

Immaculate Conception School

1:1 Chromebook Program Procedures & Information

I. Overview

The ICS Middle School 1:1 Chromebook Program is designed to increase technology use to promote resource sharing, innovation and communication. Each student will be issued a Chromebook, which is an internet appliance created by Google. It uses the Chrome browser to access the Google Apps, Google Drive and third-party educational sites. Students will only be allowed to access Google services using their school-issued account. Each Chromebook will be enclosed in a hard-shell case and include a charger/power supply unit (PSU) and headset.

II. Before Receiving their Chromebook

- A. Parents and students must read and sign the technology Acceptable Use Policy.
- B. Students will be instructed on the proper care and use of their Chromebook by their homeroom teacher.
- C. Students will be issued their Google account credentials.

III. Parent/Guardian Responsibility

- A. Supervise your student's use of the Chromebook and internet at home.
- B. Encourage proper care and safe transportation of the Chromebook.
- C. If any of the equipment is lost, stolen, or damaged - families will be financially responsible for the cost of repair or replacement – just as they would for lost or damaged textbooks.
- D. Families have the option to Opt-out of the program. This means that the student will not be allowed to take their Chromebook or accessories off the school's property. Families will still be responsible for damage incurred on school grounds, but the risk of damage while transporting the Chromebooks to and from school will be eliminated. (NOTE: If the student already has access to the internet at home, they can still complete homework assignments on Google Apps using any other system with internet access.)

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E. Families also have the option to procure a protective carrying case for their students Chromebook. This will mitigate the risk of damage while transporting the equipment to and from school.

IV. Returning Your Chromebook

A. End of Year – Students will turn in their Chromebooks, case, headset and PSU at the end of the school year. Failure to do so will result in the family being charged for the full replacement cost of all missing equipment (up to \$375). ICS may also file a stolen property report with local law enforcement.

B. Transferring or Withdrawing Students – Students that transfer out or withdraw from ICS will turn in all equipment on their last day of attendance. Failure to do so will result in the family being charged for the full replacement cost of all missing equipment (up to \$375). ICS may also file a stolen property report with local law enforcement.

V. Taking Care of your Chromebook

A. Students are responsible for the general care of the Chromebook and accessories they are issued. Any damage is to be reported to their teacher as soon as possible. School owned equipment is not to be taken to outside computer service for any type or repair or maintenance.

B. Students should never leave their Chromebook unattended - unless it is secured in your home, classroom or locker.

C. Good Practices

1. Do NOT use your Chromebook next to food or drink.
2. Keep your Chromebook on a flat surface.
3. Insert and remove cords and cables carefully to avoid damage to the plugs and jacks.
4. Do NOT use or store your equipment near pets.
5. Take care when the charger is plugged in to avoid a tripping hazard.
6. NEVER place heavy objects on top of your Chromebook.
7. All equipment is to remain free of writing, drawing, stickers and labels.
8. Never remove the hard-shell case from your Chromebook.

D. Transporting your Chromebook

1. A book bag is NOT a protective carrying-case. If you store a Chromebook in your book bag, do not drop or throw your bag. Do NOT store books on top of your Chromebook within book bag. Do NOT set heavy items on top of your book bag.

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2. If you have a carrying case design for Chromebooks, it is not full-roof. Do NOT drop or toss your case. Do NOT place heavy items on top of case with a Chromebook inside.
3. NEVER lift your Chromebook by its screen.
4. Always close your Chromebook to move it.

E. Cleaning your Chromebook

1. Turn off your Chromebook before cleaning.
2. LCD Screen – use only a dry microfiber cloth to gently wipe the screen. Do NOT use glass cleaner, water or any other cleaning product. Do NOT touch the screen with your fingers, pens, markers or pencils.
3. Keyboard – Use canned air or a computer-specific vacuum to clean your keyboard and vents in the case.
4. Outer Case – Spray a lint free cloth lightly with glass cleaner and wipe the case to remove dirt, dust and smudges.

F. Storing your Chromebook

1. When in school and not using your Chromebook, it can be stored in the charging cart in your classroom.
2. Always close your Chromebook when storing it.
3. Do NOT place heavy items on top of your Chromebook. This includes books!
4. Chromebooks should not be stored in vehicles for security and temperature related concerns.

VI. Using your Chromebook at School

- A. Charging – students are to bring their Chromebooks to school fully charged each day. Students will NOT bring their charger to school. Charging carts are in each homeroom and should be used if charging is required.
- B. Students will bring their Chromebook to every class unless specifically instructed not to do so by their teacher.
- C. Teachers will determine whether the Chromebook are to be open or closed each class period.
- D. Students may only use their school-issued Google account on school owned equipment. Students must NOT share their password with others (unless requested by a teacher or administrator).
- E. Backgrounds & Themes – Inappropriate media may not be used as backgrounds or themes. The presence of such media will result in disciplinary action.

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- F. Unless directed to do so by your teacher, students are prohibited from using chat or instant messaging services, social networking or gaming sites.
- G. Sound must be muted at all times. Headsets may be used at the teacher's discretion.
- H. Printing – Students will be encouraged to publish and share their work with their teachers and peers when appropriate. Since all work will be on cloud storage, students will NOT print directly from their Chromebooks.
- I. While at school, your Chromebook should be a) in your possession, 2) in a charging cart, or 3) secured in a locked classroom. Any Chromebook found abandoned in or around the building will be confiscated. Disciplinary action will be taken for leaving a Chromebook unsecured.

VII. Chromebook Repairs/Replacement

- A. Subject to availability, loaner Chromebooks may be issued to students whose equipment is being repaired, or has been lost or stolen.
 - 1. A student borrowing a Chromebook will be responsible for any loss or damage of the loaned device.
 - 2. Loaned Chromebooks will NOT be taken home or off the school grounds.
 - 3. Loaner Chromebooks will be secured in their homeroom charging carts after normal school hours.
- B. If a Chromebook has been lost or stolen, a new Chromebook will be assigned to a student only after the replacement fee has been paid.
- C. If a Chromebook is turned in for repairs, the student will be notified of any repair costs. When the repair bill has been paid, the device will be returned to the student and the loaner will be turned in.
- D. Estimated Cost of Replacement (subject to change)
 - Chromebook - \$ 280
 - Charging PSU - \$35
 - Hard-shell cover - \$35
 - Headset - \$25

VIII. No Expectation of Privacy

Students have no expectation of privacy or confidentiality. ICS may log, supervise, access, monitor and record the use of student Chromebooks at any time for any reason without prior notice or consent.

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Student Section

I have read the Chromebook Program Procedures and I agree to abide by measures established by these rules. I understand that if I violate the rules, I may be required to turn in all school equipment, my account can be terminated, and I may face other disciplinary measures up to and including suspension or expulsion.

Name of User (student)

Student's Grad. Year

Signature of User

Date

PARENT (OR GUARDIAN) SECTION

As the parent or legal guardian of the student signing above, I have read this document. I grant permission for my son or daughter to accept this Chromebook and its accessories. I understand that individuals and families may be held liable for violations, damages and loss. Furthermore, I accept full responsibility for supervision if and when my child's use is not in a school setting.

Check one of the boxes below:

- Opt-in** – Allow my student to bring their Chromebook home.
- Opt-out** – Do NOT allow my student to leave the school with their Chromebook.

Name of Parent

Signature of Parent

Home Address

Date

Phone

Cell

