

CHROMEBOOK HANDBOOK

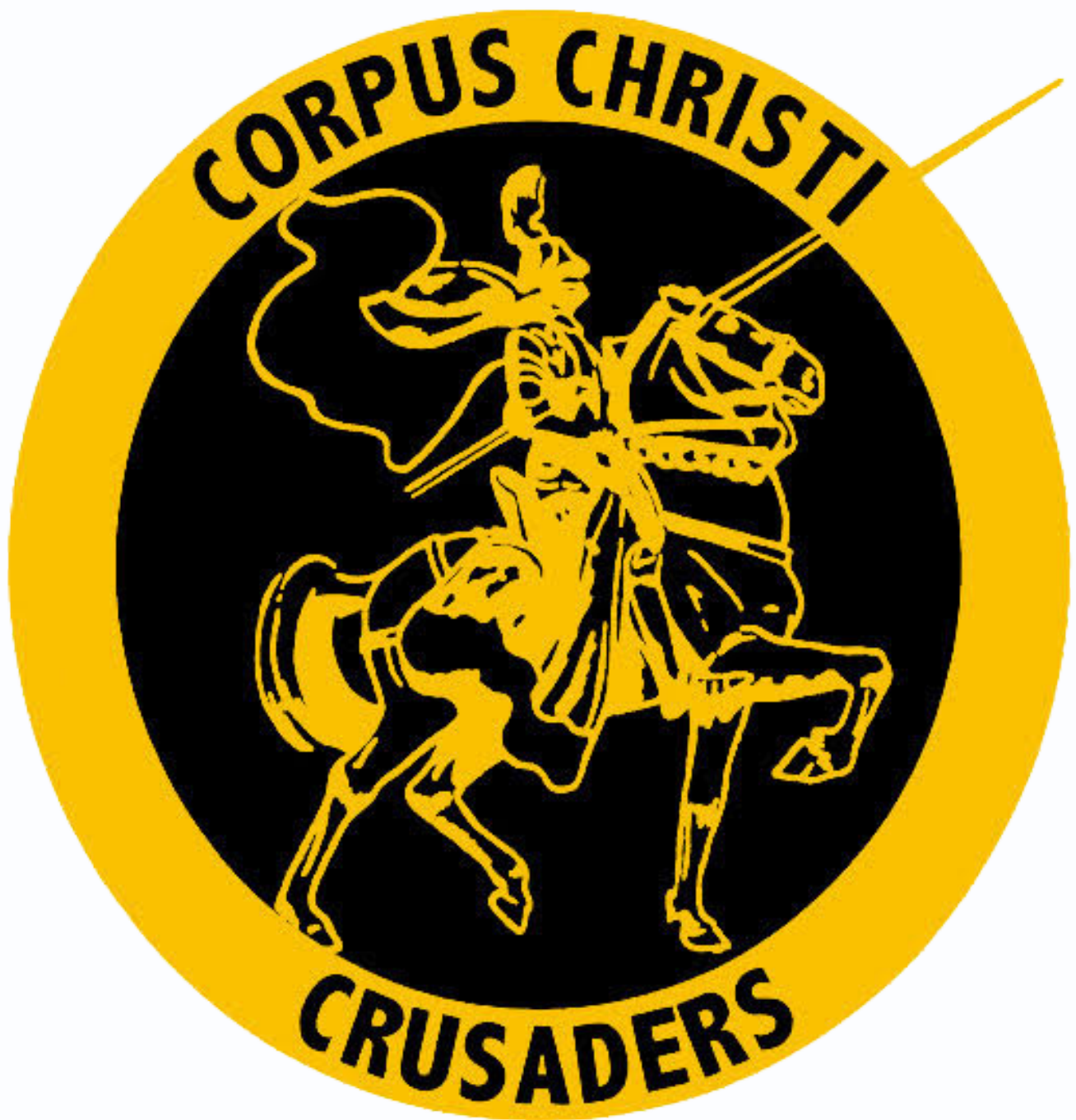




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Technology Introduction

One of our curriculum goals at Corpus Christi School is to integrate technology into the classrooms to provide a 21st century learning environment. The use of these Chromebooks for students enhances the current teaching methods and provides extra tools and resources for our students.

With the Chromebooks being incorporated into the classroom it prepares the students for not only future education, but an increasing digital workforce. These Chromebooks complement our current curriculum well and engage our students in an exciting approach to learn.

The use of school-owned technology is a privilege afforded to the students to enhance learning. With this privilege comes responsibility. The staff will make every effort to provide a safe environment for students who access the Internet, but the student **MUST** also use the equipment correctly and appropriately.

The following is the Diocesan Acceptable Use Policy that all students and parents/guardian will sign and return to the school office. Students will **NOT** be allowed to receive a Chromebook until the agreement is signed and returned.

During a student's career at Corpus Christi, the Chromebooks are property of the school. At the student's 8th grade graduation, they will receive their Chromebook and a receipt of purchase.

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Proper Use at School

- Students will need to take Chromebooks home daily and bring them back to school each day fully charged.
- Chromebooks are intended for use at school each day.
- Students are responsible for bringing their Chromebook to all classes, unless specifically instructed not to do so by their teacher.
- Chromebooks should be handled with respect and care.
- Inappropriate treatment of school Chromebooks is not acceptable and may result in loss of technology privileges and disciplinary action.
- Students may not access social networking sites or gaming sites.
- The use of the Internet is a privilege, not a right. Inappropriate use will result in these privileges being taken away from the student.
- Students are not permitted to access home email accounts or personal accounts through the CCS Chromebook.
- Playing games is prohibited unless specifically authorized by a teacher for instructional purposes.

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Proper Care

- Chromebooks are sensitive to temperatures. Do NOT leave them in an area where they will be overheated or freeze.
- Chromebooks must NEVER be left unattended in an unlocked car or any unsupervised area.
- Students are responsible for keeping their Chromebook battery charged for school each day.
- Batteries should not be left to completely discharge, as this will shorten the battery lifespan.

Screen Care

- The Chromebook screen can be damaged if subjected to rough treatment. The screens are particularly sensitive to damage from excessive pressure and sharp objects.
- Do not place heavy objects or sharp objects on top of the Chromebook.
- Do not poke the screen.
- Do not use pens, pencils, or any other writing instrument on the screen.
- Clean the screen with a soft, dry cloth or anti-static cloth. Do not spray cleaners onto the Chromebook.

Covers and Extras

- Students are required to leave covers on the Chromebooks they are not permitted to remove the clear covers from the Chromebooks unless instructed by a teacher.
- Students may choose to purchase, at their own expense, peripherals such as a mouse. Any peripheral purchase made by a student will remain the property of the student. Corpus Christi School will not be responsible for any damage or loss of equipment purchased by students.
 - Students are not permitted to write on the provided cases, have stickers applied to them, or to be modified or defaced in any way.

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Programs & Settings

Programs

- The programs originally installed by CCS must remain on the Chromebook in a usable condition and be easily accessible always.
- Students are not permitted to remove programs that are provided by CCS. In the rare event that a program malfunctions, students must notify the Technology Director in order to re-install. The school does not accept responsibility for the loss of students saved work due to re-installation.
- Occasionally, programs will have updated versions that need to be downloaded and installed. Students must notify their teacher or Technology Director before updating the program. Updates should be done on down time when the Chromebook is not in use.
- Students are not permitted to download programs to the Chromebook without instruction from their teacher.

Settings

- Students may not restore their Chromebook to Factory Default Settings without permission from the Technology Director.
- Jailbreaking, hacking or the use of any alternate operating systems is not permitted. In a rare event the Chromebook settings malfunction, students must make an appointment with Mrs. Tetrick in order to reinstall settings.
- The school does accept responsibility for the loss of any saved content due to re-installation.

Backups

- Students are encouraged to back up personal student work content on a USB. Corpus Christi School is not responsible for any lost content.

Chromebook Identification

- Chromebooks are internally labeled and coded by the school. This internal label may not be removed for any reason, written on, or relocated. The school will maintain the database of all distributed Chromebooks.

Password Protection

- Students are not permitted to password protect their device.

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Inspection & Discipline

Inspection

- Chromebooks are the property of Corpus Christi School. The administration and /or staff can request a Chromebook inspection at any time.
- Random Chromebook inspections will be held periodically.
- Inspections by CCS can include any personal data saved on the Chromebook.
- Students are not permitted to attempt their own repairs, including attempting to take out the battery. Please notify the Technology Director (Mrs. Tetrick) if a repair is needed.
- Students are responsible for returning broken, damaged, or unusable Chromebooks to Technology Director.
- Non-functioning devices are not an excuse for lack of participation in class or failure to complete assigned work.

Student Discipline

Technology issued by Corpus Christi School is first and foremost for educational purposes. Chromebook use at school or home for other purposes than schoolwork is prohibited. While at school or home if a student violates any part of this handbook, they will be subjected to discipline from Mrs. Wall. Disciplinary action may include suspension, expulsion or loss of Chromebook privileges for serious violations.

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Damages & Fees

The following fees apply when the Chromebook is damaged

First Offense: \$25.00 Fee

Second Offense: \$50.00 Fee

Third Offense: \$100.00 Fee

Fourth Offense- \$200 – the cost of a new Chromebook

These repair prices are subject to change depending on the cost of the damage done to the Chromebook. If the Chromebook is completely damaged and unusable, the parent is responsible for the \$200 (fourth repair fee – regardless of which offense)

These fees are based on a single academic year and number of repairs do not carry over to the following year.

If charging cord is not returned at the end of the school year a \$25 charge is due.

The school technology fee does not cover lost Chromebooks and therefore the student must purchase a new device through the school.

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Pledge for Chromebook Use

Student Pledge for Chromebook Use

- I will follow all the policies and regulations included in the Chromebook Handbook while at school as well as outside of school if permitted to take the Chromebook home.
- I agree to respect this school property and return the Chromebook, power cord and cover in good conditions.

Parent Pledge

- I hereby give permission to allow my child to be issued a Chromebook for the 2023-2024 school year and to access services such as the internet, email and apps instructed by the teacher.
- I understand that some materials on the internet and available apps may be objectionable. However, I accept responsibility for providing guidance to my son/ daughter on responsible and appropriate use both inside and outside of school, setting and conveying standards for the student when exploring information on the technology device.
- I understand CCS will attempt to restrict access to objectionable material through filtering software and controls. I will not hold school employees or authorities responsible for any materials my son/ daughter may acquire through use of any school issued technology.
- I will assume full responsibility for any damage that occurs to the Chromebook while the device is in my child's possession.
- I understand that the school issued Chromebook and all school installed apps are the property of Corpus Christi School.

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Contract

Student

I understand that when I am using the internet or any technology device, I must follow all rules of courtesy, etiquette, and proper use of technology. I understand my responsibility as a student user. I have read the above rules and realize that any infraction may cancel my user privileges and may result in further disciplinary action. I understand I have no expectation of privacy in the use of school-based technology.

My signature below and that of my parent(s) or guardian(s) means that I agree to follow that guidelines of Acceptable use Policy Technology for the Catholic Schools in the Diocese of Wheeling-Charleston and agree to all rules set forth by of the Chromebook Pledge.

Student's Printed Name: _____

Student's Signature: _____

Date: _____

Parent or Guardian

We ask that you review this policy with your child and sign below.

As the parent/ guardian of _____ I have read the Acceptable Use Policy for Technology and have discussed this with my son/ daughter. I understand that technology access is for educational purposes only and my son/ daughter is responsible for its proper use. I understand that the teacher cannot be hold responsible for intentional infractions of the above rules by my son/daughter. By signing, I also agree to all rules explained in the Chromebook Pledge

Parent/ Guardian Printed Name: _____

Parent/Guardian Signature: _____

Date: _____