BISHOP HOFFMAN CATHOLIC SCHOOLS

1:1 CHROMEBOOK PROGRAM HANDBOOK
2021 - 2022
REVISION 1.5

The mission of the 1 to 1 program at Bishop Hoffman Catholic School is to create a collaborative learning environment for all learners in the school district. This environment will enable and support students and teachers to implement transformative uses of technology while enhancing students' engagement with content and promoting the development of self-directed, responsible, lifelong learners and users. Students will transition from consumers of information to creative producers and owners of knowledge. The team will establish collaborative professional learning communities based on integrative professional development for teachers so that this program enhances classroom environments implementing high-quality instruction, assessment, and learning through the integration of technology and curriculum. Technology immersion does not diminish the vital role of the teacher, it only enhances it. The Board of Education, district staff, and community members will all play a key role in the development of effective high quality educational experiences.

The BHCS Chromebook Handbook can now be found in the forms section of the school's website, at https://www.bishop-hoffman.net/forms. Please sign and return the agreement on the reverse side of this page. If you would prefer a physical copy of the handbook, please inquire in the SJCC main office.

Device Purpose

The Bishop Hoffman Catholic School District is supplying these students with Chromebooks for educational use. This device is the property of the district. The supplied instructional device's function will be to provide each student access to required educational materials needed for success. The Chromebook allows student access to Google Apps for Education, educational web-based tools, as well as many other useful sites. The supplied device is an educational tool not intended for gaming, social networking or high end computing. The device is to be used solely by the student to which it was issued, and not other family members. Failure to adhere to these guidelines and expectations will result in disciplinary action, including referrals and possible suspension of privileges.

Expectations for Chromebook Use

Be Responsible
- Use the internet and school network for classroom-related activities only.
- Use email and social networks as part of class curriculum only.
- Use only your assigned accounts.

Be Respectful
- **Respect** and protect your privacy and the privacy of others.
  - Represent yourself truthfully.
- **Respect** and protect the integrity, availability and security of all electronic resources.
  - Observe all network security practices.
  - Conserve, protect, and share these resources with other students and internet users.
  - Treat digital technologies with care, report damages, security risks, or violations to an administrator or teacher.
- **Respect** and protect the copyrighted/intellectual property of others.
  - Cite all sources appropriately.
  - Follow all copyright laws.
- **Respect** and practice the principles of community.
  - Communicate only in ways that are kind, responsible, respectful, safe, and lawful.
  - Obtain permission before taking/using photos, videos, or images of other people.
  - Observe all network security practices.
  - Use only school appropriate languages, images, and videos.

Be Safe
- Report threatening or offensive materials to a teacher or administrator.
- Protect personal identity and the identity of others online.
- Follow school district guidelines for web publishing.
- Use all hardware, software, and systems carefully, and follow instructions.
- Keep passwords private.
- Keep personal information such as full name, address, phone number, etc. off of public websites.

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NOTE: The following were used as guides in the development of this handbook:
- Clyde Green Springs Chromebook Program Handbook, Clyde Green Springs Schools, Clyde, OH

Before the Chromebook Comes Home

Parent & Guardian Expectations and Responsibilities

⭐ <u>Before a Chromebook is issued to a student, a Chromebook User Agreement must be signed by the student and parent/guardian.</u>

Throughout the time each student participates in the Bishop Hoffman Catholic School 1:1 Chromebook Program, parents/guardians have a responsibility to supervise their students' use of the Chromebook, internet at home, and care for the Chromebook. If there is any physical damage to the Chromebook as a result of misuse or lack of care, families will be held financially responsible for the cost of repair to the Chromebook, just as they would for lost or damaged textbooks. While you and your child are responsible for the Chromebook, accidental damage is sometimes unavoidable.

Chromebook Fees and Deductibles

⭐ Students will have a deductible for each repair that is not covered by the manufacturer's warranty.
- $50.00 for the 1st claim
- $75.00 for the 2nd claim
- $100.00 for the 3rd claim and thereafter

The student's family is responsible for the deductible for the damage incurred to their child's device or for the damage he/she causes to another student's device. The school district reserves the right to charge for the entire replacement cost if negligence is determined on the handling of the device. The school district also reserves the right to restrict home privileges in cases of repeated negligence. If the Chromebook is stolen, students are responsible for obtaining a police report.

REPLACEMENT ITEM	REPLACEMENT COST
Chromebook (lost or irreparable)	$180.00
Chromebook Screen	$60.00
Chromebook Parts (i.e. broken keys, shell)	case by case basis based on manufacturer cost
Charger	$20.00
Case	$35.00

Students who do not use the Chromebook case, or whose Chromebooks are found and turned into the office, will lose their deductible for the year and will be required to pay full price should their device need repairs.

When the Chromebook Comes Home

Student Expectations and Responsibilities
Participating students are expected to do the following:
- Charge the Chromebook overnight at home and bring the Chromebook fully charged every day.

- Leave the AC adapter at home in a secure location.
- Bring the Chromebook home every evening and complete all homework assignments.
- Carry the Chromebook in a school issued bag or case at all times.

Home Internet Access

Families participating in the Bishop Hoffman Catholic School 1:1 Chromebook Program are strongly encouraged to have wireless internet access at home. The Chromebook can only access the internet through a wireless connection.

Public Internet Access Locations

Students will have wireless internet access while in any building in Bishop Hoffman Catholic Schools at all times. Free wireless internet can often be found in many public facilities, such as libraries and restaurants.

General Care of the Chromebook

1. Nothing should be affixed (attached, glues, taped, stuck) to the Chromebooks exterior shell or screen. All stickers that come affixed on Chromebooks, including barcodes or inventory tags, must remain on the Chromebook at all times. Failure to comply with this rule may result in disciplinary actions.

2. Keep all liquids and food items away from the Chromebook. Liquids and food crumbs can damage delicate electronic circuits. Food crumbs can slip under your keys and cause them to stick or become unusable. Any Chromebook damage caused from failure to comply with this rule may result in expenses charged to the student.

3. Always have clean hands before using your Chromebook. Clean hands make it easier to use your Chromebook touchpad and there will be less risk of leaving dirt and other stains on the computer. In addition, if you clean your hands before use, you will help reduce wear and tear on the coating of the Chromebook caused by contact with sweat and small particles. Dirty fingers can cause letters on keys to disappear and/or become "sticky keys."

4. Keep your Chromebook clean. This may seem like a simple topic, but Chromebooks require special cleaning even on the outside. Keeping your system free of dust, dirt, food, and liquids is the first step to Chromebook care. **Always turn off your Chromebook before cleaning!**
   - **LCD Screen:** The screen should never be cleaned with any form of glass cleaner. Use only a microfiber cloth or lint-free cloth to gently wipe away any smudges.
   - **Keyboard:** The keyboard can be dusted and blown with canned air or small computer specific vacuum cleaners.
   - **Exterior Shell:** Should be kept as dust free as possible. To clean the exterior shell you can spray a lint-free cloth lightly with glass cleaner or water, and then clean the Chromebook. Please note that if you use glass cleaner please keep it away from the LCD screen. Be sure to hold the cloth away from the Chromebook when spraying. Never spray the Chromebook directly with any type of liquid.
   - **Vents & Ports:** Any open vents or ports can be cleaned with canned air.
   - **When in Doubt:** Consult technical support.

5. Nothing should be stored inside the Chromebook school issued bag with your Chromebook. All other papers and materials should be stored in the exterior pockets of the school issued bag.

6. Protect the LCD screen, as it is very fragile. The LCD screen should never be touched, even with your fingers! Irreparable damage can be caused to the screen with the slightest of touches. Keep sharp objects away from the screen. The LCD screen can crack or break easily even if it is protected in the school issued bag, so be very careful when handling bags with a Chromebook inside. When you shut your Chromebook, make sure there are no small items, such as a pen, pencil, or small earphones on the keyboard. These can damage the LCD screen when shut or can scratch the screen if the item is rough. Close the lid gently while holding in the middle of the screen bevel at the top of the lid. Closing the lid using only one side causes pressure on the hinge and over time can cause it to bend or break. Hold and lift the Chromebook by its base, not by its screen. The Chromebook lid (LCD screen) should be closed before lifting and should be lifted using both hands. If you lift it by the LCD screen part alone, you could damage the display or hinges attaching it to the base. The LCD screen is also easily scratched or damaged by direct pressure. Avoid placing any pressure on it, especially when the LCD screen lid is closed.

7. In general, Chromebooks are not susceptible to viruses or malware, and at this time, no anti-virus solution is required. If and when something does arise, the school district will make the proper assessments and send information out as to what will be done to resolve any issues.

8. Protect your identity. Be careful when giving out your email address and personal information online. When signing up for something (free) online, many times the site will sell your email address and personal information to a third party vendor, who will use it to send unwelcomed email advertisements or worse. Read over the User Agreement and Privacy Policy before submitting a form online with any private information. Beware of Phishing sites. These are fake websites made to look like other popular sites (Like Google Drive, Banking sites, and Social Media sites). When you log into these fake sites, they steal your login information and can access your account.

9. Be sure to store your Chromebook in your school-issued bag. Remember where your Chromebook is at all times. Do not sit, throw, or step on your school-issued bag at any time, regardless if your Chromebook is inside or not. Ultimately, you are responsible for anything that may happen to your Chromebook.

10. Under no circumstances should Chromebooks be left in an unsupervised area.
    ● Unsupervised areas include the school grounds and campus, the cafeteria, media center, locker rooms, unlocked classrooms, and extended learning areas.
    ● Any Chromebook left in these areas are in danger of being damaged or stolen.
    ● If an unsupervised Chromebook is found, notify a staff member immediately.
    ● Unsupervised Chromebooks will be confiscated by staff members.
    ● Disciplinary action may be taken for leaving your Chromebook in an unsupervised area.

11. Don't leave your Chromebook in a car. Not only do the insides of cars experience large temperature variance that could damage a Chromebook; a Chromebook (or Chromebook bag) is inviting someone to break into your car and steal it. This has already happened to many students in

take-home computer programs, so don't let it happen to you. Your Chromebook should be kept in a safe location that is dry and cool.

12. Keep the Chromebook on a flat horizontal surface when using. This prevents damage to the Chromebook. This step can be hard, particularly if you are going out with your Chromebook, but if there is a flat surface available to put your Chromebook on, then please do so.

13. Don't pull on the power cord. Tugging the Chromebooks power cord out of the power socket rather than pulling it gently with your hand can break off the plug or damage the power socket.
    ● Lost or damaged power cords will be the financial responsibility of the student and his/her family. **A replacement power adapter must be purchased through the school to prevent further damage. Off-brand power adapters could potentially fail or cause damage to a Chromebook.**

14. Plug in accessory devices into their proper ports. Always look at the symbols around the shape of the ports on the Chromebook carefully before inserting devices such as USB Flash/Thumb drives, USB Mice, and USB Keyboards. Jamming an HDMI cable into a USB port, for example, could damage the sockets and pins, making it impossible to use them again. It is very important to observe this step. Below is a basic reference of ports on your Chromebook.

ICON	ITEM	DESCRIPTION
	DC-in Port	Connects to AC adapter for power
	HDMI Port	Supports high definition digital video connections
	USB Port	Connects to USB devices
	Headphone/Speaker Port	Connects to audio devices
	SD Card Reader Port	Accepts Secure Digital (SD) cards
	Kensington Lock Slot	Connects to a computer security lock

NOTE: There are two USB ports on the Toshiba Chromebook 2 Chromebook. They are defined as follows:
● Black USB Port - USB 2.0 (Left side by the SD Card port)
● Blue USB Port - USB 3.0 (Right side by the HDMI port and Headphone/Speaker port)

Terms of Use

Distribution and Management

Chromebooks are the property of Bishop Hoffman Catholic School District and are loaned out to students in the school district. Chromebooks should only be used by students.

- Students will retain the same Chromebook throughout their time in the school district.
- Chromebooks should never be loaned to others including siblings, parents, family, and friends.
- Chromebooks will be inventoried by school staff and will only be distributed according to school policy.

Reasons for Early Chromebook Return

Because these Chromebooks are the property of Bishop Hoffman Catholic School District, the district has the right to restrict Chromebook privileges for the following reasons:

- **Behavioral Problems:** Including but not limited to repeated office referrals/suspensions or repeated misuse of the Chromebook, network, internet, email, etc.
- **Changing Schools:** If a student leaves Bishop Hoffman Catholic School prior to the end of the year, he/she must return the Chromebook that he/she has been issued from the school.

If, upon request, the Chromebook is not returned in a timely manner, the Chromebook will be reported stolen. Law enforcement will then become involved to retrieve the Chromebook and file charges against all offenders.

Loss or Theft

If a Chromebook is lost or stolen, the student will be held responsible for the full replacement cost.

Lost or stolen Chromebooks must be reported immediately to the building administrator. Following the report of theft of a Chromebook, the student will be asked to provide a statement describing the circumstances to the school administration so that law enforcement can be contacted to file a report. If the Chromebook is recovered and returned to the school, it will be reassigned to the student.

Warranty

Bishop Hoffman Catholic Schools District has a one-year warranty on each Chromebook that will cover repairs in the case of hardware malfunction. Accidental damage or loss resulting from student or parent negligence is not covered under this warranty (water damage, broken parts, damaged screen, etc.). In the event a Chromebook is damaged to the point that it becomes unusable, the student must return the Chromebook through the process defined by the school.

Repairs & Technical Support

If a school issued Chromebook is in need of repair, students must report the issue through the technology department (located at SJCC).

Loaner Chromebooks may be issued to students when they leave their Chromebook for repair at the Help Desk if one is available.

Students using loaner Chromebooks will be responsible for any damages incurred while in their possession. Students will pay full replacement cost if the loaner Chromebook is lost or stolen.

If available, a loaner Chromebook will be issued to the student while his/her Chromebook is being fixed. If a loaner Chromebook is not available, students will be required to complete their work without the use of a school-issued Chromebook. School computer labs and student computers are available at all times during school hours.

Google Accounts

Because Chromebooks are managed and associated with the Bishop Hoffman Catholic Google Domain, each student's Google Account ([username](#)@bishop-hoffman.net) serves as their device login and email. This username and password is extremely important in protecting the student's privacy and files. Students shall not share any password with other students under any circumstances. If students need to share work for collaboration, they must use the share feature within a Google document or drag the document to a shared folder to give another Google account access.

Responsible Use & Internet Safety Policy

Chromebooks are being provided to enable students to access educational resources and enrichment activities and to equip students with the skills they need to be successful in the 21st century.

Students are prohibited from accessing, sharing, or creating inappropriate or graphic content, including images or language depicting violence, nudity, pornography, obscenity, or otherwise unsuitable subject matter. Bishop Hoffman Catholic Schools District filters internet activity, no matter where it is accessed, to restrict access to inappropriate online content; however, no filtering program is entirely effective, and ultimate responsibility lies with the student and his/her family. Incidents of this type should be reported immediately to school administration.

Finally, students must comply with the Acceptable Use Policy Agreement for Bishop Hoffman Catholic Schools as approved by the Bishop Hoffman Catholic School District. The use of social media (ex: Facebook, Twitter, Google+, etc.) should be restricted to educational purposes directed by school staff during the school day. Misuse or use at inappropriate times will be subject to school disciplinary policies and actions.

Privacy Policy

Chromebooks and the school network are the property of Bishop Hoffman Catholic School District. Any information that is accessed or transmitted through the school network on a Chromebook belonging to Bishop Hoffman Catholic School District may be monitored, viewed, cataloged, archived, or deleted by the school and/or district staff.

Bishop Hoffman Catholic School further reserves the right to investigate suspected inappropriate computer conduct by students and their families and will fully cooperate with local, state, and federal law enforcement officials in the event of unlawful misconduct or suspicion of misconduct.

Virus & Spyware Protection Updates

Because the Chromebook is not a traditional operating system, it provides its own multi-layered security. It is not susceptible to the same types of viruses or malware attacks. At this time, the district technology department has determined that sufficient protection exists within the built-in systems.

Network Etiquette (Email, Chats, Commenting, etc.)

All electronic communication is subject to monitoring and should not be considered confidential. Students are expected to use proper grammar, spelling, and punctuation in all electronic communication and should use professional, respectful language. Students are not to use inappropriate content, including text or images depicting violence, nudity, pornography, graphic language, offensive material, illegal activity, or gang activity. Further, parents and students should be respectful of teachers' time and should not email teachers for reasons that are not school-related.

Plagiarism

Plagiarism is the act of taking someone else's words or ideas and presenting them as one's own. Technology such as a Chromebook makes it easy to copy and paste information from the internet into a student assignment. However, taking information directly from an existing source without citing the source is plagiarism, and it is considered academic dishonesty. If a student wishes to use information he/she found online (on a website or in a digital publication of any kind) in a school assignment, that information must be correctly quoted or paraphrased and cited. If a student is unsure about what constitutes plagiarism, he/she should talk with a teacher or another school staff member. Students found plagiarizing will be subject to building disciplinary policies.

Disciplinary Actions

Failure to follow the rules and guidelines presented in this handbook will result in disciplinary action and criminal prosecution, if appropriate. Violations include, but are not limited to, tampering with the Chromebooks administrative settings, and neglecting or stealing the school-issued Chromebook. Depending on the violation, disciplinary actions are to be determined by the Bishop Hoffman Catholic administration, and may include parent contact, loss of assignment credit, detention, In-School Restriction, suspension, and temporary or permanent loss of Chromebook privileges. Students may be required to complete their work without the use of a school-issued Chromebook.

Chromebook Collection

Chromebooks will be collected prior to the end of the school year and inspected for damages.

Prior to leaving the district, or graduating, students who want to save any work need to use Google Takeout to archive and transfer any work to a personal Gmail account.

Chromebook FAQs

Q. What is a Chromebook?
A. "A Chromebook is a mobile device designed specifically for people who live on the web. With a comfortable, full sized keyboard, large display and clickable trackpad, all-day battery life, lightweight and built-in ability to connect to Wifi and mobile broadband networks, the Chromebook is ideal for anytime, anywhere access to the web. They provide a faster, safer, more secure online experience for people who live on the web, without all the time-consuming, often confusing, high level of maintenance required by typical computers." ("Google")

Q. What kind of software does a Chromebook run?
A. "A Chromebook runs hundreds of web-based applications, or web apps, that open right in the Chrome 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")

Q. How are these web-based applications managed?
A. Each Chromebook we provide to students will be a managed device. Members of Bishop Hoffman Catholic School District's Information & Instructional Technology Department will maintain devices through the 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.

Q. What devices can I connect to a Chromebook?
A. Chromebooks can connect to:
- USB Flash/Flash drives/Thumb drives
- USB/Bluetooth Mice
- USB/Bluetooth Keyboards
- SIM Cards
- SD Cards
- External Monitors and Projectors that use the HDMI port
- Headsets, Earsets, Microphones

Q. Can the Chromebook be used anywhere at anytime?
A. Yes, as long as you have a Wifi signal to access the internet. Chrome also offers the ability for users to work in an "offline" mode.

Q. Will the Chromebooks have mobile data?
A. No, the district Chromebooks will not be able to connect to a mobile network.

Q. Do Chromebooks come with Internet Filtering Software?
A. Yes, the Bishop Hoffman Catholic School District is working hand in hand with NOECA to ensure that there is a baseline amount of filtering that occurs while in school on the school's wireless network along with when the device leaves the school's wireless network and connects to a private wireless network.

Q. Is there antivirus built into the Chromebooks?
A. It is not necessary to have an antivirus solution on the Chromebooks due to how the Chrome OS operates.

Q. What is the Battery life like?
A. The Chromebook models that the school has purchased has a rated battery life of 12.5 hours. The battery life may fluctuate due to the device usage and screen brightness levels, however we do expect students to charge them each evening to ensure maximum performance during the school day.

Q. What are the Chromebook hardware specifications?
A. Listed below are the typical hardware specifications. The school uses several different models, so specifications may vary:
- **Height** - 0.72 inches
- **Width** - 11.25 inches
- **Depth** - 8.07 inches
- **Weight** - 2.51 pounds
- **Processor** - Intel Celeron N3060 1.6GHz
- **Battery Type** - 2-cell Li-ion Polymer
- **Display** - 11.6" HD LED anti-glare display (1366x768) 16:9 aspect ratio
- **System Memory** - 4 GB LPDDR3-1600 SDRAM
- **Hard Drive** - 16 GB eMMC
- **Video Memory** - Intel HD Graphics 400
- **Wireless Networking** - Intel Dual Band Wireless-AC 7265
- **Bluetooth** - Bluetooth v4.2
- **Webcam** - HD camera
- **Operating System** - Chrome OS

Bishop Hoffman Catholic School

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Chromebook User Agreement
2021 - 2022

The following information must be filled out completely prior to obtaining your Chromebook. Failure to complete the following information may delay your Chromebook being issued. One form per student must be completed. If the form is not filled out, students will not be assigned a Chromebook for home use, but can still borrow one to use while on the school campus.

Parent/Guardian: (please initial each following statement)

_____ I have read the 1:1 Chromebook Program Handbook.

_____ I understand that my child's failure to follow the information and expectations outlined in the documents provided may result in disciplinary action by the school district, law enforcement and other agencies as deemed necessary.

Parent Name: _____ Parent Signature: _____ Date: _____/_____/_____

Student: (please initial each following statement)

_____ I have read the 1:1 Chromebook Program Handbook.

_____ I understand that my failure to follow the information and expectations outlined in the documents provided may result in disciplinary action by the school district, law enforcement and other agencies as deemed necessary.

Student Name: _____ Student Signature: _____ Date: _____/_____/_____