



1 to 1 Chromebook Program for Scholars in Grades 4-8

*The mission of the
Sacred Heart School 1 to 1 Chromebook Program
is to create an environment that enables and supports
scholars and teachers to implement transformative uses of
technology while enhancing scholar engagement with
content and promoting the development of self--directed
and lifelong learners.*

TABLE OF CONTENTS

- 1. Receiving your Chromebook**
 - a. Probationary scholar Privileges
 - b. scholar purchased Chromebooks
- 2. Returning your Chromebook**
- 3. Taking Care of your Chromebook**
 - a. General Precautions
 - b. Carrying Chromebooks
 - c. Screen Care
- 4. Using your Chromebook at School**
 - a. Chromebooks left at home
 - b. Chromebooks under repair
 - c. Charging your Chromebook
 - d. Apps, Games, Backgrounds, and Passwords
 - e. Sound
 - f. Printing
- 5. Managing & Saving your Digital Work with a Chromebook**
 - a. Saving to your Google Apps Account
 - b. Saving to removable storage devices
 - c. Saving to your Chromebook
- 6. The Chromebook Operating System**
 - a. General Information
 - b. Updating your Chromebook
 - c. Virus Protections & Additional Software
 - d. Inspection
 - e. Procedures for Restoring your Chromebook
- 7. Acceptable Use Guidelines for your Chromebook**
 - a. General Guidelines
 - b. Privacy and Safety
 - c. Legal Property
 - d. E-mail Electronic Communication
 - e. Consequences

8. Protecting & Storing your Chromebook

- a. Chromebook Identification
- b. Account Security
- c. Storing Your Chromebook
- d. Chromebooks left in Unsupervised Areas

9. Repairing or Replacing your Chromebook

- a. Vendor Warranty
- b. Chromebook Insurance Options

10. Chromebook Technical Support

11. Chromebook FAQs

12. Chromebook Scholar/Parent Agreement

1. Receiving Your Chromebook:

Parents/Guardians and scholars MUST sign and return the Sacred Heart School Chromebook Agreement document before the Chromebook can be issued to their child. This Chromebook Policy Handbook outlines the procedures and policies for families to protect the Chromebook investment for Sacred Heart School. Chromebooks will be collected at the end of each school year and scholars will retain their original Chromebook each year while enrolled at Sacred Heart School.

a. Probationary scholar Privileges

To protect the assets of Sacred Heart School, some scholars will be required to turn in their Chromebooks to the LMC Help Desk at the end of each day for a period to be determined unless otherwise specified in the Acceptable Use Policy. The Help Desk will secure the equipment during the evening and the scholar will be allowed to check it back out on a daily basis. Probationary scholars are those who have violated the Acceptable Use Policy during the current or previous semester.

2. Returning Your Chromebook

Sacred Heart School Chromebooks must be returned to the Sacred Heart School computer lab at the end of the school year or if a scholar withdraws. Any Chromebook not returned will be considered stolen property and law enforcement agencies will be notified.

3. Taking Care of Your Chromebook

Scholars 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 Sacred Heart School computer lab as soon as possible so that they can be taken care of properly. **Do**

not take Sacred Heart School Chromebooks to an outside computer service for any type of repairs or maintenance.

a. General Precautions

- i. No food or drink is allowed next to your Chromebook while it is in use.
- ii. Cords, cables, and removable storage devices must be inserted carefully into the Chromebook.
- iii. Never transport your Chromebook with the power cord plugged in. Never store your Chromebook in your carry case or backpack while plugged in.
- iv. ***Scholars should never carry their Chromebooks while the screen is open.***
- v. Chromebooks must remain free of any writing, drawing, or stickers. An identification label with the scholar's name is acceptable on the Chromebooks.
- vi. Vents **CANNOT** be covered. Chromebooks must have a Sacred Heart School asset tag on them at all times and this tag must not be removed or altered in any way. If tag is removed disciplinary action will result.
- vii. Chromebooks should never be left in a car or any unsupervised area.
- viii. Scholars are responsible for bringing completely charged Chromebooks for use each school day.
- ix. For screen adjustment do not grasp screen by wrapping hand around screen, your thumbs will shatter the screen.

b. Carrying Chromebooks

- i. Transport Chromebooks with care.
- ii. Chromebook lids should always be closed and tightly secured when moving.
- iii. Never move a Chromebook by lifting from the screen. Always support a Chromebook from its bottom with lid closed.
- iv. Case use is encouraged.

c. Screen Care

The Chromebook screens can be easily damaged! The screens are particularly sensitive to damage from excessive pressure on the screen.

- i. Do not lean or put pressure on the top of the Chromebook when it is closed.
- ii. Do not store the Chromebook with the screen in the open position.
- iii. Do not place anything near the Chromebook that could put pressure on the screen.
- iv. Do not place anything in a carrying case or backpack that will press against the cover.
- v. Do not poke the screen with anything that will mark or scratch the screen surface.
- vi. Do not place anything on the keyboard before closing the lid (e.g. pens, pencils, or disks).
- vii. Clean the screen with a soft, dry microfiber cloth or anti-static cloth.

4. Using Your Chromebook at School

Chromebooks are intended for use at school each day. In addition to teacher expectations for

Chromebook use school messages and announcements. Scholars must be responsible to bring their Chromebook to all classes, unless specifically advised not to do so by their teacher.

- a. Chromebooks left at home
 - i. If scholars leave their Chromebook at home, they will be allowed to phone their parent/guardian to bring it to school.
 - ii. If unable to contact parents, the scholar will have the opportunity to use a replacement Chromebook from the computer lab if one is available.
 - iii. Repeat violations of this policy will result in disciplinary action.
- b. Chromebooks under repair
 - i. If available loaner Chromebooks may be issued to scholars when they leave their Chromebook for repair at the computer lab.
 - ii. Scholars using loaner Chromebooks will be responsible for any damages incurred while in possession of the scholar. Scholar will pay full replacement cost if it's lost or stolen.
- c. Charging Your Chromebook
 - i. Chromebooks must be brought to school each day fully charged.
 - ii. Scholars need to charge their Chromebooks each evening.
 - iii. Repeat violations of this policy will result in disciplinary action.
- d. Media, Games, Music, Photos, Social Media, Apps, Backgrounds, and Passwords
 - i. Inappropriate media may not be downloaded or used as a screensaver or background.
 - ii. Internet games are not allowed on the Chromebook
 - iii. Personal music may not be downloaded on the Chromebook
 - iv. Photographs of persons shall not be taken or distributed except when in conjunction with a teacher assigned project.
 - v. Social networking sites or other similar web-based sites will not be accessed.
 - vi. All software and apps installed by Sacred Heart School must remain on the Chromebook in usable condition and be easily accessible at all times.
 - vii. The Technology Integration Specialist is responsible for updating apps and will synchronize the Chromebook as necessary. Periodic checks of the Chromebook and account usage will be made to ensure that scholars have not removed or added unauthorized material.
 - viii. Presence of guns, weapons, inappropriate materials, inappropriate language, alcohol, drug, gang related symbols or pictures will result in disciplinary actions.
 - ix. Take care to protect your password. Do not share your password.
- e. Sound
 - i. Sound must be muted at all times unless permission is obtained from the teacher for instructional purposes.
 - ii. Headphones may be used at the discretion of the teacher.
- f. Printing
 - i. It is highly encouraged for scholars to digitally share their work with their teachers instead of printing on paper.

- ii. Scholars may use network printers with teacher's permission during class or breaks.
- g. Account Access
 - i. Scholars will only be able to login using the **Google Education** account provided by Sacred Heart School.
 - ii. Scholars should always use the Chromebook with their own account.
 - iii. Make sure you are not in guest mode or you will not be able access your Chrome extensions.

5. Managing & Saving Your Digital Work with a Chromebook

- a. All items will be stored online in Google Cloud environment.
- b. Each scholar is assigned a Google username and password so that they may use Google Apps including (Docs, Slides, Drawings, Sheets, Forms) to create online files and work on them in real time with other people. All files are stored online.
- c. With a wireless Internet connection, you can access your documents and files from any Chromebook, anywhere in the world.

6. The Chromebook Operating System

a. Updating your Chromebook

- i. When a Chromebook starts up, it updates itself automatically, so it has the latest and greatest version of the Chrome operating system without you having to think about it. No need for time- consuming installs, updates, or re--imaging.

b. Virus Protections & Additional Software

- i. The Chromebook is built with layers of protection against malware and security attacks.
- ii. Files are stored in the cloud; there's no need to worry about lost homework.

c. Procedures for Restoring your Chromebook

- i. If your Chromebook needs technical support for the operating system, all support will be handled by the computer lab.

d. Software Installation

- i. Chromebooks can seamlessly access Google Apps for Education suite of productivity and collaboration tools, as well as apps available in the Chrome Web Store and content across the entire web.

7. Acceptable Use Guidelines for Chromebooks

a. General Guidelines

- i. Scholars must sign Sacred Heart School's [Acceptable Use Policy](#)

- ii. Scholars will have access to all available forms of electronic media and communication which is in support of education and research and in support of the educational goals and objectives of Sacred Heart School.
- iii. Scholars are responsible for their ethical and educational use of the technology resources of Sacred Heart School.
- iv. Access to Sacred Heart School technology resources is a privilege and not a right. Each employee, scholar and/or parent will be required to follow the Acceptable Use Policy.
- v. Transmission of any material that is in violation of any federal or state law is prohibited. This includes, but is not limited to the following: confidential information, copyrighted material, threatening or obscene material, and Chromebook viruses.
- vi. Any attempt to alter data, the configuration of a Chromebook, or the files of another user, without the consent of the individual, building administrator, or technology administrator, will be considered an act of vandalism and subject to disciplinary action in accordance with the scholar handbook and other applicable school policies.

b. Privacy and Safety

- i. Do not go into chat rooms or send chain letters without permission. If applicable, teachers may create discussion groups for communication among scholars for educational purposes.
- ii. Do not open, use, or change files that do not belong to you.
- iii. Do not reveal your full name, phone number, home address, social security number, credit card numbers, password or passwords of other people.
- iv. Remember that storage is not guaranteed to be private or confidential as all Chromebook equipment is the property of Sacred Heart School.
- v. If you inadvertently access a website that contains inappropriate, obscene, or otherwise offensive material, exit the site immediately.

c. Legal Property

- i. 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.
- ii. Plagiarism is a violation of the scholar policy. 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.
- iii. Use or possession of hacking software is strictly prohibited and violators will be subject to discipline. Violation of applicable state or federal law, including the Massachusetts Penal Code, Computer Crimes, will result in criminal prosecution or disciplinary action by the District.

d. E-mail Electronic Communication

- i. Always use appropriate and proper language in your communication.

- ii. Do not transmit language / material that may be considered profane, obscene, abusive, or offensive to others.
- iii. Do not send mass e-mails, chain letters or spam.
- iv. E-mail & communications sent / received should be related to educational needs.
- v. E-mail & communications are subject to inspection by the school at anytime.

e. Consequences

- i. The scholar in whose name, system account, and Chromebook hardware is issued will be responsible at all times for its appropriate use.
- ii. Non-compliance with the policies of this document or the Sacred Heart [Acceptable Use Policy](#) will result in disciplinary action.
- iii. Electronic mail, network usage, and all stored files shall not be considered confidential and may be monitored at any time by designated school staff to ensure appropriate use.
- iv. The school cooperates fully with local, state or federal officials in any investigation concerning or relating to violations of computer crime laws.
- v. Contents of email and network communications are governed by the Massachusetts Open Records Act; proper authorities will be given access to their content.

f. At Home Use

- i. The use of Chromebooks at home is encouraged.
- ii. Chromebook care at home is as important as in school, please refer to the care section.
- iii. Transport your chromebook in a case or protected backpack.

8. Protecting & Storing Your Chromebook

a. Chromebook Identification

- i. Scholar Chromebooks will be labeled in the manner specified by the school. Chromebooks can be identified in several ways:
 - 1. Record of school asset tag and serial number
 - 2. Individual user account name and password
- ii. Chromebooks are the responsibility of the scholar. This device will be yours for the duration of your time at Sacred Heart School. *Take good care of it!*

b. Account Security

- i. Scholars are required to use their school provided Google user ID and password to protect their accounts and are required to keep that password confidential.

c. Storing Your Chromebook

- i. When scholars are not using their Chromebook, they should store them in their locker.

- ii. Nothing should be placed on top of the Chromebook when stored in the locker.
- iii. Scholars are must take their Chromebooks home everyday after school, regardless of whether or not they are needed. Scholars will also take Chromebooks home for weekends and vacations.
- iv. Chromebooks should not be stored in a scholar's vehicle at school or at home for security and temperature control measures.

d. Chromebooks Left in Unsupervised Areas

- i. Under no circumstances should Chromebooks be left in an unsupervised area.
- ii. Unsupervised areas include the school grounds and campus, the cafeteria, computer lab, library, gym, cafeteria, unlocked classrooms, bathrooms and hallways.
- iii. Any Chromebook left in these areas is in danger of being stolen.
- iv. If an unsupervised Chromebook is found, notify a staff member immediately.
- v. **Unsupervised Chromebooks will be confiscated by staff. Disciplinary action may be taken for leaving your Chromebook in an unsupervised location.**

9. Repairing or Replacing Your Chromebook

a. Vendor Warranty

- i. The equipment vendor has a one year hardware warranty on the Chromebook.
- ii. The vendor warrants the Chromebooks from defects in materials and workmanship.
- iii. This limited warranty covers normal use, mechanical breakdown or faulty construction and will provide normal replacement parts necessary to repair the Chromebook or Chromebook replacement.
- iv. The vendor warranty does not warrant against damage caused by misuse, abuse, accidents or Chromebook viruses.
- v. Please report all Chromebook problems to the computer lab.

b. Chromebook Insurance

- i. Sacred Heart School will be purchasing insurance for scholar Chromebooks. Please contact the computer lab for repairs or claims. Serial number on bottom of the unit must be intact in order to make claim.

10. CHROMEBOOK TECHNICAL SUPPORT

- a. Technical support will be available in the computer lab. Services provided include the following:
 - i. Hardware maintenance and repairs
 - ii. Password resets and user account support
 - iii. Coordination and completion of warranty repairs
 - iv. Distribution of loaner Chromebooks

- v. ALL REPAIRS must be completed by the Sacred Heart School

11. CHROMEBOOK FAQ's

a. What is a Chromebook?

- i. As stated by Google: "Chromebooks are a new type of computer designed to help you get things done faster and easier. They run Chrome OS, an operating system that has multiple layers of security, cloud storage, and the most popular Google products built-in."

b. What kind of software does a Chromebook run?

- i. Chromebooks run millions of web--based applications, or web apps, that open right in the browser. You can access web apps by typing their URL into the address bar or by installing them instantly from the Chrome Web Store." ("Google")

c. How are these web -based applications managed?

- i. Each Chromebook we provide to scholars will be a managed device. The Technology Integration Specialist will maintain devices through our Google Apps for Education account. As such, the school can pre-install web-applications as well as block specific web- applications from a centralized management console.

d. What devices can I connect to a Chromebook?

- i. Chromebooks can connect to:
 1. USB storage, mice, keyboards, external monitors and projectors
 2. Headsets, earsets, microphones

e. Can the Chromebook be used anywhere at anytime?

- i. Yes, if you have a WiFi signal to access the web all features of Chrome are available. There are a limited number of Google apps and Chrome web apps that work offline but that number is growing everyday.

f. Do Chromebooks come with internet filtering software?

- i. No. Chromebooks do not come with internet filtering software. However, while in school Chromebooks will use the school's WiFi to access the internet which is filtered. While at home, the Chromebooks will be filtered based on the protection provided by your home WiFi system.

g. Battery life

- i. Chromebooks have a rated battery life of 8 hours. However, we do expect that scholars charge them each evening to ensure maximum performance during the school day.

Chromebook Agreement for Scholars and Parents

Please sign and return this form to your child's homeroom teacher.

- a. I have reviewed the Sacred Heart School Chromebook Handbook.
(You'll find this at sacredheart-boston.org under the Current Families tab or you may request a printed copy.)
- b. I will take good care of my assigned Chromebook.
- c. I will never loan out my Chromebook to other individuals.
- d. I will know where my Chromebook is at all times.
- e. I will charge Chromebook daily.
- f. I will bring my Chromebook fully charged on all school days.
- g. I will keep food and beverages away from my Chromebook.
- h. I will not disassemble any part of my Chromebook or attempt any repairs.
- i. I will protect my Chromebook by only carrying it while in the case provided.
- j. I will communicate with my Chromebook appropriately and in accordance with Sacred Heart School policies.
- k. I will only use my Chromebook for educational purposes.
- l. I will not place decorations (stickers, etc.) on the Chromebook
- m. I will not deface the Chromebook serial number or any school labels in any way.
- n. I understand that the Chromebook is subject to inspection at any time without notice and is the property of Sacred Heart School.
- o. I will not write on, mark or deface the Chromebook in any way.
- p. I will transport the chromebook in a case or protected backpack.
- q. I will follow the expectations of Sacred Heart School while at school as well as outside the school day.
- r. I will report any loss, theft or damage to the network administrator immediately.
- s. I will be responsible for all damage or loss by neglect or abuse.
- t. I agree to return the school's Chromebook and any equipment that belongs with it in good working condition.

Scholar Name: _____

Scholar Signature: _____ Date: _____

Parent Name: _____

Parent Signature: _____ Date: _____