



Round Rock Christian Academy Chromebook Policies and Procedures

Device Purpose

To create a collaborative learning environment for students, Round Rock Christian Academy issues students in K-12th grades a Chromebook. Students in K-5th grade will leave their Chromebooks in the classroom, while 6th-12th graders will keep theirs in their possession. The Chromebook allows student access to Google Apps for Education, educational web-based tools, as well as many other useful programs and websites. The supplied device is an educational tool and not intended for social networking or gaming.

This Chromebook Policy outlines the procedures and policies for student use to protect the Chromebook investment for Round Rock Christian Academy.

Returning Issued Chromebooks

Chromebooks may be collected at the end of each school year and high school students will be reissued the same Chromebook each year they are enrolled at RRCA. Students leaving Round Rock Christian Academy must return the school owned Chromebook. Any Chromebook not returned will be considered stolen property and law enforcement agencies will be notified. Students who lose a school issued Chromebook will be required to pay \$300 for its replacement and a \$26 relicensing fee to connect the Chromebook to the school's google network. Chromebooks will be examined for damage and fees may be issued if damage is found to be beyond normal wear and tear.

Physical Care of the Chromebook

Students are responsible for the general care of the Chromebook that they have been issued by the school. Chromebooks that are broken, or fail to work properly, must be submitted to the office so that they can be repaired and taken care of properly. ***Do not take school owned Chromebooks to an outside computer service for any types of repairs or maintenance.***

General Guidelines

- Chromebooks must have the RRCA Asset label on them at all times and this tag must not be removed or altered in any way.
- No food or drink should ever be near the Chromebook.
- Cords, cables and removable storage devices must be inserted carefully into the Chromebook.
- Never transport the Chromebook with the power cord plugged in.
- Students should never carry their Chromebooks while the screen is open.
- Chromebooks must remain free of any writing, drawing, or stickers.
- Vents CANNOT be covered.
- Chromebooks should never be left in a car or left unsupervised.

- **Students are responsible for bringing completely charged Chromebooks for use each day.**

Carrying Chromebooks

- Transport Chromebooks with care.
- Chromebook lids should always be closed and tightly secured when moving.
- Never move a Chromebook by lifting from the screen. Always support a Chromebook from its bottom with the lid closed.
- The case is required to be on the Chromebook at all times, especially when transporting the Chromebook to and from school and from classroom to classroom.

Screen Care

Chromebook screens can be easily damaged! The screens are particularly sensitive to damage from excessive pressure on the screen.

- Do not lean or put pressure on the top of the Chromebook when it is closed.
- Do not store the Chromebook with the screen in open position.
- Do not place anything near the Chromebook that could put pressure on the screen.
- Do not place anything on the keyboard before closing the lid. (pens, pencils, papers)
- Do not poke the screen with anything that will mark or scratch the screen surface.
- Do not place the device near magnets or anything with a high electric current.
- Dust the screen with a soft, dry microfiber cloth or anti-static cloth. If a more thorough cleaning is required, use a clean, water dampened microfiber cloth. Do not use any type of cleaning solvent on your Chromebook.

Using Your Chromebook at School

- Chromebooks are intended for use at school each day.
- Students must be responsible to bring their Chromebook to all classes, unless specifically advised not to do so by their class teacher.
- Students must adhere to teacher expectations and rules for Chromebook use in the classroom.

Chromebooks Left at Home

- If students leave their Chromebook at home, they will be allowed to call their parent/guardian to bring it to school. This should occur before the school day starts, between classes or at lunch time to reduce distractions during the school day.
- Students who do not have their Chromebook at school must comply with teacher-specific procedures for completion of assignments.
- Repeat violations of this policy could result in disciplinary action.

Chromebooks Needing Repair

- Chromebooks needing repair will need to be taken to the office.
- Students and families should never attempt to fix a broken Chromebook nor should they have anyone else attempt to fix their Chromebook. This will void the warranty and negate the purchased insurance.

- A loaner Chromebooks may be issued if available to the student when their Chromebook is out for repair.
- Students using loaner Chromebooks will be responsible for any damages incurred while in their possession. Additional fees may be assessed for damages to or loss of a loaner unit.

Charging Chromebooks

- Chromebooks must be brought to school each day fully charged.
- Students need to charge their Chromebooks each evening.
- The classrooms are not equipped for Chromebook charging.

Passwords and Background Images

- Take care to protect your password. Do not share your password.
- Password resets can be requested by submitting a trouble ticket.
- Inappropriate media may not be used as a screensaver or background.
- Information/pictures referencing guns, weapons, pornographic materials, inappropriate language, alcohol, drug, or anything else deemed inappropriate by RRCA staff will result in disciplinary action.

Audio Restrictions

- Sound must be muted at all times unless permission is obtained from the teacher for instructional purposes.
- Headphones may be used for educational purposes at the discretion of the teacher. Students should bring their own headphones/earbuds for personal use.

Printing from your Chromebook

- RRCA encourages digital transfer of information by sharing and/or emailing papers, information, assignments etc. to teachers.
- Printing to RRCA network printers is available.

Account Access

- Students will only be able to login using their *@rrcastudents.com account.
- To ensure the safety of their Google account, students must log out of their Chromebook when it is not in use. Students should also log out of their Google account on other devices when not in use.
- Students should not be in guest mode or you will not be able to access your Chrome extensions or apps.
- Account login information can be supplied to a student by the staff. The staff can do this directly or the student can request login information using the help desk system.

At Home Use and Internet Access

- The use of Chromebooks at home is encouraged.
- Chromebook care at home is just as important as in school. Please refer to the care section.

- Transport your Chromebook in the case provided at all times.
- Students are allowed to set up access to home wireless networks on their Chromebooks. This will assist students with the ability to access and retrieve educational content used in classes and/or complete assignments with the Chromebook successfully.
- Student may also set up home printing capabilities for their Chromebook. This will require a wireless printer and proper settings on the Chromebook using Google Cloud Print.

Managing and Saving Digital Work with a Chromebook

- Google Apps for Education is a suite of products which includes Gmail, calendar, sites, word processing, presentations, drawings, spreadsheets, forms, etc. that allows students to create different types of online documents, collaborate in real time with other people, and store documents, as well as other files, in the cloud.
- With a wireless Internet connection, you can access your documents and files from any Chromebook or device, anywhere, at any time.
- All items will be stored online in the Google Cloud environment.
- Please note that the school will not back up your data for you. It is the student's responsibility to ensure that their work is backed up and therefore not lost due to mechanical failure or accidental deletion.
- Prior to leaving the school, or graduating, students may want to transfer data to their personal Gmail account.
- Since all of the student's work will be saved to Google Drive, Chromebook malfunctions are not an acceptable excuse for not submitting work.

Operating System of Your Chromebook

Chromebooks run a modified version of the Chrome browser. It connects to web resources, apps, and extensions provided on the internet. **It does not run Microsoft/Windows application software or Mac application software.**

Updating your Chromebook

- When a Chromebook starts up, it updates itself automatically, so it has the most recent version of the Chrome operation system.

Virus Protection & Additional Software

- The Chromebook is built with layers of protection against malware and security attacks.
- Files are stored in the cloud, so there's no need to worry about lost homework.

Acceptable Use Guidelines

The school's Acceptable Use Policy applies to all student use of Chromebook devices.

Google Apps for Education Account

Google Apps for Education accounts (including Gmail) will be given to all students in the private RRCA Google Apps for Education domain. The only identifiable information provided to Google will be the student's name and the school provided email address. This is necessary to permit students with access to a Chromebook and additionally give students the ability to participate in communication with peers and staff for educational use.

Consequences

- The student, in whose name a system account and/or Chromebook hardware is issued, will be responsible at all times for its appropriate use.
- Non-compliance with the policies of this document will result in disciplinary action.
- Electronic mail, network usage, and all stored files shall not be considered confidential and may be monitored at any time by designated school staff to ensure the appropriate use.

Protecting and Storing Your Chromebook

Chromebook Identification

Student Chromebooks will be labeled in the manner specified by the school. Chromebooks can be identified in several ways:

- Record of school asset tag and serial number
- Individual user account name and password
- MAC address of the Chromebook

Account Security

- Students are required to use their *@rrcastudents.com domain user ID and password to protect their accounts and are required to keep that password confidential.

Storing Your Chromebook

- Use of the case is encouraged to prevent damage.
- Nothing should be placed on top of the Chromebook.
- Students are encouraged to take their Chromebooks home every day after school, regardless of whether or not they are needed for homework and charging purposes.
- Chromebooks should not be stored in a student's vehicle at school or at home for security and to prevent temperature related issues.
- Under no circumstances should Chromebooks be left in an unsupervised area.

Repairing and Replacing Your Chromebook

Students should submit Chromebooks that need repair, with the protective case, to the office staff. The office should be notified of any damage or issue to a student's Chromebook.

Claims

- All insurance claims must be reported to and processed by RRCA. Students or parents must provide a report in instances of theft, vandalism or fire-related damage. (Theft and Vandalism require a police report.)

Legal Property

- Students need to comply with trademark and copyright laws and all license agreements. Ignorance of the law is not a defense. If you are unsure, ask a teacher or your parent.
- Plagiarism is a violation of the student code of conduct. The student should cite all sources used, whether quoted or summarized. This includes all forms of media on the Internet, such as graphics, movies, music and text. Please refer to the complete Cheating/Plagiarism Policy located in the Student Discipline Handbook.

Policy adapted from Chadron Public Schools, Frelinghuysen Middle School and Northland Pines School District.