

South Merrimack Christian Academy Chromebook Care & Usage Handbook



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 9th-12th grade will be issued the following equipment:

- Hewlett Packard (HP) Chromebook X360
11 G3 EE Chromebook
- Power cord



Operating System and Software

Operating System

The Chromebook operating system, Chrome OS, updates itself automatically and is managed by the school.

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.

Additional Apps and Extensions

- Students are allowed to independently install appropriate and free Chrome web apps and extensions from the Chrome Web Store. All apps or extensions must be approved by the Chromebook Administration.
- Students may submit a request by emailing a link for the app or extension ??

Distribution of Chromebooks

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 attend a Chromebook Orientation or come to the school to watch the video recording of the Chromebook Orientation.
- Students and parents must read and agree to all policies and procedures for use, care and maintenance of the Chromebook.

- Students and parents must have a current [Acceptable Use Policy](#) on file.
- Students and parents must purchase insurance to cover accidental damage to their device.

Collection of Chromebooks

At the end of the school year, students will turn in their Chromebooks, including power cords and school issued protective sleeve. 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 supply and protective sleeve 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.

Insurance

South Merrimack Christian Academy requires that insurance be purchased prior to the deployment of the Chromebook to your child. South Merrimack Christian Academy will be the sole provider of this insurance. Under this insurance agreement, the Chromebooks are protected against accidental damage.

Under this insurance agreement, the Chromebooks are protected against accidental damage (drops, cracked screens, liquid spills), liquid submersion, theft, fire or flood, vandalism, natural disasters, and power surges due to lightning. This insurance policy may not cover loss of the Chromebook and/or its accessories or damages caused by intentional misuse and abuse. South Merrimack Christian Academy will assess the Chromebook damage and repair or replace the device if the damage is determined to be accidental and within these protection guidelines. **Parents/Students may be charged the full replacement cost of a device that has been lost or the full repair cost of a device that has been damaged due to intentional misuse or abuse.**

The insurance cost is \$25.00 annually for each Chromebook, which will be added to the family school bill. There is no deductible charged on any claims.

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. The administration 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.

Monitoring Software

Teachers, school administrators, and the technology department staff may use monitoring software that allows them to view the screens and activity on student Chromebooks.

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 a principal or administrator.

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 administration through the Help Desk or link proved on the blocked page to request the site be unblocked. Such requests will be given consideration following administrative review.

Device 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.
- Always bring your Chromebook to room temperature prior to turning it on.

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 with the screen open.
- Do not place anything in the protective sleeve that will press against the cover. 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.

Protective Case

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

Device Use

Educational Use

School issued Chromebooks should be used for educational purposes and students are to adhere to the [Acceptable Use Policy](#) at all times.

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.

Personalizing the Chromebooks

Chromebooks must remain free of any writing, drawing, stickers, paint, tape, adhesives and labels, except those put on by SMCA for identification.

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 WiFi 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

Students will be encouraged to digitally publish and share their work with their teachers and peers when appropriate.

- Because much of a student's work should be stored in the cloud, students will not print directly from their Chromebooks at school.
- Students 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.

Chromebook Maintenance & Repair

Tech Support

All Chromebooks in need of repair must be brought to the SMCA school office as soon as possible.

Appropriate Uses and Digital Citizenship

School-issued Chromebooks should be used for educational purposes and students are to adhere to the South Merrimack Christian Academy's acceptable use policy and all of its corresponding administrative procedures at all times. While working in a digital and collaborative environment, students should always conduct themselves as good digital citizens by adhering to the following:

Share with Care:

- Create and manage a positive reputation both online and off.
- Respect the privacy boundaries of others, even if different from one's own.
- Understand the potential impact of a mismanaged digital footprint.
- Ask for adult help when dealing with sticky situations.

Don't Fall for Fake:

- Understand that just because something is online does not mean it is true.
- Learn how phishing works, why it is a threat, and how to take steps to avoid it.
- Determine the validity of websites and other sources of information and be wary of manipulation, unsubstantiated claims, fake offers or prizes, and other online scams.

Secure Your Secrets:

- Learn why privacy matters, and how it relates to online security.
- Practice how to create strong passwords.

- Review the tools and settings that protect against hackers and other threats.

It's Cool to be Kind:

- Define what being positive means and looks like online and offline.
- Lead with positivity in online communications.
- Identify situations in which a trusted adult should be consulted.

When In Doubt, Talk it Out:

- Understand what types of situations call for getting help or talking things out with a trusted adult.
- Consider what options there are for being brave and why bringing adults into the conversation is important.

Protect Intellectual Property

I will request to use the software and media others produce. I will purchase, license, and register all software or use available free and open source alternatives rather than pirating software. I will purchase my music and media and refrain from distributing these in a manner that violates their licenses.

Policy Violations

Any violation of this policy may result in the loss of access to the Internet by the student/adult involved. Additional disciplinary action may be determined in accordance with existing policies of the South Merrimack Christian Academy, including applicable State and Federal laws. Students shall be granted permission to access the internet upon receipt of the signed [Acceptable Use Policy](#) form available in the school office.