

Lake Catholic High School 1:1 Cougar Chrome Initiative Guidebook

1. Program Goal

The goal of the 1:1 program at Lake Catholic High School is to create a learning environment that is consistent with advances in technology and facilitates resource sharing, critical thinking, innovation, research, creativity, communication, collaboration, increased productivity and mobile learning.

2. What is a Google Chromebook?

A Google Chromebook is a laptop computer running Google Chrome OS as its operating system. Chromebooks are designed to be used while connected to the Internet and support applications like Google Docs that reside on the Web, rather than traditional PC applications like Microsoft Office and Photoshop that reside on the machine itself. This allows the Chromebook to be sold at a much lower price point than traditional laptops.

3. Receiving Your Chromebook (*The following must be completed before receiving your Chromebook*)

- a. Parents and students must sign and return the Student Acceptable Use Policy, Device Policy, and the 1:1 Student/Parent Google Chromebook Agreement (see attached appendices). You do not need to bring these forms with you to the *"CCI Informational Session,"* we will have copies on site.
- b. The students will receive (*within and on their box*) a Chromebook, their account login information, a charger, and some quick start materials.
- c. The Chromebooks will be distributed on select days in August before the start of the school year (Usually during schedule pickup). At least one parent or legal guardian accompany his or her student(s) to pick up their device, sign and/or turn in the required forms. Chromebook Pick-up Days are mandatory. There are a variety of days and times available to come in and pick up your device to accommodate a variety of schedules. These days can be found on the letter that was distributed to parents and students via email. If no parent can attend, please contact CCI@lakecatholic.org for accommodations.

4. Training

Students and parents will be provided a brief overview of how to log-in to their device, access their Google Drive, and navigate to their student Gmail accounts. This is a hands on workshop/demonstration. Students will be encouraged to participate in order familiarize themselves with their new equipment as well as resolve any account related issues. Additional resources will be available to students via the LCHS Student Google Support site as well as in class support throughout the year.

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5. Return

While enrolled at LCHS, the school maintains ownership of the device. If requested by the Technology department, students may be required to turn in their Chromebook for maintenance or inspection. Upon graduating from Lake Catholic, students will be given the opportunity to buy-out the remainder of their device.

Chromebook Buy-Out Price Listings:

Less than 1 year old	\$200	(Withdrawing prior to the start of their 2 nd year)
1 – 2 years old	\$150	(Withdrawing prior to the start of their 3 rd year)
2 – 3 years old	\$75	(Withdrawing prior to the start of their 4 th year)
3 – 4 years old	\$45	(Withdrawing during their 4 th year)
4 years old	FREE	(Free to students who are graduating)

The Chromebook and accessories must be in good working order when returned. If the Chromebook and accessories are not returned, the parent/guardian will be held responsible for payment in full.

6. Acceptable Use of a Chromebook

a. At School

The Chromebook is intended for use at school each day. It is the responsibility of the student to bring the device charged and ready to go in the event it is needed for classroom instruction. Chromebooks are to be brought to all classes, unless specifically advised not to do so by their teacher. In addition to teacher expectations for Chromebook use, students may be asked to access school messages, announcements, calendars, handbooks, textbooks, and grades using their devices. While in class, students are expected to abide by all school rules, policies, and teacher directives while using their devices. Chromebooks are not permitted for use in the Locker Rooms and Bathrooms. Students using devices in these areas will be subject to disciplinary action.

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b. *Loaner Chromebooks*

If a student leaves their Chromebook at home, he/she is responsible for getting their coursework completed as if it were present. A limited number of loaner Chromebooks may be issued to a student who forgets to bring their device to school for a \$5.00 per day fee. A limited number of loaned devices exists, so a loaner cannot be guaranteed. Loaned devices must be returned to the Technology help desk at the end of the school day. If a loaned device is not returned, students will be subject to disciplinary action.

**Note: Loaned Chromebooks may be issued to students while their school-issued device is being repaired at no additional cost. Students may use the loaner until his/her device has been repaired. Students and parents must sign a waiver indicating that they are aware of the damage and that action is being taken to return the device to working condition. A loaned Chromebook will not be allowed to leave the building until the waiver is signed or the Technology Coordinator is contacted via telephone or email. Loaned devices that are used for repairs are issued for a 30 school day period. Devices kept for longer will need to be renegotiated should there be complications with the repair process; otherwise, they will be deactivated and another device will not be reissued until the Technology Coordinator is contacted by a parental guardian.*

c. *At Home*

Students are encouraged to use their Chromebooks at home and other locations outside of school. A Wi-Fi Internet connection will be required for the majority of Chromebook use; however, some applications can be used while not connected to the Internet. Students are bound by the *Lake Catholic High School Acceptable Use Policy* and all rules of this guide regardless of where they use their device, what browser they use, or the source of their Internet connection.

d. *Sound*

Sound must be muted at all times during school hours unless permission is obtained from a faculty/staff member for instructional purposes. Earbuds may be permitted in common areas, study halls, and for some classrooms at the discretion of the faculty/staff member in charge.

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e. *Printing*

Printing will be available from non-Chromebook school computers on a limited basis and subject to classroom requirements. When possible, teachers will facilitate digital assignments

For printing at home, the Chromebook will need to be added to a home network and set up to use Google Cloud Print as it does not support a physical printer connection. Depending on the printer, an application may be downloaded to better assist with the printing process. If a personal device or home PC is already connected to the home printer, simply log-in to your student Gmail account and print from the device locally.

**Note: (Please see <http://support.google.com/cloudprint> for more details).*

f. *Camera*

The camera may be used for school purposes only. Any misuse of the Chromebook camera may result in disciplinary action.

7. Managing Your Files and Saving Your Work

Students are encouraged to save files to their Google Drive. Saving to Google Drive will enable them to access their files from any device connected to the internet. Some files may be stored on the Chromebooks' hard drive; however, this is not recommended. Accidental damage, unexpected data wipes, operating system corruption, and pranks from peers can all cause local data to be erased. Students should always remember to save frequently and are encouraged to maintain backups of important work when working on digital media. The school will not be held responsible for the loss of any student work. Chromebooks support external storage such as USB flash drives or external hard drives, but again this is not the preferred method should these options fail or be unavailable. Student work and online/offline storage are always subject to review by the school should a student be suspected of misuse or violation of school policies.

8. Taking Care of Your Chromebook

Students are responsible for the general care of the Chromebook they are being issued. Chromebooks that have been broken or fail to work properly must be immediately taken to the Technology Coordinator for inspection and logged for repair. Please refer to "*How to care for your Chromebook*" for some general tips for care.

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9. General Precautions

- No food or drink should be placed next to the Chromebook
- Cords, cables, and removable storage devices must be inserted carefully into the appropriate ports
- Be mindful of the cords/devices connected to the Chromebook. Cords can be trip hazards, and devices connected to the Chromebook can break internal components if they are not removed before stored. If a cord is tripped over while attached to the Chromebook, it could break the port in use
- Heavy objects should never be placed on top of the Chromebooks
- Chromebooks should never be exposed to extreme temperatures or direct sunlight for extended periods of time. **DO NOT LEAVE THE DEVICE IN YOUR CAR!**
- Chromebooks should never be carried with the screen open
- Students should never disassemble Chromebooks or attempt to make their own repairs

10. Cases/Covers

At Lake Catholic High School, cases are not mandatory; however, they are highly Encouraged. Although cases are reinforced to help protect the Chromebooks, they are not guaranteed to prevent damage. It remains the student's responsibility to care for and protect his/her device. See appendix F for examples and specifications.

11. Charging

Chromebooks must be brought to school each day in **FULLY CHARGED** condition. Each Chromebook comes with an AC adapter, and this adapter should be used to charge the Chromebook at home. Students **WILL NOT** be permitted to have their own chargers at school. Lake Catholic does not supply additional chargers should the original adapter that came with the Chromebook go missing. In the event that a device needs additional charging, several charging docks will be available on a first come, first served basis in the Media Center. The charging station is only permitted to students who have a Study Hall.

12. Screen Care

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

- 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 case that will press against the cover

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- Make sure there is nothing between the keyboard and the lid of the device before closing it
- Only clean the screen with a soft, dry microfiber cloth or anti-static cloth and water
- Do not walk while carrying an open Chromebook

13. Asset Tags

All Chromebooks will be labeled with an asset tag. Asset tags may not be modified or tampered with in any way while the student is enrolled at Lake Catholic High School.

14. Storing Your Chromebook

Though students should have their Chromebooks with them at all times, there may be times when it is not needed and it needs to be stored away until it is required. In these rare cases, they should be stored in students' lockers with the **LOCKS SECURELY FASTENED**. While stored in a locker, nothing should be placed on top of the device.

Chromebooks should never be stored in a vehicle. During the summer and winter, extreme temperatures can cause excessive damage to internal components and may cause the battery to explode. Students are responsible for securely storing their devices while at extracurricular activities and events.

Under no circumstances should a Chromebook be stored in unsupervised areas.

Unsupervised areas might include:

- School Grounds / Campus (Outside)
- Cafeteria
- Unlocked Classrooms
- Unlocked Lockers
- The Library (Unless in Charging Cart)
- Locker Rooms
- Dressing Rooms
- Weight Room
- Hallways
- Bathrooms
- In a Car

Should an unattended Chromebook be found by a faculty/staff member, it will be taken to the Lost and Found, Attendance Office, or The Media Center. Lake Catholic is not responsible for the safekeeping and protection of Chromebooks.

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In the event of a theft or loss, the student whose device has gone missing will need to fill out a “Lost or Stolen” form. This form can be obtained by visiting the Technology Coordinator, or downloading and printing it out from the Cougar Chrome Initiative resource page on the Lake Catholic Website. This form must be filled out within 24 hours of the incident in order for the appropriate channels to assist in the resolution of the Lost/Stolen device. If no action is taken, the student of the Lost/Stolen device could be subject to the full replacement cost of the device and loss of property (Device is owned by Lake Catholic).

15. Software and Security

All Chromebooks are supplied with the latest build of Google’s Operating System (Chrome OS), along with many other applications for use in an educational environment. The operating system will automatically install updates when the computer is shut down and restarted. Keeping the device up-to-date can alleviate many technological issues, keep the device secure, and running smoothly. Students are prohibited from disabling, modifying, circumventing or altering management settings or content filters.

16. Virus Protection

Virus protection is built into the Chrome OS, additional software is unnecessary. Pop-up/Ad-blockers can be installed; however, they may inhibit some important website functionality. Visiting some website and or downloading certain applications can modify the web browser in undesirable ways. Always surf the web with caution and review an application before downloading.

17. Content Filter

Lake Catholic utilizes an Internet content filter that is in compliance with the federally mandated Children’s Internet Protection Act (CIPA). The content filter, GoGuardian, is force installed when a student’s device is enrolled within our domain. Despite the filter, the school cannot guarantee that all controversial or inappropriate content will be blocked.

18. Google Apps for Education

Chromebooks seamlessly integrate with the Google Apps for Education suite of productivity and collaboration tools. This suite includes Google Docs, Spreadsheets, Presentations, Drawings, and Forms. All work is stored in the cloud.

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19. Chrome Web Apps and Extensions

Students are not allowed to install applications and extensions from the Chrome Web Store. Many applications that can be downloaded can enable a student to circumvent the content filter enforced on their device, alter administrator level settings, install unwanted malware, and cause distraction during classroom instruction (movies, games, etc.). Should an application be necessary, a student/faculty/staff member can request its availability. After a review of the application, the Technology Coordinator may or may not grant the request.

20. Personalizing Your Chromebook

- a. Students may add music, photos, and videos to their Chromebook. Personalized media of any kind are subject to inspection and must follow the Lake Catholic High School Acceptable Use Policy.
- b. Students are allowed to decorate the exterior of the Chromebook; however, if the form of decoration damages the exterior in any way, the student will be held accountable and charges may occur. All forms of decoration must follow the Lake Catholic High School Acceptable Use Policy.

21. No Expectation of Privacy

Although the content of the device is not routinely monitored, students have no expectation of confidentiality or privacy with respect to the usage or content of a school-issued Chromebook, regardless of whether that use is for school-related or personal purposes, other than as specifically provided by law. Lake Catholic reserves the right to monitor or access the hard drives of its devices if it suspects or is advised of possible breaches of security, harassment, or other violations of other school policies, rules, regulations, or directives. Lake Catholic also reserves the right to monitor or access the hard drives of its devices if it suspects that it was used to infringe on the law or evidence exists which demonstrates to the school that its device may contain information, data, or other intellectual property that belongs to another person. Chromebooks are subject to confiscation at any time and without prior notice. By using a Chromebook, students agree to such access, monitoring, and recording of their use.

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22. Liability

- a. Students are responsible for all material sent by and/or stored on the device given to them. Students accept responsibility for keeping his or her device free of material deemed offensive by the school administration. Vulgar material, inappropriate files, or files that may compromise the integrity of Lake Catholic High School's network, equipment, software, or mission will not be tolerated and any actions deemed inappropriate will be subject to disciplinary action.
- b. Lake Catholic High School is not liable for any material sent by and/or stored on the device.

23. Warranty

a. **Vendor Warranty**

Chromebooks include a one year hardware warranty from the vendor. The vendor warrants the Chromebook from defects in materials and workmanship. Vendor warranty will not be valid for devices that have received accidental/purposeful damage.

b. **Protection Plan**

Lake Catholic has partnered itself with Worth Ave. Group - Electronic Device Insurance Company. ***While most devices are insured through the school (Class of 2020 and 2021),*** there are a number of students whose devices are unprotected. As long as the device is in ***"Good/Working" condition***, it is available to receive protection from Worth Ave. More general and enrollment information can be found at <https://www.lakecatholic.org/cougarchromeinitiative/insurance>.

**Note: Please refer to "3. Specifications" for your device information before purchasing insurance. Lake Catholic uses a variety of different Chromebook models so be sure to insure the correct one!*

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24. Replacement Costs & Repair Procedures

a. *Repair Procedure*

Students who need to have their Chromebooks sent out for an insurance claim or repair should fill out the Repair/Loaner Form from the Technology Help Desk located in the Media Center. This form will help keep an accurate record of the incident, describe the issue, administer a loan device (should one be needed), and acknowledge that both the student and parent are aware of the incident and that action is being taken. Due to the possibility of theft during the repair process, Lake Catholic will collect all devices for shipping and repair. If an insurance claim is made using a individual personal policy, simply email or send the shipping label to the school and the Technology Department will take care of the rest. If a student does not have a valid insurance policy, the device may have to be replaced or parts may have to be ordered in order to resolve the issue.

b. *Loaner Chromebooks*

If available, a loaner Chromebook will be issued to a student whose device is in need of repair. This process is documented via the Repair/Loaner Form and the student will have 30 days to use the device while the repair process is being performed. The loaned device is only allowed to leave the school premises once the Repair/Loaner Form is signed by a parental/guardian or the Technology Coordinator is contacted via email or telephone by the parent/guardian that they are aware of the issue, and that they will be following up later. If repair is needed due to malicious damage, the school may refuse to provide a loaner or refuse to reissue a Chromebook. While students are enrolled at Lake Catholic High School, Chromebooks issued to students are property of the school. If loaners are not returned, students will be subject to disciplinary action and the retail cost of the device.

c. *After Repair*

Students will be notified by email when their Chromebook has been returned or repaired. Repaired Chromebooks can be picked up at the school Media Center. A repaired Chromebook may need to be restored to its original settings. Locally stored files may not be able to be recovered.

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d. Lost or Stolen Devices

Students who have lost or had his/her Chromebook stolen must fill out a Lost/Stolen Device Reporting Form and return it to the Technology Help Desk. While students are enrolled at Lake Catholic High School, Chromebook devices issued are the property of Lake Catholic High School. **Should the student lose or have his/her Chromebook stolen, he/she is liable for the replacement cost of the device. The student must complete a Lost/Stolen Device Reporting Form within 24 hours of the incident.** School administration will then assess the issue and proceed accordingly. In addition, they must file with Worth Ave. Group for the theft coverage as purchased through the insurance program **(Classes of 2021 and 2022 are covered through the school, and the Technology Coordinator will take care of Lost/Stolen devices)**. Students have no ownership, interest, or right to title the device while enrolled at Lake Catholic High School.

25. Digital Citizenship

School-issued Chromebooks should be used for educational purposes only and students must adhere to the Lake Catholic High School Acceptable Use Policy as well as related policies and procedures at all times when using Chromebooks on or off campus.

While working in a digital and collaborative environment, students should always conduct themselves as good digital citizens by adhering to the following:

I. Respect Yourself

Show respect through your actions. Select online names that are appropriate. Use caution with the information, image, and other media that are posted online. Carefully consider personal information you share about yourself and others.

II. Protect Yourself

Ensure that the information, images, and materials posted online will not put you at risk. Do not publish personal details, contact details, or personal activity schedules. Immediately report any inappropriate behavior directed at you while online. Protect your passwords, accounts, and resources. Never share this information with others.

III. Respect Others

Show respect to others. Do not use electronic mediums to antagonize, bully, harass, or stalk other individuals.

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IV. Protect Others

Protect others by reporting abuse and not forwarding inappropriate materials or communications. Avoid unacceptable materials and conversations.

V. Respect Intellectual Property

Request permission to use copyrighted or otherwise protected materials. Properly cite the use of websites, books, media, etc.

VI. Protect Intellectual Property

Do not use pirated software or distribute music or media in a manner that violates license agreements.

26. Indemnification

By signing the Lake Catholic High School 1:1 Student/Parent Google Chromebook Agreement, Students and his or her parent(s) or guardian(s) agree to reimburse and hold the school harmless from and against any and all liabilities, costs, collection costs, attorney fees, or other damages which arise out of or relate in any way to the use or failure to return the device and its software to the school in accordance with this policy. Lake Catholic reserves the right to change this policy at any time. Please refer to our handbook and/or our website for the most current policies.

Related Documents

*Note: The following are examples of the documents students and parents must read and sign before Chromebooks will be issued. These include issue related forms. ***Please do not remove these from this booklet. They are for your reference only.***

27. Appendix

- a. Student/Parent 1:1 Google Chromebook Agreement
- b. Acceptable Use Policy
- c. Lost/Stolen Device Reporting Form
- d. Device Policy
- e. Caring for your Chromebook
- f. Recommended Cases for your Chromebook

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Appendix A

Lake Catholic High School 1:1 Student/Parent Google Chromebook Agreement

I acknowledge that we have received the following documents with my child's Chromebook and we ensure that we have read and understood them, in full, prior to my child bringing their Chromebook to school for the first time.

- Lake Catholic High School Google Chromebook Guide
- Lake Catholic High School 1:1 Student/Parent Google Chromebook Agreement
- Lake Catholic Acceptable Use Policy
- Lost/Stolen Device Reporting Form
- Caring for your Chromebook
- Cougar Chrome Initiative Device Policy
- Repair Report Form (Online)

Student Agreement

As a learner, I agree that I will:

- Use my Chromebook for educational purposes
- Treat my Chromebook and other Chromebooks as I would my own personal property
- Leave any Lake Catholic barcodes barcode/tracking tags on my Chromebook and charger intact
- Follow the procedures and policies outlined in the Chromebook Guide both at school and at home
- Protect my Chromebook by carrying it securely with the screen closed, and preventing careless or malicious damage
- Never leave my Chromebook unattended in any unsecure or unsupervised location
- Report all damages or issues with my Chromebook to the Technology Coordinator
- Not alter or attempt to change the management settings on my Chromebook
- Never share my Chromebook with other students or individuals
- Charge my Chromebook **each night** in preparation for the next school day
- Bring my Chromebook to school **each day**
- Not leave my Chromebook unattended in the hallways, on the floor, or in campus buildings

Understand that any violation of this agreement may result in the suspension or loss of my Chromebook and school network privileges. Additionally, I may face disciplinary action for such violations or incur monetary costs.

Parent Agreement

I understand that my family's responsibilities include:

- Ensuring my child meets the expectations outlined in the Chromebook Guide and the Lake Catholic High School Acceptable Use Policy
- Ensuring my child's Chromebook is cared for in order to prevent damage to the device
- Protecting the Chromebook, within reason, against damage, loss or theft while it is at home or outside of school
- Ensuring my child reports damage to their Chromebook via the LCHS Chromebook Repair/Loaner Form found here and to the Technology Coordinator
- Ensuring my child has adequate opportunities to use the Chromebook and Google Apps for Education while at home
- Paying the full repair cost of any part of the Chromebook, not covered by insurance that must be replaced in the event of damage to the device

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- Paying the full retail price of the Chromebook should my child lose, have stolen, or break beyond repair the Chromebook issued to them
 - **Note: This only pertains to those students whose devices are uninsured and or students who have had their devices vandalized*
- Paying the full retail price of the Chromebook should my child be either voluntarily or involuntarily separated from the school and the Chromebook not be returned to Lake Catholic High School

Signed Agreement from Both Parties

In consideration of the privileges and opportunities afforded by the use of Lake Catholic High School's technology resources, I hereby release Lake Catholic High School, its employees and administrators from any and all claims of any nature arising from my child's use or inability to use these resources, including but not limited to claims that may arise from unauthorized use of a Chromebook.

I also understand that it is impossible for Lake Catholic High School to restrict access to all controversial materials and that I will not hold Lake Catholic High School responsible for materials accessed with a school Chromebook.

I accept full responsibility for my child's use of the Chromebook while not in a school setting and understand that my child's Chromebook use is subject to the same rules and requirements when used off-campus. I understand that my child's Chromebook privileges may be suspended or revoked for violation of this agreement.

Student Name (Print): _____

Student Signature: _____

Date: ____________

Parent Name (Print): _____

Parent Signature: _____

Date: ____________

-----FOR SCHOOL USE ONLY-----

Form Processed and Chromebook Issued

IT Signature: _____

Protection Plan Purchased: _____

If Yes, Date Purchased: ____________

Barcode: _____ S/N: _____

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Appendix B

Lake Catholic High School Acceptable Use Policy

Lake Catholic High School prides itself on being an exemplary Catholic educational institution that promotes the mission of Jesus Christ while molding young men and women who will become the future of our world. In that same mindset, we believe that technology is a vital resource in this mission that offers these men and women access to a bounty of information and resources. With that being said, responsible digital age citizenship is central to our technological goals and we expect our students to act accordingly:

A. STUDENT DEVICES

- It is understood that the use of electronic devices by students, while on school premises, is intended for educational use. Personal use of and the sharing of personal information through the use of electronic devices is prohibited while on school premises. Students will operate under the Lake Catholic WiFi network and not their own data plan, Wifi, etc.
- Student screensavers, backgrounds, and displays must be in alignment with the values and beliefs of the Lake Catholic community and its mission.
- All work completed on mobile devices should be saved to personal drives or other appropriate off-device storage. Storage space will be allocated to school-related use only. Any non-school related music, games, or other non-school related activities are prohibited during school hours, including lunch and free periods.
- Lake Catholic technology staff will not be able to provide support for personal student devices or any other non-issued school device
- Games may be used for educational purposes only. Any game and/or application which contradicts the mission and message of Lake Catholic High School is strictly prohibited
- It is understood that personal student devices are subject to school policies at all times. Furthermore, they are also subject to search and seizure at anytime if in violation of school policies and will be available for pick up by the student's legal guardian from the administrative office

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B. STUDENTS ACKNOWLEDGE THEIR RIGHTS AND RESPONSIBILITIES WHILE USING SCHOOL TECHNOLOGY

- All communication and information accessible via the network is private property and should be used appropriately
- Students agree to respect the privacy of other users
- Students agree to respect the Copyright Laws and the Intellectual Property rights of others
- Network accounts are to be used only by the authorized owner of the account for the authorized purpose
- Users shall not intentionally seek information on, obtain copies of, or modify files, other data, or passwords belonging to other users. Users must also not misrepresent other users on the networks
- No use of the networks shall serve to disrupt the use of the network by others; hardware or software shall not be destroyed, modified, or abused in any way
- Software piracy, vandalism, or malicious use of the computers to develop programs that harass other users or infiltrate a computer, computing system, networks and/or damage the software components of a computer, computing system, or networks is prohibited
- Use of any Lake Catholic High School technology for illegal activities, commercial purposes advertisement or political lobbying, sexually explicit or pornographic purposes is strictly prohibited
- Only authorized persons may install hardware and software on any computer or network owned by Lake Catholic High School
- Intentionally wasting limited resources is prohibited (this includes paper products)
- The school networks and email systems are wholly owned by LCHS for educational purposes only. There should be no expectation of privacy and the school reserves the right to review network and email account activity

C. STUDENTS ACKNOWLEDGE THEIR RIGHTS AND RESPONSIBILITIES WHILE USING THE SCHOOL NETWORK AND E-MAIL SYSTEM

- Students have access to the World Wide Web and the Network for educational purposes via school-installed software
- Unauthorized attempts to access another person's e-mail, or similar electronic communications or to use another's name, e-mail or computer address or workstation to send e-mail or similar electronic communication is prohibited
- Unauthorized access to wireless networks is prohibited

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- Any inappropriate posting to any social network, such as Facebook, Twitter, YouTube, SnapChat, etc., whether school-related or not, will result in disciplinary action against the student
- The Lake Catholic High School e-mail account is the preferred account that is to be used for communication with teachers, counselors, or administrators. All e-mails sent using the school's e-mail service are subject to review and will be stored in the school archive for a period of 180 days
- All other Internet access will be at the discretion of the Technology Coordinator, Network Administrator, and school administration

D. STUDENTS WHO ABUSE OR MISUSE SCHOOL TECHNOLOGY WILL RESULT IN ONE OR MORE OF THE FOLLOWING PENALTIES AND THOSE PENALTIES WILL BE ASSESSED AT THE DISCRETION OF THE SCHOOL ADMINISTRATION

- Students will face suspension or revocation of computing and other technological privileges
- Students will face disciplinary action assigned by the Principal, President, or other administrator including a hearing with the student's parents
- Students will be required to make full restitution to Lake Catholic High School for resources consumed
- Students will face other legal action that could include assisting in recovering from damages caused by said student
- Students will face referral to law enforcement authorities

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INTERNET USAGE

E. LAKE CATHOLIC HIGH SCHOOL RIGHTS

- The LCHS Network is considered a limited forum and therefore the school may restrict your speech for valid educational reasons
- Due to routine maintenance and monitoring, you should expect only limited privacy in the contents of your personal files on the Lake Catholic Network
- Because of the serious nature of threats, any and all students who threaten to inflict harm to themselves or others will be taken seriously, and action will be taken to intervene

F. LIMITATION OF LIABILITY

- Lake Catholic High School makes no guarantee that the functions or the services provided by or through the LCHS Network will be error free or without defect
- Lake Catholic High School will not be responsible for financial obligations rising through the unauthorized use of the system

Lake Catholic High School employs Internet filtering software and also relies on direct monitoring of LCHS Network computers. Although the school supervises students using the LCHS Network, it is impossible to control all materials; and a user may discover controversial information. We believe that the valuable information accessed on the LCHS Network far exceeds the possibility that users may procure material that is inconsistent with the mission of the school.

I have read, understand and agree to abide by the terms of the Lake Catholic High School Acceptable Use Policy. I agree that i keeping with the spirit and philosophy of Lake Catholic High School, it is ultimately my responsibility to make appropriate choices in all of my actions, including the use of any and all electronic devices. I understand that in the event I were to in any way, violate the trust placed in me when using these devices and networks, that my privileges will be revoked and appropriate disciplinary action taken.

**LAKE CATHOLIC HIGH SCHOOL
ACCEPTABLE USE POLICY
For
STUDENT INTERNET / TECHNOLOGY
USER AGREEMENT / PARENT PERMISSION FORM**
Both Signatures Required

Student Signature Section:

I have read the terms and conditions of the **Lake Catholic High School Acceptable Use Policy**.

- I understand that technological resources are provided for educational purposes only
- I agree to abide by the terms and conditions stated in the **Lake Catholic High School Student Acceptable Use Policy**. Additionally, I will be responsible for the consequences of inappropriate use of technology, including the internet, both on and off school property. I understand that consequences may include revocation of privileges to access the Internet and/or other technological resources, suspension, expulsion, and possible legal action

Student Name (Print): _____ **School** _____

Student Signature: _____ **Date:** _____________

Grade _____ **Homeroom** _____

Parent/Legal Guardian Signature Section:

As the parent or legal guardian of the student signing above, I have read the **Lake Catholic High School Student Acceptable Use Policy**, and grant permission for my child to access Lake Catholic High School's information technology resources. I understand that my child will be held accountable for violations of this agreement. I understand that Lake Catholic High School's information technology resources are intended for educational purposes. I also understand that my child's school may not be able to restrict access to all controversial materials, and I will not hold Lake Catholic High School responsible for materials acquired on the network.

Parent Name (Print): _____

Parent Signature: _____ **Date:** _____________

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Appendix C

**Lake Catholic High School
Lost or Stolen Google Chromebook Report Form**

Please return this form to the Technology Coordinator by the next business day following loss or theft.

Guardian First Name: _____ **Guardian Last Name:** _____

Address: _____

Home Phone Number: _____ **Cell Phone Number:** _____

Student Lake Catholic-Issued Email: _____

Parent(s) Email Address: _____

My Device Was (circle one): **STOLEN** **MISPLACED**

Insurance Claim Filed (circle one): **YES** **NO**

Date of Incident: _____________

Approximate Location: _____

Yes, I have completed a police report for this incident. **Date completed** _____________

No, I have not completed a police report for this incident. Please explain why:

My signature below indicates that all information contained in this form is complete, factually correct and honestly presented.

Student Signature: _____ **Date:** _____________

Parent Signature: _____ **Date:** _____________

Received By: _____ **Date:** _____________

Appendix D

Cougar Chrome Initiative Device Policy

1. Purpose

Lake Catholic High School is committed to using available technology to communicate with and educate members of the school community. It recognizes an expanding reliance on technology among students, faculty, staff, and the administration due to the convenience, speed, cost-effectiveness, and environmental advantages it provides. Upon the return of the CCI Student/Parent/Academy Agreement signed by the student and one parent or guardian, Lake Catholic High School Will provide all students with a Google Chromebook. This following policy will define the proper use of school-provided and owned devices.

2. Enrollment

Enrollment in the Cougar Chrome Initiative is mandatory.

3. Applicability of Other School Policies and Rules

Lake Catholic authorizes the use of its device only in a manner consistent with established instructional, research, and administrative objectives of the school.

4. Ownership

While students are enrolled at Lake Catholic High School, devices that are issued through CCI are the property of Lake Catholic High School. Should the student break, lose, or have his/her Chromebook stolen, he/she will be held accountable for the replacement cost of the device. Students have no ownership, interest, or right to title in the device. **Once a student has graduated from Lake Catholic High School and has completed four full years of enrollment, the device will be decommissioned, will no longer be supported by the school, and become the property of the student who it is assigned to.** Transfer students may be subject to an additional buyout fee depending on the year(s) enrolled.

5. Acceptable Use of Devices

- a. Lake Catholic only authorizes use of its devices in a manner that supports its mission. Personal use is permissible so long as, in the determination of Lake

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Catholic High School, it does not interfere with the school's mission or preempt normal business and educational activity, does not impede student productivity, does not interfere with or negatively impact any other person's or entity's rights or work/learning environment, and does not conflict with any rule or law.

- i. Notwithstanding the above described permissible personal uses, Lake Catholic High School devices are not to be used for personal profit or nonprofit purposes such as advertising, rentals, selling or buying things, soliciting for charity, or other such uses.
 - ii. A nonexclusive example of illegal activity for which the devices may not be used is transmission or storage of copyrighted materials not in the name of the student or Lake Catholic High School.
- b. Students must handle the device with care.
- c. Students must bring their device **FULLY-CHARGED** to school with them every day.
- d. Students must not use devices or computer programs in any manner other than that for which they are intended for.
- e. Students must not intentionally modify network configuration files or interfere with the functionality of Lake Catholic High School technology.
- f. Students must not intentionally transmit viruses or malicious computer programs.
- g. Devices will be treated in a similar fashion to other school-owned educational tools such as textbooks. Therefore, all Lake Catholic High School policies, rules, handbooks, contracts, and directives will apply to how those devices are used and handled.
- h. Loss or theft of a device must be reported to the school by completing the Lake Catholic High School Lost or Stolen Google Chromebook Report Form and submitting a copy of the police report by the first subsequent business day following the loss or theft. It is the family's responsibility to report theft to the local police department.
- i. Students must not modify, upgrade, or attempt to repair a device issued under this policy without the permission of Lake Catholic High School.
- j. If the device requires repair, students must fill out and follow the instructions outlined in the LCHS Chromebook Repair/Loaner Form.
- k. Students are permitted to decorate their Chromebook and cases in a tasteful and appropriate manner. However, should a student who decorates his/her Chromebook withdraw, be expelled, or asked to leave for some other reason, they will be responsible for the remaining cost of the device in question should the decoration be permanent.

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- I. Student's usage of the Chromebook both in and out of school are subject to the rules and regulations of Lake Catholic High School as outlined in the student handbook, the student acceptable use policy, and any other governing documents issued by the school or Diocese.

6. Reporting Unacceptable Use

Students are responsible for maintaining the integrity of the Cougar Chrome Initiative and reporting any violations of its policy.

7. Liability

Students are responsible for all materials sent by and/or stored on the device loaned to them by Lake Catholic High School. Students accept responsibility for keeping their devices free from all pornographic material, inappropriate test files, or files that may compromise the integrity of Lake Catholic High School's network, equipment, or software. Lake Catholic High School is not liable for any material sent by and/or stored on the device.

8. No Guaranteed Content Privacy

Lake Catholic High School cannot guarantee that content stored on devices issued in accordance with this policy will be private. Lake Catholic High School respects the rights of its students; however, Lake Catholic High School is also responsible for servicing and protecting its property.

Although the content of the device is not routinely monitored, Lake Catholic High School reserved the right to monitor and/or access the hard drives or browsing histories of its devices if it suspects or is advised of possible breaches of security, harassment, or other violations of school policies, rules, regulations, directives, law, or evidence exists which demonstrates to the school that its devices may contain information, data, or other intellectual property that belongs to another person.

9. Return of the Device

Students will keep their devices throughout the school year and during the summer. If a student withdraws from Lake Catholic High School, the device must be promptly returned to the Technology Department before a transcript will be released. If the device is not returned upon withdrawal, a fee equal to the cost of the device and all accessories will be billed to the student. Should a student wish to keep their device, a fee depending on the length of time enrolled will be applied.

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Chromebook Buy-Out Price Listings:

Less than 1 year old	\$200	(Withdrawing prior to the start of their 2 nd year)
1 – 2 years old	\$150	(Withdrawing prior to the start of their 3 rd year)
2 – 3 years old	\$75	(Withdrawing prior to the start of their 4 th year)
3 – 4 years old	\$45	(Withdrawing during their 4 th year)
4 years old	FREE	(Free to students who are graduating)

10. Disciplinary Measures

Noncompliance with the above Cougar Chrome Initiative/Device Policy will result in loss or restriction of device privileges. Repeated or severe infractions may result in permanent termination of privileges. Possession of a Lake Catholic High School device may be revoked at any time for infractions.

Students may be required to make full financial restitution for any unauthorized expenses incurred (purchases on the device) or any damages caused.

School administrators will determine violations of the above CCI Initiative/Device Policy. Students violating any part of this policy may face additional disciplinary action deemed appropriate in keeping with the adopted disciplinary policies and guidelines of Lake Catholic High School. Discipline may include legal action.

Indemnification

By signing the CCI Student/Parent/School Agreement and any other official CCI documentation, the student and his/her parent(s) or guardian(s) agree to reimburse and hold the School harmless from and against any and all liabilities, costs, collection costs, attorney fees, and other damages which arise out of or relate in any way to the use or failure to return the device, its components, and software to the School in accordance with this policy. Lake Catholic High School reserves the right to change this policy at any time. Please refer to www.lakecatholic.org/CougarChromeInitiative for the most current policies.

Appendix D

**Cougar Chrome Initiative
Device Policy Signature Form**

Student Name: _____

Student Signature: _____

Date: _____________

Parent/Guardian Name: _____

Parent Signature: _____

Date: _____________

Received By: _____

Date: _____________

Appendix E

How to Care for your Chromebook and its Accessories

1. General Care

- Do not have any food or drinks near the Chromebook
- Cords, cables, and removable storage devices must be inserted carefully into the Chromebook and their corresponding ports
- Chromebooks do not like when you touch their screen. In fact, they might react negatively by blurring or cracking if enough force or pressure is applied. You can prevent this by carrying the Chromebook correctly, picking it up by the base, and keeping all objects clear of the keyboard when you close the device for carrying and storage (headphones, pencils, pens, candy, etc.)
- Do not place your Chromebook (or Chromebook inside a case) on uneven surfaces. They could be subject to an accidental fall!
- Despite being sturdy, Chromebooks that are dropped from a substantial height may have internal components damaged and their screens cracked. Always be aware of your surroundings and carry your Chromebook with care
- Avoid placing or dropping heavy objects on your Chromebook. This could damage the screen and internal components if the force is great enough
- Chromebooks do not like excessive heat or cold. They should not be exposed to temperatures over 100 degrees or under 32 degrees. DO NOT place your Chromebook under a blanket, on the dashboard (or inside of) your car, etc.
- Do not block the Chromebook's airflow ventilation. While your Chromebook has passive cooling, it needs to vent some of that heat to preserve its internal components
- If your Chromebook has been decorated, the decorations must comply with all school policies and missions. If you decide to withdraw from Lake Catholic High, School and your decorations are permanent (engravings, non-removable stickers, paint, enamel, marker, etc.), you will be held accountable for the remaining cost of the device loaned to you. All Chromebooks are considered school property, and if they are returned, they need to be in "Good" condition for resale or reappropriation
- Damaged, lost, or stolen Chromebooks must be reported immediately

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2. Carrying Chromebooks

- Keep your Chromebook inside your case or closed when not in use
- Carry your Chromebook by its base and never the lid. This will prevent accidental screen, hinge, or other cosmetic damage
- Transport your Chromebook with care (be aware of your surroundings)
- Chromebook lids should always be closed while moving from location to location
- Never move a Chromebook by lifting from the screen. Always support a Chromebook from its base with the lid closed

3. Screen Care

- The Chromebook screens can be easily damaged! The screens are particularly sensitive to damage from excessive pressure
- Do not lean or put pressure on the top of the Chromebook when it is closed
- Do not store the Chromebook with the screen open
- Do not place anything near the Chromebook that could potentially fall on top of it
- Do not poke the screen with anything that will mark or scratch the screen surface such as pens, pencils, etc.
- Do not place anything on the keyboard before closing the lid (e.g. pens, pencils, candy, headphones, etc.)

4. A/C Power Adapter

- The port on the power adapter is fragile - insert and remove the adapter with care every time you use it
- Do not carry your Chromebook around with the power adapter plugged in
- When not in use, wrap your Chromebooks power adapter up so the cordes don't become tangled/knotted
- Keep your Charger at home! Bringing your charger to school is against the CCI Policy. Bringing your charger to school increases its risk of being stolen or lost. Lake Catholic High School does not provide replacement chargers in the event a charger is lost or stolen. Replacement chargers will have to be purchased by the student/parent/guardian.

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5. Charging your Chromebook

- The Chromebooks hold a charge for about 8-10 hours when used appropriately (no games, movies, videos, music, etc.)
- Make sure to plug your Chromebook in each night so that it is fully charged for school the next day (Just like your phone 😊)
- There is limited power available at the school and you may not have the ability to charge it during the day
- Charging stations are located in the Media Center and are only available for students at the beginning of each day and during their study hall
- Unplug your Chromebook when it is not charging and has reached its maximum charge

6. Keeping your Chromebook Clean

- Never use any cleaning product containing acetone, ammonia, or other strong solvents to clean your Chromebook and its screen (this could eat away at the plastics and leave you with a mess)
- DO NOT spray or wipe Chromebooks with any Windex/Household Cleaners/Wipes etc.
- If your Chromebook needs cleaning, you can bring it to the Technology Coordinator for assistance
- If your screen is extremely dirty and the Technology Coordinator not be available, lightly spray some water into a dry, lint-free cloth (microfiber preferable) and gently wipe clean

Appendix F

Recommended Cases for your Chromebook

Students are required to provide their own cases or bags for their Chromebooks. The cases are designed to protect your Chromebooks from damage. Because damage to the device is the responsibility of the student and their guardian, it is at the discretion of the family to the degree of protection they purchase. See below for some examples of Chromebook cases that we recommend to cover the device. In addition to the cases recommended below, the LCHS Spirit Shop will carry a limited number of cases in the event the student wishes to buy a case from the school. Cases from the Spirit Shop will cost \$30.00. Please be aware that Chromebook cases are specific to the make and model of the device they are protecting. Purchase online with care!