

Intended Use

The Chromebook issued to students by Trinity is intended for academic use ONLY and is to be treated in a fashion similar to textbooks. The Chromebook is not to be used for personal entertainment, social media, gaming, personal business, etc. Any attempts to access blocked sites, attach to the guest Wi-Fi, or bypass security will be considered a violation of the *Trinity High School Chromebook Policy*.

Ownership

Ownership of the Chromebook belongs to Trinity High School through the duration of its use here at the school.

It is not expected students will receive ownership of the devices upon graduation.

The device will be treated in a similar manner as other school-owned educational tools such as textbooks; therefore, all Trinity High School policies, rules, handbooks, contracts, and directives, including disciplinary measures, apply to the use of the device.

Each Chromebook will be associated with a student that matches the serial number on the unit in order to track and maintain individual use.

Any student's Chromebook may be inspected at any time. Additionally, Administration and teachers have management software that allows screen inspections at all times. This includes the viewing of email, assignments, the revision history of assignments, etc. The purpose for inspection will be to check for proper care, use, and maintenance, as well as to identify and respond to inappropriate use and materials on the device.

Students are responsible for lost or damaged devices due to accidental drops and any form of misconduct. Please take extra caution to secure your Chromebook while in the classroom, in transit, and during after school activities.

Chromebook Covers and Chargers

Hard covers will be provided to students for the Chromebooks. Covers must remain on the Chromebook at all times. Students are responsible for lost or broken covers at a cost of \$18.00 each. Lost or broken chargers are \$35.00 each.

Google Management Console

Each Chromebook issued at Trinity will have a special license established with Google which allows school administrators the ability to control access to the internet and allow for administrative control over the fleet of Chromebooks. This is helpful to protect our students, as well as to manage classroom lists, instructional groups, and many other administrative features.

Student Identification of Chromebooks

Chromebooks will be labeled in the manner specified by the school.

Under no circumstances are students to modify, deface, remove, or destroy identification labels.

Records will be kept of serial numbers and correlating student with a Trinity Identification Label located on the outside of the Chromebook.

Chromebooks must remain free of any decorative writing, drawings, stickers, paint, tape, or labels that are not the property of Trinity High School. Compliance checks will be done by the technology team, teachers, and school administration.

Students may neither loan their Chromebooks to other students nor may they borrow Chromebooks from other students.

Care of Chromebooks

- Protect Chromebook screens, which can be damaged if subjected to rough treatment. The screens are particularly sensitive to damage from excessive pressure.
- Do not place anything near the Chromebook that could put pressure on the screen.
- Do not poke or push the screen.
- Do not lean on top of the Chromebook.
- Do not lift the Chromebook by the screen.
- Chromebooks should never be shoved into a locker or wedged into a book bag, which may break the screen.
- Do not remove covers. One cover will be issued free of charge to students for their Chromebooks. These covers must remain on at all times. If damaged or lost, students will be responsible for the cost of a replacement cover (\$18.99). If damage occurs to the cover, please bring to helpdesk as soon as possible; in some cases the cover may be salvageable.
- **If the Chromebook becomes damaged while the cover is off, student will be responsible for the cost of repairs, so it is imperative that damaged or lost covers are repaired or replaced as soon as possible.**
- Do not carry Chromebooks while open. Chromebooks must always be closed when transporting.
- Do not place anything on the keyboard before closing the lid (e.g. pens, pencils, notebooks).
- Do not use window cleaner or any type of liquid or water on the Chromebook.
- Never use any product containing any alcohol, ammonia, or other strong solvent to clean Chromebooks.
- Do NOT spray or wipe Chromebooks with any ammonia/household cleaner/water and/or cleaning cloth/wipes.
- Clean the screen with a soft, dry anti-static, or micro-fiber cloth. Individually packaged, pre-moistened eyeglass lens cleaning tissues can be purchased to clean the screen. These are very convenient and relatively inexpensive.
- No food or drink should be placed next to your Chromebook while it is in use.
- Cords, cables, and removable storage devices must be inserted carefully into the Chromebook.
- Chromebooks should be shut down when not in use to conserve battery life. Closing the lid puts it to sleep automatically and locks the screen.
- Chromebooks should be SHUT DOWN in addition to just signing out at least weekly to allow for necessary updates. Closing the lid only puts the device to sleep!
- Do not expose your Chromebook to extreme temperature or direct sunlight for extended periods of time. Extreme heat or cold may cause damage to the laptop. Never store your Chromebook in a car for this reason.
- Always bring your laptop to room temperature prior to turning it on.
- When not in use, Chromebooks should be stored safely.
- Students are responsible for securely storing their Chromebook during extra-curricular events.

Using Your Chromebook at School

New students will be trained on how to use the Chromebook at the beginning of each school year. Additional training opportunities will be available for all students throughout the school year.

The Chromebook is required for use at school each and every day. Students are responsible for charging their Chromebook at home each night and for bringing their Chromebooks to all classes, unless specifically advised not to do so by their teacher.

A teacher or staff member has control over when and how Chromebooks are to be used in the classroom or similar settings. Chromebooks are not to be used in the classroom unless it is part of the instruction and under the supervision of the teacher. Students may be permitted to take notes on their Chromebook, but this will be determined by individual class teacher.

Instructional Technology Acceptable Use Policy

Be sure to read the section on *Instructional Technology Acceptable Use Policy (pages 30-31)* listed in the Student Handbook which covers school computers, including Chromebooks, and all devices loaned to students. Review Unacceptable Behaviors and Consequences.

Managing Your Files and Saving Your Work

Students may save documents to their Google 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.

Trinity Student Email Accounts

Students are required to access their Email account daily for school and teacher communication. It is also the means by which students can contact teachers and administrators. They can install the Outlook App for use on their phones, as well.

Use of email as a group chat or for non-academic purposes or activities not sanctioned by the instructors or school administration is prohibited.

All students will be issued passwords for their Google Account at the beginning of the school year. Trinity's technology staff will retain a master list of passwords.

Students are not permitted to login to anyone else's account.

Email access will be through a Microsoft 365 system managed by the school. The interface is heavily monitored by Trinity network administrators and is subject to filtering of inappropriate content.

Daily and Home Student Chromebook Responsibilities

All students are required to take their Chromebooks home each night throughout the school year and charge them each evening. All students need to bring their Chromebooks fully charged to school each day. **Charging at school is not permitted.**

The protective cover of the Chromebook will only provide basic protection from everyday use. It is not designed to prevent damage from drops or abusive handling. **Avoid placing the Chromebook in a book bag or carrier where heavy items such as books may press against and damage the screen.** Do not toss

the bag or drop the bag if your Chromebook is inside. Be sure to read the *Care of Chromebooks* section. Parents and students are fully responsible for the devices off school property.

Technical Support, Maintenance, and Repairs

Trinity will provide technical support and service on the operational end of the device and will be responsible for maintenance. Chromebooks that fail to work properly will be serviced by Trinity High School. *Students must not modify, upgrade, or attempt to repair device issued under this policy.* These same rules apply to Chromebook loaners.

Student Chromebooks, original boxes, and accessories (*charger and battery*) will be collected at the end of each school year for maintenance over summer vacation.

Students are responsible for keeping their Chromebooks clean and free of cosmetic damage. Students are responsible for keeping the hard covers on the Chromebook at all times.

If a student is restricted from accessing an academic site necessary for class, he/she should contact the teacher with details about the site. The teacher will then contact the Director of Technology for approval.

Loss or Repair or Theft of Your Chromebook

Students are encouraged to email the Director of Technology, Mr. David Krizan, at krizand@ths.org if they are having any problems, including missing screws, hardware issues, or problems with Google Apps.

Normal Help Desk hours are 8:00 AM to 2:30 PM, Monday through Friday.

If extended service is necessary, a loaner Chromebook will be issued to the student until his/her Chromebook can be repaired or replaced.

Repaired Chromebooks will end up with the original factory image as first received. It is important that students keep their school data synced to cloud drives so documents and class projects will not be lost.

If repair is needed due to malicious damage (*whether to an assigned or loaned Chromebook*) further sanctions may result. Students and parents will be charged for Chromebook damage that is a result of misuse or abusive handling.

Loss or theft of device must be reported to the school and a copy of the police report must be submitted 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.

Chromebooks lost at school should be reported to Mr. Krizan at krizand@ths.org. **A charge of \$300 will be assessed for a lost or stolen device, or a device not returned at the end of the school year.**

Replacements for lost chargers must be done through Mr. Krizan. **Using third party charging adapters violates manufacturer's warranties.** Replacement chargers are \$35.00.

Loaner Chromebooks

A student who does not have use of their Chromebook at any point during the day (*left at home, not charged, dead battery, lost...*) may be issued a loaner for the day. Unless the student's Chromebook is being sent out for repair, the availability of a loaner is not guaranteed. Students can obtain a loaner through Mr. Krizan in Room 210 between the hours of 8:00 AM to 2:30 PM, Monday through Friday. A Student ID will be required.

Loaners are to be returned to Mr. Krizan by the end of the school day. If the student must catch a bus, or Mr. Krizan is unavailable, Chromebooks should be returned to the school Business Office before leaving

school. **Those issued a loaner will be given a warning or a detention for repeated violations.** Repeat violations of this policy will result in further disciplinary action including suspension. Loaners issued due to mechanical failure or damage covered under the device's warranty **will not** result in disciplinary action, unless it is determined the damage was caused by willful neglect or misuse of the Chromebook.

Software on Chromebooks

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 software originally installed on the Chromebook must remain on the Chromebook in usable condition and easily accessible at all times.

All Chromebooks are supplied with the latest build of Google Chrome Operating System (OS), and many other applications useful in an educational environment. The Chrome OS will automatically install updates when the computer is shut down and restarted. It is important to shut down completely on a regular basis or the Chromebook may perform erratically and become unstable until it is restarted.

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.

Students should NOT attempt to install additional software or apps on their Chromebook.

Virus Protection

Virus protection is unnecessary on the Chromebook due to the unique nature of its design. This is one of the many benefits of this platform.

Consequences and Disciplinary Actions

Disciplinary issues will be handled as described in the Trinity Student Handbook.