

Our Lady Academy

Chromebook Usage Policy

We are excited to provide Chromebooks to all students for the 2023-2024 school year. The mission of the Chromebook policy at Our Lady Academy is to create a collaborative learning environment for all students. This environment will enable and support students and teachers to implement transformative uses of technology while enhancing students' engagement with content and promoting the development of lifelong learners. Students will transition from consumers of information to creative producers and owners of knowledge. Our Lady Academy endeavors to prepare students for an ever-changing world that sees technological advancements happening at a rapid rate, and we are committed to preparing students for success in college and beyond.

What is a Chromebook?

A Chromebook is a type of laptop that runs Google's cloud-based Chrome OS operating system. Chromebooks are optimized for this online use with the Google Chrome Web browser. Students will be given a username and password that will allow them access to email, Google Docs, and Canvas Learning Management System.

Using the Chromebook at School

Students will transport the Chromebook to and from school each day. Students will use the Chromebook to submit assignments and homework and to take tests and quizzes. Students will use the device both in the classroom and at home.

As we journey into using Chromebooks for delivery of curriculum and assessment, Chromebooks are intended to become a daily part of a student's school instructional day. Teachers will use Chromebooks as a tool to encourage collaboration and engagement along with communication. Teachers will share course content, school messages and emails, announcements, calendars, schedules, and grades through the Chromebook.

Students are expected to bring their fully charged Chromebook to school every day. The devices will be utilized in class each day. If a student does not bring her Chromebook to school, one may be checked out of the office for a fee of \$25 per day.

Using the Chromebook Outside of School

Students are encouraged to use their Chromebook at home and other locations outside of school. A Wi-Fi internet connection will be required to access students' files and online classroom. The Chromebooks are managed by the school's content filter and firewall both when on campus and off campus; therefore, inappropriate websites and applications will still be blocked even if the device is being used off campus. Although the content filter is in place at all times, parents are still encouraged to monitor students' internet usage.

Email and Google Drive

Each student will be assigned a school email and drive account. The email account is for sending and receiving school-official messages, and the drive account is for saving school files and documents. Email

use, internet use, and any other activity performed on the Chromebook may be monitored by the administration. Students should only use this device for appropriate school business.

Chromebook Care

The Chromebook devices are built for durability; therefore, normal transport to and from school should not cause any damage to the device over time. Students are responsible for general care of the Chromebook they have been issued. Students may purchase a case for their Chromebook at their own cost.

Students are responsible for the Chromebook they are issued. Each device is tracked with a barcode and serial number and is checked out to the student for the remainder of the school year. Students will return the device at the end of the school year.

Below are a few general precautions students should take when using and storing their Chromebook:

- No food or drink should be next to Chromebooks
- Cords, cables, and removable storage devices must be inserted carefully into Chromebooks
- Chromebooks should not be used or stored near pets
- Chromebooks should not be exposed to extreme temperatures, such as leaving it in a car overnight during the winter or in extreme heat
- Chromebooks should not be used with the power cord plugged in when the cord may be a hazard
- Chromebooks must remain free of any drawing, writing, or non-removable stickers
- Heavy objects should never be placed on top of Chromebooks
- Do not put pressure on the top of a Chromebook when it is closed
- Do not store a Chromebook with a screen open
- Only clean the screen with a soft, dry microfiber cloth or antistatic cloth

Students are responsible for paying the replacement cost for devices which are lost, damaged, or stolen.

Below are the respective costs:

- Replacement Chromebook - \$250
- Screen - \$95
- Keyboard/touchpad - \$55
- Power cord - \$30

Academic Honesty

Students are expected to maintain academic integrity when using their device. Students who share files for the purpose of cheating will be subject to the school's discipline policy. Also, when taking a test or quiz, students must follow the instructions of their teacher regarding accessing the internet, email, files, etc. Teachers are able to view students' screens at all times during the school day in order to monitor use.

I have read, understand, and agree to follow the aforementioned terms of this policy. I understand that I am responsible for paying the replacement cost for devices which are lost, damaged or stolen.

Student Signature

Date

Parent/Guardian Signature

Date