

# St. John XXIII Catholic School

## 1:1 Handbook for Parents and Students

### Personalized Learning with Technology at SJ23

Accelerating Achievement ~ Every Student, Every Classroom, Every Day

#### Introduction

St. John XXIII Catholic School is committed to preparing students to be successful citizens in a global economy. One of the Foundations for Excellence at SJ23 is to personalize learning for all students. SJ23's digital learning initiative provides 3rd-8th grade students with the use of a Chromebook (one-to-one student to computer ratio) so learning can become flexible and personalized for staff and students through the use of varied activities, resources and tools that make learning more engaging and accessible regardless of learning style. Our students will use 21<sup>st</sup> Century skills and resources to think critically, communicate and collaborate as they creatively solve problems and demonstrate understanding.

In order for the digital learning program to function appropriately and in order to develop students' responsibility and real world skills, SJ23 has developed this handbook and accompanying policies and procedures to assure that students use the technology as intended, take care of the equipment and preserve the resources so other students can share the benefit of the program.

Parents and students will be informed about student expectations for proper use of any digital device in the educational setting. Every 3rd-8th grade student is expected to read, understand and adhere to SJ23's Acceptable Use Policy and this 1:1 Handbook. Failure to adhere to the policy may be grounds for discipline and may result in a loss of access to the mobile learning equipment. Parents will be provided access to the Acceptable Use Policy as well.

#### Rationale

Research is clear that to ensure student success, education must move from a teacher-centric to a learner-centric approach. One-to-one programs create the opportunity for personalization of teaching and learning for each student. With access to personal portable technologies in a wireless environment, students can learn at their own pace, ability levels, and take advantage of the worldwide experiences and resources available online-and just in time.

A recent study by the Project RED team, *'The Technology Factor, Nine Keys to Student Achievement and Cost Effectiveness (2011)'*, found that students in 1:1 programs outperform

across all education success measures compared to those in higher student to computer ratio environments ([www.projectred.org](http://www.projectred.org)). Numerous other achievements and financial benefits were also attributed to 1:1 settings and students' consistent access to personal, portable technologies. Student collaborations and project-based lessons are fundamental instructional tools in 1:1 environments.

<http://www.one-to-oneinstitute.org/index.php/becoming-a-one-to-one/why-one-to-one/>

It is important for all students to have a common device with similar capabilities so teachers can plan for lessons without concern for variations in student devices, operating systems and applications. Having a common device enables students to collaborate easily on learning activities while enabling the teacher to easily manage the learning environment and communicate with students throughout activities and assignments.

### **Why Use Chromebooks?**

A Chromebook is a device meant for primarily working with Internet based resources, though it still has a great deal of functionality even when wireless (wifi) Internet is not available. It is fast and light making it easy to use and carry around. The device is relatively inexpensive compared to other technologies on the market yet it is easy to support while providing 6-8 hours of battery life and connects with Google's suite of applications which are used by every student and staff member at SJ23.

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## 1. Chromebook Distribution

Our goal for our Technology Initiative is for all students in 3rd-8th grade to have regular access to a personal device. Third and Fourth grade will lease a Chromebook provided by SJ23. Fifth-Eight grade will have the option to either lease a Chromebook provided by SJ23 or purchase their own device. We aim to foster collaborative and creative learning in an engaging and challenging environment that will prepare your children for high school and beyond. Studies show that schools with a student to computer ratio of 1:1 (One-to-One) outperform schools and districts that do not. Benefits of a One-to-One computing initiative include convenient access to technology for students, and the ability to extend learning beyond the traditional brick and mortar school. It is the goal of our school to implement a successful One-to-One initiative, that empowers teachers and students to harness the power of technology to collaborate, create, communicate, critically think, and 'learn how to learn' in the 21st century. To ensure the initiative is carried out successfully, the faculty will be provided with continual support and professional development to assist in the development of high-quality instruction for all students.

The Chromebook is the property of St. John XXIII Catholic School. The device's function will provide each student access to required educational materials needed for each student to be successful. The Chromebook is issued as an educational tool not intended for personal use including gaming, social networking or high end computing.

- Students are to bring the fully charged Chromebook to school daily.
- Students are encouraged to leave power cords at home as the Chromebook's battery is expected to make it through the day without charging.
- The Chromebook model selected has a durable case such that the St. John XXIII does not intend to provide an additional case or protective cover.

## 2. Fees

Parents/Guardians with students in grades 3rd-5th will lease a school Chromebook and shall pay a fee of \$55 a year. Students in grades 6th-8th who choose to lease a school Chromebook shall pay a fee of \$85 per student per year to pay for an accidental damage protection warranty program that will cover the cost of Chromebook repairs caused by such things as drops, water damage, normal wear and tear and hardware failure. Those students in grades 6th-8th grade who choose to purchase their own Chromebook shall pay a fee of \$25 for a Chromebook Service fee. If a student chooses to purchase a different Chromebook after the start of the school year, after the licensing fee has been paid, there will be an **additional \$25** due for a new license fee. Chromebook licenses are non-transferable from one Chromebook to another. Most accidental damage will be repaired at no cost. There may be a \$50 repair charge assessed for broken screens needing repair. The family is responsible for the cost of a lost, stolen or intentionally damaged Chromebook as well as the \$50 screen repair charge if assessed by the repair company. The family is also responsible for the cost of replacement chargers.

Families will be responsible for the cost of replacing the Chromebook in the event of theft or loss. The Chromebook replacement cost will include the cost of replacing the Chromebook and may include any additional costs charged to SJ23 for a new accidental damage protection warranty as well as a management fee paid to Google. The replacement costs will be the market cost at the time.

### 3. Returning The Chromebook

The school-owned Chromebook and charger must be returned to the office immediately at the time a student is **no longer enrolled at SJ23 and/or upon request of a SJ23 staff member.**

- **Unreturned Chromebooks will be treated as stolen property, tracked for recovery and all functionality disabled, rendering the device unusable.**
- Information about the current whereabouts of the Chromebook will be shared with law enforcement agencies.
- Families will be charged the full replacement cost of the Chromebook.

### 4. Proper Care for the Chromebook

Students are responsible for the Chromebooks they have been issued. Students must report Chromebooks in need of repair or replacement to the Main Office within 24 hours. SJ23 Office and/or Technology Services staff will determine whether to repair the computer on site or issue a loaner computer. Loaner Chromebooks are also covered by all rules and regulations as outlined in this document. Do not take school owned Chromebooks to an outside computer service for any type of repairs or maintenance.

Use guidelines to follow:

- Always close the lid before moving your Chromebook. Do not leave anything on the keyboard before closing the lid (e.g. pens, pencils or ear buds).
- Take extreme caution with the screen. The screens are very susceptible to damage from excessive pressure or weight. In particular, avoid picking up the Chromebook by the screen or placing your finger directly on the screen with any force. Do not touch the screen with anything that will mark or scratch the screen surface.
- Clean the screen with a soft, dry microfiber cloth or anti-static cloth.
- Clean the keyboard and outer surface with a damp, soft microfiber cloth. Never spray any liquid directly on the Chromebook. If using a cleaning solvent, dilute the solvent and use a damp cloth.
- For prolonged periods of inactivity, the computer should be shut down completely before closing the lid. This will help to conserve the battery.
- Storage and carrying of the Chromebook: Please be aware that overloading a backpack or carrying case will damage the Chromebook. Take precautions when placing the backpack/carrying case on a flat surface. Never sit on the Chromebook backpack/carrying case. Do not store the charging cable next to your Chromebook in

your backpack as the uneven pressure can cause damage. Personal Chromebook bags should have a padded Chromebook compartment and be labeled with identifying information.

- When using the Chromebook, keep it on a flat, solid surface so that air can circulate. For example, using a Chromebook while it is directly on a bed or carpet can cause damage due to overheating.
- Liquids, food and other debris can damage the Chromebook. DO NOT eat or drink while using the Chromebook. DO NOT keep food/drink or food/drink wrappers in the Chromebook bag/carrying case.
- Allow your battery to completely drain monthly. Dimming the LCD brightness of your screen will extend the battery run time. For help, consult your school technology support.
- Never attempt to repair or reconfiguration of the Chromebook. Under no circumstances are you to attempt to open or tamper with the internal components of the Chromebook. You should not remove any screws -doing so will render the warranty void.
- Take care when inserting cords, cables and other removable storage devices to avoid damage to the Chromebook ports.
- Never transport your Chromebook with the power cord plugged in. Never store your Chromebook in a carrying case or backpack while plugged in.
- Do not expose your Chromebook to extreme temperatures, direct sunlight or ultraviolet light for extended periods of time. Extreme heat or cold may cause damage to the Chromebook. This includes leaving them inside a vehicle for long periods of time.
- Chromebooks must remain free of any writing, drawing, or stickers including removable skins. The school provided identification label and the protective case provided is acceptable on the Chromebooks.
- Vents should not be covered. This will cause the device to overheat.
- Chromebooks must have the SJ23 identification label on them at all times. This label must not be removed or altered in any way. If a tag is removed or defaced, disciplinary action will result.

## 5. Using The Chromebook at School

Chromebooks are intended for use at school each day and are required to be taken to all classes. Instructors shall have final authority as to the time and method of Chromebook use in the classroom. Failure to comply with instructor expectations will result in a referral to the Principal for possible disciplinary action. Chromebooks should be locked in lockers when not in use.

### 5a: Chromebooks left at home

- If students leave their Chromebook at home, they will be able to pick up a loaner Chromebook from the School Office for the day.
- Students are required to return the loaner to the School Office prior closing at the end of the day.
- Repeated failure to bring the Chromebook to school will result in a referral to administration for possible disciplinary action.

#### 5b: Charging your Chromebook

- Chromebooks must be brought to school each day fully charged.
- Repeated failure to bring the Chromebook fully charged to school will negatively impact the student's education.

#### 5c: Backgrounds and Screensaver

- Inappropriate media may not be used as a screensaver or background.
- Presence of guns, weapons, pornographic materials, inappropriate language, alcohol, drug, gang related symbols or pictures will result in disciplinary actions.

#### 5d: Sound

- Audio shall be muted at all times unless permission is obtained from the teacher for instructional purposes.
- Headphones may be used at the discretion of the teacher.

#### 5e: Printing

- Students are encouraged to not print if documents can be sent and/or shared via electronic means.
- Printing from Chromebooks should preferably done at home on printers that are Google Cloud Print compatible.
- Students may print at school occasionally.

#### 5f: Account Access & Password

- Students will only be able to login to the Chromebook using their stjohnd23rd.school account.
- Take care to protect your password. Do not share your password.

### 6. Managing and Saving Digital Work With a Chromebook

Your digital work on the Chromebook will be saved to the cloud. This will provide you with access to your digital work from any device with Internet or WiFi access.

- All students will have cloud storage associated with their Google Apps for Education account. This storage is for Google Apps suite of products including email, calendar, web sites, word processing, presentations, drawings, spreadsheets, and forms. It can also be used to store videos and non-cloud based file types.
- Students will be instructed on how to turn on "OFFLINE DRIVE" to store copies of their Google files on the device for use when not in a wifi enabled area.
- Prior to leaving the school or graduating, students who want to save any work stored in their SJ23 Google account will need to use a tool such as Google Takeout to transfer their work to a personal gmail account.

## 7. Protecting and Storing The Chromebook

### 7a: Chromebook Identification

Student Chromebooks will be labeled in the manner specified by the school in addition to the bar code label from the manufacturer.

- Under no circumstances are students to modify or destroy these labels.
- Chromebooks are the responsibility of the student. This device is for your use during the duration of your time at St. John XXIII Catholic School. *Take good care of it!*

### 7b: Storing The Chromebook

- Nothing should be placed on top of the Chromebook or leaned up against the Chromebook when stored in the locker.
- Students are expected to take their Chromebooks home everyday after school, regardless of whether or not they are needed. Charge the Chromebook fully each night.
- Chromebooks should not be stored in a vehicle for security and temperature control reasons.

### 7c: Chromebooks Left in Unsupervised Areas

- Under no circumstances should the Chromebook be left unattended unless it is properly secured. Unsecure areas include but are not limited to, the school grounds and campus, the cafeteria, computer lab, gym, locker rooms, Library, unlocked classrooms, and hallways.
- If an unsupervised or unattended Chromebook is found, notify a staff member immediately.
- Unattended Chromebooks will be confiscated by staff. Disciplinary action may be taken for leaving the Chromebook in an unsupervised location.

## 8. Chromebook Repair, Loss & Theft

### 8a. Chromebooks Needing Service/Repair

Chromebooks that are in need of repair should be brought to the School Office within 24 hours of the problem occurring. Chromebooks will be repaired in the Lab or by the warranty program service provider. The accidental damage protection warranty program fee will cover the cost of most repairs. Screen repair may result in a \$50 charge from the repair company. Repairs resulting from intentional damage, loss or theft are not covered by the warranty. The school shall charge a student for repairs if the student's Chromebook is brought for the same repair three or more times.

- Available loaner Chromebooks will be issued to students when they bring their Chromebook for repair for the Tech Coordinator.
- Students using loaner Chromebooks will be responsible for any damages or loss of device incurred while in possession of the student.



- Loaner Chromebooks are subject to the rules and regulations outlined in this document.
- Students must return the loaner Chromebook on the same day they are notified their issued device is ready for pick-up.

#### 8b. Chromebook Loss, Theft or Intentional Damage

- Students and families are expected to protect the Chromebook from damage, loss and theft. Students shall secure the Chromebook at all times to prevent damage, loss or theft.
- Students and families will be charged for the loss, theft or intentional damage of a Chromebook. Intentional damage is that which results from negligent handling or willful acts resulting in damage.
- All thefts must be reported to the School Office within 24 hours of discovery and a police report must be filed in prior to obtaining a permanent replacement device. Students will be provided a loaner Chromebook until a permanent Chromebook can be assigned.
- The school has deployed software to assist in the recovery of stolen devices. Devices that are lost or stolen and not recovered, will be disabled so they will be of no use to anyone unless the device is returned to the School Office.
- If the device is found in good working order after the student/family has paid for the replacement, the school will work with the family to refund the appropriate amount.
- Families should check with their renters'/homeowners' insurers to see if their insurance policy would cover loss or damage to school owned computers while in the student's possession. Families who are issued a Chromebook that is lost or stolen will be responsible for a replacement fee of \$325.00 (or the current replacement cost, whichever is less).
- Replacement Chromebook charging cables will be charged to the student at the cost of replacement at the time. A specific fee is not listed here because the dollar figure can change based on availability.

### 9. Acceptable Use Guidelines

St. John XXIII Catholic School's Technology Acceptable Use Policy details education technology acceptable use and applies to students using school-owned Chromebooks at any time, regardless of location on or off campus. Key aspects of acceptable use are outlined below.

#### 9a: General Guidelines

- Students and parents must sign the Parent/Student Handbook annually. The handbook references the Student Technology Acceptable Use Policy.
- Students are responsible for ethical and educational use of the technology resources of St. John XXIII Catholic School.
- Transmission of any material that is in violation of any federal or state law is prohibited. This includes, but is not limited to the following: confidential information, copyrighted material, threatening or obscene material, and viruses.

- Any attempt to alter data, the configuration of a Chromebook, or the files of another user, without the consent of the individual, building administrator, or technology coordinator, will be considered an act of vandalism and subject to disciplinary action in accordance with the student handbook and other applicable school policies.

#### 9b: Privacy and Safety

- Do not go into chat rooms or join discussion groups without permission for a specific classroom project. If applicable, teachers may create discussion groups for communication among students for educational purposes.
- Do not open, use, or change 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.
- Remember that storage is not guaranteed to be private or confidential as all Chromebook equipment is the property of SJ23.
- If you inadvertently access a website that contains obscene, pornographic or otherwise offensive material, exit the site immediately and notify your teacher immediately.

#### 9c: Legal Property

- 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 the student policy. Students should appropriately cite 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 discipline. Violation of applicable state or federal law may result in criminal prosecution or disciplinary action by the school.

#### 9d: E-mail Electronic Communication

- Always use appropriate and proper language in your communication.
- Do not transmit language / material that may be considered profane, obscene, abusive,
- Do not send mass emails, chain letters or spam.
- Email & communications are subject to inspection by the school at any time and as applicable by law.

#### 9e: Consequences

- Non-compliance with the policies of this document will result in disciplinary action.
- Electronic mail, network usage, and all stored files shall not be considered confidential and may be monitored at any time by designated school staff to insure appropriate use.
- The school cooperates fully with local, state or federal officials in any investigation concerning or relating to violations of computer crime laws.
- Contents of email and network communications are subject to applicable law.
- If a student continuously requests a loaner device, administration will take appropriate action to determine next steps and appropriate consequences

- Probationary Student Privileges
  - To protect the assets of SJ23, identified students will be required to turn in their Chromebooks to the Library at the end of each day until otherwise specified. The School Office staff will secure the equipment during the evening and the student will be allowed to check it back out on a daily basis.
  - Students who will be included as probationary will be the following:
  - Students who have not turned in their St. John XXIII Catholic School 1:1 Chromebook Acceptable Use Policy Agreement.
  - Students who have violated the Acceptable Use Policy and have been issued a consequence of Chromebook revocation.
  - Other disciplinary actions determined by the building administration.

#### 9f: At Home Use

- The use of Chromebooks at home is encouraged in 5th-8th grade.
- Chromebook care at home is as important as in school, please refer to the care section.
- Transport your chromebook in your backpack or a padded carrying case.
- The school will provide Internet filtering when the device is outside of school buildings to the extent it is possible with the tools in place within the school & Google Apps for Education administration. There may be times when the filtering tools may not work, may fail, or changes beyond the school's control may occur causing web filtering to not occur on the school issued devices when they are not within the school.

### 10. Chromebook Technical Support

Technical support will be available on Wednesdays in the Lab. Services provided include the following:

- Hardware maintenance and repairs
- Password resets
- User account support
- Distribution of loaner Chromebooks
- Check in/out of Chromebooks not taken home for students under disciplinary restrictions
- All repairs must be completed by reporting service/repair needs to the School Office.

### 11. Chromebook 1:1 Acceptable Use Policy

Incoming 3rd through 8th grade students will be issued Google Chromebooks for use in school and at home. This document provides students and their parents/guardians with information about taking care of the equipment, using it to complete assignments, and being a good digital citizen.

Students and their parents/guardians are reminded that use of any technology at school is a privilege and not a right and that everything done on any school controlled computer, network, or electronic communication device may be monitored by school authorities. Responsibility for use is detailed in the Technology Acceptable Use Policy – St. John XXIII School document.

## **OWNERSHIP OF THE CHROMEBOOK**

St. John XXIII retains sole right of possession of any Chromebook that follows the lease option. The Chromebooks are leased to the students for educational purposes only for the academic year. All leased Chromebooks will be collected at the end of the academic year, stored over the summer, and redistributed after school begins in the fall and the lease payment is received. \*St. John XXIII administrative staff and faculty retain the right to collect and/or inspect Chromebooks at any time, including via electronic remote access and to alter, add or delete installed software or hardware.

\*Units that are purchased outright and not through the lease purchase will also be subject to the items above. St. John XXIII School requires all Chromebooks used for education to be added to the SJ23 Google Device Management System, regardless of ownership.

## **RESPONSIBILITY OF THE CHROMEBOOK**

Students are solely responsible for the Chromebooks issued to them and must adhere to the following:

- Students must comply with the Technology Acceptable Use Policy – St. John XXIII School document.
- Students must bring their Chromebook to school every day and make sure it is fully charged. Students who lease a Chromebook should leave their Chromebooks at school and make sure they are plugged in when they leave for the day to make sure they are fully charged.
- Students must treat their device with care and never leave it in an unsecured location.
- Students must keep their device in a protective case when traveling.
- Students must promptly report any problems with their Chromebook to the teacher.
- Students may not remove or interfere with the serial number and other identification tags.
- Students may not attempt to remove or change the physical structure of the Chromebook, including the keys, screen cover or plastic casing.
- Students may not attempt to install or run any operating system on the Chromebook other than the Chrome OS operating system supported by the school.
- Students must keep their device clean and must not touch the screen with anything (e.g., your finger, pen, pencil, etc.) other than approved computer screen cleaners.

## **RESPONSIBILITY FOR ELECTRONIC DATA**

The students are solely responsible for any apps or extensions on their Chromebooks that are not installed by a member of the St. John XXIII staff. Students are responsible for backing up their data to protect from loss. Users of St. John XXIII Technology have no rights, ownership, or expectations of privacy to any data that is, or was, stored on the Chromebook, school network, or any school issued applications, and are given no guarantees that data will be retained or destroyed.

## **DIGITAL CITIZENSHIP**

Students must follow the six conditions of being a good digital citizen:

1. Respect Yourself. I will show respect for myself through my actions. I will select online names that are appropriate, I will consider the information and images that I post online.

I will consider what personal information about my life, experiences, experimentation or relationships I post. I will not be obscene.

2. Protect Yourself. I will ensure that the information, images and materials I post online will not put me at risk. I will not publish my personal details, contact details or a schedule of my activities. I will report any attacks or inappropriate behavior directed at me. I will protect passwords, accounts and resources.
3. Respect Others. I will show respect to others. I will not use electronic mediums to antagonize, bully, harass or stalk other people. I will show respect for other people in my choice of websites, I will not visit sites that are degrading, pornographic, racist or inappropriate. I will not abuse my rights of access and I will not enter other people's private spaces or areas.
4. Protect Others. I will protect others by reporting abuse, not forwarding inappropriate materials or communications; I will moderate unacceptable materials and conversations, and will not visit sites that are degrading, pornographic, racist or inappropriate.
5. Respect Intellectual Property. I will request permission to use resources. I will suitably cite any and all use of websites, books, media etc. I will acknowledge all primary sources. I will validate information. I will use and abide by the fair use rules.
6. Protect Intellectual Property. I will request to use the software and media others produce. I will use free and open source alternatives rather than pirating software. I will purchase, license and register all software. I will purchase my music and media, and refrain from distributing these in a manner that violates their licenses. I will act with integrity.

### **COPYRIGHT AND FILE SHARING**

Students are required to follow all copyright laws around all media including text, images, programs, music, and video. Downloading, sharing, and posting online illegally obtained media is against the SJ23 Acceptable Use of Technology policy.

### **SPARE EQUIPMENT AND LENDING**

If a student's Chromebook is inoperable, the school has a limited number of spare devices for use while the student's Chromebook is repaired or replaced. This agreement remains in effect for loaner computers. If a student does not bring his/her Chromebook to school, the student may be required to borrow a device from the school based on the direction from his/her teacher.

### **WARRANTY AND INSURANCE**

Through the leasing program, the school will repair or replace damaged equipment due to normal usage or unavoidable accidents. If the unit is under the manufacturer's warranty it may be sent in for repair depending on the defect or issue. Repair costs associated with breakage and damages deemed as willful abuse or neglect will be the responsibility of the student. The school will make its best attempt to purchase replacement parts at the best possible price. Loss or theft of the device is also the student's responsibility and will result in the student being charged the full replacement cost to purchase a new device. Purchasing a replacement device does not relieve responsibility for paying for any remaining lease payments.

## SIGNATURE FORM- LEASE

By signing below, the student and their parent/guardian agree to follow and accept:

- *The Technology Acceptable Use Policy – St. John XXIII School* document.
- St. John XXIII's Chromebook Lease Agreement
- St. John XXIII owns the Chromebook, software and issued apps through the end of the lease period.
- Students who cease to enroll in St. John XXIII, the student/parents, will return the leased Chromebook in good working order [along with the charger and case] or pay the cost of the unit as determined by the current market price.

Print Student Name \_\_\_\_\_

Student Signature \_\_\_\_\_ Date \_\_\_\_\_

Print Parent/Guardian Name \_\_\_\_\_

Parent/Guardian Signature \_\_\_\_\_ Date \_\_\_\_\_

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Office use only: Serial / ID # of unit issued \_\_\_\_\_  
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## SIGNATURE FORM- STUDENT OWNED CHROMEBOOK

(Option for 6th-8th ONLY)

By signing below, the student and their parent/guardian agree to follow and accept:  
The Technology Acceptable Use Policy – St. John XXIII School document. I understand my Chromebook will be added to the St. John XXIII Google Device Management System.

Print Student Name \_\_\_\_\_

Student Signature \_\_\_\_\_ Date \_\_\_\_\_

Print Parent/Guardian Name \_\_\_\_\_

Parent/Guardian Signature \_\_\_\_\_ Date \_\_\_\_\_