



## St. Mark School

### 1:1 Chromebook Policies and Procedures Handbook

*The goal of the St. Mark School 1:1 Chromebook program is to create a learning community in which students have access to technology in order to enhance their educational experiences.*

*By providing each student with a device for academic use, we are able to increase student engagement while ensuring that our students can connect with peers in local and global spheres. St. Mark students are encouraged and expected to utilize their technology in a way that complements and strengthens their learning style, allowing for self-directed inquiry and differentiation in assessment. Teachers are able to foster a classroom environment in which they serve as a facilitator of learning to the community of students in each subject area. St.*

*Mark School teachers, staff, and administrators have worked to develop the following Chromebook policies and procedures in order to provide a guideline for appropriate use of these devices.*

#### **Device Purpose**

St. Mark School is supplying middle school students with a Chromebook device. This device is the property of St. Mark School. The purpose of the Chromebooks is to provide each student access to required educational materials needed for each student to be successful. The device is an educational tool not intended for gaming, social networking, or high end computing.

#### **1. RECEIVING YOUR CHROMEBOOK**

- Chromebooks will be distributed in homerooms within the first two weeks of the school year. Parents/Guardians and students MUST sign and return the St. Mark Chromebook Agreement before the Chromebook can be distributed to the student.

- The assigned Chromebook will remain with the student in the school building at all times.

## 2. TAKING CARE OF YOUR CHROMEBOOK

Students are responsible for the general care of the Chromebook they have been issued by the school. Chromebooks that are broken, or fail to work properly, must be taken to the Technology Director at the established time of the day so that they may be taken care of properly.

***Any damage to the Chromebook caused by neglect by the student will be repaired at the expense of the Parent/Guardian.***

### 2a. General Precautions

- No food or drink is allowed next to your Chromebook while it is in use.
- Cords, cables, and removable storage devices must be inserted carefully into the Chromebook.
- Chromebooks must remain free of any writing, drawing, or stickers, etc.
- Chromebooks must have a St. Mark label on them at all times and this label must not be removed or altered in any way. If the label is removed or altered, disciplinary action will result.
- Students are responsible for ensuring their Chromebook is plugged in at the end of each day. Students will return their Chromebook to the assigned location in their homeroom.

### 2b. Carrying Chromebooks

- Transport Chromebooks with care.
- Students should never carry their Chromebooks while the screen is open.
- Chromebook lids should always be closed and tightly secured when moving.
- Never move a Chromebook by lifting the screen. Always support a Chromebook from its bottom with the lid closed.
- Chromebooks must be placed in backpacks when moving through the hallways.
- Students should follow all guidelines from Specials teachers with regard to transportation and usage of Chromebooks.

### 2c. Screen Care

**The Chromebooks can be easily damaged! The screens are particularly sensitive to damage from excessive pressure on the screen.**

- Do not lean or put pressure on the top of the Chromebook when it is closed.
- Do not store the Chromebook with the screen in the open position.
- Do not place anything near the Chromebook that could put pressure on the screen.
- Do not poke the screen with anything that will mark or scratch the screen surface.
- Do not place anything on the keyboard before closing the lid (i.e. pens, pencils, etc.).

## 3. USING YOUR CHROMEBOOK

- 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 expected to bring their Chromebooks to all classes, unless specifically advised not to do so by their teacher.

### **3a. What if the Chromebook is taken home?**

- If a Chromebook is accidentally taken home, the student is expected to email their homeroom teacher and the Technology Director to inform them.
- The Chromebook should be returned to school immediately the next day of school.
- Repeatedly removing a Chromebook from school property or removing it over an extended break will result in disciplinary action.

### **3b. Chromebooks Under Repair**

- Should students need a loaner Chromebook for any reason, they should see the Technology Director at the designated time to make necessary arrangements.
- Students using loaner Chromebooks will be responsible for any damages incurred while in possession of the student. Student will pay full replacement cost if it is lost or stolen.

### **3c. Backgrounds and Password**

- Inappropriate media may not be used as a screensaver or background.
- Presence of guns, weapons, pornographic materials, inappropriate language, alcohol, drug, gang related symbols or pictures contrary to Catholic teaching will result in disciplinary action.
- Student passwords are assigned by St. Mark School and may not be changed. Take care to protect your password. Do not share it with others.

### **3d. Sound**

- Sound must be muted at all times unless permission is obtained from the teacher for instructional purposes.
- Headphones are required for each student. Headphones may be used at the discretion of the teacher for educational purposes or for listening to appropriate music.

### **3e. Printing**

- Students may use network printers with teacher's permission during class.

### **3f. Account Access**

- Students will only be able to login using their St. Mark account, which is your graduation year, followed by the initial of your first name and your entire last name @stmark-school.org.
- Students are required to use their St. Mark student domain and assigned password to protect their accounts and are required to keep that password confidential.

## **4. MANAGING & SAVING YOUR DIGITAL WORK WITH A CHROMEBOOK**

- Google Apps for Education is a suite of products which includes mail, calendar, sites, word processing, presentations, drawings, spreadsheets, forms, etc. that lets you create

different kinds of online documents, collaborate in real time with other people, and store your documents, as well as other files, in the cloud.

- With a wireless Internet connection, you can access your documents and files from any Chromebook, anywhere, at any time, no matter where you are.
- All items will be stored online in the Google Cloud environment.
- Prior to the end of the school year, if students want to save any work, they can use Google Takeout to transfer any work to a personal gmail account. An annual rollover will occur on August 1 of each year.

## **5. OPERATING SYSTEM ON YOUR CHROMEBOOK**

### **5a. Updating your Chromebook**

- When a Chromebook starts up, it updates itself automatically, so it has the most recent version of the Chrome operating system without you having to do a thing.

### **5b. Virus Protection & Additional Software**

- With defense-in-depth technology, the Chromebook is built with layers of protection against malware and security attacks.
- Files are stored in the cloud, so there's no need to worry about lost homework.

### **5c. Procedures for Restoring your Chromebook**

- If your Chromebook needs technical support for the operating system, all support will be handled by the Technology Director.

## **6. ACCEPTABLE USE GUIDELINES**

### **6a. General Guidelines**

- Students are responsible for their ethical and educational use of technology resources at St. Mark School.
- Access to St. Mark School technology resources is a privilege and not a right. Each employee, student, and/or parent/guardian will be required to follow the St. Mark Acceptable Use Policy.
- Transmission of any material that is in violation of any federal or state law is prohibited. This includes, but is not limited to the following: confidential information, copyrighted material, threatening or obscene material, and Chromebook viruses.
- Any attempt to alter data, the configuration of a Chromebook, or the files of another user, without the consent of the individual, administrator, or Technology Director, will be considered an act of vandalism and subject to disciplinary action in accordance with the St. Mark Student Handbook.

### **6b. Privacy and Safety**

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

- Reasons for Chromebook inspection may include but are not limited to the following: functionality, maintenance, serviceability, and various violations of student acceptable responsibilities when using the Chromebook.
- If applicable, teachers may create discussion groups for communication among students for educational purposes.
- Do not open, use, or change files that do not belong to you.
- Do not reveal your full name, phone number, home address, password, or passwords of other people.

#### **6c. Legal Property**

- 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 student policy. 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.

#### **6d. Email Electronic Communication**

- Always use appropriate and proper language in your communication.
- Do not transmit language / material that may be considered profane, obscene, abusive, offensive, or contrary to Catholic teaching to others.
- Do not send mass emails, chain letters, or spam.
- Email & communications sent / received should be related to educational assignments.
- Email & communications between students and parents is not permitted during the school day.
- Email & communications are subject to inspection by the school at any time.

#### **6e. Using the Chromebook Camera**

- The camera is a valuable tool for project-based learning and to capture screenshots, notes, and other resources.
- Camera use for photographs/videos is prohibited at school unless students are asked by teachers to take pictures for a school project. It is against our policy for students to take pictures of someone else without their permission and a faculty/staff member's permission for the project at hand.
- Camera and video use can be restricted/disabled by St. Mark School at any time.

#### **6f. Consequences**

- The student in whose name an account and/or Chromebook hardware is issued will be responsible at all times for its appropriate use.
- Non-compliance with the policies of this document or the St. Mark School Acceptable Use Policy will result in disciplinary action.
- Electronic mail, network usage, and all stored files shall not be considered confidential and will be monitored by school administration to ensure appropriate use.

- The Archdiocese of Baltimore and St. Mark School cooperate fully with local, state, and federal officials in any investigation concerning or relating to violations of computer crime laws.

## 7. PROTECTING & STORING YOUR CHROMEBOOK

### 7a. Chromebook Identification

- Student Chromebooks will be labeled in the manner specified by the school. Chromebooks can be identified in several ways:
  - Record of St. Mark serial number
  - Individual user account name and password
- Chromebooks are the responsibility of the student. This device is for your use during the duration of the school day. *Take good care of it!*

### 7b. Storing Your Chromebook

- When students are not using their Chromebook, they should store them appropriately.
- Chromebooks should never be placed in a desk or a locker.

### 7c. Chromebooks left in Unsupervised Areas

- Under no circumstances should the Chromebook be left in an unsupervised area.
- Unsupervised areas include the school grounds and campus, the cafeteria, computer lab, gym, library, unlocked classrooms, coatroom, and hallways.
- Any Chromebook left in these areas is in danger of being stolen or damaged.
- If an unsupervised Chromebook is found, notify a staff member immediately.
- **Unsupervised Chromebooks will be confiscated by staff. Disciplinary action may be taken for leaving your Chromebook in an unsupervised location.**

## 8. REPAIRING / REPLACING YOUR CHROMEBOOK

### 8a. St. Mark School Protection

- St. Mark School provides Chromebooks for middle school students and will generally assume the financial liability for Chromebook repairs or replacements due to normal or typical daily use.
- **Any damage to the Chromebook caused by the neglect of the student (Drop Damage, for example) will be repaired at the expense of the parent/guardian.**

### 8b. Repairs at the Expense of the Parent/Guardian

- St. Mark School will be responsible for the repair of the Chromebook for normal wear of the unit. If the Chromebook is otherwise damaged, lost, or stolen, the student/parent/guardian is responsible for replacing the unit (approximately \$300).

**CHROMEBOOK POLICIES AND PROCEDURES HANDBOOK**  
**Parent/Guardian Acknowledgement Form**

**My student will:**

1. take good care of the Chromebook.
2. never leave the Chromebook unattended.
3. never loan out the Chromebook to other individuals.
4. know where the Chromebook is at all times.
5. charge the Chromebook's battery daily.
6. keep food and beverages away from the Chromebook.
7. not disassemble any part of the Chromebook or attempt any repairs.
8. not place decorations (stickers, drawings, marks, etc.) on the Chromebook.
9. understand that the Chromebook is subject to inspection at any time without notice and remains the property of St. Mark School.
10. follow the policies outlined in the Chromebook Policies and Procedures Handbook and the Acceptable Use Policy.
11. immediately inform the Technology Director in case of loss or damage of the Chromebook.
12. be responsible for all damage or loss caused by neglect or abuse.
13. turn in the Chromebook at the end of each day.
14. agree to return the Chromebook in good working condition.

Chromebooks are the property of St. Mark School and will be returned to homeroom teachers at the end of the school year for final inspection and upkeep for the following year. Chromebooks must be returned immediately if a student transfers out of St. Mark School, is expelled, or withdrawals for any reason.

**I agree to the stipulations set forth in the above documents including the Chromebook Policies and Procedures Handbook, the Acceptable Use Policy, and the Student Pledge for Chromebook Use.**

**My signature below represents my commitment to the terms and conditions listed in these policies and guidelines.**

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

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

## **CHROMEBOOK POLICIES AND PROCEDURES HANDBOOK**

### **STUDENT PLEDGE**

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