

# ST. ROSE SCHOOL

## ONE-TO-ONE TECHNOLOGY PROCEDURES & INFORMATION HANDBOOK 2015 - 2016

ST. ROSE SCHOOL



**St. Rose of Lima Catholic School develops leaders. We recognize each person who enters our school is a unique gift from God, intent on learning. As a community of faith, we grow spiritually, academically, socially, and physically, prepared to live as Disciples of Jesus. Together we promote Gospel Values and strive to bring the Catholic faith to life.**

## **BACKGROUND INFORMATION**

The focus of providing Chromebooks at St. Rose School (SRS) is to provide current tools and resources to the 21<sup>st</sup> Century Learner. Excellence in education requires that technology be seamlessly integrated throughout the educational program. Increasing access to technology is essential, and one of the learning tools of 21<sup>st</sup> Century students is the Chromebook. The individual use of Chromebooks is a way to empower students to maximize their full potential and to prepare them for post-secondary education and the modern workplace. According to studies and school reports, students who use a computing device in a one-to-one (1:1) education environment are more organized and engaged learners, attend school more regularly, advance their knowledge and understanding of technology, and become constructors and designers of information and ideas. The Chromebook is a next generation device that makes learning more engaging and accessible.

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

### **Why use Chromebooks?**

- 1. Chromebooks represent a new “space” in technology: This space is between the mobile space (phones and iPods) and the portable space (laptops and netbooks). This “space” is expanding every day.**
- 2. Personalize learning: it is widely recognized the 1 – 35 one-way knowledge-transfer model is fast becoming redundant. As teacher and lectures begin to create new ways of tackling this issue, the Chromebook could play a useful role in this transformation.**
- 3. Low maintenance: the Chromebook needs little, if any maintenance. It is a completely web-based device so there is no need for downloading or installing. There is less need for technical support.**
- 4. It’s a blank canvas; the Chromebook is an engaging device which could transform the way young people learn**
- 5. Instant-on and all day battery: it’s possible to get on the internet instantly.**
- 6. Auto-save: Student work on the Chromebook saves automatically to the Google Cloud. No more excuses like “I forgot to save my homework!”**
- 7. Contextual Learning: the Chromebook is an “anywhere anytime” learning device. This makes it ideal for projects and learning which take place out of the classroom.**
- 8. Personal Learning Studio: the Chromebook can be a science lab, literacy tool, research station, history archive, language lab, art canvas, video editing suite, and library.**

## Goals for Student Users

- To increase students' productivity in and outside the classroom when completing assignments, projects, and other activities as assigned by teachers.
- To capitalize on the convergence of academic resources such as textbooks (when available), scholarly sources, content-rich media, applicable apps, and best practices.
- To facilitate mobile learning across the school campus and beyond.
- To promote leadership in one's own learning by establishing access to educational resources and providing a host of tools to craft information in ways that support specific curricular areas.

### 1. Receiving and Returning a Chromebook

#### 1.1 Receiving a Chromebook

- a. Each student, gr. 5-8 will receive a Chromebook and AC Charger. It is necessary for the families/students to purchase the Chromebook Case that has been ordered by the school. The charge is \$14.00/student with a Chromebook (gr. 5-8). The Chromebook case is to be placed inside the case for all transport, from class-to-class, and into the backpack for transport home.
- b. Parents/guardians and students must sign and return the St. Rose School-issued Chromebook User Agreement (back pages of Tech-Use Handbook) before a Chromebook is issued to the student.
- c. Chromebooks will be labeled in a manner prepared by SRS and as a result may be subject to inspection at any time. The student should have NO expectation of privacy of materials found on a Chromebook or a school supplied or supported email service.
- d. Chromebooks are no longer under warranty; all damages to Chromebooks will be charged to the family. Parents may choose to purchase Chromebook Damage/Loss Insurance (Appendix B). St. Rose School has no affiliation with this Insurance company (Worth Ave. Group). This is a personal parent/family decision.

#### 1.2 Returning a Chromebook

- a. Chromebooks and all SRS accessories will be returned during the final two weeks of school so they can be checked for serviceability. (Students may expect to receive the same Chromebook [serial number/student issue number] in each subsequent year of use.)
- b. Chromebooks may be returned immediately when a student transfers out of SRS, is suspended or expelled, or terminates enrollment for any reason.

#### 1.3 Fines and Charges Related to a Chromebook

- a. Chromebooks and AC charger will be turned in to the teacher when requested, in satisfactory condition. Chromebooks will be inspected by the homeroom teacher, SRS Tech. Instructional Support, and a Beehively tech support employee for damage. In the case of damage, the student/parent/guardian will be charged a fee for needed repairs, not to exceed the replacement cost of the Chromebook. The SRS Administration will make the final determination of any fees assessed.
- b. If a student fails to return the Chromebook, the student/parent/guardian will pay the replacement cost of the Chromebook, or, if applicable, any insurance deductible.

## 2. Taking Care of a Chromebook

Students are responsible for the general care of the Chromebook they have been issued by St. Rose School. Chromebooks that are broken or fail to work properly must immediately be given to the homeroom teacher for an evaluation of the equipment. Care must be taken to protect the screen. Students are responsible for anything done using their assigned Chromebook or their login.

Chromebooks are the property of St. Rose School and all users will follow these procedures and the SRS Acceptable Use Policy.

### 2.1 General Precautions

- a. Avoid using any sharp object(s) on the Chromebook. The Chromebook will scratch, leading to the potential for needed repairs.
- b. Chromebooks do not respond well to liquids. Avoid applying liquids to the Chromebook. The Chromebook can be cleaned with a soft, lint-free cloth. Avoid getting moisture in the openings. Do not use window cleaners, household cleaners, aerosol sprays, solvents, alcohol, ammonia, or abrasives to clean the Chromebook.
- c. Do not attempt to gain access to the internal electronics or repair of a Chromebook. If a Chromebook fails to work or is damaged, report the problem immediately to the homeroom teacher.
- d. Never throw or slide a Chromebook.
- e. Always open the Chromebook from the center of the screen and not from the corners. Opening the device from the corners creates additional stress on the screen and may lead to the screen cracking.
- f. Cords and cables must be inserted carefully into the Chromebook to prevent damage.
- g. Chromebooks and cases must remain free of any writing, drawing, stickers, or labels that are not the property of SRS or approved by the administration.
- h. The Chromebook is to be placed inside the case for all transport, from class-to-class, and into the backpack for transport home.
- i. Chromebooks have a unique identification number and at no time should the numbers or labels be modified or removed.
- j. Chromebooks must never be left in an unsupervised area or an unlocked car. Teachers will always direct students as to where to place Chromebooks if unused during a particular class period.
- k. In order to preserve the integrity of the casing of the Chromebook (and the screen); Chromebooks must always be transported in the case on top of books and at the outside of the stack of books in a backpack. Chromebooks will never be placed under a pile of books or at the “bottom” of the books in a backpack.
- l. Chromebooks must NOT be left in a vehicle or a location that is not temperature controlled.
- m. Chromebooks must be charged for school each day. This is the student’s

**responsibility.**

- n. Chromebooks are assigned to individual students and the responsibility for the care of the Chromebook solely rests with the individual. Students should not lend their Chromebooks to another person.
- o. PLEASE DO NOT ATTEMPT TO CONTACT SAMSUNG SERVICE DIRECTLY FOR REPAIR QUESTIONS. PLEASE CONTACT THE SCHOOL VIA THE HOMEROOM TEACHER.

## **2.2 Carrying Chromebooks**

By providing a protective, padded cover, you will protect the Chromebook from normal treatment and provide a suitable means for carrying the device within the school. The Chromebook is to be placed inside the case for all transport, from class-to-class, and into the backpack for transport home.

## **3. Using a 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 are responsible for bring their Chromebook to all classes unless specifically instructed not to do so by a teacher. Teachers will always direct students as to where to place Chromebooks if unused during a particular class period.

### **3.1 Chromebooks Left at Home**

If a student leaves the Chromebook at home, the student is responsible for getting the coursework completed as if the Chromebook were present. Additionally, Chromebook left at home means a student is not prepared for class and the student may expect consequences from the teacher according the rules previously established. If a student repeatedly leaves the Chromebook at home, disciplinary action may occur.

### **3.2 Chromebook Undergoing Repair**

The school is able to provide a limited number of “loaner Chromebooks” when a Chromebook is being repaired; providing a loaner Chromebook cannot be guaranteed. Loaner Chromebooks will NOT be provided when Chromebooks are left at home.

### **3.3 Charging a Chromebook’s Battery**

- a. Chromebooks must be brought to school each day in a fully charged condition. An AC charger will be issued to the student for charging at home. [Parents whose children may live in multiple homes, must provide an additional AC charger for their student(s).]
- b. Repeated violations (a minimum of 3 days) of this procedure will result in the loss of privilege (independence) to take the Chromebook home; student(s) will be required to “checkout” their Chromebook from the Tech Instructional Support every day for 3 weeks.

### 3.4 Screensavers/Background Photos

The Chromebooks come with the capacity to take photos. Photos will be taken **ONLY** under teacher direction and supervision [see Tech Handbook 3.9] The Screensaver has been set for all Chromebooks. Teacher permission only, is required at ANY time, Chromebook background screens are changed.

### 3.5 Sound, Music, Games, Apps

- a. Sound must be muted at all times unless permission is obtained from the teacher for instructional purposes.
- b. Students should provide their own headsets/earbuds.
- c. Music is only allowed on the Chromebook at the discretion of the teacher.
- d. All software/apps must be school-provided and teacher-directed. Data/file storage is done by use of Google Drive and student files will be located in “the Cloud” via the Chromebook, i.e. Google Apps for Education (Google Docs). ANY additional applications and/or downloads will be designated by the teacher with prior approval by the principal.
- e. Internet games / game apps are not allowed on the SRS Chromebooks.

### 3.6 Legal Propriety

- a. Comply with trademark and copyright laws and all license agreements. Ignorance of the law is not immunity. If you are unsure, ASK your teacher(s).
- b. Plagiarism is a violation of the SRS rules. Give credit to all sources used, whether quoted or summarized. This includes all forms of media on the internet, such as graphics, photos, movies, music, and text. The teachers will teach all students how to cite all types of sources.
- c. Use or possession of hacking software is strictly prohibited and violators will be subject to SRS discipline to the fullest extent.

### 3.7 Printing

Students may print on school printers from their Chromebooks under teacher direction and supervision.

### 3.8 Home Internet Access

**THE CHROMEBOOK DOES NOT HAVE A FILTER FOR THE INTERNET!**

Parents/guardians, please take the necessary precautions for internet safety with your student(s)! For more tips, please see the Parents’ Guide, Safe and Responsible Internet Use. (Appendix D)

**REMINDER:** *SRS provides internet filtering on the school’s network. (OpenDNS) These filters do not apply in any other location. It is the family’s responsibility to monitor the student’s use of the internet outside of the school setting.*

- a. Students are allowed to set up wireless networks on their Chromebooks. This will assist them with Chromebook use while at home. Printing at home will require a wireless printer.
- b. All students should recognize and guard their personal and private information. While on the Internet, students shall not reveal personal information, including a home address or phone number, or the address or phone numbers of other students.
- c. All activity on the Chromebook and school-issued email account, whether conducted at school or off-site, is subject to search as school property.

### **3.9 Using the Chromebook Camera**

The Chromebook comes equipped with both camera and video capacities. As with all recording devices, it is best practice and common courtesy to ask permission before recording an individual or group and notifying the individual or group if the image will be posted online. SRS adheres to a strict policy of parental permission regarding ANY image or name reference online postings. Cameras may only be used for academic purposes and with permission of a teacher or parent. [see Tech Handbook 3.4]

### **3.10 Network Connectivity**

St. Rose School makes no guarantee that the school's network will be up and running 100% of the time. In the rare case that the network is down, the school will not be responsible for lost or missing data. (Remember: Save and Save Often...)

## **4. Repairing or Replacing a Chromebook**

### **4.1 School Protection (Effective 2015-16)**

SRS is leasing these Chromebooks. Grades 3-4 students/parents, in this first year, the school will generally assume the financial liability for Chromebook repairs or replacement due to normal and typical daily use covered under warranty. The grades 5-8 Chromebooks are no longer covered under the warranty therefore gr. 5-8 students/parents assume the financial responsibility for Chromebook repairs or replacement under all circumstances. \*\*If you choose to purchase a Chromebook Damage/Loss Insurance the information was sent home with your student and also available through the school office. St. Rose School has no affiliation with this insurance company (\*\*Worth Ave. Group). This is a personal parent/family decision.

### **4.2 Fee for Incidental Damage, Loss, or Theft**

In the case where a Chromebook or school-issued accessory is damaged by means other than is covered by the warranty (gr. 3-8), the student/parent/guardian will be responsible for the cost of needed repairs, not to exceed the replacement cost of the Chromebook. An administrative fee for diagnosis and handling may also be assessed. The SRS administration will make the final determination of any fees assessed.

Failure to report a lost or stolen Chromebook in a timely manner may result in an immediate request for the replacement cost of the Chromebook.



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## **2015-2016 Acceptable Use Policy Digital Network Access, Electronic Communications, School Technology / 1:1 Devices**

**Before signing the AGREEMENT for use of Digital Network Access, Electronic Communications and School Technology / 1:1 Devices provided by St. Rose School, carefully read the Acceptable Use Policy.**

### **Purpose Statement:**

The use of **\*school technology**, including the Internet and other communication resources is a privilege, not a right. The primary purpose of providing access to school resources is to enhance teaching and learning, thereby better preparing students for success in life and work. This access is provided to increase communication within the school, enhance productivity, and assist users in improving their skills. Access is also provided to assist in the sharing of information with our parents/guardians and with our local community.

### **Security Measures:**

The use of a school-provided electronic mail account (g-mail) is a privilege, not a right. Each authorized user will be issued identification and personalized passwords in order to access the school system/Google Drive (interchangeable with Google Apps for Education or Google Classroom). Students must have a signed Student Acceptable Use Agreement—Computer/Chromebooks/Digital Network Access, Resources, and Usage indicating acceptance of the policies, rules, and procedures on file in order to receive school approval to access school technology resources AND before a Chromebook (Gr. 5-8) will be issued. Improper use of this account will result in temporary or permanent loss of this privilege. Students are prohibited from providing access to others with the use of their identification and password, and are subject to discipline up to and including loss of privileges related to the use of school technology and network access.

### **Privacy Rights:**

Users should have no expectation of personal privacy in connection with their usage of such school network and other technology resources. Network supervision and security maintenance may require monitoring of directories, messages, or Internet activity. The school retains the right to monitor, access, and review all messages or information, e.g., files created, received or sent over, or stored on, school technology and communication networks at all times and without notice in order to determine compliance with acceptable use of the school's resources. Some material on the Internet may contain items that are inaccurate or potentially offensive to some people. Although efforts are being taken to minimize student exposure to inappropriate material through the use of an Internet filter, it is ultimately the responsibility of the parents/guardians of minors to set and convey standards that their children should follow when using electronic resources like the Internet. Parent/guardian permission shall be required before a student is allowed to use the Internet at school for educational purposes.



### **Care of Technology Resources:**

Proper use or treatment of this equipment is imperative. Improper use or maltreatment of this equipment will result in temporary or permanent loss of this privilege, but will not relieve the student from meeting his/her academic obligations.

The student and parent/guardian will be held responsible for loss or damage to the computer equipment resulting from improper care or use, and will be responsible for paying for batteries, power adapters, or other miscellaneous lost equipment or additions provided. The school-issued Chromebook will be used ONLY by the student to whom it was issued. The Chromebook is to be stored in the sleeve when moving from class-to-class and when transported between school and home.

**\*School technology** is defined as any device or software (app) owned by the school, or contracted for use by the school, for the specific and limited purpose of supporting the educational mission of the school that allows communications between individuals or groups, including but not limited to: desktop and portable computers; modems and software used to connect to the school over a telephone line or through Google Drive to the school's network; file servers, web servers, virtual servers, and print servers; projection devices, software, applications, and the variety of electronic devices, such as cell phones, personal digital assistants that electronically transmit information between users and provide wireless connectivity for accessing and utilizing school resources.

**PLEASE NOTE: Parent/Students will be signing an AGREEMENT. It is NOT an acknowledgement.**

**It holds numerous implications, particularly financial. Do not take this AGREEMENT lightly. The administration of the school, teachers, and staff will hold all families strictly to this AGREEMENT.**

**ALL SRS STUDENTS AND PARENTS WILL READ, FILL OUT, AND SIGN THE ATTACHED AGREEMENT. (ONE AGREEMENT FORM PER STUDENT)**

**PARENT GUIDE**  
**Safe and Responsible Student Internet Use**

**St. Rose School recognizes that with new technologies come new challenges to both teachers and parents. Below is a series of suggestions drawn from a wide variety of professional sources that may aid you, the parent/guardian, in effectively guiding your child's use of the Chromebook.**

- 1. Take extra steps to protect your child.** Encourage your child to use and store the Chromebook in an open area of your home, such as the kitchen or family room, so you can monitor what your child is doing online. Use the Internet with your child to help develop safe surfing habits. Children often model adult behavior.
- 2. Go where your child goes online.** Monitor the places that your child visits. Let your child know that you're there, and help teach her/him how to act as s/he works and socializes\* online. (\*General personal computer use/wireless mobile technology; Chromebooks are not for socializing.)
- 3. Review your child's friends list.** You may want to limit your child's online "friends" to people your child actually knows and is working with in real life. It is not advisable and teachers are cautioned about requesting "friend" status with their students.
- 4. Understand sites' privacy policies.** Internet sites should spell out your rights to review and delete your child's information.
- 5. Limit the time your student is on the Chromebook.** While the Chromebook is a very engaging device, it is a school work device. Care and constant monitoring will reduce your child's exposure to excessive use. Teachers will be very clear with students regarding the assignments/projects for which the students will be using the Chromebooks. Textbooks and paper and pencil are necessary tools as well.
- 6. Report unwelcome or malicious online threats.** Report to the school, in a timely manner, any online interactions that can be considered threatening.
- 7. Help your child develop a routine.** Many parents have found success by helping create a routine for their child's computer use. Define a routine as to how the Chromebook receives care and when/where its use is appropriate.
- 8. Take a look at the apps or programs.** It is to the advantage of the students, parents, and school that parents have a working understanding of the programs and student work found on the Chromebook. NOW is the time to engage your student in showing you around the Chromebook, what the apps will do for them and for you as well. This is the stuff of great conversations with your middle school children.
- 9. Read and share with your child the St. Rose School One-to-One Technology, Chromebook Procedures and Information Handbook.** By reading and discussing the care and use policies, you create a clear set of expectations and limitations for your child. There is no other first time to begin as we provide this new tool to your child and your family.

### **General Tips for Parents for Internet safety:**

- Talk with your child about online behavior, safety, and security early on and continually. Set rules for the internet just as you do on use of all media sources such as television, phones, movies, and music.
- Monitor your child's computer use. Know their passwords, profiles, and blogs. When the Chromebooks are taken home by the student, it is strongly recommended that it will always be used in a common family location.
- Let children show you what they can do online and visit their favorite sites.
- Set Limits and clear expectations for computer use. **Stick to** your rules AND the rules upon which your child and you set together.
- Look into safeguarding programs or options your online service provider may offer; these may include filtering capabilities.
- Additional parent resource assisting in online safety for children: The National Center for Missing and Exploited Children.

# **St. Rose Catholic School**

## **2015-16 Student Acceptable Use Agreement – Computer/Telecommunications Resources and Usage [One/Student]**

**Student Name:** \_\_\_\_\_

**Grade:** \_\_\_\_\_

St. Rose Catholic School provides students with access to a school-wide computer network and to the vast resources that are available through the Internet. These resources are to be accessed only in correlation with teacher-directed classroom study.

The following guidelines identify your responsibilities as a user of these resources. While St. Rose School provides these resources, has established guidelines for use, and attempts to monitor all access, parents are also responsible for setting and conveying standards that their child/children must follow when using media and information sources. Therefore, each family's right to decide whether or not to permit access to these school resources is based upon filing this form with St. Rose School and conforming to the requirements. If any user violates these provisions, his/her access will be canceled and all future access may be denied. Any additional disciplinary or legal action will be administered as needed.

### **Acceptable Use**

The purpose of providing access to the school-wide computer network and the Internet is to support classroom instruction and educational research. The use of the school computer network and the Internet must be in support of teacher-directed activities and consistent with the adopted curriculum and educational objectives of St. Rose School. Students are responsible for good behavior on the school computer network just as they are in the classroom and on the school grounds. Network administrators retain the right to review files and communications to maintain system integrity and insure that users are using the system responsibly. Users should not expect that files stored on the school server, school-issued email accounts, student Google Classroom account or flash drive will remain private.

### **The following are not permitted:**

- Sending or displaying offensive messages or pictures
- Using obscene language
- Harassing, insulting, or attacking others
- Damaging or altering computers, computer systems, or the school computer network (parents will be responsible for repair and/or replacement.)
- Downloading software, applications, or files unless directed by a teacher
- Violating copyright laws
- Using or attempting to use another person's password, or any other code other than his/her own
- Disclosing names, personal contact information, or any other private or personal information about other students under any circumstances
- Forwarding a message that was sent privately without permission of the person who sent the message
- Trespassing in another person's account, folders, work, or files (Google-shared docs excepted)
- Using the network for any non-academic or personal purposes (This applies to parents also.)
- Accessing the school network with personal electronic devices
- Accessing the Internet on personal electronic devices within the St. Rose School property during school hours
- No personal electronic devices are allowed during the school day. Electronic devices include but are not limited to: cell phones, mp3 players, tablets, e-readers, etc... (Extension excepted – refer to Extension Director)

## Privileges

The access to resources contained on the Internet and school-wide network is a PRIVILEGE, not a right, and inappropriate use will result in the cancellation of those privileges. The principal will determine when a student has violated these provisions based upon recommendations from the teacher. Renewal of the PRIVILEGE is the option of the principal in consultation with the teacher and/or the St. Rose School Technology Department.

All St. Rose School Rules of Conduct apply to any Internet use on or off campus. The rules of conduct prohibit harassment, threat to persons or property, and implied or explicit language that is immoral, lewd, scandalous, profane, vulgar or obscene.

## Consequences

Failure to follow the terms of the **Acceptable Use Policy** will result in disciplinary action, including but not limited to:

- Detention
- Suspension
- Loss of privileges
- Expulsion

## Acknowledgement:

**Please read the Technology Handbook, then initial, sign, and return to the school office by Monday, September 1, 2015. [Students/Families, grades 5-8, DUE Friday, August 28, 2015.]**

\_\_\_\_\_ I agree to follow the guidelines stated above or as directed by teachers or other school personnel.

\_\_\_\_\_ I understand that when I am using the Internet, school computer network, and any other telecommunications environment for academic purposes as provided at St. Rose School, I must adhere to the rules of courtesy, etiquette, and all laws regarding access and use of the network.

\_\_\_\_\_ I understand that by not following these guidelines, my privilege to access the school-wide network, the Internet, and other telecommunications resources will be removed, and could be subject to further disciplinary action.

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Parent/ Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Parent/ Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_

This agreement must be renewed annually and on file with the St. Rose School Technology Department.