

Grace Christian Academy

Chromebook Policy Handbook



GRACE
CHRISTIAN
ACADEMY

The policies, procedures, and information within this document apply to all Chromebooks used at Grace Christian Academy by students, staff, or guests including any other device considered by the Administration to fall under this policy.

Teachers may set additional requirements for Chromebook use in their classroom.

Chromebook Specifications:

- **1.6GHz AMD A4 9120C**
- **4.0GB DDR4 SDRAM**
- **32.0GB Hard Drive**
- **No Optical Drive**
- **14in 1366 x 768 Display**
- **AMD Radeon R4**
- **Bluetooth 4.2, IEEE 802.11ac**
- **Google Chrome OS 64**
- **9.0hour(s) Battery Life**
- **3.500lb(s)**

Receiving Your Chromebook:

Chromebooks will be loaned to students in grades 7-12, compliments of EANS funding. **Parents & Students must complete and sign the Chromebook Policy Sign-off and Student Pledge document before the Chromebook can be issued to their child.** This document will need to be submitted before receiving a Chromebook.

Training:

Training documents and videos will be linked on the school website under Google Classroom Information for students or parental reference when needed.

Return:

Student Chromebooks and accessories (battery charger and case) will be collected at the end of each school year for maintenance over summer vacation. Students will retain their original Chromebook each year while enrolled at GCA.

When asked to do so, students must surrender/return the Chromebook and accessories to GCA. Any student who transfers out of GCA will be required to return their Chromebook and accessories. If Chromebook and accessories are not returned, the parent/guardian will be held responsible for the full replacement cost of the device.

Taking Care of Your Chromebook:

Students are responsible for the general care of the Chromebook which they have been issued by the school. Chromebooks that are broken or fail to work properly must be taken to the office. Students will be responsible for the cost if they damage their Chromebook. If a loaner Chromebook is needed, one will be issued to the student until their Chromebook can be repaired or replaced upon availability.

General Precautions:

- NO food or drink is allowed next to your Chromebook while it is in use.
- Cords, cables, and removable storage devices must be inserted carefully into the Chromebook.

- Students should never carry their Chromebook while the screen is open unless directed to do so by a teacher.
- Chromebooks should be shut down when not in use to conserve battery life.
- “Always on” cases will remain on the Chromebooks whether or not they are being used, but when they are not being used, the “Always on” case should be zipped shut and the Chromebook should be carefully placed in their locker. Remember: Wedging them into a book bag may break the screen.
- Do not expose your Chromebook to extreme temperature or direct sunlight for extended periods of time. Extreme heat or cold may cause damage to the laptop.
- Chromebooks must NOT be left in vehicles.
- Always bring your Chromebook to room temperature prior to turning it on.

Carrying the Chromebook:

The protective shell of the Chromebook will only provide basic protection from everyday use. It is not designed to prevent damage from drops or abusive handling. Carrying the Chromebook in a padded backpack or padded book bag is acceptable provided the backpack or bookbag is handled with care. For example, you shouldn’t toss the bag or drop the bag if your Chromebook is inside.

Screen Care:

The Chromebook screen can be damaged if subjected to rough treatment. The screens are particularly sensitive to damage from excessive pressure on the screen.

- Do not lean on top of the Chromebook.
- Do not place anything near the Chromebook that could put pressure on the screen.
- Do not place anything in the carrying case that will press against the cover.
- Do not poke the screen.
- Do not place anything on the keyboard before closing the lid (e.g. pens, pencils, notebooks).
- Clean the screen with a soft, dry anti-static, or micro-fiber cloth. Do not use window cleaner or any type of liquid or water on the Chromebook. You can also purchase individually packaged pre-moistened eyeglass lens cleaning tissues to clean the screen. These are very convenient and relatively inexpensive.

Using Your Chromebook

At School:

The Chromebook is intended for use at school each and every day. In addition to teacher expectations for Chromebook use, school messages, announcements, calendars, academic handbooks, student handbooks and schedules may be accessed using the Chromebook. Students must be responsible for bringing their Chromebook to all classes, unless specifically advised not to do so by their teacher. At the end of each school day, students must plug in their Chromebook in the designated location.

Sound:

Students must keep a personal set of earbuds in their Chromebook case. Sound must be muted at all times unless permission is obtained from the teacher for instructional purposes.

Printing:

At School: Printing functionality will be available on a limited basis at school and subject to classroom requirements. Teachers are encouraged to accept assignments electronically through Google Drive. Teachers will be encouraged to reduce paper usage through Google Classroom.

At Home: The Chromebook will not support a physical printer connection. Instead, users may print to their home printers using the Google Cloud Print service. A wireless home network is required for this. <http://www.google.com/cloudprint/learn/>

Managing Your Files and Saving Your Work:

Students will create and save documents in Google Drive. **Google Drive** is a cloud storage service that allows students to store their documents, photos, videos, and more online in one place. Each student has been issued a school Google email which follows this format: Student: Jane Doe jane.doe@gcagr.org.

From **Drive**, students can also access **Google Docs**, where they can create, share, and collaborate on documents, spreadsheets, presentations, and more from anywhere while online. You can learn more about Google Drive at this address: <http://goo.gl/7uM7SX>

Documents created in Google Drive are automatically stored online and on the Chromebook itself, making the document available when Internet access is not available.

Personalizing the Chromebook:

Chromebooks must remain free of any decorative writing, drawing, stickers, paint, tape, or labels that are not the property of Grace Christian Academy. Spot checks for compliance may be done by GCA administration at any time.

Software on Chromebooks:

Originally Installed Software:

Chromebook software is delivered via the Chrome Web Store. These are web-based applications that do not require installation space on a hard drive. Some applications, such as Google Drive, are available for offline use. The software originally installed on the Chromebook must remain on the Chromebook in usable condition and easily accessible at all times.

All Chromebooks are supplied with the latest build of Google Chrome Operating System (OS), and many other applications useful in an educational environment. The Chrome OS will automatically install available updates when the computer is turned off and restarted. It will benefit the student to daily turn off and reboot the Chromebook while at school.

Virus Protection:

Virus protection is unnecessary on the Chromebook due to the unique nature of its design.

Additional Software:

Students are unable to install additional software on their Chromebook. No downloads are allowed unless specifically requested by GCA staff.

Inspection:

Students may be selected at random to provide their Chromebook for inspection. The purpose for inspection will be to check for proper care and maintenance as well as inappropriate material being carried into the school.

Procedure for Restoring the Chrome OS:

In a Chromebook environment it is impossible for support staff to maintain a working environment for all if too much time is spent fixing every glitch that may arise. Restoring the Chrome OS will restore the device to the state in which the user originally received it. All student created files stored on an external miniSD card, USB flash drive, or Google Drive will be intact after the operating system is restored. All files saved on the chromebook that have been synced to Google Drive will be intact. However, all other data (music, photos, documents) stored on internal memory that has NOT been synced will not be restored.

Protecting & Storing Your Chromebook:

Chromebook Identification:

Chromebooks will be labeled in the manner specified by the school.

Chromebooks can be identified in the following ways:

- Record of serial number and GCA asset tag.
- Individual's Google Account username.

Under no circumstances are students to modify, remove, or destroy identification labels.

Storing Your Chromebook:

When students are not monitoring their Chromebook, they should be stored in their lockers. Nothing should be placed on top of the Chromebook when stored in the locker.

Storing Chromebooks at Extracurricular Events:

Students are responsible for securely storing their Chromebook in their lockers during extra-curricular events.

Chromebooks Left in Unsupervised / Unsecured Areas:

Under no circumstance should a Chromebook be stored in unsupervised areas. Unsupervised areas include the school grounds and campus, the gym, unlocked classrooms, locker rooms, dressing rooms, hallways, bathrooms, the bus, in a car, or any other entity that is not securely locked or in which there is no supervision. Unsupervised Chromebooks will be confiscated by staff and taken to the Principal's office.

Repairing or Replacing Your Chromebook:

Chromebooks Undergoing Repair:

- Loaner Chromebooks may be issued to students when they leave their Chromebook for repair with the technology department head upon availability.
- If repair is needed due to malicious damage, the school may refuse to provide a loaner Chromebook.
- Repaired Chromebooks will end up with the original factory image as first received. It is important that students keep their school data synced to cloud drives so documents and class projects will not be lost. Personal information that cannot be replaced should be kept at home on an external storage device.
- A Chromebook or any of its accessories that are lost (whereabouts unknown) or damaged is the financial responsibility of the student and parent involved in the damage or loss of property. The user will not be given another device or accessory to use until the replacement cost of the lost/damaged device or accessory is paid to the school.

Chromebook Technical Support:

The ticket system from Fresh Desk will be the first point of contact for repair of the Chromebooks. If a student needs his Chromebook repaired, he should bring this to the Administrative Secretary.

GCA Technology Acceptable Use:

General Guidelines:

- Students will have access to forms of media and communication which is in support of education and research and in support of educational goals and objectives at Grace Christian Academy. Access to media and communication beyond these specific uses will not be supported or allowed.
- Students are responsible for their ethical and educational use of the technology resources of the Grace Christian Academy.
- Access to the Grace Christian Academy technology resources is a privilege and not a right. Each employee, student, and/or parent will be required to follow the rules of the school's Acceptable Use Policy. Violations of these rules will result in the loss of privileges as well as other disciplinary action as defined by the school's Parent-Student Handbook, or other policies.
- Recognizing that it is impossible to define every instance of acceptable and unacceptable use, it will be at the discretion of the school administration team to determine what is acceptable in any undefined instances that may arise.
- 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 computer viruses.
- Any attempt to alter data, the configuration of a computer, or the files of another user, without the consent of the individual or school administration, will be considered an act of vandalism and subject to disciplinary action in accordance with school discipline policy.
- All users of the school's technology resources and/or school network must sign the school Acceptable Use Policy and abide by the rules defined in the school's Acceptable Use Policy. This is in addition to the rules and policies that this document (Grace Christian Academy Chromebook Policy) contains.
- Students must use a GCA issued Chromebook while at school. Use of mobile hotspots and personal devices (e.g. laptops, phones, tablets) by students is not permissible during school hours. Personal devices will not be able to join the school's wireless network. Students are expected to utilize Google productivity tools (e.g. Docs, Sheets, Slides) as facilitated by Google Classroom.

Privacy and Safety:

- Do not go into any chat rooms other than those set up by your teacher or mandated in courses.
- Do not open, use, or change computer files that do not belong to you.
- Do not reveal your full name, phone number, home address, social security number, credit card numbers, passwords, or passwords of other people.
- Remember that network storage is not guaranteed to be private or confidential. School Administration reserves the right to inspect your files at any time and will take the necessary steps if files are in violation of the school's Acceptable Use Policy.
- If you inadvertently access a website that contains obscene, pornographic, or otherwise offensive material, notify a teacher, the principal, or the director immediately so that such sites can be blocked from further access. This is not merely a request. It is a responsibility.

Legal Propriety:

- All students and staff must comply with trademark and copyright laws and all license agreements. Ignorance of the law is not immunity. If you are unsure, ask your teacher for help complying with the law. Information on laws is available at:
http://www.educationworld.com/a_curr/curr280.shtml
- Plagiarism is a violation of the Grace Christian Academy discipline code. Give credit to all sources used, whether quoted or summarized. This includes all forms of media on the Internet, such as graphics, movies, music, and text. Grace Christian Academy uses MLA formatting for citation purposes. (<https://owl.english.purdue.edu/owl/resource/747/01/>)

Email:

- Students in need of email for academic reasons will only be allowed email access through the email assigned by the school. This email access will be through a Google Gmail system managed by the Grace Christian Academy.
- Always use appropriate language.
- Do not transmit language/material that is profane, obscene, abusive, or offensive to others.
- Do not send mass emails, chain letters, or spam.
- No private chatting during class without permission is allowed.
- Email is subject to inspection at any time by school administration.

Consequences:

- The student or staff member to whose name a system account and/or computer hardware is issued will be responsible at all times for its appropriate use. Non-compliance with the policies of the Chromebook Policy Handbook or Legacy's Acceptable Use Policy will result in disciplinary action as outlined by the discipline code and/or other school policies for the user unless there is proof that another is responsible.
- Electronic mail, network usage, and all stored files shall not be considered confidential and may be monitored at any time by the network administrator or other school administrators to ensure appropriate use. The School cooperates fully with local, state, or federal officials in any investigation concerning or relating to violations of computer crime laws.

GCA Student/Parent Chromebook Use Agreement

In this agreement, “Chromebook” means the Chromebook with all its components, software, battery, “always-on” case, and charger.

Parent (P) and Student (S), please read and initial each section:

P: S:	Terms: You will comply at all times with the Grace Christian Academy’s Chromebook Policy Handbook and its guidelines as well as the GCA Technology Acceptable Use Policy. Any failure to comply may terminate your rights of possession effective immediately and the school may repossess its property. Chromebooks are assigned to a single individual and are not to be shared.
P: S:	Title: Legal title to the Chromebook belongs to GraceChristian Academy (GCA) and it shall remain as such. The student’s right of possession and use is limited to and conditioned upon full and complete compliance with this Agreement and the Chromebook Policy Handbook.
P: S:	Loss or Damage: If the property is accidentally damaged or incurs loss due to an act of nature, Grace Christian Academy will assess the Chromebook damage and repair or replace the device. If the property is stolen, a school report must be filed by the student or student’s parents/guardian involved in the loss of property. Loss or theft of the property must be reported to the administration by the next school day after the occurrence.
P: S:	Repossession: Students not complying with all terms of this Agreement and the Chromebook Policy Handbook, including the timely return of the property, will be declared to be in default and school administration will consider a course of action consistent with the GCA Parent/Student Handbook.
P: S:	Terms of Agreement: Your right to use and possession of the property terminates no later than the last day of classes during the school year unless earlier terminated by the school administration or upon student withdrawal from Grace Christian Academy.
P: S:	Appropriation: Your failure to timely return the property and the continued use of it for non-school purposes without the school’s consent will be considered unlawful appropriation of school property.

Grace Christian Academy Chromebook Student Agreement

I understand that the Chromebook assigned to me is the property of Grace Christian Academy and will be issued to me each school year. I agree to use and care for this device responsibly and in a way that honors God through good stewardship.

By using this Chromebook, I agree to the following:

Care and Responsibility

- I will treat all school technology carefully and responsibly as an act of good stewardship.
- I will always carry my Chromebook in its protective case during transport.
- I will keep food and beverages away from my Chromebook to prevent damage.
- I will not place decorations (stickers, markers, writing, etc.) on the Chromebook or case.
- I will not disassemble any part of the Chromebook or attempt repairs.
- I will never loan my Chromebook to another person.
- I will never leave my Chromebook unattended in an unsecured or unsupervised location.
- I will always know where my Chromebook is.
- I understand that my Chromebook remains the property of Grace Christian Academy and may be inspected at any time without notice.
- I understand that I am responsible for any damage or loss caused by misuse or neglect.
- I agree to pay the full replacement cost of the Chromebook, charger/power cord, and protective case if they are lost or intentionally damaged.

Daily Procedures

- I will pick up my Chromebook before my first class from the charging station in the designated room.
- I will plug my Chromebook in the designated room by 3:05 PM each day so it will have a full charge for the next school day.
- I will ensure my Chromebook is stored and transported properly in its case.

Appropriate Use

- I will use my Chromebook only for school-related learning activities.
- I will not download or install files, programs, or applications unless specifically instructed by a teacher.
- I will follow the policies outlined in the GCA Chromebook Policy Handbook and the Grace Acceptable Use Policy both at school and outside the school day.

Taking Chromebooks Home

- I will not take my Chromebook home unless requested by a teacher or approved by my parent/guardian.
- If a teacher assigns a project requiring Chromebooks to be taken home, I will use the device only for that assignment.
- I will not use a Chromebook on the school bus.

Middle School Policy (Grades 7–8)

- I will not use a GCA Chromebook outside of class time, including before school, after school, or between classes, unless supervised by a teacher.

High School Policy (Grades 9–12)

- I understand that if I do not have computer access at home, I may check out my assigned Chromebook from the librarian upon my parent's request.

End of Year Return

- I agree to return the Chromebook, charger/power cord, and protective case in good working condition at the end of each school year.

Student Agreement

By signing below, I acknowledge that I have read and understand the Grace Christian Academy Chromebook Student Agreement. I agree to follow these expectations and to use school technology responsibly as a good steward of the resources entrusted to me.

Student's Last Name (printed)_____ First Name_____

Student Signature:_____ Date:_____

Parent/Guardian Agreement

If a Chromebook is taken home at the request of a parent or teacher, I acknowledge the privileges associated with using Grace Christian Academy (GCA) technology and computer resources. I agree to release GCA and its staff from any claims arising from my student's use of, or inability to use, these resources.

Parent's Last Name (printed)_____ First Name_____

Parent Signature:_____ Date:_____