

# Chromebook Handbook



## 1. WHAT IS A CHROMEBOOK?

A Chromebook is a category of a wireless notebook computer and mobile device that runs Google's cloud-based Chrome OS operating system. These devices do not have higher-end features of standard laptops as Chromebooks are built primarily for online functions. Chromebooks are optimized for this online use with the Google Chrome Web browser. Chromebooks can function offline and feature a small internal hard drive that will save files saved during offline usage.

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## 2. HOW WILL THE CHROMEBOOKS BE ISSUED?

Chromebooks will be distributed by staff during the 2014-2015 school year (date T.B.D.).

Parents and students must sign and return the Student/Parent Chromebook Agreement of Acceptable Use (see attached) before students are issued their assigned Chromebook.

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## 3. TAKING CARE OF YOUR CHROMEBOOK

At St. Dominic C.S.S, we encourage students to be responsible for the care of the Chromebook they have been issued by the school and is the property of Simcoe Muskoka Catholic District School Board. Chromebooks are for school use ONLY and should not be used by siblings and/or friends.

### 3.1 GENERAL PRECAUTIONS

- Chromebooks must NEVER be left unsupervised. Leave Chromebook with a teacher or your **secured** locker if you must leave the room.
- Chromebooks must remain free of any labels, stickers or accessories that are not the property of St. Dominic Catholic Secondary School.
- No food or drink is allowed next to your Chromebook.
- Power/Syncing cords must be inserted and removed carefully.
- Chromebooks should be put to sleep when not in use to conserve battery life.
- Chromebooks should not be exposed to extreme temperatures such as a hot/cold car.

### 3.2 CARRYING THE CHROMEBOOK

We recommend that you purchase a protective case with sufficient padding to protect the Chromebook from normal treatment and provide a suitable means for carrying the device within the school. The following guidelines should be followed:

- The Chromebook should always be inside a reliable protective carrying case when being transported.
- The Chromebook should be carried by hand to and from classes (not in a backpack).

### 3.3 SCREEN CARE

The Chromebook screens are very fragile and can be damaged if subjected to rough treatment. The screens are particularly sensitive to damage from excessive pressure. To avoid damage please adhere to the following rules:

- Do not lean on the Chromebook.
- Do not pick up Chromebooks by the opened screen.
- Do not place anything near the Chromebook that could put pressure on the screen.
- Do not place anything in-between the keyboard and screen, (i.e., pencil). You may close the Chromebook shut and the pressure of the object could crack the screen.
- Clean the screen only with a soft, dry cloth (preferably a microfiber cloth).
- Do not use Windex and/or other chemicals to clean the screen.



**Should your Chromebook become broken or fail to work properly, it must be taken to the Library.**

- Never try to repair the Chromebook yourself or have someone in the community work on it, as this could void the warranty and cause you to incur additional charges.
- Upon permission from your teacher, bring the Chromebook to the school library as soon as possible if repairs are needed. A “Help Desk Ticket” will be issued for your Chromebook to notify the school board of necessary repairs.
- Students must NOT “restore” Chromebooks if experiencing difficulty as it may interfere with future connectivity.

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## 4. USING YOUR CHROMEBOOK AT SCHOOL

Students will utilize the Chromebooks in class only when instructed by their teacher.

As we journey into using Chromebooks for the delivery of curriculum and assessment, Chromebooks are intended to become a daily part of a student’s school instructional day. Teachers will use Chromebooks as a tool to encourage collaboration and engagement along with communication. Teachers will share course content, school messages and emails, announcements, calendars, schedules, and grades through the Chromebook.

**Chromebooks are for SCHOOL USE ONLY.** They are NOT to be used for gaming, socializing, or any other activity deemed inappropriate by the school administration. Administration may deem some usage as temporarily appropriate for delivering classroom curriculum.

### 4.1 CHROMEBOOKS LEFT AT HOME

Chromebooks will be an essential classroom tool. If students leave their Chromebooks at home, they must immediately phone parents to bring it to school. Students will be responsible for material taught on that day and assessment pieces that were required. Repeated violations of this policy may result in loss of take-home privileges or other disciplinary action.

## 4.2 SCREENSAVERS AND BACKGROUNDS

Inappropriate media may not be used as a screensaver or background on your device. We encourage students to make appropriate choices. The presence of images including weapons, pornographic materials, inappropriate language, alcohol, drugs, R-rated, or gang-related symbols/pictures and/or any other media displays that may be injurious to the moral tone of the school, will result in disciplinary actions.

## 4.3 SOUND

The sound must be off / mute at all times at school unless permission is obtained from the teacher for instructional purposes. Students are encouraged to have headphones available when viewing course material under the direction of their classroom teacher.



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## 5. MANAGING FILES AND SAVING WORK

When online, students will use Google Drive to save their work. Each classroom teacher will instruct their class on how to submit their work. Chromebooks have limited capability to save work to the actual device when offline, therefore upon return to the school, students need to submit work to their subject teacher via Google Drive.

Please note that any required service to a Chromebook will not result in a loss of student files *if* these files have been saved to the Cloud (online). Students should not rely on the Chromebook's small hard drive as a reliable storage option for files.

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## 6. ORIGINALLY INSTALLED APPs

Only APPs deemed appropriate for educational use will be used on Chromebooks. Students are not to access APPs outside of these classroom approved programs. Use of inappropriate APPs is a violation of the Board Usage Policy. The APPs originally installed by SMCDSB must remain on the Chromebook in usable condition and easily accessible at all times. From time to time the school may add APPs for use in a particular class.

### 6.1 CHROMEBOOK UPDATES

Updates become available for Chromebooks from time to time. When a new ChromeOS update becomes available, the new ChromeOS will be pushed out to each device and should be installed by restarting the device.

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## 7. INSPECTION

Students may be requested at random to provide their Chromebook for inspection to check for restricted images, settings, modifications, etc.

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## 8. ACCEPTABLE USE - GENERAL GUIDELINES

Students will have access to all available forms of electronic media and communication that is in support of the educational goals and objectives of St. Dominic C.S.S.

- Students are responsible for the ethical and educational use of technology resources. To understand these responsibilities, students will participate in a “Digital Citizenship” in-service.
- Access to DOM technology resources is a privilege and not a right.
- Transmission of any material that is in violation of any federal or provincial law is prohibited. This includes, but is not limited to: confidential information, copyrighted material, threatening or obscene material, and device viruses.
- Any attempt to alter data, the configuration of a device, or the files of another user, without the consent of the individual, administrator, or technology administrator, will be considered an act of vandalism and subject to disciplinary action in accordance with the Student Code of Conduct.
- Cyber Bullying will not be tolerated and appropriate disciplinary action will be taken immediately by the principal and may involve local police. You will not harass, stalk, threaten, abuse, insult, or humiliate anyone using this online learning system. This includes, but is not limited to demeaning written or oral comments of an ethnic, sexist, or racist nature, and unwanted sexual advances or intimidations.
- Filming of students and/or teachers without their permission is unacceptable and appropriate disciplinary action will be taken immediately by the campus principal.
- In addition, the Assessment Evaluation Review Policy apply here as well.
- As a student participating in an online learning system, you will abide by all rules and regulations published in this acceptable use policy and agree that you are subject to the jurisdiction of all disciplinary panels and procedures established by your district school board to address violations of acceptable use of the online learning system.
- All assignments you submit and all tests you take shall be solely performed by you, except where it is requested that you participate in a group project. You will not submit work that is plagiarized or otherwise violates copyright laws of Canada.
- As a user of online course materials delivered by this online learning device, you agree to access these materials only for lawful purposes. You will respect the privacy of other users, and you will respect the integrity of the computer systems and other user's data. You understand you may be held liable for monetary damages for any wrongful actions you undertake.
- As a participant in this online learning environment, you are solely responsible not only for adhering to all relevant laws, statutes, rules and regulations but the School Board's standards, rules and regulations as well. Participation does not confer either immunity or special consideration with reference to civil and criminal laws. Disciplinary action by a School Board will not be subject to a postponement on the grounds that criminal charges involving the same incident have been dismissed, reduced, or are pending in a civil or criminal court. In addition, the School Board reserves the right to pursue disciplinary action if a student violates a standard and withdraws from the online program before administrative action is final.

## 8.1 PRIVACY AND SAFETY

- Non-academic use of Chromebook is prohibited (including accessing social media sites, chat rooms, blogs not related to classroom curriculum).
- Do not open, use or change device files that do not belong to you.
- Do not reveal your full name, phone number, home address, social security number, credit card numbers, password or passwords of other people.
- If you inadvertently access a website that contains obscene, pornographic or otherwise offensive material, you must notify a teacher or an administrator immediately so that such sites can be blocked, and you will not be disciplined for breaking the Acceptable Use Agreement or Student Code of Conduct. **This is not a request – it is your responsibility.**
- Student use of the Internet on the school's network is filtered per SMCDSB policy and federal requirements. **Outside of the school, parents are responsible for monitoring appropriate use.**

## 8.2 LEGAL PROPRIETY

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. Plagiarism is a violation of DOM Student Code of Conduct and AER 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. Use or possession of hacking software is strictly prohibited, and violators will be subject to severe disciplinary penalties.

## 8.3 EMAIL

At school, students are encouraged to only use their Board provided "smcstudents.ca" Gmail accounts:

- E-mails and documents on SMCDSB-owned equipment (i.e., wifi access, bussing is SMCDSB owned, bussing, etc.) are part of the public domain, NOT private and ARE subject to inspection and/or monitoring.
- Always use appropriate language.
- Do not transmit language/material that is profane, obscene, abusive, or offensive to others.
- Do not send mass emails, chain letters, or spam.
- Students should maintain high integrity with regard to all communications whether e-mail, chats, or documents.



## 8.4 HOME USAGE

St. Dominic C.S.S is not responsible for filtering any internet content or applications when off campus. Parents / Guardians are responsible at home to ensure safe, appropriate use of this device when away from school. The school is not responsible legally, financially, or morally for any abuse of the device suffered when off campus. Police could be called upon for abusive online behaviour.

## 8.5 CONSEQUENCES

The student in whose name a device is issued will be responsible at all times for its appropriate use. This means if someone else uses your device to break the rules, **you are still responsible**. Non-compliance with the policies of the Chromebook Handbook and STUDENT/PARENT CHROMEBOOK AGREEMENT OF ACCEPTABLE USE will result in disciplinary action as outlined in the Student Code of Conduct.

Electronic mail, network usage, and all stored files shall not be confidential and may be monitored at any time as designated by St. Dominic C.S.S. faculty to ensure appropriate use. St. Dominic C.S.S. cooperates fully with local Ontario Provincial Police in any investigation concerning or relating to violations of laws.

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## 9. PROTECTING AND STORING YOUR CHROMEBOOK

### 9.1 CHROMEBOOK IDENTIFICATION

Chromebooks will be labelled in the manner specified by the school to quickly identify a Chromebook and its assigned student. Labels are NOT to be intentionally removed from the Chromebooks, if removed it must be replaced immediately; notify your teacher. Chromebooks can be identified in the following ways:

- Record of serial number
- DOM label

### 9.2 STORING YOUR CHROMEBOOK

When students are not using Chromebooks, they should be stored in their locked locker or other designated areas. Chromebooks should never be left in a vehicle. It creates an opportunity for it to be stolen.

### 9.3 CHROMEBOOKS LEFT IN UNSUPERVISED AREAS

Under no circumstances should Chromebooks be left in unsupervised areas. Unsupervised areas include the school grounds and campus, the cafeteria, hallways, library, change rooms, washrooms and unlocked classrooms. Any device left in these areas is in danger of being stolen. Unsupervised Chromebooks will be confiscated by staff and taken to the office or school library for safe storage. Disciplinary action may be taken for leaving your Chromebook in an unsupervised location.



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## 10. REPAIRING OR REPLACING YOUR CHROMEBOOK

### 10.1 CHROMEBOOK WARRANTY

Chromebooks are under warranty from defects in materials and workmanship. This limited warranty covers normal use, mechanical breakdown, or faulty construction and will provide replacement parts necessary to repair the Chromebook or replace it. The warranty does not warrant against damage caused by misuse, abuse, accidents, or device malfunction.

### 10.2 DAMAGE CLAIMS

All damage claims must be reported to the school librarians. A student making a false report will also be subject to disciplinary action as outlined in the Student Code of Conduct.

#### **10.4 LOSS OF REPLACEMENT COMPUTER/PARTS**

If a student loses or damages any of the following components, they will be charged full replacement costs for those items. Loss or accidental damage is not covered by SMCDSB ICT Department. The cost of repair will be forwarded to the affected student and family based on an estimate by a qualified repair technician. Costs can vary and will be based on estimates at the time of damage, potential costs include, but are not limited to:

- Power module/cord - \$80
- Screen repairs - \$150
- Chromebook - \$400

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#### **11. CHROMEBOOK TECHNICAL SUPPORT**

The school library is available for local support of student use of Chromebooks. The SMCDSB Technology Department will coordinate all aspects of technical support for the Chromebooks.

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