



1:1 Chromebook Handbook

INTRODUCTION

Saint Francis International School is proud to make Google Chromebook laptop computers available to every student enrolled in grades 5-8. These devices are intended to increase the availability of technology to our students in curriculum areas where technology is already being used as well as to expand future learning opportunities.

SFIS has chosen Google Chromebooks as an ideal device because they are easily managed, monitored, and controlled through our school Google Apps for Education administrative account regardless of the network they use to access the internet.

While these devices remain the property of Saint Francis International School, we are also pleased to allow students to take custody of the devices for use at home in the same way as textbooks. With this privilege comes responsibility, so the following policies must be agreed to by the student and parent before a Chromebook can be issued for student use.

RECEIVING THE CHROMEBOOK

- A. Chromebooks will be distributed during student and parent orientation at the start of the school year.
- B. Before receiving the Chromebook, students and parents must sign and return a copy of the Acceptable Use Policy.

RETURNING THE CHROMEBOOK

- A. Chromebooks are the property of the State of Maryland and/or Saint Francis International School and must be returned:
 - 1. When the student withdraws or graduates from Saint Francis International School
 - 2. In the event of financial suspension of enrollment.
- B. Failure to return the device will result in parents/students being charged for the full cost of the device.
- C. If the device is returned damaged, student/parent will be held liable according to the damage/replacement policy (listed on page 3).

TAKING CARE OF YOUR CHROMEBOOK

Students are responsible for the general care of the Chromebook that they have been issued. The Chromebook is school property and all users will follow this policy and the Acceptable Use Policy for technology.

- A. Chromebook and cases must remain free of any writing, drawing, stickers, labels, etc. that are not property of SFIS *other than one label with the student's name*.
- B. Cords, Cables, and Thumb Drives must be inserted carefully into the Chromebook to prevent damage.
- C. The Chromebook should be closed when carried. NEVER pick it up by the screen.
- D. Do not rest any objects on the Chromebook (textbooks, etc.)
- E. When storing the Chromebook in a backpack, make sure to place it at the top or front to avoid crushing it with other books or items.
- F. Never leave device unattended or unsupervised.
- G. Parents are strongly encouraged to purchase a protective case for the chromebook or a backpack with a dedicated protective laptop compartment.

USING YOUR CHROMEBOOK AT SCHOOL

Chromebooks are intended for use at school each day. In addition to teacher expectations for use, school messages, announcements, calendars, handbooks, and schedule may be accessed using the device.

- A. The battery should be fully charged each day upon entering school. It is the student's responsibility to charge the chromebook each evening.
- B. If a student leaves their device at home, they are responsible for completing classwork and homework on their own.
- C. If a chromebook is undergoing repair, the school may issue a loaner device if available.
- D. Sound must be muted at all times unless permission is obtained from the teacher for instructional purposes. Headphones are allowed, also to be used with permission from the teacher.
- E. Any gaming, web-surfing, or other online activity that has not been approved by the teacher for instructional purposes is prohibited. A student who repeatedly violates this policy may have their chromebook privileges and google account suspended.

USING THE CHROMEBOOK AT HOME

- A. While some documents may be edited offline, the student will need to connect their chromebook to their home wireless network.
- B. If a home wireless network fails or is not available, and a student is unable to complete assignments, a signed note from a parent must be obtained so teachers can make accommodations..

- C. Chromebooks are *managed* by our Google Apps for Education administration system. This means all automatic filters, restrictions, and pre-loaded apps will be active wherever the chromebook is used, regardless of the wireless network. That said, all guidelines set in the SFIS *Google Account policy* and the *ADW Technology and Internet Usage Agreement* (attached) must be followed when using a chromebook.

FILE MANAGEMENT AND SOFTWARE

- A. Student work using Google Drive is automatically saved. Students accounts have 25GB cloud storage, which is plenty. Students are strongly discouraged from ever deleting schoolwork files from Google Drive, since they cannot be retrieved.
 - 1. Lost work due to deleting files is the student's responsibility.
- B. The chromebook has a small physical storage drive. Files related to instruction may be downloaded and saved on the hard drive from time to time.
- C. Students may use a USB flash drive to save files that are not associated with Google drive.
- D. All loaded apps and browser extensions are managed by our Google Apps for Education administration system and are automatically installed on all Chromebooks when they update on startup.
 - 1. Students will not be able to install apps that have not been "turned on" by the G-Suite admin.
 - 2. Any attempt to circumvent the restrictions on installing apps or other software will violate this agreement, and technology privileges may be suspended.

DAMAGED OR MALFUNCTIONING CHROMEBOOKS

- A. In cases of a malfunction in the Chromebook software, the device may need to be reset to factory settings by SFIS technical staff.
 - 1. All student files stored in Google Drive are automatically backed up and will be retrievable with a functioning computer.
 - 2. Any files, pictures, or data stored locally on the hard drive itself may be deleted in the process, so students are strongly encouraged to back up such files on a USB flash drive.
- B. In cases of accidental damage requiring repair or replacement of the device, the cost to the student/parent will be as follows:
 - 1. First instance: **\$10.00** handling fee only.
 - 2. Second instance: **\$75.00**
 - 3. Third (and beyond) instance: **Full Cost** of the device.
- C. If the charging cable stops working, SFIS will replace it at the cost of **\$15**.

1:1 Chromebook Agreement

Student's Agreement

Every student, regardless of age, must read and sign below:

I have read, understand and agree to abide by the terms of the Acceptable Use Policy and the 1:1 Chromebook Handbook. Should I commit any violation or in any way misuse my access to the school computer network and Internet capabilities, I understand and agree that my access privileges may be revoked and school disciplinary action may be taken against me.

Student Name: _____ Graduation Year: _____

Student Signature: _____ Date: _____

Parent or Guardian Agreement

As the parent or guardian of this student I have read, understand, and agree that my child or ward shall comply with the terms of the acceptable use policy and the 1:1 Chromebook Handbook. I understand that access is being provided to the students for educational purposes only. However, I also understand that it is impossible for the school district to restrict access to all offensive and controversial materials and understand my child's or ward's responsibility for abiding by the policy and agreement. I am therefore signing this policy and agreement to indemnify and hold harmless Saint Francis International School against all claims, damages, losses, and costs of whatever kind that may result from my child's or ward's use of his or her access to such networks or his or her violation of the foregoing policy and agreement. Furthermore, I accept full responsibility for supervision of my child's or ward's use of his or her access to account if and when such access is not in the school setting. I hereby give permission for my child or ward to use the school-approved account to access the school network and the Internet.

Parent or Guardian Name: _____

Parent or Guardian Signature: _____

Date: _____