

# Corpus Christi Academy School

## Chromebook Policy Handbook

The policies, procedures, and information within this document apply to all Chromebooks used at Corpus Christi Academy by students, staff, or guests including any other device considered by the Administration to fall under this policy.

Teachers may set additional requirements for Chromebook use in their classroom.

### Receiving the Chromebook:

Chromebooks and bags will be distributed each fall during the first or second week of school. ***Parents and students must sign and return the Chromebook Student/Parent Signature Page before the Chromebooks can be issued.***

### Training:

Students will be trained on how to use the Chromebooks by their homeroom teachers and in the media center. Training documents and videos may eventually be available online for students to refer to when needed.

### Return:

Student Chromebooks and bag accessories will be collected at the end of each school year for maintenance over summer vacation.

### Taking Care of the Chromebook:

Students are responsible for the general care of the Chromebooks which they have been issued by the school. **Chromebooks that are broken or fail to work properly must be taken to the media center immediately and the student must fill out the repair form and turn it into Mrs. Bandfield.**

### General Precautions and Best Practices:

- Chromebooks need to be put into the charging cart when not in use and at the end of each day.
- No food or drink is allowed next to a Chromebook.
- Cords, cables, and removable storage devices must be inserted carefully into a Chromebook.
- Students should never carry their Chromebooks while the screen is open unless directed to do so by a teacher.
- Chromebooks should be shut down when not in use to conserve battery life.
- Chromebooks should never be shoved into a locker or wedged into a book bag as this may break the screen.
- A Chromebook should not be exposed to extreme temperature or direct sunlight for extended periods of time. Extreme heat or cold may cause damage to the Chromebook.
- Chromebooks should always be brought to room temperature prior to turning on.
- Under no circumstances should a Chromebook be stored in an unsupervised area. Unsupervised areas include the school grounds, the cafeteria, unlocked classrooms, hallways, bathrooms, or any other area that is not securely locked or in which there is not supervision.
- Unsupervised Chromebooks will be confiscated and taken to the Media Center. Students will lose the use of the device for 24 hours for the first infraction. Multiple infractions will result in disciplinary action.

### **Carrying the Chromebook:**

The protective shell of a Chromebook will only provide basic protection from everyday use. It is not designed to prevent damage from drops or abusive handling. The padded bag (provided) is the only acceptable case to be used. Students must always use extreme care when carrying a Chromebook in its case.

### **Screen Care:**

The Chromebook screen 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 top of a Chromebook.
- Do not place anything near a Chromebook that could put pressure on the screen.
- Do not place anything in the carrying case that will press against the cover.
- Do not poke the screen.
- Do not place anything on the keyboard before closing the lid (e.g. pens, pencils, notebooks).
- Clean the screen with a soft, dry anti-static, or micro-fiber cloth. Do not use window cleaner or any type of liquid or water on a Chromebook. Individually packaged pre-moistened eyeglass lens cleaning tissues may be used to clean the screen. These are very convenient and relatively inexpensive.

### **Using The Chromebook**

- The Chromebook is intended for use at school each and every day.
- In addition to teacher expectations for Chromebook use, school messages, grades, announcements, calendars, academic handbooks, student handbooks and schedules may be accessed using the Chromebook.
- Students will be responsible for bringing their Chromebooks to all classes, unless specifically advised not to do so by their teacher.
- Chromebooks must not be used for any non-school related activity including but not limited to personal videos, photos, creation and distribution of videos, gaming, or personal social media (for example: Instagram, Twitter, Facebook, Pinterest or Snapchat.)
- The Chromebook is for the sole use of the student to whom it has been issued.
- **Sound:** Sound must be muted at all times unless permission is obtained from the teacher for instructional purposes. Students must bring their own inexpensive earbuds to be used with the Chromebooks. The school will not allow full-ear, expensive headphones or Beat style earbuds or headphones.
- Chromebook is not to be used for personal emailing.

### **Managing Files and Saving Work:**

Students may save documents to their Google Drive. Saving to Google Drive will make the files accessible from any computer with internet access. Students using Google Drive to work on their documents will not need to save their work; Drive will save each keystroke as the work is being completed. It will be the responsibility of the students to maintain the integrity of their files. Students will be trained on proper file management procedures.

### **Personalizing the Chromebook:**

Chromebooks must remain free of any decorative writing, drawings, stickers, paint, tape, or labels that are not the property of Corpus Christi Academy. Spot checks for compliance may be done by teachers or administrators at any time. Only photos and videos taken for academic purposes will be allowed.

## **Software on Chromebooks:**

### **Originally Installed Software:**

Chromebook software is delivered via the Chrome Web Store. These are web-based applications that do not require installation space on a hard drive. Some applications, such as Google Drive, are available for offline use. The software originally installed on the Chromebooks must remain on the Chromebooks in usable condition and remain easily accessible at all times.

All Chromebooks are supplied with the latest build of Google Chrome Operating System (OS), and many other applications useful in an educational environment. The Chrome OS will automatically install updates when the computer is shutdown and restarted.

From time to time the school may add software applications for use in a particular course. This process will be automatic with virtually no impact on students. Applications that are no longer needed will automatically be removed by the school as well.

### **Virus Protection:**

Virus protection is unnecessary on the Chromebooks due to the unique nature of their design.

### **Additional Software:**

Students are unable to install additional software on their Chromebooks other than what has been approved by Corpus Christi Academy.

Gaming - personal gaming is not permitted on the Chromebooks. Educational games may be used according to teacher guidelines.

### **Inspection:**

Students may be selected at random to provide their Chromebooks for inspection. The purpose for inspection will be to check for proper care and maintenance as well as for inappropriate materials.

**Users should have no expectation of personal privacy in connection with their usage of the Chromebook, Google Apps, and other technology resources. Corpus Christi Academy retains the right to monitor, access, and review all student messages or information accessed or created using Corpus Christi Academy owned Chromebooks, Corpus Christi Academy sponsored GoogleApps accounts, and/or other Corpus Christi Academy related network files.**

## **Protecting and Storing the Chromebook:**

### **Chromebook Identification:**

Chromebooks will be labeled for CCA purposes. Chromebooks will be identified in the following ways:

- Record of serial number and tag
- Individual name label

*Under no circumstances are students to modify, remove, or destroy identification labels.*

### **Storing the Chromebook:**

**NOTHING** should be placed on top of a Chromebook. Each night students are responsible for returning the Chromebook to the cart and plugging it in for charging. Chromebooks are not to be stored in lockers or anywhere else at school.

## **Damage to or Loss of a Chromebook and Accessories**

**Students and parents will be charged for Chromebook damage that occurs when a Chromebook is misused, handled in an inappropriate or abusive manner, or left unattended.**

## **Lost or Intentionally Damaged Device and Accessories:**

A Chromebook or any of its accessories that is lost or intentionally damaged is the responsibility of the student and parent. The user will not be given another device or accessory to use until the current replacement cost of the lost/damaged device or accessory is paid to the school. Repair or replacement costs will be paid by the student/parent based on the rate that the school is charged for the repair.

## **Chromebook Technical Support**

The school will be the first point of contact for repair of the Chromebooks. Services include:

- Password identification
- User account support
- Coordination of warranty repair (if appropriate)
- Hardware maintenance and repair
- Operating system or software configuration support
- Restoring Chromebook to factory default
- System software updates

## **Technology Acceptable Use and Code of Conduct:**

**All other policy statements regarding technology acceptable use, code of conduct issues, and homework policies found in the Corpus Christi Academy Handbook apply to the use of the Chromebooks.**

**Corpus Christi Academy**  
**Chromebook Policy Handbook**  
**Student Pledge and Signature Pages**

- I will take good care of my Chromebook.
- I will never leave my Chromebook unattended in an unsecured or unsupervised location.
- 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 to full capacity each night.
- I will keep food/beverages away from my Chromebook as these may cause damage to the device.
- I will not disassemble any part of my Chromebook or attempt any repairs.
- I will protect my Chromebook by always carrying it in a secure manner to avoid damage.
- I will use my Chromebook in ways that are appropriate for education.
- I will not place decorations (stickers, markers, writing, etc.) on any Chromebook.
- I understand that the Chromebook I am issued is subject to inspection at any time without notice and remains the property of Corpus Christi Academy.
- I will be responsible for all damage or loss caused by neglect or abuse.
- I agree to pay the full replacement cost of my Chromebook, power cord/charger, and case in the event that any of these items is lost or intentionally damaged.
- I agree to return the Chromebook and case in good working condition at the end of each school year.
- I will follow all policy statements regarding technology acceptable use, code of conduct issues, and middle school homework policies found in the Corpus Christi Academy Chromebook Policy Handbook, and the Corpus Christi Academy Handbook.

CORPUS CHRISTI ACADEMY  
STUDENT/PARENT CHROMEBOOK SIGNATURE PAGE

**User Agreement**

**Student Agreement**

Rules and regulations are necessary in order to offer technology opportunities to our students. In order to use technology resources, I agree to abide by all guidelines and policies as stated in this document, and the handbook.

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

**Parent/Guardian Agreement**

As the parent or legal guardian of the student signing above, I have read the Chromebook policies and grant permission for my child to access a Chromebook. I understand that my child will be held liable for violations of this agreement. I understand that Chromebooks and technology resources are intended for educational purposes only. I also understand that it is difficult for my child's school to restrict Diocese of Cleveland responsible for materials acquired on the network. I also understand that we are responsible for reimbursing Corpus Christi Academy for all repair and/or replacement costs if the equipment used by my child is lost or damaged in any way.

Parent Signature:\_\_\_\_\_ Date:\_\_\_\_\_