



# **1:1 COMPUTER PROGRAM POLICY and HANDBOOK 2022-2023**

The policies, procedures, and information within this document apply to all Chromebooks used at Our Lady Queen of Heaven 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.**

## MISSION STATEMENT

*The mission of the 1-to-1 program At Our Lady Queen of Heaven School is to create a collaborative learning environment for all learners. This environment will enable students and teachers to implement transformative uses of technology while enhancing students' engagement with content and promoting the development of self-directed, responsible life-long learners and users. Students will transition from consumers of information to creative producers and owners of knowledge. The team will establish collaborative professional learning communities, based on integrative professional development for teachers, so that this program enhances classroom environments implementing high-quality instruction, assessment and learning through the integration of technology and curriculum. Technology immersion does not diminish the vital role of the teacher. To the contrary, it transforms the teacher from a director of learning to a facilitator of learning. The Administration, faculty and staff will all play a key role in the development of effective and high quality educational experiences.*

*The technology policy contains standards to support the mission and goals of Our Lady Queen of Heaven School. This policy is reviewed yearly to address any new technology or issues that may have been encountered during the previous school year.*

# Chromebook Responsibility:

## Equipment:

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 Middle School Technology Lab or the Middle School Main Office. If a loaner Chromebook is needed, one will be issued until the Chromebook can be repaired or replaced. **(There will be a limited number of loaners available).**

## General Precautions:

- No food or drink is ever allowed next to your Chromebook.
- 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.
- Chromebooks should never be stored in a locker or wedged into a book bag, as this may break the screen.

## 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 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 may use pre-moistened eyeglass lens cleaning tissues to clean the screen.

## Using Your Chromebook:

All storage, network communication, equipment, and software provided by Our Lady Queen of Heaven School remains the property of Our Lady Queen of Heaven School. While OLQHS will honor the privacy of the users whenever possible, it does reserve the right to access any file, document, network transmission, or any other Information stored on or communicated through its equipment should a compelling reason to do so arises. Our Lady Queen of Heaven School retains the right to monitor all activity in any manner it sees fit.

The Chromebook is intended for school use only. Students are not permitted to participate in chat rooms, games, or shared documents during class time unless the teacher authorizes these activities.

## Managing Your Files and Saving Your Work:

Students will have their own school managed Google Account, which is the **only authorized** account for use on the Chromebook. Students may save documents to their Google Drive, or they may save to an external memory device such as a miniSD card or USB flash drive. Saving to Google Drive will make the file accessible from any computer with internet access. Students using Google Drive to work on their documents will not need

to save their work, as Drive will save each keystroke as the work is being completed. It will be the responsibility of the student to maintain the integrity of their files and keep proper backups. Students will be trained on proper file management procedures.

### **Personalizing the Chromebook:**

Chromebooks must remain free of any writing, drawing, stickers, or tape. An identification label will be placed on each Chromebook and must not be removed. Administration or teachers will do spot checks for compliance.

### **Software on Chromebooks:**

#### **Software:**

All Chromebooks are supplied with the latest build of Google Chrome Operating System (OS), and many other applications useful in an **educational environment**. 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 student is required to install updates when identified on the computer.

From time to time, the school may add software applications for use in a particular course. This process will be automatic with virtually no impact on students. Applications that are no longer needed will automatically be removed by the school as well.

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

Students are not allowed to install additional software, pictures, music, etc. on their Chromebook other than what has been approved by OLQHS.

### **Procedure for Restoring the Chrome OS:**

If technical difficulties occur, technical support staff will use the “5-minute” rule. If the problem cannot be fixed in 5 minutes, the Chromebook will be restored to factory defaults. In a One-to-One 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 students 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.

### **Protecting & Storing a Chromebook:**

#### **Chromebook Identification:**

Chromebooks will be labeled in the manner specified by the school. **Under no circumstances are students to modify, remove, or destroy identification labels.** Chromebooks can be identified in the following ways:

- Record of serial number and inventory tag.
- Individual's Google account username

#### **Storing Your Chromebook:**

When Chromebooks are not in use, they should be stored in the classroom cart. The Chromebook is not to be stored in lockers, **on the ground next to a desk**, outside a classroom, on a courtyard bench, or anywhere else at school outside of school hours. Students are responsible for securely storing their Chromebook after classroom use. Unsupervised Chromebooks will be confiscated by staff and taken to the Middle School Coordinator's office. Disciplinary action will be taken for leaving a Chromebook in an unsupervised location.

## Digital Citizenship:

### Current filtering methods:

Our Lady Queen of Heaven School complies with all federal regulations regarding filtering as specified under the Children's Internet Protection Act (CIPA). Our Lady Queen of Heaven School employs the following methods to enforce each of these requirements:

- DyKnow Monitoring System will be employed by OLQHS to protect and monitor each Chromebook during school hours (7:30 am – 3:30 pm).
- DyKnow software is a tool to manage student Chromebook use during class time that allows:
  - Teachers/Administration to decide which websites will be blocked.
  - Teachers monitor every student's Chromebook during class time.
  - Provides access to historical data of use of the student
  - Chromebook Manages student Chromebook use.
- The Administration of Our Lady Queen of Heaven School reviews the student and staff Internet access logs on a regular basis to find attempts to circumvent blocked content. These logs are also backed up for the purpose of holding an archived record for investigations for discipline reasons or illegal activity.
- If a chromebook is loaned to a student for off campus use, it is the responsibility of the parent and student to ensure that the Chromebook is being used for educational purposes only. Home monitoring of the Chromebook is determined by the parent and is the responsibility of the parent. The school is not liable for injuries caused while a student operates the Chromebook.

### Acceptable Use Policy (AUP): Technology Code of Conduct:

It is the intent of the Our Lady Queen of Heaven School to advance and promote education by assisting in the collaboration and exchange of information. Successful operation of the Internet and other related technological services requires that all users regard the system as a shared resource. Users must cooperate to form a community of diverse interests with a common purpose of advancing education. It is, therefore, imperative that all users conduct themselves in a responsible, ethical, and polite manner.

### General Network Use:

The school's Wi-Fi network is provided for students to conduct research, complete assignments, publish their work, and communicate with teachers. Access to network services is given to students who agree to act in a considerate and responsible manner. Students are responsible for good behavior on school computer networks just as they are in a classroom or a school hallway. **Access is a privilege - not a right.** As such, general school rules for behavior and communications apply while students are using the school's Wi-Fi network, and users must comply with school standards and honor the agreements they have signed. Network storage areas are similar to school lockers. Network administrators may review

files and communications to maintain system integrity and ensure that the system is used responsibly. Users should not expect that files stored on Google Drive would always be private and confidential.

#### **Internet / World Wide Web / Email Access:**

Access to the Internet, and email for educational purposes when appropriate, will enable students to use thousands of libraries and databases and correspondence with experts in their field. Within reason, freedom of speech and access to information will be honored. Families should be warned that some material accessible via the Internet might contain items that are illegal, defamatory, inaccurate or potentially offensive to some people. While our intent is to make Internet access available to further educational goals and objectives, students may find ways to access other materials as well. Filtering software is in use, but no filtering system is capable of blocking 100% of the inappropriate material available on the Internet. Our Lady Queen of Heaven School believes that the benefits to students from access to the Internet, in the form of information resources and opportunities for collaboration, exceed the disadvantages. Ultimately, parents and guardians of minors are responsible for setting and conveying the standards that their children should follow when using media and information sources.

#### **Publishing to the World Wide Web:**

Student work may be considered for publication on the World Wide Web, specifically on the school's Website or a classroom Website. In the event anyone requests permission for copyright use, those requests will be forwarded to the student's parent/guardian. In general, documents may not include a student's full name, phone number, address or other identifying contact information.

#### **Family Educational Rights and Privacy Act – FERPA:**

Most student records are open only to teachers, principals, and other staff members who have responsibilities requiring such access. Parents may review student records of their child, and arrangement for such reviews should be made through the school principal. Copies of any materials in those records will be furnished at the request of parents and/or eligible students at a cost of ten cents per page.

#### **Online Safety Awareness:**

It is Our Lady Queen of Heaven School's goal to empower our students to make their computer/Internet experiences safe and responsible. To help facilitate this, the **OLQHS handbook includes the Acceptable Use Policy which all students and parents/guardians are required to read, sign, and return to the school principal.** To achieve "Online Safety" requires training/professional development and community support. The training goal for our faculty, students, and parents is to learn how to be safe and responsible in their use of the Internet. We want to teach critical thinking about online activities. Understanding how to make decisions while online will keep faculty and students safe from predators, but also improve their media literacy. Online Safety is integrated across the curriculum. The faculty receives resources and training in order to educate themselves, their students, and parents of their students on how to avoid dangerous, inappropriate, or unlawful online behavior.

COPPA protects children under the age of 13 who use commercial websites, online games and mobile apps. While schools have an obligation to make sure the services their students use treat the data they collect responsibly, COPPA ultimately places the responsibility on the online service operator. At the same time, COPPA generally does not apply when a school has hired a website operator to collect information from students for educational purposes for use by the school. In those instances, the school (not an individual teacher) can provide consent on behalf of the students when required, as long as the data is used only for educational purposes.

#### **Virtual Learning:**

If it becomes necessary to move to virtual instruction via Zoom, Google Hangout, and other various tools, students will be expected to follow a few additional guidelines for this type of instruction.

- All students are required to wear shirts during face to face instruction.
- No student may wear masks of any kind during virtual instruction.
- If wearing a hoodie, students may not have a hood covering their head or face.
- Only OLQH students who are enrolled in the class may participate in virtual instruction (this includes students from other schools, siblings and parents).
- Students are not allowed to record any part of their teacher's instruction. The teachers will record the class and post it afterwards on Google Classroom. Teacher recordings may not be posted by students to any other social media or internet platform.
- Only the instructor may turn the camera and volume on and off. Students must keep their camera/video on for the entire duration of the class and have their microphone off unless asked or turned on by the teacher.
- Students should be respectful of their peers and teachers during virtual instruction.
- Students should behave in ways that are not a distraction to other students during learning sessions.

If any student displays inappropriate behavior during any instructional time, he or she will be asked one time to stop. If any negative behaviors continue, the student will be removed from the group and will not be allowed to rejoin.

## **Device Insurance Coverage:**

Each Chromebook is covered by manufacturer-limited warranty and a subsequent electronic device insurance policy. Insurance coverage includes:

- Theft, burglary, and robbery coverage
- Standard perils, such as fire, flood, natural disasters, power surge due to lightning and vandalism
- Certain accidental damage

The coverage does not include damage that is aesthetic, intentional, or the result of neglect and/or abuse. The student/parent is not charged for repairs that are covered by the warranty or the insurance that are accidental. However, if damage occurs that is due to negligence, misuse, carelessness, intent, or a pattern of damage, accidental or otherwise, arises, the student/parent will be charged as shown in the table below. Negligence, misuse, and/or a pattern of damage are determined by the Administration and may result in disciplinary action as well as monetary consequences.

Damage to Trackpad - \$10

Damaged/Missing Keys - \$10/key

Shattered Screens 1<sup>st</sup> offense - \$0, 2<sup>nd</sup> offense and after - \$50

Other Damage (liquids, hinges,) 1<sup>st</sup> offense - \$0, 2<sup>nd</sup> offense and after - \$50

Damage/Destruction of a Chromebook deemed intentional \$300 or cost of new Chromebook

## **Prohibited Actions:**

Students are expressly prohibited from the following acts. Participation in these acts may result in disciplinary action as determined by the Administration.

- **Using chrome books at recess on the field or in the courtyard**
- **Logging into another's students account (either Google, IXL, etc.) on their chromebook or any desktop computer or logging into any of your account(s) on another student's chromebook.**
- Participating in or conducting any activities which are illegal by city, state, or federal law
- Violating any of the school's policies
- Infringing upon software copyright and/or licensing agreements
- Purposefully viewing, displaying, storing, or transmitting any obscene or discriminatory material or material deemed terroristic, gang-related, etc.
- Threatening, bullying, or harassing others
- Intentionally hindering others from achieving their educational goals
- Downloading games, images, and/or MP3s, movies and any other medium which is illegal
- Posting/sending inappropriate personal photos or videos
- Using the tablet in order to copy another student's work
- Abuse of the webcam
- Videoing another person without his/her permission
- Using racial, ethnic, religious or gender-based slurs
- Conducting commercial or private/personal business enterprises
- Sending unauthorized bulk or random messages such as junk mail, advertisements, etc.
- Soliciting for organizations that are unrelated to OLQHS' mission or purpose
- Seeking or gaining unauthorized access to network resources or resources on the internet or attempting to breach security mechanisms
- Sharing school-related files when the project or assignment is to be done independently
- Communicating on the internet or via email or other media in a manner which reflects negatively on OLQHS

## **Consequences for Violating Chromebook Contract**

**It is a privilege for OLQHS students to use a school-owned Chromebook. Students whose behavior and/or repair record indicate careless use or abuse of the equipment will be reported to the Middle School Coordinator for appropriate disciplinary action.**

**First Violation:** Student will lose 5 points off their Conduct Card. If it is found that a student has violated the Chromebook Policy more than once by visiting more than one inappropriate website at school or home or by cheating or chatting during class time, that student may receive a tougher first time consequence (at the discretion of the administration.)

**Second Violation:** Student will lose the use of the Chromebook for 1 day (24 hours), will lose another 5 points off their Conduct Card, and receive a detention. The Chromebook will be turned into the Middle School Coordinator.

**Third Violation:** Student will lose the use of the Chromebook for 1 week, will lose another 5 points off their Conduct Card, and receive a detention. The Chromebook will be turned into the Middle School Coordinator.

**Fourth Violation:** Student will lose the use of the Chromebook for the rest of the school year and will receive a 1-day suspension from school. The Chromebook will be turned into the Middle School Coordinator.

**Any consequence for violating the Chromebook Contract is at the discretion of the Administration.**





# Chromebook Policy Handbook

## Student Pledge

- I will take excellent care of my Chromebook.
  - I will use my Chromebook for schoolwork only.
  - I will keep all passwords secret. I will ensure the confidentiality of my password. I will be held responsible for the information stored or transmitted with my account or Chromebook even if it resulted from another individual who was given access.
  - I will not change the username or display name on my Google Account or make any changes to the background of the Google homepage.
  - I will never leave my Chromebook unattended in an unsecured or unsupervised location. I will never leave my Chromebook on the floor.
  - I will know where my Chromebook is at all times.
  - I will never loan out my Chromebook to other individuals, nor will I handle another student's Chromebook.
  - I will keep food and beverages away from my Chromebook since they may cause damage to the device.
  - I will not disassemble any part of my Chromebook or attempt any repairs.
  - I will ensure that my Chromebook remains free of any writing, drawing, stickers, or tape. I will not place decorations (stickers, markers, writing, etc.) on the Chromebook.
  - I will protect my Chromebook by always carrying it in a secure manner to avoid damage.
  - I will use my Chromebook in ways that are appropriate for education.
  - I will keep all copyright laws.
  - I will communicate only in ways that are kind, responsible, respectful, and lawful.
  - I will follow all virtual instruction etiquette outlined in this document.
  - I understand that the Chromebook I am issued is subject to inspection at any time without notice and remains the property of OLQH School.
  - I understand that I have no reasonable expectation of privacy.
  - I will follow the policies outlined in the Chromebook Policy Handbook and the Diocese of Lake Charles Acceptable Use Policy while at school as well as outside the school day.
  - I will be responsible for all damage or loss caused by neglect or abuse.
  - I agree to pay the full replacement cost of my Chromebook, power cord/charger, and cover in the event that any of these items are lost or intentionally damaged.
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