

# South Merrimack Christian Academy Chromebook Care & Usage Handbook

*Updated July 2021*

## Mission

The mission of the 1:1 program at South Merrimack Christian Academy is to create a collaborative learning environment for all learners. This environment will enable and support students and teachers to implement transformative uses of technology while enhancing students' engagement, problem solving and higher-level thinking with content and promoting the development of self-directed and lifelong learners. Students will transition from consumers of information to creative producers and owners of knowledge. South Merrimack Christian Academy endeavors to prepare students for an ever-changing world that sees technological advancements happening at a rapid rate and is committed to preparing students for college and career readiness.

## Equipment

Students in 7th-12th grade will be issued the following equipment:

- Hewlett Packard (HP) Chromebook X360 11 G3 EE Chromebook
- Power adapter and cord
- Gumdrop DropTech Protective Case



## Getting And Returning Your Chromebook

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

In order to receive a Chromebook, the following steps must occur:

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

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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the SMCA Digital Citizenship course within their first month of attending SMCA or issuance of the Chromebook will be rescinded until the Digital Citizenship requirement is met.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. The protective case must be free from stickers and other personalization when returned. 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 it's 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 it's 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. By using a Chromebook, students agree to such access, monitoring, and recording of their use.

#### 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 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 contained on the device.

#### Filter

SMCA utilizes an Internet content filter that is in compliance 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. If a website is blocked in school, then it will be blocked out of school. If an educationally valuable site is blocked, students should submit a request to the SMCA Technology Department by emailing a link along with the request to the Technology Department (it@smcanh.org). 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.

### 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.

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

Students may add stickers to the outside of the protective case.

\*Please note that any personalization added to the cases MUST be removeable.

Students may add appropriate music, photos and videos to their Chromebook via their Google Drive. Personalized media is subject to inspection and must follow the South Merrimack Christian Academy [Acceptable Use Policy](#) and Student Handbook.

### **Use Outside of School**

Students are encouraged to use their Chromebooks at home and other locations for educational purposes. A Wi-Fi internet connection will be required for the majority of Chromebook use. Students are required to abide by the SMCA [Acceptable Use Policy](#) and Student Handbooks, local, state and federal laws.

### **Sound**

Sound must be muted at all times unless permission is obtained from a teacher.

### **Printing**

While SMCA does not provide onsite printing for students, they may set up their home printers with the Google Cloud Print solution to print from their Chromebooks at home. Information about Google Cloud Print can be obtained here:

<http://www.google.com/cloudprint/learn/>.

### **Data Backup**

Student work will be stored through Google Drive and cloud-based applications. It can be accessed from any computer with an Internet connection and most mobile devices. Students are encouraged to maintain backups of their work on portable storage devices. SMCA does not backup student data and is not responsible for lost or corrupted data.

## **General Care**

Students are responsible for the general care of the Chromebook they have been issued by the school.

### **General Precautions**

- Students should always keep their Chromebooks secured in their hallway locker when unattended.
- No food or drink should be consumed or open near the Chromebooks.
- Cords, cables, and removable storage devices must be inserted carefully into Chromebooks.
- Heavy objects should never be placed on top of Chromebooks.
- Don't lean on or use your Chromebook as a writing surface.
- Never leave your device in extreme temperatures, direct sunlight, or in a vehicle overnight.

## Screen Care

The Chromebook screen can be damaged if subjected to heavy objects, rough treatment, some cleaning solvents, and other liquids. The screens are particularly sensitive to damage from excessive pressure.

- Do not put pressure on the top of a Chromebook when it is closed.
- Do not store a Chromebook in tablet mode. Be sure that the screen is on the inside of the computer.
- Make sure there is nothing on the keyboard before closing the lid (e.g. pens, pencils, or disks).
- Only clean the screen with a soft, dry microfiber cloth or anti-static cloth.

## Repairing or Replacing Your Chromebook

Any 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. Personal information that cannot be replaced should be kept at home on an external storage device.