

Columbus Catholic Middle School

Chromebook Handbook



Revised 5/18/2022

Columbus Catholic School is a Catholic School in the Diocese of La Crosse. As a Catholic School we will teach and advocate our Catholic Faith. All students are welcome in our school, and all parents and legal guardians must understand that Catholic Doctrine will be taught. The passing on of our Catholic Faith is our number one priority.

CHROMEBOOK HANDBOOK	4
Middle School Chromebooks	4
1 to 1 Program Expectations	4
School use only	4
RECEIVING & RETURNING YOUR CHROMEBOOK	4
Receiving	4
Returning	4
TAKING CARE OF YOUR CHROMEBOOK	5
Chromebook Care	5
Carrying Chromebooks	5
Screen Care	5
Storing Your Chromebook	5
CHROMEBOOK SAFETY	6
Is The Chromebook Safe At School?	6
Is Information On The Chromebook Safe?	6
USING THE CHROMEBOOK AT SCHOOL	6
How Will Students Save Work On The Chromebook?	6
Chromebooks Left at Home	6
Study Hall Use	6
Lunch room use	6
Printing Student Work	7
What If The Chromebook Is Being Repaired?	7
Student Owned Devices - Do Students Have To Use The School's Chromebook?	7
Software and operating system updates	7
Chromebook Content Is Not Private	7
Unauthorized Modifications To The Operating System	7
USING THE CHROMEBOOK AT HOME	7
Home Internet Access	7
Using The Chromebook At Home	7
Web Filters at Home	8
PICTURES, CONTENT, AND PERSONAL DATA	8
Cameras And Microphones	8

Lock Screen And Background Photos	8
Sound And Music	8
Music On The Chromebook	8
Personal Data	8
GUIDELINES FOR ACCEPTABLE USE POLICY	9
Parent/Guardian Responsibilities	9
School Responsibilities	9
Student Responsibilities	9
Student Activities Strictly Prohibited	10
Monitoring of Chromebook Use	10
Legal Propriety	10
Student Discipline	11
REPAIRING OR REPLACING YOUR CHROMEBOOK	11
Repairs	11
Loaner Chromebook	11
CCS Protection Plan	11
Claims	12
Damage Responsibility	12
Outright cost of repairs	12
CHROMEBOOK PROTECTION PLAN	14
CCS Chromebook Protection Plan	14
Personal Home or Homeowners Insurance Coverage	14
Additional Information	14
STUDENT PLEDGE FOR CHROMEBOOK USE OF SCHOOL-OWNED DEVICE	15

CHROMEBOOK HANDBOOK

The focus of the Chromebook program at Columbus Catholic High 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 the future, and one of the learning tools of these 21st 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 college and the workplace.

Learning results from 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 Chromebooks used at Columbus Catholic Schools. These devices are also subject to the Electronic Resources/Internet Acceptable Use Policy located in the student handbook.

Keep in mind that these rules are designed to help maintain an educational atmosphere and minimize distractions. Teachers may also set additional requirements for use in their classroom.

Middle School Chromebooks

1 to 1 Program Expectations

The middle school 1 to 1 program is designed to give students access to their own chromebook to use throughout the school day. Middle schoolers will be expected to get their chromebooks at the beginning of the day from their assigned chromebook cart. During the day middle schoolers will bring the chromebook to each class. At the end of the day students will be expected to return the chromebook to their assigned chromebook cart and plug it into the power adapter.

School use only

Chromebooks assigned to Middle school students are to be used only during the school day. Middle schoolers will not be allowed to take the Chromebook home with them. There are exceptions to these rules in the case of an IEP or remote learning requirement. These exceptions will need authorization from the IT department.

RECEIVING & RETURNING YOUR CHROMEBOOK

Receiving

Chromebooks will be assigned to Middle school students at the beginning of the school year. Parents and students must sign and return copies of the Chromebook Protection Plan, Student Pledge, and Acceptable Use Policy documents before the Chromebook can be issued. These forms can also be filled out online. All links are on our school website. The Chromebook Protection Plan outlines the requirements for obtaining the Chromebook.

Students will be assigned a Chromebook along with a spot in a charging cart to store the Chromebook.

Returning

Since Middle school students aren't allowed to take their chromebook outside of school they will return the chromebook at the end of the day to their assigned chromebook cart.

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 IT department for an evaluation or repair of the equipment.

Chromebook Care

The Chromebook is school property and all users will follow this policy to maintain the condition of their Chromebook.

- Only use a clean, soft cloth to clean the screen.
- Cords and cables must be inserted carefully into the Chromebook to prevent damage
 - Seek help if your cable or plug is not fitting
- Use only the power adapter given to you to charge the chromebook
- Chromebook must remain free of any writing, drawing, stickers, or labels.
- Students are responsible for keeping their Chromebook's battery charged for school each day.

Carrying Chromebooks

Chromebooks should be only carried in the closed position. Chromebooks that are open while being carried are more susceptible to damage if dropped.

- Students are allowed to add a durable case to the Chromebook.
- Some carrying cases (i.e. backpacks) can hold other objects (such as folders and workbooks), but these must be kept to a minimum to avoid placing too much pressure and weight on the Chromebook.

Screen Care

The Chromebook 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 shut the Chromebook screen if there is an object sitting on the keyboard area.
- Do not store papers or other materials inside the chromebook between the keyboard and screen area.
- Do not "bump" the Chromebook against lockers, walls, car doors, floors, etc. as it will eventually break the screen.

Storing Your Chromebook

When students are not using their Chromebooks, they should be stored in their slot in their assigned Chromebook cart or in their locker during the school day. CCS requires that students use the lock provided on their school-issued lockers to secure and store their Chromebooks. Nothing should be placed on top of the Chromebook when stored in their locker.

Do **NOT** leave your Chromebook in a place that is experiencing extreme hot or cold conditions (i.e. car in summer or winter). Extreme heat or cold will damage the Chromebook.

CHROMEBOOK SAFETY

Is The Chromebook Safe At School?

Staff and students will prevent theft by never leaving a Chromebook in an unsupervised area at school. Unsupervised areas include unlocked classrooms, locker rooms, computer labs, the library/media center, lunchroom, restrooms, hallways, or anywhere on the school grounds, including athletic fields and playgrounds. Chromebook will be stored in a locked locker at school when not in use. Remember screen care when it is stored in the locker. If your locker's lock is broken, report it immediately to the main office at school.

Is Information On The Chromebook Safe?

Digital identifications, which include email addresses, and the usernames and passwords for online systems and accounts are for the student's use only and should not be shared. Using the password to your Chromebook will prevent unauthorized access to your device and data. A device using a password is encrypted making the information and use of the Chromebook impossible without the password or school support. The Columbus Catholic Schools also utilizes features to track missing devices with the help of parents and law enforcement.

USING THE CHROMEBOOK AT SCHOOL

Chromebooks are intended to support student learning and should be ready for school every day with a charged battery. Students should ensure the Chromebook is available for all classes, unless a teacher specifically instructs the student not to.

How Will Students Save Work On The Chromebook?

The school provides options to meet student needs. Google Drive is the primary tool providing online storage and access across many devices. Teachers will also provide other options for specific learning activities. Storage space is available on the Chromebook, however, online storage will ensure your data is backed up.

Chromebooks Left at Home

If a student leaves their Chromebook at home, they can get a loaner Chromebook for the day. The loaner must be returned at the end of the school day.

If a student repeatedly (three or more times as determined by any staff member) leaves their Chromebook at home, they will be subject to disciplinary action.

Study Hall Use

Students are allowed to use their Chromebook during study hall, but only for school-related activities. Game playing and messaging are not allowed.

Lunch room use

Students are allowed to bring their Chromebooks to lunch. During this time, students are allowed to send personal emails and messages. Students must be finished with their lunch before they use the chromebook during lunch.

Printing Student Work

One of the goals of the Chromebook program is to reduce our use of paper. Printing will be available with the Chromebooks on a limited basis.

Students are encouraged to use Google Drive to share documents and files with their teachers whenever possible. This supports college/career readiness for students and will help schools save paper. Computer labs with printing capability will be available when needed to support student learning.

What If The Chromebook Is Being Repaired?

From time to time a Chromebook may need a repair. Students will receive a substitute device while theirs is being repaired. If there is a delay in receiving a substitute device, the teachers will work with the student to ensure they have the resources needed to complete work.

Student Owned Devices - Do Students Have To Use The School's Chromebook?

Yes. Students will use a school-issued Chromebook because of the instructional materials and digital management tools that will be loaded on the devices for classroom learning.

Software and operating system updates

Apps and the operating system require updates to keep the Chromebook and apps functioning properly and securely. Both apps and the operating system should update automatically while students are using the chromebook. However the student is ultimately responsible for making sure that their device is up to date and ready for school use.

Chromebook Content Is Not Private

Chromebooks are school property. If necessary, school staff members can access the internet history, photos, and other information on the Chromebook or school digital resources. Students should unlock the Chromebook when asked by school staff. Failure to do so may result in behavior consequences aligned with classroom and school discipline procedures.

Unauthorized Modifications To The Operating System

All school issued Chromebooks are scanned remotely on a regular basis to ensure that security settings have not been changed or deleted. If a student has accessed the internal parts of the Chromebook, installed an app that changes device settings, or manually changed the settings, they will be assigned behavior consequences in accordance with their classroom and school discipline procedures.

USING THE CHROMEBOOK AT HOME

Middle schoolers are not allowed to bring their chromebook home. However if a middle school student requires the use of a chromebook at home the below guidelines will be applied.

Home Internet Access

Students are allowed to set up wireless networks for their Chromebooks. This will assist them with Chromebook use while at home. Printing at home will require a wireless printer, proper settings on the Chromebook.

Using The Chromebook At Home

Students will be able to bring their Chromebooks home for learning purposes. All use of the School-owned device by students and families must comply with the Guidelines for Acceptable Use of Technology by Students.

Web Filters at Home

All student chromebooks have a built-in filter that is managed by the IT department at Columbus Catholic Schools. This filter is applied no matter what network the chromebook is connected to. This means anywhere the student connects to the internet from their web traffic is filtered based on CCS web policy.

PICTURES, CONTENT, AND PERSONAL DATA

Cameras And Microphones

The Chromebook has a camera and a built-in microphone. Students are able to take pictures and record audio and video. These features promote personalized learning by allowing students to demonstrate creativity and pursue personal interests. All recordings and pictures created with the Chromebook are subject to school policies as well as state and federal laws. Only take photographs or record audio or video during the school day if a teacher or administrator gives you permission to do so. Never photograph, record video, or create an audio recording of another person without that person's knowledge or permission.

- Do not use the camera to take inappropriate photos or videos.
- Do not use the camera to take pictures or share the personal information of yourself or another individual.
- Use of electronic devices and cameras are strictly prohibited in locker rooms and bathrooms.
- Do not use the camera or microphones to embarrass, bully, or harass anyone in any way, including students, staff or other individuals.
- Do not email, post to the internet, or electronically send images, video, or audio recordings of other individuals without their permission and guidance from your teacher.

Lock Screen And Background Photos

Use the lock screen to personalize your device and make it easily identifiable as your own. All content, photos, and data on the Chromebook must be in compliance with the Student Technology Acceptable Use Policy. If you upload photos or the lock screen or home screen that are deemed inappropriate by school staff, you will receive disciplinary action in accordance with your classroom and school discipline procedures.

Sound And Music

The sound on your Chromebook will be muted at all times unless your teacher tells you it is okay to turn the sound on for a class activity. Your teacher may give you permission to use earbuds or headphones.

Music On The Chromebook

Music is allowed on the Chromebook, as long as it is properly licensed and complies with all school policies. Parents and students are encouraged to read the full text of the Student Technology Acceptable Use Policy. Because of limited storage space on the Chromebook, please monitor the space utilization on your Chromebook.

Personal Data

The school is not responsible for the loss of personal content including but not limited to music, photos, and videos.

GUIDELINES FOR ACCEPTABLE USE POLICY

The use of the CCS's technology resources is a privilege, not a right. The privilege of using the technology resources provided by the CCS is not transferable or extendible by students to people or groups outside CCS and terminates when a student is no longer enrolled at CCS. 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 technology resources may be denied, and the appropriate disciplinary action shall be applied. CCS's Acceptable Use Policy as well as the Student Handbook shall be applied to student infractions.

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

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.

School Responsibilities

School will provide Internet and email access to its students.

School will provide Internet blocking of inappropriate sites/apps on the Chromebook.

School will monitor all interactions on the Chromebooks.

School will provide staff guidance to aid students in doing research and help assure student compliance of the Acceptable Use Policy.

Student Responsibilities

Students will use Chromebooks in a responsible and ethical manner.

Students will obey general school rules concerning behavior and communication that apply to Chromebook/computer use.

Students will use all technology resources in an appropriate manner so as not to damage school equipment. This "damage" includes, but is not limited to, the loss of data resulting from delays, non-deliveries, miss-deliveries or service interruptions caused by the student's own negligence, errors or omissions. Use of any information obtained via CCS's designated Internet system is at your own risk. CCS specifically denies any responsibility for the accuracy or quality of information obtained through its services.

Students will help CCS protect its computer system/devices by contacting an administrator about any security problems they may encounter.

Students will monitor all activity on their account(s).

Students should always turn off and secure their Chromebook after they are done working to protect their work and information.

Students are allowed to use a Passcode or other method to lock others out from accessing their Chromebooks.

If a student should receive email containing inappropriate or abusive language or if the subject matter is questionable, he or she is asked to print a copy and turn it in to the office.

Students will return their Chromebook at the end of each school year. Students who graduate early, withdraw, are suspended or expelled, or terminate enrollment at CCS for any other reason must return their individual school Chromebook at that time.

Student Activities Strictly Prohibited

Illegal installation or transmission of copyrighted materials.

Any action that violates policy in the handbook, Electronic Resources/Internet Acceptable Use Policy located in the student handbook, or public law.

Use of chat rooms, sites selling term papers, book reports and other forms of student work.

Instant Messaging is not allowed.

Sending personal emails during the school day- with the exception of lunch time.

Internet/computer games.

Use of outside data disks or external attachments without prior approval from the administration.

Changing of Chromebook setting (exceptions include personal settings such as font size, brightness, etc.) (on school owned Chromebooks)

Installing unauthorized apps.

Spamming – sending mass or inappropriate emails.

Students are not allowed to give out personal information, for any reason, over the Internet. This includes, but is not limited to, setting up Internet accounts including those necessary for chat rooms, eBay, email, etc.

Vandalism (any 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.

Bypassing the CCS web filter through a web proxy.

Monitoring of Chromebook Use

Chromebooks will be monitored by CCS. All interactions done on the chromebooks are logged and analyzed by CCS IT staff. This includes but is not limited to app use, website history, keyboard history, Google docs, Google drive, email, Google Classroom, pictures, videos, microphone, and webcam use.

Do not use your chromebook for any personal information. All information is logged and can be seen by CCS IT staff.

Legal Propriety

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 Columbus Catholic High School Student Handbook. 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 or hacking software is strictly prohibited and violators will be subject to disciplinary action. Violation of applicable state or federal law will result in criminal prosecution and/or disciplinary action by CCS.

Student Discipline

If a student violates any part of this policy, or the Electronic Resources/Internet Acceptable Use Policy located in the student handbook, he or she will be subject to consequences as listed on page 15 and 17 and the Columbus Catholic High School Student Handbook.

REPAIRING OR REPLACING YOUR CHROMEBOOK

Repairs

If you find that your Chromebook is in need of repairs take it to the IT department. Chromebooks are school owned property and only the IT department at Columbus Catholic Schools is allowed to make repairs to your school issued chromebook. Any repairs made by yourself or a third party will be considered invalid and you will be responsible for the cost of redoing the repairs.

Loaner Chromebook

In the event of your Chromebook requiring repairs the IT department will issue you a loaner chromebook. The loaner Chromebook will be your responsibility while your chromebook is being repaired. If anything happens to the loaner you will be responsible for it per the guidelines in the Chromebook Handbook.

CCS Protection Plan

The CCS Protection Plan will cover Chromebook repairs or replacement in the event of theft, loss, accidental damage, or maintenance. The protection cost will be \$60 annually for each Chromebook with a maximum annual cost of \$180 per family. Yearly School Protection Plan fees will be placed into an account to self-fund Chromebook repairs and replacement.

The plan includes the following protections/replacements:

- Two (2) screen replacements.
- Two (2) replacement chargers and or charging cords.
- One (1) keyboard replacement.
- One (1) trackpad replacement.

(or)

- One (1) entire Chromebook replacement. This will be used if the device is to be determined not worth fixing. That determination is held by CCS. Additional replacements will cost the family the full value of a Chromebook (approximately \$300).

Once a student has met a condition they will be charged for the next repair/replacement. Example, a student who broke their screen twice would be charged for the 3rd replacement.

Parents are encouraged to purchase this protection plan through the Columbus Catholic High School office at orientation when their student receives their Chromebook. Also, high school students and their parent/guardian

will be required to attend orientation training at Columbus Catholic High School before they will be allowed to check out a Chromebook. If Parents would like to add the CCS Protection Plan later in the school, an inspection of the Chromebook will be done to verify no existing damage. If existing damage is found the full cost of repairs will be billed to the family.

If students or parents wish to carry their own additional personal insurance to protect the Chromebook in cases of theft, loss, or accidental damage, they should consult their insurance agent for details about their personal coverage of the Chromebook. Most insurance companies will require a rider for electronics and only provide so much coverage and generally a higher deductible.

Claims

All protection plan claims for accidental damage and maintenance must be reported and filed with the high school IT department. In cases of theft or loss, students or parents must file a police or fire report and bring a copy of the report to the principal's office before a Chromebook can be replaced with the CCS Protection Plan.

Damage Responsibility

Students will be responsible for damages to their Chromebooks including, but not limited to, broken screens, cracked plastic pieces, inoperability, etc. Depending on the damage and whether or not the damage was accidental or due to a malfunction or maintenance issue, the CCS Protection Plan (if purchased) would be used to cover the cost of repairs. In the case of intentional damage and/or neglect, should the cost to repair exceed the cost of purchasing a new device, the student will pay for full replacement value. The CCS Protection Plan does cover lost items such as the charging block and cables.

Outright cost of repairs

If you do not purchase the CCS Protection Plan, you will be billed for all repairs/replacements. CCS reserves the right to determine what repairs are needed and whether or not the student will be responsible for paying for repairs. CCS also reserves the right to decide when a Chromebook isn't worth repairing and needs to be fully replaced.

The below table lists out what you will be billed. Below prices are subject to change and CCS reserves the right to change the cost without notice.

- Screen
 - 1st time - \$100
 - 2nd time - \$150
 - 3rd or more - \$200
- Power adapter
 - 1st time - \$40
 - 2nd time - \$60
 - 3rd or more - \$80
- Keyboard - \$80
 - 1st time - \$80
 - 2nd time - \$120
 - 3rd or more - \$150
- Trackpad
 - 1st time - \$80
 - 2nd time - \$120
 - 3rd or more - \$150
- Full Device replacement
 - 1st time - \$300

- 2nd time -\$400
- 3rd or more - \$500

CHROMEBOOK PROTECTION PLAN

CCS recognizes that with the implementation of the Chromebook Initiative there is a need to protect the investment by both the School and the Student/Parent. The following outlines the School Protection Plan.

CCS Chromebook Protection Plan

The CCS Chromebook Protection Plan is available for students and parents to cover Chromebook repairs or replacement in the event of theft, loss, accidental damage, or maintenance. Parents are highly encouraged to purchase this plan. The protection cost will be \$60 annually for each Chromebook with a maximum annual cost of \$180 per family. Yearly Protection Plan fees will be placed into an account to self-fund Chromebook repairs and replacement. This plan will include one replacement. Additional replacements will cost the student/parent the full value of a Chromebook (approximately \$300). Parents can purchase this protection plan through the Columbus Catholic High School office at orientation. Also, high school students and their Parent/Guardian will be required to attend orientation training at Columbus Catholic High School before they will be allowed to check out a Chromebook.

Personal Home or Homeowners Insurance Coverage

If students or parents wish to carry their own additional personal insurance to protect the Chromebook in cases of theft, loss, or accidental damage, they should consult their insurance agent for details about their personal coverage of the Chromebook computer. Most insurance companies will require a rider for electronics and only provide so much coverage and generally a higher deductible.

Additional Information

In cases of theft, vandalism, or other criminal acts, a police report, or in the case of fire, a fire report must be filed by the student or parent for the protection coverage to take place. A copy of the police/fire report must be provided to the school office. In the case of **intentional damage**, the student/parents are responsible for full payment. The CCS Chromebook Protection Plan **DOES NOT** cover intentional damage of the Chromebooks.

STUDENT PLEDGE FOR CHROMEBOOK USE OF SCHOOL-OWNED DEVICE

I will take good care of my Chromebook.

I will never leave my Chromebook unattended.

I will never loan out my Chromebook to other individuals.

I will know where my Chromebook is at all times.

I will charge my Chromebook's battery daily.

I will keep food and beverages away from my Chromebook since they may cause damage to the device.

I will not disassemble any part of my Chromebook or attempt any repairs.

I will use my Chromebook in ways that are appropriate, meet CCS expectations, and are educational.

I will not place decorations (such as stickers, markers, etc.) on my Chromebook; I will not deface the serial number or asset tag sticker on any Chromebook.

I understand that my Chromebook is subject to inspection at any time without notice and remains the property of the CCS.

I will follow the policies outlined in the Chromebook Handbook and the Acceptable Use Policy while at school, as well as outside the school day.

I will file a police report in case of theft, vandalism, and other acts covered by insurance as well as report to the CCS.

I will be responsible for all damage or loss caused by neglect or abuse.

I agree to return the Chromebook, case and power cords in good working condition.

Consequences for not abiding by the above guidelines:

First Offense – The device will be taken away until the end of the class. The infraction will be recorded in Renweb.

Second Offense – The device will be taken away until the end of the school day. The parent will need to come in to pick up the device.

Third Offense – The teacher can collect the Chromebook at the start of the class and return it at the end of the class. A conference will be set up with the parent/guardian and student.