

## **St. John the Baptist Chromebook Program, Rules and Guidelines**

---

The changing landscape of the world's information to digital form will require today's student to have a different set of skills than what was required just a decade ago. Future graduates must be equipped with not just the three R's, but also with 21<sup>st</sup> Century skills of problem solving, critical thinking, communication and technological literacy. Students will need to be able to quickly find, synthesize and communicate information and collaborate with colleagues—not just in their own office, but within a global community of colleagues and customers.

St. John the Baptist wants to ensure students develop the skills and knowledge necessary to responsibly interact in this technology-based world. Therefore, St. John the Baptist supports a 1:1 program (student to computing device) in grades 3-8 using the Google Chromebook to create a seamless and dynamic educational experience for students.

The goals of the 1:1 program are to:

- enhance and accelerate learning
- increase efficient use of technology in the classroom
- utilize technology for individualizing instruction
- promote collaboration, increasing student engagement
- strengthen the 21<sup>st</sup> century skills necessary for future success in further education and in the workplace

The Chromebook technology increases access to digital curriculum to greatly supplement our printed texts and other on-site resources. The opportunity to use 1:1 devices in grades 3-8 gives students access to anywhere, anytime learning in classrooms or elsewhere at St. John the Baptist facilities.

---

### **Students will charge the Chromebook nightly and will begin each day with a fully charged battery.**

The Chromebook needs to be fully charged for each day, as students will be unable to charge it during the school day due to space and electrical constraints. Students should be careful when plugging in the power cord. The Chromebook should be charged in an SJB cart to ensure no damage will be accidentally done to the Chromebook when it is charging.

### **Students will not leave the Chromebook unattended.**

When not in the student's possession, the Chromebook should be in a secure, locked environment. Unattended Chromebooks found at school will be collected and stored in the school's office or classroom. The Chromebooks are not to be lent to another individual. Each Chromebook is assigned to an individual, and the responsibility for the care of the Chromebook rests solely with that individual.

### **Students will keep the Chromebook secure and safe when carrying or transporting.**

The Chromebook will be carefully transported within the school. Students will avoid placing weight on the Chromebook. The Chromebook is never to be thrown or slid. Further, it is not to be exposed to long-term temperature extremes or direct sunlight.

**Students will only use the Chromebook in a space supervised by SJB staff.**

Students will only use the Chromebook in classrooms or other areas of the school when permitted by teachers and while under direct teacher supervision.

**Students will not slam or push on the lid or set objects or books on top of the Chromebook.**

Screen damage is the primary cause of damage for Chromebooks. The Chromebook is an electronic device and, as such, it is to be handled with care. A book bag containing a Chromebook is never to be thrown. Additionally, a Chromebook is not to be placed in a book bag containing food, liquids, or heavy or sharp objects. Sharp objects are not to be used on a Chromebook. The Chromebook screen is glass and is vulnerable to cracking. Heavy objects are not to be placed on a Chromebook, and they are not to be dropped. Careful placement of book bags is important. As Chromebooks do not respond well to liquids, the Chromebook can be carefully cleaned with a soft, slightly water-dampened, lint-free cloth. Liquids will not be applied directly to the Chromebooks. Students will avoid exposing openings to moisture. Students will not use window cleaners, household cleaners, aerosol sprays, solvents, alcohol, ammonia, or other abrasive chemicals to clean the Chromebook. Use of unapproved cleaners may remove the protective film covering the face of the Chromebook.

**Students will make the SJB Chromebook available for inspection by an administrator, teacher, or staff member upon request. Students understand the Chromebook and its contents can be monitored by SJB staff when students are signed onto the SJB network.**

The Chromebook is the property of St. John the Baptist School and, as a result, it may be seized and reviewed at any time. The student should have no expectation of privacy of materials found on a Chromebook. The Chromebooks are the property of SJB and are being loaned to students solely for educational purposes. Students will return the Chromebook to SJB prior to withdrawal or departure for summer vacation.

**Students will use appropriate and respectful language in all communications and will abide by all SJB school policies when using the Chromebook.**

Any behavior, materials, or communications involving the Chromebook that are deemed inappropriate by an SJB staff member may result in disciplinary action regardless of whether they took place or were received at school or elsewhere.

**Students will abide by all copyright laws.**

Copyrighted material is protected by law. Any use of copyrighted material should be appropriately noted in any school work. Students will consult with a teacher or other SJB staff member if there are questions about the use of copyrighted material or citing thereof.

**Students will use the Chromebook for educational purposes.**

Accessing technology at SJB has been established solely for educational purposes. All Chromebooks must be used in support of the educational program of SJB. This access may be revoked at any time for abusive or inappropriate conduct related to the use of the Chromebook. Failure to comply with the SJB policies or the policies and guidelines stated herein may result in the loss of privilege for the use of the Chromebook. Attempting to bypass the filter at school or using the Chromebook for non-educational purposes while at school is strictly prohibited.

**Students will not use or harm another student's Chromebook. Students will not loan the SJB Chromebook assigned to them to others. Students will not use or attempt to use another student's or staff member's subscriptions, log-in, files, or other personal information.**

The Chromebook is assigned to one student for educational purposes and should not be loaned to others. Passwords and log-in information should also remain confidential with the individual students. Any material on the Chromebook obtained with their log-in or password is the responsibility of the account user.

**Students will not give out personal information including but not limited to name, address, photo, or other identifying information on the Internet nor will students misidentify themselves during online communication to avoid detection for any misbehavior or policy violation.**

Releasing personal information on the Internet can be extremely dangerous. Students should never misidentify themselves or reveal their age on the Internet while using the Chromebook. Students should not share files except for school related projects or assignments.

**Students will not change the configuration of the SJB Chromebook including the network and security settings.**

Policy settings are preconfigured on all SJB Chromebooks and are managed by the SJB Administration. Any attempt to bypass these preconfigured settings is prohibited. Students will log into the Chromebook only with the SJB Domain user account. Students may not log in to the Chromebook using a non-SJB assigned account.

**Students will not deface or otherwise decorate the SJB Chromebook.**

Students are expected to treat the Chromebook with care and respect. The Chromebooks are the property of SJB and are not to be defaced by any student in any manner. This includes, but is not limited to, pen marks, stickers, marring the surface, removing keys, glitter, paint, or other.

**Students will not attempt to repair, alter, or make additions to the SJB Chromebook.**

If a repair is needed, the student will return the SJB Chromebook to the Technology Coordinator. Depending on the condition of the Chromebook and the repair required, a loaner Chromebook may be given until the assigned Chromebook is repaired. No attempts should be made to fix the Chromebook except as supervised by an SJB staff member. Unauthorized repairs to the Chromebook can invalidate its warranty.

**The student will use the Chromebook camera and microphone for approved use only.**

The Chromebook comes equipped with audio and video recording capabilities through a built-in microphone and camera. All electronic recordings created with the device must comply with school policies as well as Minnesota State and Federal laws. Users of the Chromebook device are required to use the device in a manner that complies with these and other SJB policies. Use of the Chromebook in a manner violating SJB policy may result in revocation of the device and may also result in further disciplinary consequences. Use of the Chromebook and any other devices with audio and video recording capabilities during instructional times is at the discretion of the instructor, and the student must obtain prior approval to use the device for such purposes. Any electronic recordings obtained with the recording device are for instructional and educational purposes. Therefore, electronic recordings obtained with the Chromebook may not be shared, published, or rebroadcasted for any reason by the student without permission. Furthermore, users of the Chromebook should be aware that State and Federal laws in many instances prohibit secret or surreptitious recording undertaken without the knowledge and consent of the person or persons involved. Violations of State and/or Federal recording laws may be reported to the proper authorities and may result in criminal prosecution.

**Students will report all problems and damage immediately to the Technology Coordinator. Students will not attempt to remove asset or identification names on the Chromebook. Students will report loss or theft of the SJB Chromebook to their parents/guardians, SJB Administration, and proper authorities within 24 hours.**

Each Chromebook has a unique identification number, and at no time should these numbers or labels be modified, defaced, or removed. Students must log-in with their SJB Domain account password. Students will not attempt to gain access to the internal electronics or to repair the Chromebook. If the Chromebook fails to work or is damaged, students will report the problem to the SJB Technology Director as soon as possible. Chromebook repair or replacement options will be determined by the SJB Administration. A temporary Chromebook may be provided until proper function is reestablished.

**If the Chromebook is damaged, a fee of up to \$300 will be assessed. The final fee will be determined after the repairs have been completed. If the Chromebook is lost or stolen, a replacement fee of \$300 will be assessed. The fee will be billed through TADS.**

*Please completely read the rules and guidelines regarding the SJB Chromebook program with your student. Please detach this page, sign the agreement below, and return the signed agreement to the Technology Coordinator. Keep the rules and guidelines for your own record and reference. Once the agreement has been received, the student will be assigned a Chromebook for use during the school year.*

**Parent/Guardian Agreement Statement**

By signing this agreement, I agree I have completely read and understand all the rules and guidelines associated with the SJB Chromebook program. I agree to follow these rules and oversee my student's use of the Chromebook. I understand that I am ultimately responsible for any damage or loss of the Chromebook, and I agree to pay any related fees due to damage or loss as outlined in the rules and guidelines for use. I agree to hold my student accountable for following these rules and guidelines when using the Chromebook.

**Parent/Guardian Name, Printed:** \_\_\_\_\_

**Parent/Guardian Name, Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Student Agreement Statement**

By signing this agreement, I agree I have completely read and understand all the rules and guidelines associated with the SJB Chromebook program. I agree to completely follow these rules at all times while the Chromebook is under my care. I agree to always keep the Chromebook safe and secure, and I understand I am responsible for returning the Chromebook to the SJB cart at the end of each school day in the same condition as I received it.

**Student Name, Printed:** \_\_\_\_\_

**Student Name, Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_