

# **Columbus Catholic High School**

## **Chromebook Handbook**



**Revised 1/13/2022**

**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.**

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## **Chromebook Handbook**

The focus of the Chromebook program at Columbus Catholic High School is to provide tools and resources to the 21<sup>st</sup> 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 21<sup>st</sup> 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 High School. These devices are also subject to the Electronic Resources/Internet Acceptable Use Policy.

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.

## **1 Receiving Your Chromebook & Check-In**

### **1.1 Receiving Your Chromebook**

Chromebooks will be distributed each fall during new student/Freshmen Orientation. 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. The Chromebook Protection Plan outlines the requirements for obtaining the Chromebook.

### **1.2 Chromebook Check-In**

School-owned Chromebooks will occasionally be collected so that updates can be applied. Teachers will notify students in advance, so that they can plan accordingly.

Chromebooks will be returned during the final week of school during student checkout so they can be examined for serviceability. If a student transfers to another school during the school year, their Chromebook will be returned at that time.

### **1.3 Check-In Fines**

Individual school Chromebooks and accessories will be collected at the end of each school year. Students who graduate early, withdraw, are suspended or expelled, or terminate enrollment for any other reason must return their individual school Chromebook at that time. If a student fails to return the Chromebook at the end of the school year or upon termination of enrollment, that student will be subject to criminal prosecution or civil liability. The student/family will also pay the cost of the Chromebook.

Furthermore, the student/family will be responsible for any damage to the Chromebook, consistent with the Chromebook Protection Plan and must return the Chromebook and accessories in satisfactory condition. The student will be charged a fee for any needed repairs and/or replacement of power accessories, not to exceed the replacement cost of the Chromebook.

## **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 Office for an evaluation of the equipment.

### **2.1 General Precautions**

The Chromebook is school property and all users will follow this policy and the Acceptable Use Policy 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 Chromebook to prevent damage.

Chromebook must remain free of any writing, drawing, stickers, or labels.

Chromebooks must never be left in an unlocked locker, unlocked car or any unsupervised area.

Students are responsible for keeping their Chromebook's battery charged for school each day.

## **2.2 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.

Students are also allowed to add a protective skin to the chromebook to prevent dents and scratches. The skin must be school appropriate.

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.

## **2.3 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 place anything in the carrying case that will press against the cover.

Do not shut the Chromebook screen if there is an object sitting on the keyboard area.

Clean the screen with a soft, dry cloth or anti-static cloth. Use of harsh chemicals WILL damage the screen.

Do not “bump” the Chromebook against lockers, walls, car doors, floors, etc. as it will eventually break the screen.

## **3. Using Your Chromebook at School**

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 computer. Students must be responsible to bring their Chromebook to all classes, unless specifically instructed not to do so by their teacher.

### **3.1 Chromebooks Left at Home**

If students leave their Chromebook at home, they are responsible for getting the course work completed as if they had their Chromebook present. If a student repeatedly (three or more times as determined by any staff member) leaves their Chromebook at home, they will be required to “check out” their Chromebook from the Office for three (3) weeks.

### **3.2 Chromebook Undergoing Repair**

Loaner Chromebooks may be issued to students when they leave their Chromebooks for repair in the Office. There may be a delay in getting a Chromebook should the school not have enough to loan.

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

Chromebooks must be brought to school each day in a fully charged condition. Students need to charge their Chromebooks each evening. Repeat violations (minimum of three days – not consecutively) of this policy will result in students being required to “check out” their Chromebook from the Office for three (3) weeks. Second offense will result in the loss of Chromebook privileges for three (3) weeks.

In cases where the use of the Chromebook has caused batteries to become discharged, students **may** be able to connect their Chromebooks to a power outlet in class.

### **3.4 Screensavers & Background Images**

Inappropriate media may not be used as a screensaver or background photo.

Presence of guns, weapons, pornographic materials, inappropriate language, alcohol, drug, tobacco, and gang related symbols or pictures will result in disciplinary actions.

### **3.5 Sound, Music, Games or Programs**

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

Music is allowed on the Chromebook and can be used at the discretion of the teacher.

Internet games are not allowed on school-provided Chromebooks. Games are not allowed to be played during the school day without staff consent.

All software/apps on school provided Chromebooks must be CCS provided. Data storage will be through apps on the Chromebook and email to a server location.

### **3.6 Printing**

Since one of the goals of the Chromebook program is to reduce our use of paper ,printing will be available with the Chromebooks on a very limited basis.

### **3.7 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, and the correct app.

### **3.8 Study Hall Use**

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

### **3.9 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.

## **4. Managing Your Files & Saving Your Work**

### **4.1 Saving to the Chromebook/Home Directory**

Students may save work to the home directory on the Chromebook on a limited basis. It is recommended that students save on Google Drive. Storage space will be available on the Chromebook – but it will NOT be backed up in case of re-imaging. It is the student's responsibility to ensure that work is not lost due to mechanical failure or accidental deletion.

### **4.2 Network Connectivity**

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

## **5. Software on Chromebooks**

### **5.1 Originally Installed Software**

The software/apps originally installed by CCS must remain on the Chromebook 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 Chromebooks will be made to ensure that students have not removed required apps.

### **5.2 Additional Software**

Students are not allowed to load extra software/apps on school-owned Chromebooks. CCS will synchronize the Chromebooks so that they contain the necessary apps for school work. Students will not synchronize Chromebooks or add apps to the school-owned Chromebook and should not synch them with home accounts.

### **5.3 Inspection**

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

### **5.4 Procedure for Re-loading Software**

If technical difficulties occur or illegal software or non-CCS 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 Software Upgrades**

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

### **5.6 Jailbreaking**

The jailbreaking of Chromebooks is strictly prohibited. This includes all Chromebooks that are used on school grounds with our network.

## **6. Acceptable Use**

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.*

### **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.

### **6.2 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.

### **6.3 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.

#### **6.4 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, 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)

Downloading apps. (on school owned Chromebooks)

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.

#### **6.5 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 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.

## **6.6 Chromebook Care**

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

Chromebook batteries must be charged and ready for school each day.

Only labels or stickers approved by the CCS may be applied to the Chromebook.

Chromebooks that malfunction or are damaged must be reported to the office. CCS will be responsible for repairing Chromebooks that malfunction. Chromebooks that have been intentionally damaged from student misuse or neglect will be repaired with the cost being borne by the student. Students will be responsible for the entire cost of repairs to Chromebooks that are damaged intentionally or be responsible for full replacement cost.

Chromebooks that are stolen or lost must be reported immediately to the Office and the Police Department.

## **6.7 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.

## **6.8 Student Discipline**

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

# **7. Protecting & Storing Your Chromebook**

## **7.1 Chromebook Identification**

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

- Record of serial number and correlated asset tag.
- MAC address of WIFI module.
- User information saved on device.

## 7.2 Storing Your Chromebook

When students are not using their Chromebooks, they should be stored in their school-issued lockers. 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. Students are encouraged to take their Chromebooks home every day after school, regardless of whether or not they are needed. Chromebooks should not be stored in a student's vehicle at school or at home. If a student needs a secure place to store their Chromebook, they may check it in for storage in the office.

*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.*

## 7.3 Chromebooks Left in Unsupervised Areas

Under no circumstances should Chromebooks be left in unsupervised areas. Unsupervised areas include the school grounds and campus, the lunchroom, computer lab, locker rooms, library, unlocked classrooms, dressing rooms and hallways. Any Chromebook 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. Violations may result in loss of Chromebook privileges and/or other privileges.

# 8. Repairing or Replacing Your Chromebook

## 8.1 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.

## **8.2 Claims**

All protection plan claims for accidental damage and maintenance must be reported and filed with the high school office. 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 an Chromebook can be replaced with the CCS Protection Plan.

## **8.3 Cost of Repairs**

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 exceeds 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.

## **8.4 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. 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.

**Do NOT send money. Your family account will be billed.**

- 
- I will purchase the Chromebook Protection plan for \$60. I realize that this does not cover intentional damage to the Chromebook.
  - I will **NOT** purchase the Chromebook Protection Plan. I realize that if the Chromebook is accidentally dropped, I will be charged a cost to repair or replace the Chromebook.

**Parent Name** (please print): \_\_\_\_\_

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

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

**Student Name:** \_\_\_\_\_

## 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 Chromebook 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.

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

Student Name (please print): \_\_\_\_\_

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

Parent/Guardian Name (please print): \_\_\_\_\_

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

**Individual school Chromebook computers and accessories must be returned 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 computer at that time.**