

South Merrimack Christian Academy Chromebook Care & Usage Handbook

Updated June 2023

Getting And Returning Your Chromebook

Students will be issued their Chromebook at the beginning of each school year after:

- Students and parents have read and agree to all policies and procedures for use, care, and maintenance of the Chromebook set forth in this handbook.
- Students and parents have submitted a current [Acceptable Use Policy](#).
- Students and parents have read through and agree to the [SMCA Insurance Policy](#).

In addition to the steps listed above, transfer students will need to complete the SMCA Digital Citizenship course within their first month of attending SMCA or issuance of the Chromebook will be rescinded until the Digital Citizenship requirement is met.

At the end of the school year, students will turn in their **Chromebook**, including school issued **power cord** and **protective case**, on a specified date and time during the last week of school. Students who return to SMCA will receive the **same** device the following year.

Students who transfer out of or withdraw from South Merrimack Christian Academy must turn in the Chromebook, power adapter and protective case to the office on their last day of attendance. Failure to return the device and accessories, in either of these cases, will result in the student/family being charged the full replacement cost.

Graduating seniors who have attended the school for **three or more** consecutive school years are eligible to keep their Chromebook and its accessories upon graduation. Eligible seniors who wish to keep their Chromebooks must make an appointment during the last month of school with the Technology Coordinator to have any restrictions, filtering, and the monitoring software removed before graduation. Upon the set graduation date, all ownership of and responsibility for the Chromebook and its accessories is transferred to the student.

Using Your Chromebook

Privacy, Security, and Filters

Network Monitoring and Privacy

Students have no expectation of confidentiality or privacy with respect to any usage of a Chromebook, regardless of whether that use is for school or personal purposes, other than as specifically provided by law. Teachers may monitor student screens and activity at any point during the school day. In addition, school administrators, and the technology department may, without prior notice or consent, log, supervise, access, view, monitor, and record use of student Chromebooks at any time for any reason.

Passwords

Passwords are provided by South Merrimack Christian Academy and should not be changed. Do not share passwords with anyone, ever. If a password needs to be reset, the student should contact the Technology Department.

Staff Inspection

Students may be selected at any time to provide their Chromebook for inspection. The purpose of inspection will be to check for proper care and maintenance as well as inappropriate material contained on the device.

Filter

SMCA utilizes an Internet content filter compliant with the federally mandated Children's Internet Protection Act (CIPA). All Chromebooks, regardless of physical location (in or out of school), will have all Internet activity protected and monitored by the school. Students may submit requests to unblock sites via the Securly website. Requests will be given consideration following administrative review.

General Usage

School-issued Chromebooks should be used for educational purposes and students are to always adhere to the Acceptable Use Policy.

Google Apps for Education

- Chromebooks seamlessly integrate with the Google Apps for Education suite of tools. This suite includes Gmail, Classroom, Calendar, Drive, Docs, Sheets, Slides and Forms.
- Work within these apps is stored in the cloud via Google Drive.
- Student accounts are issued and maintained through the SMCA domain.
- Students may submit a request for additional apps and extensions by emailing a link for the app or extension to the Technology Department.

Ownership

Chromebooks are issued to individual students for educational purposes and should be used only by the student to whom it is issued. The Chromebooks are property of South Merrimack Christian Academy, not the student to whom it is issued.

Protective Case

SMCA will provide a protective case for each Chromebook. This protective case will be required to be used at all times.

Charging Device

Students are expected to bring a fully charged Chromebook to school every day. Chargers should not be shared as they may be mixed up and could result in a missing charger fee at the end of the school year.

Personalization

Chromebooks and chargers must remain free of any writing, drawing, stickers, paint, tape, adhesives, and labels, except those put on by SMCA for identification. Students may add stickers to the outside of the protective case.

Under NO circumstances are students to modify, cover, or remove labels placed by SMCA.

Linux

Linux installations are not allowed at any time and any attempt to access this service for the purpose of bypassing SMCA's filters and security is strictly prohibited.

Use Outside of School

Students are allowed to use their Chromebooks outside of school but are still required to abide by the SMCA Acceptable Use Policy and Student Handbooks, local, state and federal laws.

Data Backup

SMCA does not backup student data and is not responsible for lost or corrupted data. Student work should be stored on Google Drive for ease of access.

Repairing or Replacing Your Chromebook

ALL damages or issues with the Chromebook or it's accessories must be reported to the SMCA technology department as soon as possible. To report damages or issues you will need to fill out the SMCA IT Support Form on the SMCA technology webpage. If the device is unable to be turned on you may simply bring the device to the school office for repair.

- Missing chargers **MUST** be reported to the Technology Department as soon as possible. A replacement charger will be provided by the school and a \$50 missing charger fee will be added to the family school bill.
- Students are not to purchase a third-party charger on their own as a replacement for a lost charger.
- Broken Cases must be reported to the Technology Department as soon as possible. A replacement case will be provided by the school and a \$50 case fee will be added to the family school bill.
- Loaner Chromebooks may be issued to students when they leave their Chromebook for repair at the SMCA Office.
- Repaired Chromebooks may end up with the original factory image as first received. It is important that students keep their school data synced to the cloud drives so documents and class projects will not be lost.