



Student Responsible Use Policy and Device Procedure Handbook

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Introduction

Dear St. John Brebeuf families,

Beginning in the 2015-2016 school year, every Kindergarten through Eighth grade student was given access to a device that will assist him/her in bringing 21st century technology practices to the classroom. Our goal was to enhance the classroom learning environment.

This generation of children have become accustomed to digital learning. For most, if not all, of their lives, technology has played a huge factor in their daily routines. Classrooms have to adapt to that learning style. By using the devices, our students and teachers will be able to add this digital option to the class curriculum.

After piloting and testing several devices, we have chosen the following to be used by our students:

- Grades Kindergarten -Fourth grade: HP 11 Chromebook x360
- Grades Five-Eighth: HP 11 Chromebook

Devices

HP 11 Chromebook x360

Adaptable for every learning style Give students the ability to type, touch, write , capture, and draw with a flexible 360° hinge and optional dual cameras. Create content in notebook mode, collaborate in stand mode, share and present in tent mode, and read, write , and draw in tablet mode.¹

HP 11 Chromebook

Elevate learning in and out of the classroom and empower students to think critically and work collaboratively with the HP Chromebook 11 EE. It's ready for class with interactive tools and a rugged design that includes co-molded rubber edges.²

Why Google?

After careful consideration, we chose Chromebooks for a number of reasons. The first reason for our choice was because of how both integrated with Google's Applications for Education. We began using these applications at SJB years ago, and have seen them grow to benefit our needs. The Chromebooks allow us to fully utilize these applications, without the use of unnecessary programs that come with other devices.

The second reason for our choice is the personalization and quickness of the devices. Chromebooks operate under the login information of the user. The user can personalize the device, and their information will be private because of their login information. The third reason pertains to the chromebooks. Chromebooks operate using Google's Chrome Operating System. By using Chrome,

¹ Information courtesy of <https://www8.hp.com/h20195/v2/GetDocument.aspx?docname=4AA6-9539ENUC>

² Information courtesy of <https://www8.hp.com/h20195/V2/GetPDF.aspx/4aa6-9202eee>

the devices are on and running in seconds, with a long battery life. This operating system also allows users to begin working on one device, stop, and open their work on another. The final reason was cost. Nexus tablets and Lenovo chromebooks cost considerably less than the competitors devices.

Receiving/Returning Devices

After reading, signing and returning the 1:1 Student Device Responsible Use Contract, each student will have access to their own device based on his/her grade level. The devices are the property of St. John Brebeuf School and are being leased to school families. Each device is marked with an identification tag. This tag may not be removed for any reason. The devices in grades K-5 will primarily stay in the classroom. Students in grades 6-8 will have the opportunity to take their chromebooks home to complete assignments. Periodically throughout the school year, and at the end of the academic year, devices, power cords, and cases (tablets only) will be checked and routine maintenance will be completed. After completing their final trimester here at St. John Brebeuf, eighth graders may keep their chromebooks to use when continuing their education.

Failure to Return the Device

If a student fails to return the school-owned device at the end of the school year, or upon termination of enrollment at St. John Brebeuf School, it will be considered an act of theft. A report will be filed with the Niles Police Department. The students and parents will be expected to pay the replacement cost of the device including the accessories issued with the device.

Using the Devices Outside Of School

As mentioned above, the students in grades six through eight may carry their devices home, if they choose, in order to complete their assignments. The devices are to continue to be used responsibly and for academic purposes. Chromebooks are expected to be kept in working conditions. Any damage to the device must be repaired at the expense of the family. At certain occasions, students in kindergarten through fifth grade may be allowed to take their device home. The same guidelines apply. If the device is taken from the school building, it is the responsibility of the student to charge the device's battery for the next school day. The school is not responsible for monitoring the content on the device when it is taken from the school building.

General Care of the Device

Students are responsible for the general care of the Chromebook that they have been issued by St. John Brebeuf School. Chromebooks that are broken or fail to work properly must be taken to the

front office as soon as possible so they can be evaluated for service or repair. School-owned Chromebooks should never be taken to an outside computer service provider for repair or maintenance. Students should never leave their Chromebooks unattended except locked in their classrooms during school hours.

General Precautions

- No food or drink should be used with Chromebooks.
- Cords, cables, and removable storage devices must be inserted carefully into Chromebooks/Tablets.
- Chromebooks should not be used with the power cord plugged in when the cord may be a tripping hazard.
- Chromebooks must remain free of any writing, drawing, stickers, and labels.
- Heavy objects should never be placed on top of Chromebooks.

Screen Care

- The Chromebook screen may be damaged if subjected to heavy objects, rough treatment, cleaning solvents, and liquids. The screens are particularly sensitive to damage from excessive pressure.
- Do not put pressure on the top of a Chromebook when it is closed.
- Do not store a Chromebook with the screen open.
- Make sure there is nothing on the keyboard before closing the lid (e.g. pens, pencils, or disks).
- Only clean the screen with a soft, dry microfiber cloth or antistatic cloth.

Carrying the Device

The chromebooks chosen for grades three through eight were designed for classroom use. They have many protective reinforcements. When carrying the chromebook, the lid should be closed. **Students are to never carry the chromebook open by its screen or keyboard.** It is the student's responsibility to care for and protect his/her device.

School Labels

- All Tablets and Chromebooks will be labeled with a school label.
- Labels may not be modified or tampered with in any way.
- Students who remove the school's label, or return a device without the label will be penalized.

Using Your Device At School

Students are expected to bring a fully charged Chromebook to school every day (when taken home), and bring their Chromebooks to all classes unless specifically advised not to do so by their teacher.

Charging Chromebooks

- Chromebooks must be brought to school each day with a full charge when taken home the night before.
- Students not taking the Chromebook home should return the device to its charging cart when finished using it for the day. The device should be closed, plugged in, and placed in its assigned spot in the charging cart.
- The Chromebooks should be carefully plugged in and place it in the cart. When needed, carefully unplug the device before removing the Chromebook from the cart.
- **Never pull the Chromebook from the cart with the charging cable still connected**

Personalization of the Device

Logging into a Chromebook

- Students will log into their Chromebooks using their school-issued Google Apps for Education account.
- Students should never share their account passwords with others.
- If a student forgets his/her login information, the front office can be notified for assistance

Backgrounds and Themes

- Inappropriate media may **not** be used as Chromebook backgrounds or themes.
- The presence of such media will result in disciplinary action.

Sound

- Sound must be muted at all times unless permission is obtained from a teacher.
- Headphones may be used at the discretion of the teachers.

Managing and Saving Your Digital Work With a Chromebook

- The majority of student work will be stored in Internet/cloud based applications and can be accessed from any computer with an Internet connection and most mobile Internet devices.
- Students should always remember to save frequently when working on digital media.
- The school will not be responsible for the loss of any student work.
- Students are encouraged to maintain backups of their important work on a portable storage device or by having multiple copies stored in different Internet storage solutions.

Operating System and Security

- Students may not use or install any operating system on their Chromebook other than the current version of Android/ChromeOS that is supported and managed by the school.
- The Chromebook operating system, ChromeOS, updates itself automatically. Students do not need to manually update their Chromebooks.
- The school will update the tablets when needed.

Virus Protection

Chromebooks use the principle of “defense in depth” to provide multiple layers of protection against viruses and malware, including data encryption and verified boot. There is no need for additional virus protection.

Software:

Google Apps for Education

- Chromebooks seamlessly integrate with the Google Apps for Education suite of productivity and collaboration tools. This suite includes Google Docs (word processing), Spreadsheets, Presentations, Drawings, Forms, Reader, Sites, Gmail, Groups, Voice, and Blogger.
- All work is stored either on the device or Google servers

Chrome Web Apps and Extensions

- Students are allowed to install appropriate Chrome web apps and extensions from the Chrome web store.
- Students are responsible for the web apps and extensions they install on their Chromebooks. Inappropriate material will result in disciplinary action.
- Some web apps will be available to use when the Chromebook is not connected to the Internet.

Chromebook Identification

- The school will maintain a log of all Chromebooks that includes the Chromebook serial number, and name and grade level of the student assigned to the device.
- Each student will be assigned the same Chromebook for the duration of the school year. Chromebooks issued to students in grades six through eight will remain assigned to that

student for the remainder of their time here at St. John Brebeuf School. Proper maintenance and care will extend the life of the device.

Repairing/Replacing Your Device

Tech Support

- All Chromebooks in need of repair must be brought to the front office as soon as possible.

Vendor Warranty

- Tablets and Chromebooks include a one year hardware warranty from the vendor.
- The vendor warrants the Tablet/Chromebook from defects in materials and workmanship.
- The limited warranty covers normal use, mechanical breakdown, and faulty construction. The vendor will provide normal replacement parts necessary to repair the Tablet/Chromebook or, if required, a Tablet/Chromebook replacement.
- The vendor warranty does not warrant against damage caused by misuse, abuse, or accidents.
- All repair work must be reported to the front office.

Insurance

Insurance is provided through the school from Safeware Insurance.

Privacy

- Students have no expectation of confidentiality or privacy with respect to usage of a Chromebook, regardless of whether use is for school-related or personal purposes, other than as specifically provided by law.
- The school may, without prior notice or consent, log, supervise, access, view, monitor, and record use of student Chromebooks at any time for any reason.
- By using a Chromebook, students agree to such access, monitoring, and recording of their use.

Monitoring Software

- Teachers, school administrators, and the technology department staff may use monitoring software that allows them to view the screens and activity on student Chromebooks.

Appropriate Uses and Digital Citizenship

- School-issued Chromebooks should be used for educational purposes and students are to adhere to the St. John Brebeuf School 1:1 Student Device Responsible Use Contract and all of its corresponding administrative procedures at all times.

Respect, Educate, and Protect (REPs)

Respect Yourself/Respect Others

- **Digital Etiquette:** Appropriate conduct while online. We must be responsible digital citizens.
- **Digital Access:** Full electronic participation in society. We must be aware that not everyone has the same opportunities when it comes to technology. To become productive citizens, we must be committed to making sure that no one is denied digital access.
- **Digital Law:** Electronic responsibility for actions and deeds. There are certain laws/rules that users need to be aware of in an ethical society. These laws apply to anyone who works or plays online. Hacking into others information, downloading illegal music, plagiarizing, creating destructive viruses or worms, sending spam, or stealing someone's identity is unethical and against the law.

Educate Yourself/Connect With Others

- **Digital Communication:** The electronic exchange of information. With the expansion of digital communication options, we now have the ability to communicate and collaborate with anyone, from anywhere, at anytime.
- **Digital Literacy:** The process of teaching and learning about technology and the use of technology. Learners must be taught how to learn in a digital society.
- **Digital Commerce:** The electronic buying and selling of goods. Buying and selling goods online has become more common with the advancements in technology. We must be aware of the risks involved in this practice.

Protect Yourself/Protect Others

- **Digital Rights and Responsibility:** The freedoms extended to everyone in the digital world. Digital citizens have the rights to free speech, privacy, etc... With those given rights comes responsibility though. We must be aware of the rights of others, and respect other digital citizens.

- **Digital Safety and Security:** Electronics precautions to guarantee safety. Just as there are burglars in the real world, there are also thieves in the digital world. We must keep our digital information safe and protected by using the proper software.
- **Digital Health and Wellness:** Physical and Psychological well-being in a digital technology world. Excessive use on a device can lead to physical and psychological disorders over time. Our bodies are meant to move around. Digital citizens must be aware of the need to move around periodically in order to stay healthy and happy.

Works Cited

Eastern York School District: Chromebook Guidelines.

<http://www.easternyork.com/files/uploads/2/ChromebookGuidelines.pdf>

Nine Themes of Digital Citizenship

http://www.digitalcitizenship.net/Nine_Elements.html