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.

Acceptable Use Policy for the Internet and Technology Tools

The St. Mark School Acceptable Use Policy is in effect for both in-person and remote learning environments.

Individual users are responsible for their activity on the Internet and technology tools, including the material stored and information shared. In order to protect private and personal information, unauthorized disclosure, use, or dissemination of personal information is prohibited. ***St. Mark School reserves the right to edit Internet accounts for child-only configurations, and to run filtering software for students' protection.***

The purpose of this policy is to ensure that student users (*and their parents*) recognize the limitations the School imposes on the use of the Internet and technology tools and that they understand the standards of behavior the School expects of users.

All users of the School network and technology tools, whether on a School-owned or personal device, are responsible for adhering to the following guidelines for acceptable use.

Acceptable uses of the Internet and technology tools are for authorized academic and school-related activities that support learning and teaching and:

● Respect the privacy and property rights of others and the well-being of the School
● Are consistent with Roman Catholic values and morals
● Treat technology tools and computer equipment with respect

Unacceptable uses of the Internet and technology tools include but are not limited to:

● Violating the rights or privacy of others, including by photographing, recording or filming an individual without consent
● Posting or distributing videos or photographs without consent of the persons depicted and the School
● Using technology to send profanity, obscenity, or other offensive or harmful language
● Unauthorized copying, downloading, or installation of content, software or applications (including plagiarism or "pirating" music)
● Sending false information or sending messages to the School community that fail to identify the sender (including anonymous messages or messages using a pseudonym)
● Using any program designed to disrupt network performance or breach network security, such as software designed to capture passwords or break encryption protocols
● Revealing personal information beyond what is required for login while using Internet or web-based resources
● Responding to inappropriate messages from others (which should be reported to the School)
● Downloading or copying information onto disks or hard drives without prior teacher approval
● Accessing, downloading, storing, or printing files or messages that are inappropriate or may be offensive to others (including pornography and other inappropriate images)
● Sharing of passwords or attempting to discover another's password (passwords should be changed frequently)
● Using or accessing another's account (network accounts are to be used only by those for whom the account has been established)
● Intentionally writing, producing, generating, copying or introducing dangerous codes or programs designed to cause harm, including, but not limited to viruses, bugs, 'worms', etc.
● Intentionally damaging, altering, or tampering with any hardware, software, printers, keyboards, speakers, etc.
● Accessing or searching files, directories, or folders for which the user does not have authorization Intentionally erasing, renaming, or disabling of anyone else's files or programs
● Accessing social media, email, or other off-task websites or apps during School without explicit permission of a teacher or adult supervisor Violating School conduct rules or the law.

Harassment/cyber-bullying of others online, whether against a student, non-student, or employee, is serious, is prohibited, and is contrary to the School's policy and values. Harassment/cyber-bullying whether it is initiated on campus or off campus, online or in person, should be reported immediately to a faculty member, and may lead to disciplinary action and possible criminal prosecution under Maryland's law prohibiting the Misuse of Interactive Computer Service ("Grace's Law").

Parents are responsible for:
- Reviewing and discussing this policy with their child as well as supporting the School in its enforcement
- Partnering with the School in monitoring their child's technology use
- Modeling appropriate Internet behaviors for their child
- Reporting any concerns regarding this policy or their child's use of the Internet or technology tools to School personnel.

Failure to adhere to the policy guidelines may result in a revocation of a student's Internet access and other technology privileges and disciplinary action up to and including suspension or expulsion.

Web-based Services

St. Mark School uses Google Apps for Education as well as other web-based education tools, sites, and services ("web-based services") to provide students with important web-based educational experiences and enhanced opportunities to communicate and share collaboratively with one another. As part of students' use of web - based services, certain educational records may be created, collected, or stored. Directory information, such as a child's name, email address, grade/age, and enrollment status, may also be shared with web -based services. The School may access, monitor, and review children's use of web -based services and Internet use and children shall not have any expectation of privacy with respect to any communications or activities through such services. Use of web-based services is for educational purposes only and subject to the conduct and acceptable use guidelines set forth in this Handbook. A list of the School's web-based services and corresponding privacy policies are available upon request. By enrolling a child in the School, the parent consents to the child's participation in the School's academic activities and programs, including the child's use of and access to web-based services as described in this paragraph. In order to withhold or withdraw consent for the use of web-based services, parents must contact the School principal in writing.

Device Purpose

St. Mark School is supplying school students in grades 3-8 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 week 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.
- **In a distance learning environment, the same guidelines and protocols apply for acceptable use .**

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?
- Students may take Chromebooks home during full-time distance or remote learning. Proper care and use of the Chromebooks is expected at home as in school. ***Any damage or neglect to the Chromebook at home will be repaired/replaced at the expense of the Parent/Guardian.***
- 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 without teacher permission 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 (at home or at school). ***Students will pay full replacement cost ($300 replacement) if it is lost or stolen.***

3c. Backgrounds and Password
- *The background of the Chromebook may not be changed by the student*. 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 or earbuds are required for each student.*** Headphones/earbuds may be used at the discretion of the teacher for educational purposes or for listening to appropriate music.

3e. Printing
- Students may use network/cloud 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, complete any necessary updates (bottom right-hand corner will display an up arrow).

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.

Remote Learning Addendum
All remote learners are expected to be seated in an upright position, in uniform, and with video on during all classes (including specials - when applicable).

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.
- ***St. Mark emails are protected and monitored by a watchguard system***.

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 (i.e. gchat or google hangouts) 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.
- Violations such as inappropriate music, unapproved gaming, social media use (including but not limited to Facebook, Snapchat, Instragram, etc.) are subject to disciplinary consequences.

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 students in grades 3-8 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, (subject to change) or stolen, the student/parent/guardian is responsible for the replacement part and/or replacing the unit.

- The following are **estimated** costs for various replacement parts:
    - Replacement Chromebook $310.00
    - Screen - $100.00
    - Screen bezel cover- $30
    - Bottom base- $15
    - Touchpad - $50
    - Hinge - $15 per hinge
    - Power cord - $32.00

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

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

Student Name (Please Print): _____

Student Signature: _____ Date: _____