

## *Nativity Catholic School*

### ***Chromebook Policy, Procedures, and Information***

#### **Nativity School 1:1 Program**

The focus of the 1:1 program at Nativity School is to provide tools and resources to the 21st Century Learner. Excellence in education requires that technology is seamlessly integrated throughout the educational program. Increasing access to technology is essential for that future, and one of the learning tools of these twenty-first century students is a Chromebook. The individual use of Chromebooks is a way to empower students to maximize their full potential and to prepare them for high school and beyond.

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

The policies, procedures and information within this document apply to all Chromebook s used at Nativity School, including any other device considered by the Administration to come under this policy. Teachers may set additional requirements for use in their specific classroom(s).

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# **1. RECEIVING AND RETURNING YOUR CHROMEBOOK**

## **1.1 Receiving Your Chromebook**

Chromebooks will be distributed each fall during the first weeks of school. Students will use the Chromebook that corresponds to their student number.

**Parents and students must sign and return both the ASF Policy for Internet and Technology Use and the Nativity AUP before the Chrombook can be issued to their child.**

## **1.2 Chromebook Check-in**

Chromebooks will be returned to the corresponding slot on the cart at the end of each school day. Each student must check that the charging plugs are securely fastened. School devices must remain on school grounds. On weekends and longer breaks, Chromebooks will be updated for serviceability. If a student transfers out of Nativity School during the school year, the Chromebooks will be returned to stock.

## **1.3 Check-in Fines**

All individual school devices and accessories must be returned to Nativity at the end of each school year. Students who graduate early, withdraw, are suspended or expelled, or terminate enrollment at Nativity for any other reason must return their individual Chromebook on the date of termination. If a student fails to return the Chromebook at the end of the school year or upon termination of enrollment at Nativity, that student will be subject to criminal prosecution or civil liability. The student will also pay the replacement cost of the Chromebook, or, if applicable, any insurance deductible. Failure to return the Chromebook will result in a theft report being filed with the Menlo Police Department.

Furthermore, the student will be responsible for any damage to the Chromebook and must return the Chromebook and accessories to Nativity in satisfactory condition. The student will be charged a fee for any needed repairs, not to exceed the replacement cost of the Chromebook.

Students are responsible for the general care of the Chromebooks they have been issued by the school. Chromebooks that are broken or fail to work properly must be given to the Nativity administration for an evaluation of the equipment.

## **2. TAKING CARE OF YOUR CHROMEBOOK**

### **2.1 General Precautions**

- The Chromebook is school property and all users will follow this policy and the ASF and Nativity acceptable use policies for technology.
- Only use a clean, soft cloth to clean the screen, no cleansers of any type.
- Cords and cables must be inserted carefully into the Chromebooks to prevent damage.
- Chromebooks must remain free of any writing, drawing, stickers, or labels that are not the property of Nativity School.
- Chromebooks must never be left in an unsupervised area.
- Students are responsible for turning off apps and keeping their Chromebook's battery charged for school each day.

### **2.2 Carrying Chromebooks**

The guidelines below should be followed:

- Do not tuck Chromebooks into other carrying cases (such as folders and workbooks) to avoid placing too much pressure and weight on the Chromebook screen.

### **2.3 Screen Care**

The Chromebooks 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 touch the screen with pens, pencils, erasers, etc. that could scratch the screen
- Do not place anything in the carrying case that will press against the cover.

- Clean the screen with a soft, dry cloth or anti-static cloth.
- Do not bump the Chromebooks against desks, walls, doors, floors, etc. as it will eventually break the screen.

### **3. USING YOUR CHROMEBOOK AT SCHOOL**

All Nativity Chromebooks must remain on school grounds and may not be taken home as they are intended for use at school each day. In addition to teacher expectations for Chromebooks use, school messages, announcements, calendars, and schedules may be accessed using the Chromebooks. Students may bring their Chromebook to all academic classes, unless specifically instructed not to do so by their teacher.

#### **3.1 Chromebooks Undergoing Repair**

If a Chromebook must be repaired, Nativity may provide a loaner if there is one available. Otherwise, there may be a delay in getting a Chromebook should the school not have enough to loan.

#### **3.2 Charging Your Chromebook's Battery**

Chromebooks must be placed on the cart at the end of school each day. The cart will charge their Chromebooks each evening. Repeat violations (minimum of 3 days-not consecutively of non-functional Chromebooks due to lack of charging) of this policy will result in a revocation of a student's Chromebook privileges. A second offense will result in the loss of Chromebook privileges for 3 weeks.

In cases where normal use of the Chromebooks during the school day has caused batteries to become discharged, students may be able to connect their Chromebooks to a power outlet in class. Teachers will provide charging stations.

#### **3.3 Screen and Background photos**

- Inappropriate media may not be used as a screen or background photo.
- Presence of guns, weapons, inappropriate materials, inappropriate language, alcohol, drug, gang related symbols or pictures will result in disciplinary action.

#### **3.4 Sound, Music, and Games in Class**

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

- Music is not allowed on the Chromebooks but can be used at the discretion of the teacher.
- Internet Games are not allowed on the Chromebooks.

### **3.5 Printing**

Printing may be available with the Chromebooks. Students must talk to their teachers about which printer to use. Students will be given information and instruction on printing with the Chromebooks at school. (See the Nativity Printing Policy.)

## **4. MANAGING YOUR FILES & SAVING YOUR WORK**

### **4.1 Saving Files to the Chromebooks**

Students will save their work to their Nativity School Google Account. It is the student's responsibility to ensure that work is not lost due to mechanical failure or accidental deletion. **Chromebooks malfunctions are not an acceptable excuse for not submitting work.**

### **4.2 Network Connectivity**

Nativity School makes no guarantee that their network will be up and running 100% of the time. In the rare case that the network is down or otherwise malfunctioning, Nativity will not be responsible for lost or missing data.

## **5. Chromebooks APPS**

### **5.1 Originally Installed Apps**

The software apps originally installed by Nativity must remain on the Chromebooks in usable condition and be easily accessible at all times. From time to time the school may add software applications for use in a particular course. Periodic checks of i Chromebooks will be made to ensure that students have not removed required apps. Apps must be configured in the folders setup by Nativity School.

### **5.2 Additional Apps**

If you find apps that you believe would be beneficial to your use of the Chromebooks as a learning device, contact your teacher and ask them to review the app for possible inclusion on your Chromebook.

### **5.3 Inspection**

Students may be selected at random to provide their Chromebook for inspection.

### **5.4 Procedure for re-loading apps**

If technical difficulties occur or inappropriate non-Nativity installed apps are discovered, the Chromebook will be restored from backup. The school does not accept responsibility for the loss of any software or documents deleted due to a re-format and re-image.

### **5.5 App Upgrades**

Upgraded versions of licensed software/apps are available from time to time. Students may be required to check in their Chromebooks for periodic updates and syncing.

## **6. ACCEPTABLE USE**

The use of Nativity School's technology resources is a privilege, not a right. The privilege of using the technology resources provided by Nativity School is not transferable or extensible by students to people or groups outside the school and terminates when a student is no longer enrolled at Nativity. 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 this policy, privileges may be terminated, access to the school's technology resources may be denied, and the appropriate disciplinary action shall be applied. The following documents shall be applied to student infractions:

- ASF Internet and Electronic Information Resources AUP
- The Nativity Student Internet/Technology AUP
- Christian Code of Conduct

**Violations may result in disciplinary action up to and including suspension/expulsion for students. When applicable, law enforcement agencies may be involved.**

### **6.1 Parent/Guardian Responsibilities**

- Talk to your children about values and the standards that your children should follow on the use of the Internet just as you do on the use of all media information sources such as television, telephones, movies, and radio.
- Should you want your student to opt out of the 1:1 program, you will need to sign a form indicating this and understand that your student is still responsible for meeting each course's requirements through the use of other tools.

### **6.2 School Responsibilities are to:**



- Provide Internet and Email access to its 1:1 students.
- Provide Internet Blocking of inappropriate materials as able.
- Provide network data storage areas. These will be treated similar to school desks/property. Nativity reserves the right to review, monitor, and restrict information stored on or transmitted via Nativity-owned equipment and to investigate inappropriate use of resources.
- Provide staff guidance to aid students in successfully performing technology-mediated tasks and to help assure student compliance of the acceptable use policy.

### **6.3 Students are Responsible for:**

- Using computers/technology in a responsible and ethical manner.
- Obeying general school rules concerning behavior and communication that apply to computer use.
- Using all technology resources in an appropriate manner so as to not damage school equipment. This “damage” includes, but is not limited to, the loss of data resulting from delays, non-deliveries, mis-deliveries or service interruptions caused by the students own negligence, errors or omissions. Use of any information obtained via Nativity’s designated Internet System is at your own risk. Nativity specifically denies any responsibility for the accuracy or quality of information obtained through its services.
- Helping Nativity School protect our computer system/device by contacting an administrator about any security problems they may encounter.
- Monitoring all activity on their account(s), maintaining and accessing their own website passwords, and not allowing other students to use their personal login information.
- Reporting any email, blog post comments, or other online interactions containing inappropriate or abusive language (cyberbullying) or questionable subject matter.
- Returning their Chromebooks at the end of each school year. Students who graduate early, withdraw, are suspended or expelled, or terminate enrollment at Nativity for any other reason must return their individual school computer on the date of termination.

#### **6.4 Student Activities Strictly Prohibited:**

- Illegal installation or transmission of copyrighted materials
- Any action that violates existing Nativity policy or public law
- Sending, accessing, uploading, downloading, or distributing offensive, profane, threatening, pornographic, obscene, or sexually explicit materials
- Use of sites selling term papers, book reports, and other forms of student work
- Use of non-academic gaming sites/apps
- Changing of Chromebooks settings (exceptions include personal settings such as font size, brightness, etc)
- Spamming-sending mass or inappropriate emails
- Gaining access to other student's accounts, files, and/or data
- Use of the school's Internet/E-mail accounts for financial or commercial gain or for any illegal activity
- Use of anonymous and/or false communications
- Participation in credit card fraud, electronic forgery or other forms of illegal behavior
- Vandalism (malicious attempt to harm or destroy hardware, software or data, including, but not limited to, the uploading or creation of computer viruses or computer programs that can infiltrate computer systems and/or damage software components) of school equipment will not be allowed
- Transmission of materials (text, images, or videos) that are obscene, offensive, threatening or otherwise intended to harass or demean recipients
- Bypassing the Nativity web filter through a web proxy

#### **6.5 Chromebook Care**

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

- Chromebooks batteries must be charged and ready for school each day.
- Only labels or stickers approved by Nativity may be applied to the computer.
- Chromebook sleeves furnished by Nativity must be returned with only normal wear and no alterations to avoid paying a sleeve replacement fee.
- Chromebooks that malfunction or are damaged must be reported to the supervising teacher. Nativity will be responsible for repairing Chromebooks that malfunction. Chromebooks that have been damaged from student misuse, neglect, or are accidentally damaged will be repaired with cost being borne by the student. Students will be responsible for the entire cost of repairs to Chromebooks that are damaged intentionally.
- **Chromebook damage: Students are responsible for any and all damage.**
- Chromebooks that are stolen must be reported immediately to the main office.

## 6.6 Legal Propriety

- Students will 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 parent.
- Plagiarism is a violation of the Nativity Christian Code of Conduct. Give credit to all sources used, whether quoted or summarized. This includes all forms of media on the Internet, such as graphics, movies, music, and text.
- Use or possession of hacking software is strictly prohibited and violators will be subject to consequences delimited in the Nativity Student/Parent Handbook. Violation of applicable state or federal law will result in criminal prosecution or disciplinary action by the District.

## 6.7 Student Discipline

If a student violates any part of the above policy, he/she will be put on the following disciplinary steps:

1st Offense – Student(s) will check-in/checkout their Chromebook from the appropriate staff member daily for three (3) weeks.

2nd Offense – Three (3) weeks of Chromebook privilege suspension (student still responsible for all required work)

3rd Offense – Loss of Chromebook privileges for a length of time determined by the administration.

## **7. PROTECTING & STORING YOUR COMPUTER**

### **7.1 Chromebooks Identification**

Student Chromebooks will be labeled in a manner specified by the school. i Chromebooks can be identified in the following ways:

- Serial number
- Nativity label

### **7.2 Storing Your Chromebooks**

When students are not using their Chromebooks, they should be stored in the cart provided in the eighth grade classroom. Students are **not** to leave the Chromebooks in their desks for any reason.

### **7.3 Chromebooks Left in Unsupervised Areas**

Under no circumstances should Chromebooks be left in unsupervised areas. Any Chromebooks left in these areas is in danger of being stolen. If a Chromebook is found in an unsupervised area, it will be taken to the office. The Chromebook will be returned at the discretion of the principal.

## **8. COST OF REPAIRS**

Students will be held responsible for ALL accidental or intentional damage to their Chromebook including, but not limited to: broken screens, cracked plastic pieces, inoperability, etc. Should the cost to repair exceed the cost of purchasing a new device, the student will pay for full replacement value. Lost items such as sleeves and accessories will be charged the actual replacement cost.

## **Nativity School Student Pledge for 1:1 Use**

1. I will take good care of my Chromebook.
2. I will never leave the Chromebook unattended.
3. I will never loan out my Chromebook to other individuals.
4. I will know where my Chromebook is at all times.
5. I will charge my Chromebook 's battery daily.
6. I will keep food and beverages away from my Chromebook since they may cause damage to the device.
7. I will not disassemble any part of my Chromebook or attempt any repairs.
8. I will not jailbreak my Chromebook.
9. I will protect my Chromebook by only carrying it while in the case provided.
10. I will use my Chromebook in ways that are appropriate, meet Nativity expectations, and are educational.
11. I will not place decorations (such as stickers, markers, etc.) on the Chromebook.
12. I understand that my Chromebook is subject to inspection at any time without notice and remains the property of Nativity School
13. I will follow the policies outlined in the Chromebook policy document.
14. I will be responsible for all damage or loss caused by neglect or abuse. I agree to return the Nativity Chromebook and case in good working condition.

**I agree to the stipulations set forth in the above documents including the Chromebook Policy, Procedures, and Information; the Acceptable Use Policy; and the Student Pledge for Chromebook Use. I agree that failure to follow these guidelines may result in my loss of the use of the Chromebook.**

Student Name (Please Print): \_\_\_\_\_

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

Date: \_\_\_\_\_

Parent Name (Please Print): \_\_\_\_\_

Parent Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**Individual school computers and accessories are for a student's daily use and must be returned to Nativity at the end of each school year. Students who graduate early, withdraw, are suspended or expelled, or terminate enrollment at Nativity for any other reason must return their individual school Chromebook to stock on the date of termination.**