



# **St. Ignatius, Martyr Catholic School Chromebook™ Program Handbook and Agreement**

Grade 5  
School Year 2013-2014

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# *St. Ignatius, Martyr Catholic School One to One Chromebook™ Policy*

## **I. Purpose**

St. Ignatius, Martyr Catholic School is committed to using available technology to communicate with and educate members of the school community. It 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. Upon the return of the One to One Chromebook™ Student/Parent/School Agreement signed by the student and one parent or guardian, St. Ignatius, Martyr Catholic School will provide all 5th grade students with a Chromebook™ computer. The following policy will define the proper use of school-provided chrome computers.

## **II. Applicability of Other School Policies and Rules**

St. Ignatius, Martyr Catholic School only authorizes the use of its Chromebook™ computers in a manner consistent with established instructional, research, and administrative objectives of the school. Accordingly, because St. Ignatius Martyr, Catholic School does not discriminate in its policies and practices because of an individual's race, religion, sex, national origin, height, weight, marital status, political belief, handicap, or disability, the One to One Chromebook™ Computer Program must also comply with these standards.

## **III. Ownership**

- A. Laptop computers issued through the One to One program are the property of St Ignatius, Martyr Catholic School. Students have no ownership, interest, or right to title in the laptop.
- B. License Agreements St. Ignatius, Martyr Catholic School is the sole licensee of the software included 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.

## **IV. Acceptable Use**

- A. St. Ignatius, Martyr Catholic School only authorizes use of its Chromebook™ computers in a manner that supports its instructional services policy guidelines in the St. Ignatius, Martyr Catholic School regulations.
- B. Personal use is permissible so long as, in the determination of St. Ignatius, Martyr, Catholic 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 Diocese of Austin Catholic School Policy, St. Ignatius, Martyr Catholic School Policy, local, or federal law.
  - i. Notwithstanding the above described permissible personal uses, the Chromebook™s are not to be used for personal profit or non-profit purposes such as advertising, rentals, selling or buying things, soliciting for charity, or other such uses.
  - ii. 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. Ignatius, Martyr Catholic School.
- C. Students must handle the Chromebook™ computers with care.
- D. Students must bring their Chromebook™s to school with them every day unless instructed to do otherwise by a school administrator/teacher.
- E. Students must not use Chromebook™ computers or computer programs in any manner other than that for which it is intended.
- F. Students must not install software onto Chromebook™ computers borrowed under this policy unless specifically authorized to do so by a school administrator. (P2P File Sharing ex. Limewire, Kazaa).
- G. Students must not intentionally modify network configuration files or otherwise interfere with the functioning of a St. Ignatius, Martyr Catholic School computer.
- H. Students must not intentionally transmit viruses and other such malicious computer programs via the St. Ignatius, Martyr Catholic School Chromebook™ computers.
- I. Chromebook™ computers will be treated in a similar manner as other school-owned educational tools such as textbooks. Therefore, all St. Ignatius, Martyr Catholic School policies, rules, handbooks, contracts, and directives, including disciplinary measures, apply to the use of laptop computers.

- J. Loss or theft of Chromebook™ computers must be reported to the school by the first subsequent school day following the loss or theft.
- K. Students must not modify, upgrade, or attempt to repair Chromebook™ computers issued under this policy without the express permission of the school.

## **V. Reporting Unacceptable Use**

Students are responsible for maintaining the integrity of St. Ignatius, Martyr Catholic School's One to One Chromebook™ Computer program and reporting any violations of this policy.

## **VI. Liability**

- A. 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 free from all pornographic material, inappropriate test files, or files dangerous to the integrity of the St. Ignatius, Martyr Catholic School network, equipment, or software.
- B. St. Ignatius, Martyr Catholic School is not liable for any material sent by and/or stored on Chromebook™ computers issued to students via the One to One Chromebook™ Computer Agreement.

## **VII. No Guaranteed Content Privacy**

- A. St. Ignatius, Martyr Catholic School cannot guarantee that content stored on Chromebook™s issued in accordance with this policy will be private.
- B. St. Ignatius, Martyr Catholic School reserves the right to monitor or access the storage of its Chromebook™ computers for any reason in accordance with the law. This right to monitor includes but is not limited to circumstances where St. Ignatius, Martyr Catholic School suspects or is advised of 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.

## **VIII. Return of Chromebook™**

- A. Towards the end of the school year, a date will be announced on which the students and their parents or guardians will be required to return the St. Ignatius, Martyr Catholic School Chromebook™ computer if they are leaving St. Ignatius, Martyr Catholic School. Upon a student's disenrollment from St. Ignatius, Martyr Catholic School, the Chromebook™ computer must be promptly returned.
- B. If a student cannot or will not return the St. Ignatius, Martyr Catholic School computer because of theft, loss, accident, or otherwise, the student will not be issued copies of final school records and will be assessed a payment for the computer, as determined by St. Ignatius, Martyr Catholic School.

## **IX. Disciplinary Measures**

- A. Noncompliance with the above St. Ignatius, Martyr Catholic School One to One Chromebook™ Computer Policy shall result in loss or restriction of Chromebook™ computer privileges. Repeated or severe infractions may result in permanent termination of privileges. Possession of a St. Ignatius, Martyr Catholic School computer 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. Ignatius, Martyr Catholic School One to One Chromebook™ Computer Policy.
- 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. Ignatius, Martyr Catholic School. Discipline may include legal action.

## **X. Indemnification**

By signing the St. Ignatius, Martyr Catholic School One to One Chromebook™ Computer Student/Parent/School Agreement, the student and his or her parent(s) or guardian(s) agree to reimburse and hold St. Ignatius, Martyr Catholic 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. Ignatius, Martyr Catholic School in accordance with this policy.

# St. Ignatius, Martyr Catholic School 5th Grade One to One Chromebook™ Computer Policy Student/Parent/School Agreement

Please Print:

**Student Name:**

\_\_\_\_\_

Last First Middle

Student ID: \_\_\_\_\_ Date of Birth: \_\_\_\_\_ Current Grade Level: \_\_\_\_\_

**Parent or Guardian Name:**

\_\_\_\_\_

Last First Middle

Address: \_\_\_\_\_

Home Phone #: \_\_\_\_\_ Work#: \_\_\_\_\_ Cell#: \_\_\_\_\_

Email Address: \_\_\_\_\_

St. Ignatius, Martyr Catholic School Property Tag#: \_\_\_\_\_

Serial Number of the Chromebook™:

\_\_\_\_\_

Upon our signing of this agreement, the student is receiving possession of a working chromebook computer and power cord. We have read and understand the St. Ignatius, Martyr Catholic School One to One Chromebook™ Computer Policy. This policy is incorporated by reference into this agreement. We promise to abide by this policy and understand that receipt of a St. Ignatius, Martyr Catholic School computer is a privilege that may be forfeited by noncompliance with the policy. We understand that we will be responsible for any costs or damage to or replacement of the Chromebook™ issued. If we fail to return the Chromebook™ after permanently withdrawing from St. Ignatius, Martyr Catholic School, the student's official records will be held until full payment or return of the Chromebook™ as been made and that legal action may be taken.

\_\_\_\_\_

Student Signature Date Parent or Guardian Signature Date



# *St. Ignatius, Martyr Catholic School One to One Chromebook™ 5th Grade Program Guide*

St. Ignatius, Martyr Catholic School's laptop program creates a culture of technology in which students use 21<sup>st</sup> Century skills to accomplish a variety of activities and everyday tasks. This opportunity to be creative and collaborative makes technology an integral part of the education of young people. A Chromebook™ in the hands of every 5<sup>th</sup> grade student changes their approach to learning – a change that will only help them as the future becomes increasingly digital. Students who do not abide by St. Ignatius, Martyr Catholic School's One To One Chromebook™ Computer Policy, Chromebook™ Program Guide and Acceptable Use Policy are held accountable for any violation of these agreements. It is mandatory that all students and parents sign these agreements and have an understanding of these policies and consequences in detail before receiving a Chromebook™.

## **Program Highlights**

### **Chromebook™ Ownership**

St. Ignatius, Martyr Catholic School owns the laptops used in the One to One Computing program until such time notification is given to the student and or his parent or guardian. The Chromebook™s will be returned at the end of the school year or if the student leaves the school before the school year ends.

The responsibility of proper care and usage lies solely with the student at all times. Understand that the laptop belongs to the school while you are in attendance, and it can be taken away for maintenance or disciplinary reasons at any time.

## **The Program Package**

### **Samsung Series 5 Wifi Chromebook™ Specifications**

- 12.1" (1280x800) 300 nit Display
- Starting at 3.26 lbs / 1.48 kg
- 8.5 hours of continuous usage
- Intel® Atom™ Dual-Core N570 Processor (1.66 Ghz)
- 2 GB RAM
- 16 GB SSD drive
- Built in dual-band Wi-Fi
- HD Webcam
- 2 USB 2.0 ports
- 4-in-1 memory card slot

- Microi-VGA port with VGA Adaptor
- Fullsize Chrome keyboard
- Oversize fully-clickable trackpad
- **3 years** of web-based management
- **3 years** of advance replacement warranty, service, and support from Google
- New Chromebook™s after 3 years
- Boots in less than 10 seconds and resumes instantly

## Repairs and Maintenance

In the event of breakdown:

1. The Incident must be reported and the chromebook and any damaged parts **must be brought back to school** for repair.
2. A helpdesk ticket will be issued to the student and/or parents.
3. The school will then determine the steps as to how Chromebook™s will be delivered to the service provider.

A service provider technician will determine whether to repair or replace the Chromebook™.

Families are **not** to have the Chromebook™ repaired or replaced on their own without the express permission of the school. The student will be billed for damages or degradations resulting from unauthorized repair attempts.

When determined by St. Ignatius, Martyr Catholic School, each Chromebook™ will be returned to the school for regular maintenance, software, or equipment upgrades or other necessary repairs. The goal is to maintain the standards of the Chromebook™ learning environment and help reduce technical difficulties.

## Loss or Theft

In the event of loss or theft:

1. Students and parents are responsible for notifying their teacher and the school
2. In case of theft outside of school, families must file a police report and a claim under their homeowner's or renter's insurance if applicable.
3. A written summary may be requested for insurance purposes. In case of theft in school, staff must be notified **immediately**.

## The Paperwork

There are several important agreements that are necessary in the One to One Program to ensure that there is a clear understanding of responsibilities inherent in using the Chromebook™ and Internet.

### 1. The Acceptable Use Policy

This agreement outlines the appropriate use of all technology use at St. Ignatius, Martyr Catholic School.

Students and parents are asked to sign this document upon enrollment at St. Ignatius, Martyr Catholic School so that there can be a shared understanding of acceptable use of all students using all technology in our schools.

## **2. One to One Chromebook™ Computer Policy**

This document defines the proper use of school-provided and owned Chromebook™ computers.

## **3. Chromebook™ Program Guide**

This document is intended to ensure that families understand and accept the responsibilities in participating in the Chromebook™ program. It covers detailed expectations and guidelines of the program

### **At Home Use**

Students will use their Chromebook™s at home for homework, school-related research, or other school related projects.

### **Internet Use**

The Chromebook™s have wireless capability. While on campus, students will access the school's servers and the Internet using this wireless infrastructure. For home use, if there is a wireless system, students can take advantage of the capability. However, it is not required that home environments offer wireless access. Chromebook™s can be plugged into a cable modem or router with a USB adapter and utilize the family's existing Internet access. **St. Ignatius, Martyr Catholic School is not responsible for home Internet connectivity issues.**

### **Printer Use**

Printers are provided for students within the school. Students may print at home if their printer is Google Cloud Print compatible. Students will be 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 Chromebook™s back to school each day with the battery fully charged. Chromebook™s should be plugged in each night to assure a full charge the following day.
2. Chromebook™s can be fragile, and if they are dropped they may break. Chromebook™s should only be used while they are on a flat, stable surface such as a table.
3. Chromebook™s will be kept in a safe place at all times.
4. Teachers will determine whether or not the chrome book should be opened or closed each class period.
5. Power conservation must be practiced by closing the lid when not in use.

6. The laptops are preinstalled with the necessary hardware and software. It is not permissible to add or change the hardware (memory, storage, etc) or software under any circumstances.
7. Students are prohibited from playing non-academic games during the instructional day, unless the game is directly related to a school assignment or activity and approved by the teacher.
8. Downloading music and videos is allowed only for academic purposes. A general rule of allowed downloads is 90 seconds of video and 30 seconds of audio.
9. Students may not download illegal content such as pirated music, video, games, etc. onto the Chromebook™.
10. Students may not stream music, video, or any other type of files at any times while on school property, unless directed to do so by a teacher. This slows the network. These types of files are very resource intensive and may take a heavy toll on the Chromebook™ itself as well as the school's network.
11. The use of Chromebook™s is not permitted in the cafeteria during lunch time in order to prevent any accidental spills.
12. The Internet is to be used for scholarly research and as a means of obtaining needed information. Accessing pornographic materials, vulgarity, gambling, militant/extremist material, or anything not in line with the teachings of the Catholic Church, etc. is prohibited.
13. Sound must be turned off except when it is being used as part of a class.
14. Headphones are prohibited except when it is being used as part of a class.
15. Instant messaging is allowed at the discretion of the classroom teacher using Google Chat for the [sibobcats-edu.us](http://sibobcats-edu.us) domain.
16. Students will store data in Google Docs for the [sibobcats-edu.us](http://sibobcats-edu.us) domain, this does not include video files.
17. Students are allowed to access only those files that belong to them or which they have permission to use or which have been shared with them via Google Docs for the [sibobcats-edu.us](http://sibobcats-edu.us) domain.
18. Files store within the school computer systems should be limited to those relating to formal school courses or activities.
19. Email (or any other communication) should be used only for legitimate and responsible communication between students, faculty, and the outside world.
20. Rude, abusive, threatening, or otherwise inappropriate language is not permitted.
21. Be patient. Sometimes computers require time to do their job.
22. When transporting the Chromebook™ make sure it has been securely stored.

## Privacy

All communications and information transmitted by, received from, stored within, or that passes through St. Ignatius, Martyr Catholic School's facilities may be archived, deleted, monitored and reviewed for content or usage at any time by St. Ignatius, Martyr Catholic School. Students do not have a right to personal or confidential electronic information or communications that are exempt from this guide. St. Ignatius, Martyr Catholic School also reserves the right to investigate suspected inappropriate uses of its resources or systems using its resources.

## Security Procedures

1. Each Chromebook™ is assigned to an individual student. Students should never “swap” or “share” their Chromebook™ with another student.
2. Chromebook™s 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 lost or theft to a school staff member and police in writing.
6. Chromebook™s will be checked periodically to ensure they do not contain any unapproved software or files. 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. Ignatius, Martyr Catholic School wireless network for connecting to the Internet while at school. (NO Wireless Air Cards, cell phone tethering, or MiFi, etc).
9. Chromebook™s are never to be left unattended.
10. If a password is compromised or/lost parents and/or guardians should immediately report the incident writing to the school.

## General Care

### General Care Procedures

1. Students are expected to treat their Chromebook™ with care and respect. The Chromebook™ is the property of St. Ignatius, Martyr Catholic School until otherwise notified and should be kept clean and free of marks at all times. Placing stickers, writing or drawing on, engraving or otherwise defacing the Chromebook™ is not allowed without permission and will result in loss of privileges. If damage occurs, the student will receive a bill for damages.
2. When transporting the Chromebook™ to and from school, students should always be sure it is placed in a secure environment such as a laptop bag, laptop sleeve, etc.
3. Students should protect their Chromebook™ from extreme heat or cold. Chromebook™s should not be left in a car even if the car is locked. Heat will damage the Chromebook™.
4. If the Chromebook™ has been in a cold car, allow several minutes for it to warm to room temperature before use.
5. Do not leave the Chromebook™ exposed to direct sunlight or near any heat or moisture sources

for extended periods of time.

6. Chromebook™s should be protected from weather, water or other liquid, food and pets.
7. Students should never eat or drink (including water) while using their Chromebook™, or use their Chromebook™ near others that are eating or drinking.
8. No object should ever be placed or stacked on top of your Chromebook™. This includes books, musical instruments, sports equipment, etc.
9. 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.
10. Any inappropriate or careless use of a Chromebook™ should be reported to a teacher or other staff member immediately.
11. Power cords are very 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.
12. Do not use on a bed or soft surface that could interfere with the cooling system.

### **Cleaning your Chromebook™**

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.

#### *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.

#### *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.

### **Consequences of Inappropriate Use**

The use of any school technology is a privilege and not a right. Students are expected to use the Chromebook™ in accordance with this Chromebook™ Program Guide, the School Acceptable Use Policy, The One to One Chromebook™ Computer Policy and any applicable Regulations and laws. Failure to use this Chromebook™ in an appropriate manner will result in any or all of the following consequences, as determined by the staff and administration of the School.

- Student conference
- Parent conference

- Cancellation of student use or access privileges, including the privilege of taking the Chromebook™ home
- Any and all school disciplinary actions
- Civil or criminal liability under applicable law

# St. Ignatius, Martyr Catholic School Chromebook™ 5th Grade Program Guide Student Contract

## Student

I, \_\_\_\_\_, recognize the technical sophistication and expense of the equipment I am being entrusted to operate in the St. Ignatius, Martyr Catholic School Chromebook™ 5th Grade One-to-One 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. Ignatius, Martyr Catholic School if I violate my pledge and fail to abide by the rules and regulations governing my use of technology at St. Ignatius, Martyr Catholic School.

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Student's Name (please print):

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Student's Signature

---

Date

## Parent/Guardian

As a parent or guardian, I recognize the importance of the above pledge my child has made. I promise to support St. Ignatius, Martyr Catholic 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 should I leave or withdraw my child from St. Ignatius, Martyr Catholic School

---

Parent/Guardian Name (please print):

---

Parent/Guardian Signature

---

Date



# Chromebook™ One to One Program: What is a Chromebook™?

## F.A.Q's

### Q. What is a Chromebook™?

A. “Chromebook™s are mobile devices designed specifically for people who use the web. With a comfortable, full-sized keyboard, large display and clickable track pad, all-day battery life, light weight and built-in ability to connect to Wi-Fi, the Chromebook™ is ideal for any time, anywhere access to the web. They provide a faster, safer, more secure online experience for people who use 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. “Chromebook™s run millions of web-based applications, or web apps, that open right in the 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 is under a three-year agreement with Google and during that time will be a managed device. St. Ignatius, Martyr Catholic School maintains devices through St. Ignatius, Martyr Catholic School's Student 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 if I need to use traditional software applications?

A. St. Ignatius, Martyr Catholic School is presently working on plans to implement a Virtualized Desktop hosted here on campus that runs traditional software applications. Much like the Remote Desktop Service that students can access today this virtualized desktop solution would provide students with a traditional desktop which they can access from their Chromebook™ if they so choose. However, we do recommend students do their primary work in their St. Ignatius, Martyr Catholic School Student Google Apps for Education account.

### Q. What devices can I connect to a Chromebook™?

A. Chromebook™s can connect to:

- USB storage, mice and keyboards (see [supported file systems](#))
- SD cards
- External monitors and projectors

- 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 web.

**Q. Do Chromebook™s come with Internet Filtering Software?**

A. No. Chromebook™s do not come with internet filtering software. However, while on campus Chromebook™s will use the School's WiFi to access the internet which is filtered. While at home, the Chromebook™s will be filtered based on the protection provided by your home WiFi system. St. Ignatius, Martyr Catholic School recommends [OpenDNS](#) as an excellent solution for filtering internet at home. For more information on using OpenDNS' free service at home click [here](#).

**Q. Is there antivirus built into it?**

A. It is not necessary to have antivirus software on Chromebook™s because there are no running programs for viruses to infect.

**Q. How much do they weigh?**

A. Chromebook™s weigh 3.2 lbs compared to:

- an iPad2 weighing 1.33 lbs
- a Macbook Air weighing 2.96 lbs
- a Lenovo x220 Tablet weighing 3.9 lbs
- a Macbook Pro weighing 5.6 lbs
- the average weight of a textbook at 3.5 lbs

**Q. Battery life?**

A. Chromebook™s have a rated battery life of 8.5 hours. However, we do recommend that students charge them each evening to ensure maximum performance during the school day.

Adapted from Google @ Ravenscroft Blog

<http://blogs.ravenscroft.org/google/Chromebook™s-ravenscroft/Chromebook™/>

## **Chromebook™ One to One Program: Educational Value?**

### **F.A.Q's**

**Q. What is the educational value of students having Chromebook™s?**

A. Currently, St. Ignatius, Martyr Catholic School has close to 80 computers across the campus available to students (52 available to 5th to 8th grades). Those computers available for student use reside in fixed

spaces that are limited in number. Over the last couple of years we have seen increased demands placed on scheduling those computers. By providing students with mobile devices that are instant on, with quick access to both the Internet and the School's Student Google Apps for Education accounts, we are not only able to alleviate space and availability issues with our more traditional labs but we now have the ability to turn any space into a technology rich learning environment within seconds.

**Q. Will teachers get Chromebook™s?**

A. All of our faculty in Middle School and all teachers who teach the 5th grade were issued Chromebook™s in January of the 2011-12 school year.

**Q. Will students use their Chromebook™ in every class?**

A. Chromebook™s are a great device for accessing the web, typing notes, doing research, and a host of other tasks using a variety of web-based applications. However, in classes like Math the Chromebook™s may not be used as they would be in other classes.

**Q. Can students take all their notes on a Chromebook™?**

A. Yes. Students can take notes using Google Docs and as we transition to Google Apps for Education our teachers will work within individual class timelines to help students transition to this format as part of this program. In addition, students can also explore [Evernote](#), an online tool with offline apps, to manage their note taking.

**Q. Will textbooks be available for download onto the Chromebook™s?**

A. The world of publishing is quickly changing with college textbooks and secondary textbooks becoming a large focus for both major publishers and entrepreneurs seeking to get them into the hands of students. St. Ignatius Martyr Catholic School is presently researching e-texts for our Middle School (6th to 8th grades). In addition, we believe that Amazon's recent announcement about their [Kindle Textbook Rental](#) program could be a game changer moving forward.

Note: Chromebook™s can use Amazon's [Kindle Cloud Reader](#).

**Q. Will Chromebook™s change what students are currently learning or just how they learn it?**

A. By providing a mobile device to each student we believe that the curriculum will be enhanced by extending learning opportunities both inside and outside of our classrooms. While the content of what is taught by our faculty will not change, St. Ignatius Martyr Catholic School now has an opportunity to

further explore how that content is delivered, how we engage our students in their learning, and how we teach problem solving, collaboration, and creativity

Adapted from Google @ Ravenscroft Blog

<http://blogs.ravenscroft.org/google/Chromebook™s-ravenscroft/educational-value/>

## **Chromebook™ One to One Program: What are the Costs?**

### **F.A.Q's**

#### **Q. Who pays for the Chromebook™?**

A. The 5th program is being funded through various grants.

#### **Q. What does a Chromebook™ cost?**

A. St. Ignatius, Martyr Catholic School is using Google's \$20.00/month per device three-year subscription plan to provide Samsung Series 5 devices to students.

#### **Q. A Samsung Series 5 Chromebook™ only costs \$450.00. The subscription seems to be more. Why?**

A. By using Google's \$20.00/month per device three-year subscription plan, the Chromebook™s become managed devices through the School's Google Apps for Education account.

#### **Q. What happens to the Chromebook™ at the end of the three-year subscription?**

A. During the three-year subscription the Chromebook™ is the property of St. Ignatius, Martyr Catholic School but the responsibility of the 5th grade child and family. At the end of each three-year subscription cycle Chromebook™s will become non-managed devices with the 5th grade students being issued a new, school managed device. Since all end of subscription Chromebook™s become non-managed devices St. Ignatius, Martyr Catholic may elect to keep the devices for other use.

#### **Q. What happens if a Chromebook™ is lost or stolen?**

A. St. Ignatius, Martyr Catholic School will have loaner Chromebook™s on hand in the case of loss or theft.

#### **Q. Who pays for a lost or stolen Chromebook™?**

A. While the Chromebook™ is the property of St. Ignatius, Martyr Catholic School while under subscription, it is ultimately the responsibility of the 5th grade child and family to protect the school's investment. As such, students whose Chromebook™s are either lost or stolen will be assessed a fee of

\$450.00.

Adapted from Google @ Ravenscroft Blog

<http://blogs.ravenscroft.org/google/Chromebook™s-ravenscroft/what-are-the-costs/>

# Rules and Code of Ethics for Technology for St. Ignatius, Martyr, Catholic School

*Adapted from NCEA's From the Chalkboard to the Chatroom. 1997*

As a computer user, I agree to follow the rules and code of ethics in all of my work with computers while attending St. Ignatius, Martyr, Catholic School.

1. I recognized that all computer users have the same right to use the equipment; therefore I will not use the computer resources for non-academic purposes. I will not waste or take supplies such as paper, printer cartridges, and diskettes that are provided by the school. When I am in the computer lab/library, I will talk softly and work in ways that will not disturb other users. I will keep my computer work area clean and will not eat or drink in the computer lab/library.
2. I recognized that software is protected by copyright laws; therefore I will not make unauthorized copies of software and I will not give, lend, or sell copies of software to others. I understand I will not be allowed to bring software applications, games, or CD-ROMs from home to be used on school equipment without proof of licensure and prior approval of appropriate school personnel.
3. I recognize that the work of all users is valuable; therefore, I will protect the privacy of theirs by not trying to learn their password; I will not copy, change, read, or use files from another user without prior permission from that user; I will not attempt to gain unauthorized access to system programs for computer equipment; I will not use computer systems to disturb or harass other computer users or use inappropriate language in my communications.

I will honor my school's procedures for the storage of information. I realize that, after prior notice has been given to me, files may be deleted from the system to protect the integrity of the network or because of space limitations on the computer's hard drive.

- Each student who receives Internet access will be instructed in the proper use of the network. The use of the Internet must be in support of education and research consistent with the educational objectives of St. Ignatius, Martyr, Catholic School. Students using network or computing resources must comply with the appropriate rules for that network or resource.

As a user of a network, I will not use bulletin boards or chat lines for personal use. In addition, I will not reveal my personal information, home address, email address or personal phone number or those of students, teachers or other staff members. Transmission of any material in violation of any U.S., state, territorial, or commonwealth regulation is prohibited. This includes, but is not limited to: copyrighted material, threatening or obscene material, or material protected by trade secret. The use

of school computers and networking resources for commercial activities is not permitted. Their use for product advertisement or political lobbying is also prohibited.

1. Parents must realize that their students may encounter material on a network/bulletin boards that they do not consider appropriate (vulgar jokes, statements of belief that some might consider that some might considers immoral, etc.). The student is responsible for not pursuing material that could be considered offensive.
2. The use of the computer is a privilege, not a right, and inappropriate use will result in the cancellation of these privileges. Vandalism or intentional modification of system settings will result in cancellation of privileges and/or school disciplinary actions. The school reserves the right to seek financial restitution for any damage caused by a student or other user. The system administrators will deem what is inappropriate use, and their decision is final. The administration, faculty, and staff of the school may request the system administrator to deny, revoke, or suspend specific user privileges. Violations of the rules and code of ethics described above will be dealt with seriously.

# Technology Use Agreement Form

Adapted from NCEA's From the Chalkboard to the Chatroom ... 1997

## **user**

I understand and will abide by Rules and Code of Ethics for Technology for St. Ignatius, Martyr, Catholic School. I further understand that any violation of these regulations is unethical and may constitute a criminal offense. Should I commit any violation, my access privileges may be revoked, school disciplinary action may be taken, and/or appropriate legal action initiated.

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User's Name (please print): \_\_\_\_\_ User's Signature \_\_\_\_\_

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Date \_\_\_\_\_

(If you are under the age of 18, a parent or guardian must also read and sign this agreement.)

## **Parent/Guardian**

As the parent of this student, I have read the Rules and Code of Ethics for Technology for St. Ignatius, Martyr, Catholic School. I understand that this access is designed for educational purposes. I am aware that it is impossible for the school to restrict access to all controversial materials and I will not hold them responsible for materials acquired in use. Further, I accept full responsibility for supervision if and when my child's use of school's technology resources is not in a school setting. I hereby give permission for my child to use the school's technology resources and certify that I have reviewed this information with my child.

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Parent/Guardian Name (please print): \_\_\_\_\_ Parent/Guardian Signature \_\_\_\_\_

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Date \_\_\_\_\_



# When in Doubt, Ask yourself...

## **LARK!**

### IS IT...

- L - LEGAL
- A - Appropriate
- R - Responsible
- K - Kind

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<sup>1</sup> This handbook is adapted from the Commonwealth of the Northern Mariana Islands (CNMI) - Public School System (PSS) Laptop Program Handbook and Agreement <http://www.cnmipss.org/>