



SAINT MARTHA
CATHOLIC SCHOOL

**1:1 Chromebook™ Computer
Program Handbook and
Agreement**

2019 - 2020

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I. Purpose

St. Martha School is committed to the education of its students. Technology has proven to be an effective mechanism to communicate with and educate the members of the school community. St. Martha recognizes an expanding reliance on computers among students, faculty, staff, and the administration due to the convenience, speed, cost effectiveness, and environmental advantages it provides towards the primary mission of education.

The 1:1 program at St. Martha is founded on the principle of each student having access to a computing device to enhance their educational experience. The focus of the program is not on the technology itself, but rather how the technology can be used as a tool to further the teaching and educational experience.

For the 2019-2020 school year, the student computing device is a Chromebook™. Upon the return of the 1:1 Chromebook™ Computer Program Agreement signed by the student and one parent or guardian, St. Martha School will provide all 6th, 7th and 8th grade students with a Chromebook™ computer. This Chromebook™ computer will be used in conjunction with a St. Martha School issued Google account.

This policy defines the proper use of school provided Chromebook™ computers and Google accounts.

II. Applicability of Other School Policies and Rules

St. Martha School only authorizes the use of its Chromebook™ computers in a manner consistent with established instructional, research, and administrative objectives of the school. All policies described in the St. Martha School Student/Parent Handbook also apply.

III. Ownership

- A. Any device issued through the 1:1 program is the property of St. Martha School. Students have no ownership, interest, or right to title in the device owned by St. Martha School. In all cases, the Chromebook™ computer will be returned to St. Martha School.
- B. License Agreements. St. Martha School is the sole licensee of the software initially issued with the Chromebook™ computer. Any copying, modification, merging, or distribution of the software by the student, including written documentation, is prohibited. The student is responsible for complying with any and all hardware, software, and service provider licensing agreements, terms of use, and applicable state and federal copyright and other intellectual property protections. Violation of any such licenses, terms, or laws shall constitute a violation of this policy.
- C. St. Martha School reserves the right to prohibit, block, uninstall or otherwise remove content and/or software on the Chromebook™ computer.

IV. Acceptable Use

- A. St. Martha School only authorizes use of its Chromebook™ computers in a manner that supports its instructional services policy guidelines in the St. Martha School regulations.
- B. Personal use is permissible so long as, in the determination of St. Martha School, it does not interfere with the school's mission or preempt normal business and education activity, does not impede student productivity, does not interfere with or negatively impact any other person's or entity's rights and work and/or learning environment, and does not conflict with any Archdiocese of Louisville Handbook for Catholic Schools, St. Martha School Student/Parent Handbook policy, local, or federal law.
 - a. Notwithstanding the above described permissible personal uses, Chromebooks™ are not to be used for business purposes -- either for personal profit or nonprofit -- such as advertising, rentals, soliciting for charity, or other such uses.
 - b. A nonexclusive example of illegal activity for which the Chromebook™ may not be used is transmission or storage of copyrighted materials not in the name of the student or St. Martha School.
- C. Students must handle the Chromebook™ computers with care.
- D. Students must bring their Chromebooks™ to school with them every day fully charged unless instructed to do otherwise by a school administrator/teacher.
- E. Students must not use Chromebook™ computers or computer software in any manner other than that for which it is intended.
- F. Students must not intentionally interfere with the functioning of St. Martha School educational technology.

- G. Students must not format or “power wash” their Chromebook™ computers.
- H. Students must not intentionally transmit viruses or other malware via the St. Martha School Chromebook™ computers or Google account.
- I. Sound must be turned off during class except when it is being used as part of the lesson.
- J. Headphones are prohibited during class except when it is being used as part of the lesson.
- K. Instant messaging during class is allowed at the discretion of the classroom teacher using Google Chat for the stmarthaschool.org domain.
- L. Streaming video or audio during class is discouraged unless it is part of the lesson.
- M. Rude, abusive, threatening, or otherwise inappropriate language is not permitted.
- N. Chromebook™ computers will be treated in a similar manner as other school-owned educational tools, such as textbooks. Therefore, all St. Martha School policies, rules, handbooks, contracts, and directives, including disciplinary measures, apply to the use of Chromebook™ computers and Google accounts.
- O. Loss or theft of Chromebook™ computers must be reported to the school by the first subsequent school day following the loss or theft.
- P. Students must not modify, upgrade, or attempt to repair Chromebook™ computers issued under this policy without the express permission of the school.
- Q. The use of Chromebooks™ is not permitted in the cafeteria during lunch time in order to prevent any accidental spills. Students must not carry their Chromebooks to the Bethany Center unless directed by the teacher.
- R. Chromebooks™ are not permitted to be used in restrooms.
- S. St. Martha School ID stickers may not be removed from Chromebooks.
- T. Students may optionally purchase cases for their Chromebooks. Cases must not obscure the St. Martha School ID stickers (e.g., semi-transparent cases are acceptable). Students may customize their cases as long as the ID stickers are visible. Acceptable customizations must adhere to the Conduct Policy section in the St. Martha School Student/Parent Handbook.

V. Reporting Unacceptable Use

Students are responsible for maintaining the integrity of St. Martha School's 1:1 Chromebook™ Computer Program Handbook and Agreement and reporting any violations of this policy.

VI. Additional Notes

Wifi and Internet Usage

1. The Chromebooks™ have wireless (“wifi”) networking capabilities.
2. While at school, students will have wifi and internet access using the school’s wireless infrastructure.
3. Students can use wifi functionality elsewhere, such as at home.
4. St. Martha School is not responsible for home Internet connectivity issues.

Printer Use

1. Printers are provided for students within the school.
2. Students may print at home logged into their stmarthaschool.org account from their home computer.
3. Students are strongly encouraged to practice “responsible printing” to avoid unnecessary waste and expense.

Daily Requirements and Expectations for Use

1. Students are required and expected to take home and bring their Chromebooks™ back to school each day with the battery fully charged. Chromebooks™ should be plugged in each night to assure a full charge the following day.
2. Teachers will determine whether or not the Chromebook™ should be opened or closed each class period.
3. Power conservation must be practiced by closing the lid when not in use.

Security Procedures

1. Each Chromebook™ is assigned to an individual student. Students should never “swap” or “share” their Chromebook™ with another student.
2. Chromebooks™ should be in a student’s possession, or secured in a designated secure area at all times.
3. Students may never share their password with another student. Passwords should always be kept confidential.
4. Students should never share personal information about themselves or others while using the Internet or email.
5. If the Chromebook™ is lost or stolen, parents or guardians should immediately report the loss or theft to the student’s homeroom teacher and police in writing.
6. Chromebooks™ will be checked periodically to ensure they do not contain any unapproved content. Internet histories may also be checked.
7. Students may not clear their Internet history at any time. Students may not use Incognito or Guest mode at any time.
8. Students may not bypass the school’s network at anytime while on school property. Use of outside proxy servers or wireless connections is prohibited. Students are to *only* use the St. Martha School “student” wifi network for connecting to the Internet while at school (NO Wireless Air Cards, cell phone tethering, or MiFi, etc.).
9. Chromebooks™ are never to be left unattended.
10. If a password is compromised or lost, parents and/or guardians should immediately report the incident in writing to the school.

Care and Use

1. Students are expected to treat their Chromebook™ with care and respect. The Chromebook™ is the property of St. Martha School until otherwise notified and should be kept clean and free of marks at all times.

2. When transporting the Chromebook™ to and from school, students should always be sure it is placed in the secure environment of the Case Logic bag provided.
3. Students should protect their Chromebook™ from extreme heat or cold.
4. Chromebooks™ should be protected from weather, water or other liquid, food, and pets.
5. Do not leave the Chromebook™ exposed to direct sunlight or near any heat or moisture sources for extended periods of time.
6. Students should never eat or drink (including water) while using their Chromebook™, or use their Chromebook™ near others who are eating or drinking.
7. No object should ever be placed or stacked on top of your Chromebook™. This includes books, musical instruments, sports equipment, etc.
8. Students should use care when plugging in their power cords, if you trip over it, this may break it and you will need to replace the cord and power supply at your expense.
9. Any inappropriate or careless use of a Chromebook™ should be reported to a teacher or other staff member immediately.
10. Power cords are fragile. They should be safely secured and balanced so that the weight of the cord is not dangling. Care should be taken when walking or moving around areas where Chromebook™ cords are plugged in.
11. Do not use on a bed or soft surface that could interfere with the cooling system.
12. Chromebooks™ should only be used while they are on a flat, stable surface such as a table.
13. When transporting the Chromebook™, make sure it has been securely stored in the bag provided by the school.
14. Dust, pet hair, and other particles can accumulate on or inside the Chromebook™. When this happens, they form a layer of grime that can scratch or shorten the life of hardware components by causing overheating. Cleaning the Chromebook™ can extend its life by getting rid of this potentially damaging buildup. The student may clean the display or keyboard by following these guidelines below.
 - a. Clean the display: Turn off the Chromebook™. Dampen a clean, soft, lint free cloth or paper with water only. Wipe the screen. Do not spray liquid directly on the screen. You may also use a mild glass cleaner that contains no alcohol or ammonia. Most office supply stores sell cleaning kits specifically designed for this purpose.
 - b. Clean the keyboard: If a small vacuum cleaner with a brush attachment is available, use it to clean the keyboard of debris. A can of compressed air can be used to blow out particles that get in between the keys.
15. Be patient. Sometimes computers require time to do their job.

VII. Liability

- A. While the Chromebook™ is the property of St. Martha School, it is ultimately the responsibility of the child and family to protect the school's investment. As such, students whose Chromebooks™ or power supplies are lost, damaged, or stolen will be assessed a replacement fee as determined by the administration of St. Martha School, per incident.

- B. Students are responsible for all material sent by and/or stored on the Chromebook™ computer provided to them. Students accept responsibility for keeping their Chromebook™ computer and Google account free from all pornographic material, inappropriate content, or content dangerous to the integrity of the St. Martha School network, equipment, or software.
- C. St. Martha School is not liable for any material sent by and/or stored on Chromebook™ computers or Google accounts issued to students via the 1:1 Chromebook™ Computer Program Handbook and Agreement.

VIII. No Guaranteed Content Privacy

- A. All communications and information transmitted by, received from, stored within, or passes through the Chromebook and/or St. Martha School IT resources may be archived, deleted, monitored and reviewed for content or usage at any time by St. Martha School.
- B. Students do not have a right to personal or confidential electronic information or communications that are exempt from this guide.
- C. St. Martha reserves the right to investigate suspected inappropriate uses of its resources or systems using its resources, including (but not limited to): possible breaches of security, harassment, or other violations of other school policies, rules, regulations, directives, or law, or evidence exists which demonstrates to the school that its laptop computers may contain information, data, or other intellectual property that belongs to another person.

IX. Disciplinary Measures

- A. Noncompliance with the above St. Martha School 1:1 Chromebook™ Computer Program Handbook and Agreement shall result in loss or restriction of Chromebook™ computer and/or Google account privileges. Repeated or severe infractions may result in permanent termination of privileges. Possession of a St. Martha School computer and/or Google account may be revoked at any time for infractions.
- B. Students may be required to make full financial restitution for any unauthorized expenses incurred or any damages caused.
- C. School administrators will determine violations of the above St. Martha School 1:1 Chromebook™ Computer Program Handbook and Agreement.
- D. Students violating any part of this policy may face additional disciplinary action deemed appropriate in keeping with the adopted disciplinary policies and guidelines of St. Martha School. Discipline may include legal action.
- E. Disciplinary action will be taken if there is a violation to the 1:1 Chromebook™ Computer Policy. Disciplinary action will vary with the type of violation and the frequency of violations.

XI. Indemnification

By signing the 1:1 Chromebook™ Computer Program Handbook and Agreement the student and his/her parent(s) or guardian(s) agree to reimburse and hold St. Martha School harmless from and against any and all liabilities, costs, collections costs, attorney fees, and other damages which arise out of or relate in any way to the use or failure to return the Chromebook™ computer and its software to St. Martha School in accordance with this policy.

St. Martha School 1:1 Chromebook™ Computer Program Handbook and Agreement

Signature Page

I, _____, recognize the technical sophistication and expense of the equipment I am being entrusted to operate in the St. Martha School 1:1 Chromebook™ Computer Program. I acknowledge that it is a privilege I share with others and that there is a shared trust among us all to protect the hardware and software. My signature below constitutes my pledge that I will not damage or disable the hardware or software entrusted to me, or behave in a manner which might lead to accidental damage to the equipment or injury to others or myself. I further understand that it is unlawful to copy or remove software programs from the Chromebook™. My signature on the line below acknowledges that I have read and understand the regulations in this guide, including those concerning acceptable and unacceptable use, computer security, and proper care of the equipment. I further understand that I may be prevented from working with technology resources located at St. Martha School if I violate my pledge and fail to abide by the rules and regulations governing my use of technology at St. Martha School.

_____ Student's Name (please print)	_____ Student's Signature
_____ Student account email address	_____ Date

As a parent or guardian, I recognize the importance of the above pledge my child has made. I promise to support St. Martha School administration and faculty in developing students who accept responsibility for their own learning and actions. I agree to make sure that equipment is returned in good condition with normal wear and tear or else pay for the necessary repairs. This Chromebook™ has the following previous damage that I am not responsible for:

_____ St. Martha: _____

_____ Parent/Guardian Name (please print)	_____ Parent/Guardian Signature
_____ Date	



1:1 Chromebook™ Computer Program Frequently Asked Questions

Q. What is a Chromebook™?

A. Chromebooks™ are essentially laptops designed specifically for web use. It features all day battery life and built-in wifi. Chromebooks provide a fast, safe, and secure online experience for students without all the detailed, time consuming maintenance required by typical laptops.

Q. Do I have to pay for this device?

A. While students will take Chromebooks™ home with them during the school year for daily school work activities, the Chromebook™ remains the property of St. Martha School. As such, there is no separate fee for the Chromebook™.

Q. What's the weight of this Chromebook™?

A. The Chromebooks™ that are in use for the 2019-2020 school year are 2.9lbs (without a case). For comparison, it weighs less than a typical half-gallon of milk.

Q. Will the Chromebook™ replace textbooks?

A. Some of St. Martha's texts are provided to students online and others remain in hard copy form.

Q. What happens if my student's Chromebook™ breaks?

A. St. Martha School will provide a replacement Chromebook™ to the students, however, per the 1:1 Chromebook™ Computer Program Handbook and Agreement, there is a fee incurred if a student's device and/or power supply is lost, stolen, or damaged.

Q. Can my student work on the Chromebook™ at home?

A. Yes. Chromebooks™ will be most effective if you connect them to your home wifi, so that students can access all of their academic files, research material, lesson plans, etc.