

Elyria Catholic High School 1:1 Google Chromebook Guidebook

1. Program Goal

The goal of the 1:1 Google Chromebook program at Elyria Catholic High School is to create a learning environment that is consistent with advances in technology and facilitates resource sharing, critical thinking, innovation, research, creativity, communication, collaboration, increased productivity and mobile learning.

2. What is a Google Chromebook?

A Google Chromebook is a personal computer running Google Chrome OS as its operating system. Chromebooks are designed to be used while connected to the Internet and support applications like Google Docs that reside on the Web, rather than traditional PC applications like Microsoft Office and Photoshop that reside on the machine itself. This allows the Chromebook to be sold at a much lower price point than traditional laptops.

3. Specifications: Note: This is what Elyria Catholic uses. If you are bringing your own Chromebook, you do not need to purchase this exact Chromebook.

- 11.6" (1366x768) display
- 0.7 inches thin – 2.42 lbs / 1.1 kg
- Over 6.5 hours of battery
- 100 GB Google Drive Cloud Storage with 16GB Solid State Drive
- Built-in dual band Wi-Fi 802.11 a/b/g/n
- VGA Camera
- 1x USB 3.0, 1x USB 2.0
- HDMI Port
- Bluetooth 3.0™ Compatible

4. Receiving Your Chromebook: Incoming Freshmen

The following must be completed upon receiving your Chromebook:

- a.** Parents and students must sign and return the Acceptable Use Policy and Elyria Catholic 1:1 Student/Parent Google Chromebook Agreement (see attached appendices)
- b.** Elyria Catholic will not be charging any technology fees for the 2017-18 school year. We will review this fee schedule at the end of each school year and make adjustments as necessary.
- c.** Chromebooks will be distributed to incoming freshmen at Freshmen orientation. Students will be instructed how to log in to the school's network as well as receive their student email accounts and passwords at this time.

5. Training

Students will be provided with a brief overview of how to log in to the device and access Google Drive and their student Gmail accounts. Any questions about logging in may be directed to the Library Media Specialist.

6. Student Responsibilities & Acceptable Use of Chromebook

While enrolled at ECHS, the school maintains ownership of the device. If requested by the Technology Department, students may be required to turn in their Chromebooks for maintenance or inspection.

Students will be responsible for their devices over the summer break months. Should any damage be incurred over the summer, the device may be dropped off during normal summer office hours for repair. Students should expect to have his or her Chromebook returned to them on the first day of school if it has been dropped off during the summer for repair.

Upon graduating from Elyria Catholic, students are expected to return his or her Chromebook and any accessories issued with it. Any student who transfers, withdraws, or is expelled from ECHS prior to graduation will be required to return his/her Chromebook and accessories upon termination of enrollment. The Chromebook and accessories must be in good working order when returned. If the Chromebook and accessories are not returned, the parent/guardian will be held responsible for payment in full.

a. at School

The Chromebook is intended for use at school each and every day. In addition to teacher expectations for Chromebook use, students may be asked to access school messages, announcements, calendars, handbooks, and grades using their Chromebooks. Students are responsible for bringing their Chromebooks to all classes, unless specifically advised not to do so by their teacher. While in class, students are expected to comply with all school rules, policies, and teacher directives when using their Chromebooks.

b. Loaner Chromebooks

If a student leaves the Chromebook at home, he/she is responsible for getting the coursework completed as if the Chromebook were present. A limited number of loaner Chromebooks may be issued to students who forget to bring their Chromebooks to school for a \$5.00 fee. A limited number of "loaner" Chromebooks are available so a loaner cannot be guaranteed. Loaners must be returned to the Library Media Specialist by 3 p.m.

*note: Loaner Chromebooks may be issued to students when their school-issued Chromebooks are being repaired at no charge. Students may keep the loaner until his or her Chromebook has been repaired. This does not apply to students who choose to bring in their own Chromebooks.

c. at Home

Students are encouraged to use their Chromebooks at home and other locations outside of school. A Wi-Fi Internet connection will be required for the majority of Chromebook use. However, some applications can be used while not connected to the Internet. Students are bound by the *Elyria Catholic High School Acceptable Use Policy* and all rules of this guide regardless of where they use their Chromebooks and regardless of the source of the Internet connection.

d. Sound

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

e. Printing

At school: At this time printing from a Chromebook will not be available at school. Printing will be available from non-Chromebook school computers on a limited basis and subject to classroom requirements. When possible, teachers will facilitate digital assignments.

At home: The Chromebook will not support a physical printer connection. Instead, users may print to their home printers using the Google Cloud Print service. A wireless home network is required for this. Please see <http://support.google.com/cloudprint> for more details.

f. Camera

The camera may be used for school purposes only. Any misuse of the Chromebook camera may result in disciplinary action.

8. Managing Your Files and Saving Your Work

Students are encouraged to save files to their Google Drive account. Saving to Google Drive will make the file accessible from any computer with internet access. Some files may be stored on the Chromebook's hard drive. Students should always remember to save frequently when working on digital media. The school will not be responsible for the loss of any student work. Students are encouraged to maintain backups of important work.

9. Taking Care of Your Chromebook

Students are responsible for the general care of the Chromebook they have been issued. Chromebooks that are broken or fail to work properly must be immediately taken to the library and logged for repair.

10. General Precautions

- No food or drink should be placed next to the Chromebook.
- Cords, cables, and removable storage devices must be inserted carefully into the Chromebook.

- Heavy objects should never be placed on top of Chromebooks.
- Chromebooks should never be exposed to extreme temperatures or direct sunlight for extended periods of time.
- Chromebooks should never be carried with the screen open.
- Students should never disassemble Chromebooks and attempt their own repairs.

11. Charging

Chromebooks must be brought to school each day in **fully charged** condition.

Each Chromebook will include an AC adapter. This adapter should be used to charge the Chromebooks at home. Students will be permitted to charge Chromebooks in the classroom at the teacher's discretion.

12. Screen Care

The Chromebook screen can be damaged if subjected to heavy objects, rough treatment, certain cleaning solvents, and other liquids. The screens are particularly sensitive to damage from excessive pressure.

- Do not put pressure on the top of a Chromebook when it is closed.
- Do not store a Chromebook with the screen open.
- Do not place anything in the protective case that will press against the cover.
- Make sure there is nothing on the keyboard before closing the lid.
- Only clean the screen with a soft, dry microfiber cloth or anti-static cloth.

13. Asset Tags

All Chromebooks will be labeled with an asset tag. Asset tags may not be modified or tampered with in any way while the student is enrolled in Elyria Catholic High School.

14. Storing Your Chromebook

Though students should have their Chromebooks at all times, there may be times when students are not monitoring their Chromebooks. In these rare cases, they should be stored in students' lockers with the locks securely fastened. Nothing should be placed on top of the Chromebook when stored in a locker.

Chromebooks should never be stored in a vehicle. Students are responsible for securely storing their Chromebook during extra-curricular activities and events.

Under no circumstances should a Chromebook be stored in unsupervised areas. Unsupervised areas might include the school grounds and campus, the cafeteria, unlocked classrooms, unlocked lockers, the library, locker rooms, dressing rooms, hallways, bathrooms, in a car, or any other area that is not securely locked or in which there is no supervision.

Unsupervised Chromebooks will be confiscated by staff. The school is not responsible for the

safekeeping and protection of Chromebooks.

15. Software and Security

All Chromebooks are supplied with the latest build of Google Chrome Operating System (Chrome OS) and many other applications useful in an educational environment. The Chrome OS will automatically install updates when the computer is shutdown and restarted. Students are prohibited from disabling, modifying, circumventing or altering management settings or content filters.

16. Virus Protection

Because virus protection is built into the Chrome OS, additional virus protection software is unnecessary.

17. Content Filter

Elyria Catholic utilizes an Internet content filter that is in compliance with the federally mandated Children's Internet Protection Act (CIPA). Despite the filter, the school cannot guarantee that all controversial or inappropriate materials will be blocked.

18. Google Apps for Education

Chromebooks seamlessly integrate with the Google Apps for Education suite of productivity and collaboration tools. This suite includes Google Docs, Spreadsheets, Presentations, Drawings, and Forms. All work is stored in the cloud.

19. Chrome Web Apps and Extensions

Students are allowed to install appropriate Chrome web apps and extensions from the Chrome Web Store. Inappropriate material will result in disciplinary action.

20. Personalizing Your Chromebook

- a. Students may add applications, music, photos, and videos to their Chromebook. Personalized media are subject to inspection and must follow the Elyria Catholic High School Acceptable Use Policy.

- b. Students are not permitted to decorate the exterior of their Chromebooks. Students may decorate the Chromebook covers only if they wish. In case of lost or stolen cases, students must purchase another cover.

21. No Expectation of Privacy

Although the content of the device is not routinely monitored, students have no expectation of confidentiality or privacy with respect to the usage or content of a school-issued Chromebook, regardless of whether that use is for school-related or personal purposes, other than as specifically provided by law. Elyria Catholic reserves the right to monitor or access the hard drives of its devices if it suspects or is advised of possible breaches of security, harassment, or other violations of other school policies, rules, regulations, directives, or law, or evidence exists

which demonstrates to the school that its device may contain information, data, or other intellectual property that belongs to another person. Chromebooks are subject to confiscation at any time and without prior notice. By using a Chromebook, students agree to such access, monitoring, and recording of their use.

22. Liability

a. Students are responsible for all material sent by and/or stored on the device loaned to them. Students accept responsibility for keeping his or her device free of pornographic material, inappropriate test files, or files that may compromise the integrity of Elyria Catholic High School's network, equipment, or software.

b. Elyria Catholic High School is not liable for any material sent by and/or stored on the device.

23. Warranty

a. Vendor Warranty

Chromebooks include a one year hardware warranty from the vendor.

The vendor warrants the Chromebook from defects in materials and workmanship.

b. Technology Fee

We will not be charging any fees for the 2017-18 school year. We will review this fee schedule at the end of each school year and make adjustments as necessary.

24. Replacement Costs & Repair Procedures

a. Repair Procedure

Students who need to have their Chromebooks repaired or replaced should fill out the Repair Report Form online and leave the device with the Technology Department. The Technology Department will collect the device for repair. Students will be notified via student email when their device has been repaired. If a warranty has already been used, student and parent will be notified of any charges for that have been incurred.

b. Loaner Chromebooks

If one is available, a loaner Chromebook will be issued to the student. If repair is needed due to malicious damage, the school may refuse to provide a loaner or refuse to re-issue a Chromebook. While students are enrolled at Elyria Catholic High School, Chromebook devices issued are the property of the school. After the students have used their one-time repair, students will be charged the cost of repair or replacement of the device.

c. After Repair

Students will be notified by e-mail when their Chromebook has been repaired. Repaired Chromebooks can be picked up at the school library. A repaired Chromebook may need to be restored to its original settings. Locally stored files may not be able to be recovered.

d. Lost or Stolen Devices

Students who have lost or had his or her Chromebook stolen must fill out a Lost/Stolen Device Reporting Form and return to the School Library Media Specialist. While students are enrolled at Elyria Catholic High School, Chromebook devices issued are the property of Elyria Catholic High School. **Should the student lose or have his or her Chromebook stolen, he or she is liable for the replacement cost of the device.** **Students have no ownership, interest, or right to title the device.**

25. Bring Your Own Device (BYOD) Option

Elyria Catholic High School realizes that some families may wish to purchase their own Chromebook. Families who choose this option are not required to pay any annual protection plan fees. Families who choose the BYOD option waive their right to any repairs, maintenance, and warranties that the school offers through its 1:1 Leasing Option. Families who choose the BYOD option will not be issued a case for his/her device. It is the responsibility of the owner to purchase a case or cover.

Additionally, students who choose to bring their own Chromebooks are still subject to all school policies, rules, regulations and laws regarding acceptable use and digital citizenship. Parents and students must still sign the Acceptable Use Policy and abide by Elyria Catholic High School's policies and regulations relating to the use of technology. A separate form (Appendix C) will be required to be signed by student and parent/guardian for this option. Parents must request this form and turn it in to waive the mandatory 1:1 Chromebook Leasing Option. If choosing the BYOD option, the Chromebook device must be purchased by the end of the first week of the new school year.

Keeping the device secure rests with the individual owner; Elyria Catholic High School is not liable for any personal device stolen or damaged while on campus. As the device is owned by the student, it is the student's responsibility to keep the device secure and in good working order.

Elyria Catholic will not assume responsibility for any repairs for students who choose the BYOD option. If a student's own chromebook needs repair, he or she can fill out the necessary paperwork to request a loaner from the library (subject to availability) for the \$5 daily loaner fee.

26. Digital Citizenship

School-issued and BYOD Chromebooks should be used for educational purposes and students must adhere to the Elyria Catholic High School Acceptable Use Policy as well as related policies and procedures at all time when using Chromebooks, on or off campus.

While working in a digital and collaborative environment, students should always conduct themselves as good digital citizens by adhering to the following:

1. Respect Yourself – Show respect through your actions. Select online names that are appropriate. Use caution with the information, images, and other media that is posted online. Carefully consider the personal information you share about yourself.
2. Protect Yourself – Ensure that the information, images, and materials posted online will not put you at risk. Do not publish personal details, contact details, or personal activity schedules. Immediately report any inappropriate behavior directed at you while online. Protect your passwords, accounts, and resources. Never share this information with others.
3. Respect Others – Show respect to others. Do not use electronic mediums to antagonize, bully, harass, or stalk people.
4. Protect Others – Protect others by reporting abuse and not forwarding inappropriate materials or communications. Avoid unacceptable materials and conversations.
5. Respect Intellectual Property – Request permission to use copyrighted or otherwise protected materials. Properly cite the use of websites, books, media, etc.
6. Protect Intellectual Property – Do not use pirated software or distribute music or media in a manner that violates license agreements.

27. Indemnification

By signing the Elyria Catholic High School 1:1 Student/Parent Google Chromebook Agreement, the students and his or her parent(s) or guardian(s) agree to reimburse and hold the school harmless from and against any and all liabilities, costs, collection costs, attorney fees, and other damages which arise out of or relate in any way to the use or failure to return the device and its software to the school in accordance with this policy. Elyria Catholic reserves the right to change this policy at any time. Please refer to our handbook and/or our website for the most current policies.

Related Documents

note: the following are examples of the documents students and parents must read and sign before Chromebooks will be issued or when other issues arise. **Please do not remove these from this booklet. They are for your reference only.*

Appendix A: Student/Parent 1:1 Google Chromebook Agreement

Appendix B: Lost/Stolen Device Reporting Form

Appendix C: Elyria Catholic 1:1 Google Chromebook Initiative Waiver Form

Appendix A

Elyria Catholic High School 1:1 Student/Parent Google Chromebook Agreement

I acknowledge that we have received the following documents with my child's Chromebook and will ensure that we have read and understood them, in full, prior to my child bringing their Chromebook to school for the first time.

- Elyria Catholic High School Google Chromebook Guide

- Elyria Catholic High School 1:1 Student/Parent Google Chromebook Agreement
- Elyria Catholic Acceptable Use Policy
- Lost/Stolen Device Reporting Form
- Repair Report Form

Student Agreement

As a learner, I agree that I will:

- Use my Chromebook for educational purposes.
- Follow the procedures and policies outlined in the Chromebook Guide both at school and at home.
- Protect my Chromebook by carrying it securely with its chromebook cover and preventing careless or malicious damage.
- Never leave my Chromebook unattended in an unsecure or unsupervised location.
- Charge my Chromebook's battery to full capacity each night.
- Report all damages or issues with my Chromebook to the school librarian/media specialist.
- Not alter or attempt to change the management settings on my Chromebook.
- Never share my Chromebook with other students or individuals.

I understand that any violation of this agreement may result in the suspension or loss of my Chromebook and school network privileges. Additionally, I may face disciplinary action for such violations.

Parent Agreement

I understand that my family's responsibilities include:

- Ensuring my child meets the expectations outlined in the Chromebook Guide and the Elyria Catholic High School Acceptable Use Policy.
- Protecting the Chromebook, within reason, against damage, loss or theft while it is at home or outside of school.
- Ensuring my child reports damage to the school librarian media specialist.

In consideration of the privileges and opportunities afforded by the use of Elyria Catholic High School's technology resources, I hereby release Elyria Catholic High School, its employees and administrators from any and all claims of any nature arising from my child's use or inability to use these resources, including but not limited to claims that may arise from unauthorized use of a Chromebook.

I also understand that it is impossible for Elyria Catholic High School to restrict access to all controversial materials and I will not hold Elyria Catholic High School responsible for materials accessed with a school Chromebook.

I accept full responsibility for my child's use of the Chromebook while not in a school setting and understand that my child's Chromebook use is subject to the same rules and requirements when used off-campus. I understand that my child's Chromebook privileges may be suspended or revoked for violation of this agreement.

Protection Plan

Coverage includes one Chromebook repair in the event of accidental damage. Subsequent damages, including any related repair costs, will be the responsibility of the student.

The replacement plan does NOT provide coverage for the loss or theft of the Chromebook and/or its accessories, cosmetic damage, or damages caused by intentional misuse and abuse. Students will be responsible for the full cost of replacement (\$230.00.)

The school reserves the right to request parents/guardians to pay a protection fee annually.

I understand that should damage occur to the Chromebook assigned to my child due to intentional damage, I will be solely responsible for reimbursing the school for repair or replacement costs.

Signature required on Acceptance of Use Policy Form

Student Name (Print) _____

Student Signature: _____

Date: _____

Signature required on Acceptance of Use Policy Form

Parent Name (Print): _____

Parent Signature: _____

Date: _____

-----**FOR SCHOOL USE ONLY**-----

Form Processed and Chromebook Issued

IT Signature: _____

Appendix B
Lost or Stolen Google Chromebook Report Form
Elyria Catholic High School

Please return this form to the Library and Technology Center by the next business day following loss or theft.

First Name: _____ Last Name: _____

Permanent Address: _____

Home Phone Number: _____ Cell Phone Number: _____

Student Elyria Catholic-issued Email: _____

Parent(s) Email address: _____

My device was: (circle one) **STOLEN** **MISPLACED**

Date of incident: ____/____/____ Approximate location: _____

I have completed a police report for this incident. (Check 'Yes' or 'No':)

Yes. _____

Date completed: ____/____/____

*note: Please attach a copy of the police report to this form.

No. _____

(If you have not completed a police report, please explain why not.)

My signature below indicates that all information contained in this form is complete, factually correct, and honestly presented.

Student Signature: _____ date: ____/____/____

Parent/Guardian Signature: _____ date: ____/____/____

Received by: _____ date: ____/____/____

Appendix C
Elyria Catholic 1:1 Google Chromebook Waiver Form 2107 - 2018

Families who choose the Bring Your Own Device (BYOD) option waive their right to any repairs, maintenance, and warranties that the school offers through its 1:1 Leasing Option. Families who choose the BYOD option will not be issued a case for his/her device. It is the responsibility of the owner to purchase a case or cover.

Additionally, students who choose to bring their own Chromebooks are still subject to all school policies, rules, regulations and laws regarding acceptable use and digital citizenship. Parents and students must still sign the Acceptable Use Policy and abide by Elyria Catholic High School's policies and regulations relating to the use of technology.

If choosing the BYOD option, the Chromebook device **must be purchased by the end of the first week of the school year.**

Keeping the device secure rests with the individual owner; Elyria Catholic High School is not liable for any personal device stolen or damaged on or off campus. Elyria Catholic will not assume responsibility for any repairs for students who choose the BYOD option.

Your signature below indicates you understand your right to waive Elyria Catholic's 1:1 Google Chromebook Leasing Option. Your signature also indicates your agreement to purchase a Google Chromebook by the end of the first week of school. The school purchases the following Chromebook. You do NOT need to purchase this specific model, but you MUST purchase a Chromebook.

- 11.6" (1366x768) display
- 0.7 inches thin – 2.42 lbs / 1.1 kg
- Over 6.5 hours of battery
- Samsung Exynos 5 Dual Processor
- 100 GB Google Drive Cloud Storage² with 16GB Solid State Drive
- Built-in dual band Wi-Fi 802.11 a/b/g/n
- VGA Camera
- 1x USB 3.0, 1x USB 2.0
- HDMI Port
- Bluetooth 3.0™ Compatible

Student's Signature: _____ **Date:** _____

Parent's Signature: _____ **Date:** _____

This Form/Waiver must be signed by all parties and returned with the Acceptable Use Policy.