



St. Linus Google Chromebook Initiative

2024-25
1:1 Program

1) Receiving Your Chromebook

Distribution

Students will receive their Chromebook in August/September of 2024.

Transfer Distribution

All transfer students will be issued a Chromebook with the corresponding user fee.

2) Taking Care of your Chromebook

Students are responsible for the care of their Chromebook. Chromebooks that are broken or fail to work properly should be reported to the teacher as soon as possible so they can be properly assessed by the IT Department.

General Precautions

- Students should never leave their device unattended.
- No food or drink should be next to the Chromebook.
- Chromebooks **should not be out** at lunch time.
- Cords, cables, and removable storage devices must be inserted carefully into Chromebooks.
- Chromebooks should not be used or stored near any heating vents or surfaces or pets.
- Chromebooks should not be used with the power cord plugged in when the cord may be a tripping hazard.
- Chromebooks must remain free of any writing, drawing, stickers and labels
- Heavy objects should never be placed on top of Chromebooks.

Cases

- Each student will be issued a protective case for the Chromebook that should be used whenever the Chromebook is being transported or not in use.
- Although the cases are reinforced to help protect the Chromebooks, they are not guaranteed to prevent damage. It **remains the student's responsibility** to care for and protect his/her device.

Carrying Chromebooks

- Always transport Chromebooks with care and in its protective case. Failure to do so may result in severe damage such as shattered screens.
- Never lift Chromebooks by the screen.
- Never carry Chromebooks with the screen open.
- If stacked with books, the Chromebook and case should be on the top with no weight applied.

Screen Care

The Chromebook screen can be damaged if subjected to heavy objects, rough treatment, some 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 (e.g. pens, pencils, or disks).
- Only clean the screen with a soft, dry microfiber cloth or anti-static cloth.
- Picking the keys off the keyboard is NOT covered by insurance and will have to be covered by the family.

Asset Identification

- Your Chromebook may be labeled with a unique identifier such as asset tag and /or serial number.
- For your protection, labels and tags should not be modified or tampered with in any way.

3) Using Your Chromebook at School

Students are expected to bring a fully charged Chromebook to school every day and bring their Chromebook to all classes unless specifically advised not to do so by their teacher. Students will receive a brief orientation on how to use a Chromebook once they are issued.

If a student does not bring his/her Chromebook to school

- The student will receive a behavior consequence for not coming prepared to class.
- If available, the teacher may provide a loaner for in-class use only.

Chromebook being repaired

- If a Chromebook is damaged or unusable and in need of repair, a loaner Chromebook may be issued to the student upon approval from school administration. The student is responsible for any damage to or loss of the loaned device. Loaner Chromebooks should not be taken home unless approved by administration.
- A member of the Technology Department will contact the student or parent when their device is repaired and available to be picked up. Turn around time for repair of a device

may take up to two weeks (possibly longer if parts need to be ordered) from the date of pick-up.

Charging Chromebook

- **Chromebooks must be brought to school each day with a full charge.**
- Students should charge their Chromebooks at home every evening.
- A behavior consequence will be issued when students do not come with their device fully charged.

Backgrounds and Themes

Inappropriate media may not be used as Chromebook backgrounds or themes. The presence of such media will result in disciplinary action.

Sound

- Sound must be muted at all times unless permission is obtained from a teacher.
- Headphones may be used at the discretion of the teachers.
- Students should have their own personal set of headphones for sanitary reasons.

Printing

- Students will be encouraged to digitally publish and share their work with their teachers and peers when appropriate.
- Printing can take place using designated machines and printers with prior permission from a teacher.

Logging into a Chromebook

- Students will log into their Chromebook 'firstInitialLastNameYearofGraduation' as the user, this account is passworded. Students will log into their Google Apps for Education account using the username and password assigned to them by the school.
- Students should never share their account passwords with others.
- Passwords can be reset by the technology department and/or other designated administrators.

Managing and Saving Your Digital Work with a Chromebook

- The majority of student work will be stored in Internet/Cloud-based applications and can be accessed from any computer with an Internet connection and most mobile Internet devices.
- Some files may be stored on the Chromebook hard drive.
- Students should always remember to save frequently when working on digital media.
- Students are encouraged to maintain backups of their work on a portable storage device or in their Google Drive.

4) Using Your Chromebook Outside of School

- Students are encouraged to use their Chromebook with **care** at home and other locations outside of school.
- A wireless Internet connection will be required for the majority of Chromebook use; however, some applications can be used while not connected to the Internet.
- **Students should not use or install any operating systems on their Chromebook other than the current version of Windows 10 OS.**

5) Operating System and Security

Updates

The Chromebooks operating system updates itself automatically. Students do not need to manually update their Chromebooks, **but may need to restart them from time to time for updates to take place.**

Virus Protection

Chromebooks use the principle of “defense in depth” to provide multiple layers of protection against viruses and malware, including data encryption and verified boot.

6) Content Filter

St. Linus School utilizes an Internet content filter that is in compliance with the federally mandated Children’s Internet Protection Act (CIPA). All Chromebooks will have all Internet activity protected and monitored by the school while in the building. If an educationally valuable site is blocked, students should contact their teachers to request the site be unblocked.

Content filtering from St. Linus School will not be applied to Chromebooks when they connect to networks outside of St. Linus School.

7) Software

Google Apps for Education

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

Chrome Web Apps and Extensions

- **Students are not allowed to install Chrome Web Apps or Extensions. They must request permission for installation from their teacher.**
- Web apps and extensions can be pushed out to devices remotely, when approved.

8) Chromebook Identification

St. Linus School will maintain a log of all Chromebooks that includes the Chromebook serial number, asset tag code (if applicable), and name and ID number of the student assigned to the device.

9) Repairing/Replacing Your Chromebook

Tech Support

- Teachers will provide elementary technical support such as confirmation of network connectivity and correct password usage before opening a support ticket with the IT Department. The IT Department will then evaluate the device and restore functionality, if possible. If warranty work is required or the device needs to be shipped for a repair, a loaner will be issued at the discretion of the school's administration.
- **Charges for repair work not covered by the vendor warranty or insurance may be passed back to the parent.**

Vendor Warranty

- Chromebook includes a three year hardware warranty from the vendor, including a limited warranty for the battery.
- The vendor warrants the Chromebook from defects in materials and workmanship.
- The limited warranty covers normal use, mechanical breakdown, and faulty construction. The vendor will provide normal replacement parts necessary to repair the Chromebook or, if required, a Chromebook replacement.
- The vendor warranty does not warrant against damage caused by misuse, abuse, or accidents.
- All repair work must be reported to the Technology Department by the student's teacher.

Optional Insurance (subject to change)

- Some items may be covered by your homeowners/renters policy. Please check with your insurance agent.
- St. Linus School has contracted with a third party to insure the device for accident damage, vandalism, cracked screen, and power surges. The cost of \$50 for insurance will cover the device for the 2024-2025 school year.
- Parents can opt out of the insurance by indicating that on the final page of this document
- Incidental insurance will be billed yearly.
- **Due to the high volume of repairs and damage caused by carelessness during the recent school year, any repairs after the 1st time may be subject to extra payment by the parents. This will be determined by the IT department.**

10) No Expectations of Privacy

St. Linus School may, without prior notice or consent, log, supervise, access, view, monitor, and record the use of student's Chromebook at any time for any reason related to the operation of the school. By using a Chromebook, students agree to such access, monitoring, and recording of their use.

Monitoring Software

- Teachers, school administrators, and the Technology Department staff may use monitoring software that allows them to view the screens and/or activity on student Chromebooks.

Chromebook Program Costs

School

- Device Cost: \$350
- Management Software: \$50

Junior High 1:1 Initiative Investment per year: \$15,000

Total investment thus far: \$170,000

Parent

- Insurance: \$50 (optional and billed yearly, in August)
- Deductible: **\$10 each time** depending on the repairs. No charge if the repairs are not due to negligence ie: software or hard drive issues

Estimated Cost of Parts and Replacements for Chromebook (when no insurance is purchased)

- Replacement Device: \$350 approx.
- Device Reconfiguration: \$50
- Power Cord: \$55
- Case: \$50

Policies and Procedures include, but are not limited to the above and revisions may be made by the administration at any time.

In August of 2024, our 3rd grade students and any new 4th, 5th, 6th, 7th or 8th grade students will all be receiving a Google Chromebook to use for the school year. The device is school owned and bound by all handbook policies and all technology and Internet policies previously signed. The school has provided students and parents a separate, more expansive document covering usage, insurance, and other related information that should be reviewed in conjunction with the handbook and technology policies. Signing this technology agreement form indicates you have received and reviewed the separate 1:1 document.

Program Costs: **School**

- Device Cost: \$320
- Management Software: \$50

Junior High 1:1 Initiative Investment from school: \$15,000+ each year

Total investment from school so far: \$170,000+

Parent

- Insurance: \$50 (optional and billed yearly) all 3rd, 4th, 5th 6th, 7th and 8th graders

Total Parent cost: \$50 for insurance

Estimated Cost of Parts and Replacements (when no insurance is purchased)

- **Replacement Device: \$280-\$320 approx.**
- **Device reconfiguration: \$50**
- **Power cord: \$55**
 - Cover:\$50

Students will be able to use the device in and out of school. Signing this agreement says that the student and the parents understand all the policies surrounding this device and agree to abide by them.

Parents who choose not to purchase insurance are aware that they are responsible for full replacement of the device as well as anything that was loaded onto the device.

___ I choose to take the insurance at \$50 per year per device

___ Please bill my Smart Tuition account

___ Here is a check or cash for the amount

___ I choose to waive the insurance & will assume full responsibility for replacing the device if needed.

Parent Signature _____ Date _____

Student Signature _____ Date _____