating on educational projects

Additional Goals:

- To increase timely access to informational and educational resources for students and teachers.
- To increase access to and appropriate use of the growing body of digital information and tools.
- To provide increased life-long learning opportunities for SJS students.

The following procedures have been developed based on SJS policies in order to effectively fulfill our school's educational goals and objectives. Policies and procedures are reviewed and subject to change at any time. Appropriate notification will be issued as procedures are updated.

The following procedures apply to the use of equipment and Internet access while on SJS property. Policies concerning technology, network, Internet and email usage are available in in the Parent- Student Handbook.

General Provisions

1. SJS is the sole owner of the Chromebooks and all associated equipment. The school lends the equipment to students for the purpose of expanding the educational process. This is the primary intent for Chromebook use. Each student is responsible for the proper care and maintenance of the school's property. Chromebook computers are provided in order to complete and support the curriculum established by the Arlington Diocese.

2. It is the expectation of SJS that every junior high student will use the Chromebook computer.

3. The student is responsible for following all school rules for appropriate Chromebook computer use.
4. Students are responsible for upholding SJS policies and procedures governing the use of school equipment.
5. Only school provided Chromebooks are permitted in SJS – no exceptions.

Expectations and Procedures

1. Chromebook charging carts do not leave the classrooms. The students will not take Chromebooks home.
2. Teachers are responsible for the Chromebooks while in their classroom.
3. Students will use the Chromebooks in the class, then place them back in the cart. The students will have access to Chromebooks in designated classes determined by the teacher schedule.
4. Chromebooks will be available for use at the teacher's discretion.
5. All student projects will be stored online in their Google Drive and/or Google Classrooms.
6. Teachers can access student projects on their desktops (or another device) using the Chrome browser and their Google Classroom accounts.
7. Fully charged batteries are designed to last for a full school day. Chromebooks will be placed in the cart and remain charging when not in use.
8. SJS equipment must be properly stored, cared for and maintained.
9. All issues must be reported to the teacher and/or administration to address promptly.
10. The classroom teacher must ensure that the Chromebooks are used properly and handled with care. Technical issues are addressed first by the SJS's Director of Technology. Any vandalism or theft must be reported to the school administration immediately.
11. Students must keep all data and files in the Google Drive under their Apps for Education account. Any data or files downloaded to the Chromebooks are automatically erased each day. Students may use a flash drive to back up and transport files. Failure to back up work will not be accepted as an excuse for late or missing work.
12. Internet services are to be used for specific educational purposes only. Students are required to be familiar with the Arlington Diocese's Acceptable Use Policy. If inappropriate sites are inadvertently accessed, they should be reported immediately to the teacher or staff so that they will not be cause for disciplinary action. All sites visited are recorded in the Chromebook's browser history, and sites visited by students are monitored.

Chromebook Rollout Guide

1. Each Chromebook will be numbered and assigned a slot in the designated cart
2. Carts will stay in designated homerooms. Teachers are responsible for charging Chromebooks overnight
3. Student Chromebooks are assigned by number; students return Chromebook to cart

4. Student will add user name and enter Google account info
5. There should be no more than 2 users per device on the start screen, with very few exceptions
6. Teachers keep the carts plugged in at all times
7. Carts should be locked when not using Chromebooks, keep key secure, keep wheel locks locked
8. Use caution when plugging and unplugging Chromebooks into power cords
9. Use caution and do not tangle cables and wires
10. Use a soft microfiber cloth (provided) to clean screens and keyboards as needed.

Illegal, Inappropriate and Prohibited Activities

The following are strictly prohibited and subject to disciplinary action:

Computer Access

1. Attempting to gain unauthorized access to any computer system or to go beyond authorized access.
2. Attempting to disrupt a computer, a network, SJS computer system, or Internet services by either destroying data or by any other means.
3. Using the school's computer systems and Internet access to engage in any illegal act.
4. Loading software, hardware or additional plug-ins not provided or approved by SJS.
5. Removing, tampering with, or damaging the Chromebook hard drive.

Information Access

1. Accessing material that is profane or obscene, or that advocates illegal acts, violence or discrimination. (If students mistakenly access inappropriate information, they should inform a teacher to protect themselves against a claim of violation of this policy).
2. Interception or attempting to intercept communications by parties not intended to receive the information.
3. Accessing, possessing or distributing confidential or private information of other students as determined by the Parent-Student Handbook.

Language, Messages, Personal Information and Safety

1. Using SJS computers or networks to post obscene, profane, lewd, vulgar, rude, inflammatory, threatening or disrespectful language in public or private messages or material.
2. Posting information that could cause danger or disruption, or pose risk to personal safety.
3. Engaging in personal attacks or harassment.
4. Posting personal information or photos on the Internet about one's self or others.
5. Sharing passwords or account information with others.

Cyber Bullying

Bullying is defined as any aggressive and unwanted behavior that is intended to harm, intimidate, or humiliate the victim; involves a real or perceived power imbalance between aggressor or aggressors and victim; and is repeated over time or causes severe emotional trauma. "Bullying" includes cyber bullying. The Parent-Student Handbook addresses examples of unacceptable uses of technology, including, but not limited to, using technology to harass, threaten, deceive, intimidate, offend, or annoy any individual.

Plagiarism and Copyright Infringement

Students must respect the rights of copyright owners. Questions regarding copyright laws should be directed to school librarians or other school authority. Teachers will provide instruction on how they want Internet sources to be cited. When material is copied from the Internet, the best procedure is to always

identify the source. Please ensure you are following MLA guidelines regarding citing sources and avoiding plagiarism. SJS teachers routinely check student work for plagiarism.

Rights and Limitations

1. There should be no expectation of privacy regarding the contents of computer files or communication undertaken by way of the SJS Chromebook computers or other computer system. Teachers and/or school administration may conduct an individual search of a student's computer files, email or other related items.
2. SJS will cooperate with local, state or federal officials in any investigation related to suspected illegal activities conducted through SJS systems. Any discipline that may be imposed will be in accordance with SJS policy. SJS reserves the right to place restrictions on the use of internet accounts and computer systems to involve law enforcement officials and to file charges if warranted.
3. Consequences for infractions may be imposed, including but not limited to loss of Chromebook system access, suspension, and expulsion. Individuals may be held criminally and/or civilly liable for their misconduct.

Maintenance and Appropriate Handling

You should not:

- Force anything into the ports and slots on the side of the Chromebook computers
- Jerk, drop or slam closed the cover of the Chromebook computer
- Carry/hold your Chromebook computer by its cover
- Put the Chromebook computer on the floor or on any unstable surface
- Leave the Chromebook unattended
- Throw the Chromebook or mistreat in any way
- Use a liquid or spray to clean screens or keyboards

Loss, Damage and/or Theft Procedures

Chromebook laptops and carts are a substantial financial investment made by St. Joseph School. Students are responsible for appropriate use and proper handling of the Chromebook. Teachers are expected to take care of the Chromebook and ensure it is appropriately used and handled safely. Students should not leave it unattended or unsecured. If the Chromebook laptop is lost or stolen or damaged, the student must report this to the teacher immediately. Penalties may be imposed on loss or damage, including leading to suspension and expulsion. Individuals may be held criminally and/or civilly liable for their misconduct. If the damage or loss of the Chromebook is not covered by insurance, the student and/or parent(s) are expected to pay for the repair of or the full replacement value of the equipment (up to \$300.00) to St. Joseph School.

Additional policies and procedures will be presented as they are developed and provided in instruction to faculty, parents, and students during the school year.