

Calvary Baptist School Chromebook Procedures and Information

Calvary Baptist School's goal is to create a collaborative learning environment for all learners. 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 self-directed, responsible life-long learners and users.

Students will transition from consumers of information to creative producers and owners of knowledge. 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. Calvary Baptist School teachers, staff, and parents will all play a key role in the development of effective and high quality educational experiences.

Device Purpose

Calvary Baptist School is supplying students with a Chromebook device.

This device is property of the Calvary Baptist School. The supplied device's function will provide each student access to required educational materials needed for each student to be successful. The Chromebook allows student access to Google Apps for Education, educational web based tools, as well as many other useful sites. The supplied device is an educational tool not intended for gaming, social networking or high end computing.

Calvary Baptist School Chromebook Procedures and Information

TABLE OF CONTENTS

1. RECEIVING YOUR CHROMEBOOK
2. RETURNING YOUR CHROMEBOOK
3. TAKING CARE OF YOUR CHROMEBOOK
 - a. General Precautions
 - b. Carrying Chromebooks
 - c. Screen Care
4. USING YOUR CHROMEBOOK AT SCHOOL
 - a. Chromebooks left at home
 - b. Chromebooks under repair
 - c. Charging your Chromebook
 - d. Backgrounds and Passwords
 - e. Sound
 - f. Printing
 - g. Account Access
5. MANAGING & SAVING YOUR DIGITAL
WORK WITH A CHROMEBOOK
6. OPERATING SYSTEM ON YOUR
CHROMEBOOK
 - a. Updating your Chromebook
 - b. Virus Protections & Additional
Software
 - c. Procedures for restoring the
Chromebook
7. ACCEPTABLE USE GUIDELINES
CHROMEBOOK
 - a. General Guidelines
 - b. Privacy and Safety
 - c. Legal Property
 - d. Email Electronic Communication
 - e. Consequences
 - f. At Home Use
8. PROTECTING & STORING YOUR
CHROMEBOOK
 - a. Chromebook Identification
 - b. Account Security
 - c. Storing Your Chromebook

- d. Chromebooks left in Unsupervised
Areas
9. REPAIRING/REPLACING YOUR
CHROMEBOOK
 - a. Vendor Warranty
 - b. Chromebook Repair Costs
10. CHROMEBOOK TECHNICAL SUPPORT
11. CHROMEBOOK FAQ's

Calvary Baptist School Chromebook Procedures and Information

1. RECEIVING YOUR CHROMEBOOK:

School Owned/Issued Chromebooks:

Chromebooks will be distributed within the first two weeks of each school year. Parents/Guardians and students MUST sign and return the Calvary Baptist School Chromebook Agreement document before the Chromebook can be issued to their child. The Chromebook Procedures/Information Handbook outlines the guidelines for families to protect the Chromebook investment for Calvary Baptist School. Chromebooks will be collected at the end of each school year and students will retain their original Chromebook each year while enrolled with Calvary Baptist School.

2. RETURNING YOUR CHROMEBOOK:

Students Leaving the School must return school owned Chromebooks to the School Office.

Any Chromebook not returned will be considered as stolen property, and law enforcement agencies will be notified.

3. TAKING CARE OF YOUR CHROMEBOOK:

Students are responsible for the general care of the Chromebook they

have been issued by the school.

Chromebooks that are broken or fail to work properly must be taken to the school office as soon as possible so that they can be taken care of properly.

Do not take school owned Chromebooks to an outside computer service for any type of repairs or maintenance.

3a: General Precautions

- No food or drink is allowed next to your Chromebook while it is in use.
- Cords, cables, and removable storage devices must be inserted carefully into the Chromebook.
- Never transport your Chromebook with the power cord plugged in.
- Never store your Chromebook in your carry case or backpack while plugged in.
- Never carry a Chromebook with the screen open.
- Chromebooks must remain free of any writing, drawing, or stickers.
- Vents should not be covered.
- Chromebooks must have a Calvary Baptist School Asset Tag (Barcode) on them at all times, and this tag must not be removed or altered in any way. Tampering/removal of a tag will result in disciplinary action.
- Chromebooks should never be left in a car or any unsupervised area.

Calvary Baptist School Chromebook Procedures and Information

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

3b: 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 lid closed.
- Case use is encouraged.

3c: Screen Care

- The 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 the open position.
- Do not place anything near the Chromebook that could put pressure on the screen.
- Do not place anything in a carrying case or backpack that will press against the cover.
- Do not poke the screen with anything that will mark or scratch the screen surface.

- Do not place anything on the keyboard before closing the lid (e.g. pens, pencils, or disks).
- Clean the screen with a soft, dry microfiber cloth.
- Be cautious when using any cleaning solvents; some individuals may have allergic reactions to chemicals in cleaning solvents, and some solvents can even damage the screen. Always try to use a water dampened towel or a highly diluted solvent.

4. USING YOUR CHROMEBOOK AT SCHOOL

Chromebooks are intended for use at school each day. In addition to teacher expectations for Chromebook use, school messages, announcements, calendars, and schedules may be accessed using the Chromebook. Students must be responsible to bring their Chromebook to all classes unless specifically advised not to do so by their teacher.

4a: Chromebooks left at home

- If students leave their Chromebook at home, they will be allowed to phone their parent/guardian to bring it to school.

Calvary Baptist School Chromebook Procedures and Information

- If unable to contact parents, the student will have the opportunity to use a replacement Chromebook from the school office if one is available (to be returned each day).
- Repeat violations of this policy will result in disciplinary action.
- Presence of guns, weapons, pornographic materials, inappropriate language, alcohol, drug, gang related symbols or pictures will result in disciplinary actions.
- Take care to protect your password. Do not share your password.

4b: Chromebooks under repair

- Loaner Chromebooks may be issued to students when they leave their Chromebook for repair in the school office.
- Students using loaner Chromebooks will be responsible for any damages incurred while in the student's possession. If lost or stolen, student will pay full replacement cost.

4c: Charging your Chromebook

- Chromebooks must be brought to school each day fully charged.
- Students need to charge their Chromebooks each evening.
- Repeat violations of this policy will result in disciplinary action.

4d: Backgrounds and Password

- Inappropriate media may not be used as a screensaver or background.

4e: Sound

- Sound must be muted at all times unless permission is obtained from the teacher for instructional purposes.
- Earbuds may be used at the discretion of the teacher.

4f: Printing

Students may print at home through the Google Cloud.

4g: Account Access

Students will only be able to login using an email with a cbschools.org account.

5. MANAGING & SAVING YOUR DIGITAL WORK WITH A CHROMEBOOK

- Google Apps for Education is a suite of products which includes mail, calendar, sites, word processing, presentations, drawings, spreadsheets, forms, etc. that lets you create different

Calvary Baptist School Chromebook Procedures and Information

kinds of online documents, collaborate in real time with other people, and store your documents as well as your other files in the cloud. With a wireless Internet connection, you can access your documents and files from any Chromebook, anywhere, at any time, no matter where you are. All items will be stored online in the Google Cloud environment.

- Prior to leaving the district, or graduating, students who want to save any work need to transfer their data to a personal Gmail account.

6. OPERATING SYSTEM ON YOUR CHROMEBOOK

6a: Updating your Chromebook

When a Chromebook starts up, it updates itself automatically, so it has the most recent version of the Chrome operating system without you having to do a thing. No need for time consuming installs, updates, or re-imaging.

6b: Virus Protections & Additional Software

With defense in-depth technology, 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.

6c: Procedures for Restoring your Chromebook

If your Chromebook needs technical support for the operating system, all support will be handled in the Bible Center IT Department.

7. ACCEPTABLE USE GUIDELINES

7a: General Guidelines

- Students will have access to all available forms of electronic media and communication which is in support of education and research and in support of the educational goals and objectives of Calvary Baptist School.
- Students are responsible for their ethical and educational use of the technology resources of Calvary Baptist School.
- Access to the Calvary Baptist School technology resources is a privilege and not a right. Each employee, student, and/or parent will be required to follow the Acceptable Use Policy.
- Transmission of any material that is in violation of any federal or state law is prohibited. This includes, but is not limited to the following: confidential information, copyrighted

Calvary Baptist School Chromebook Procedures and Information

material, threatening or obscene material, and Chromebook viruses.

- Any attempt to alter data, the configuration of a Chromebook, or the files of another user without the consent of the individual, building administrator, or technology administrator, will be considered an act of vandalism and subject to disciplinary action in accordance with the student handbook and other applicable school policies.

7b: Privacy and Safety

- Do not go into chat rooms or send chain letters without permission.
- If applicable, teachers may create discussion groups for communication among students for educational purposes.
- Do not open, use, or change files that do not belong to you.
- Do not reveal your full name, phone number, home address, social security number, credit card numbers, password or passwords of other people.
- Remember that storage is not guaranteed to be private or confidential as all Chromebook equipment is the property of Calvary Baptist School.
- If you inadvertently access a website that contains obscene, pornographic or otherwise

offensive material, exit the site immediately.

7c: Legal Property

Comply with trademark and copyright laws and all license agreements. Ignorance of the law is not immunity. If you are unsure, ask a teacher or parent.

- Plagiarism is a violation of the student policy. Give credit to all sources used, whether quoted or summarized. This includes all forms of media on the Internet, such as graphics, movies, music, and text.
- Use or possession of hacking software is strictly prohibited, and violators will be subject to discipline. Violation of applicable state or federal law, including the Pennsylvania Penal Code, Computer Crimes will result in criminal prosecution or disciplinary action by the District.

7d: Email Electronic Communication

- Always use appropriate and proper language in your communication.
- Do not transmit language / material that may be considered profane, obscene, abusive, or offensive to others.

Calvary Baptist School Chromebook Procedures and Information

- Do not send mass emails, chain letters or spam.
- Email & communications sent / received should be related to educational needs.
- Email & communications are subject to inspection by the school at anytime.

7e: 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 or the Technology Use Agreement 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 district staff to ensure appropriate use.
- The school cooperates fully with local, state, or federal officials in any investigation concerning or relating to violations of computer crime laws.
- Contents of email and network communications are governed by the Pennsylvania Right to Know Act; proper authorities will be given access to their content.

7f: At Home Use

- The use of Chromebooks at home is encouraged.
- Chromebook care at home is as important as in school; please refer to the Taking Care of Your Chromebook section.
- Transport your Chromebook in a case or protected backpack.
- School district supplied filtering will be provided for use with the Chromebook while at home.

8. PROTECTING & STORING YOUR CHROMEBOOK

8a: Chromebook Identification

Student Chromebooks will be labeled with a barcoded school asset tag. Chromebooks are the responsibility of the student. This device is for your use during the duration of your time with the Calvary Baptist School.

Take good care of it!

8b: Account Security

Students are required to use their @cbschools Google Apps domain user ID and password to protect their accounts and are required to keep that password confidential.

Calvary Baptist School Chromebook Procedures and Information

8c: Storing Your Chromebook

When students are not using their Chromebooks, they should store them in a secure location. Nothing should be placed on top of the Chromebook when stored in the locker. Students are encouraged to take their Chromebooks home everyday after school, regardless of whether or not they are needed. Chromebooks should not be stored in a student's vehicle at school or at home for security and temperature control measures.

8d: Chromebooks left in Unsupervised Areas

Under no circumstances should Chromebooks be left in an unsupervised area. Unsupervised areas include but are not limited to: the school grounds and campus, the cafeteria, computer labs, locker rooms, unlocked classrooms, bathrooms, and hallways. Any Chromebook left in these areas is in danger of being stolen. If an unsupervised Chromebook is found, notify a staff member immediately. Unsupervised Chromebooks will be confiscated by staff. Disciplinary action may be taken for leaving your Chromebook in an unsupervised location.

9. REPAIRING/REPLACING YOUR CHROMEBOOK

9a: Vendor Warranty:

The equipment vendor has a one-year hardware warranty on the Chromebook. The vendor warrants the Chromebooks from defects in materials and workmanship. This limited warranty covers normal use, mechanical breakdown, or faulty construction and will provide normal replacement parts necessary to repair the Chromebook or Chromebook replacement. The vendor warranty does not warrant against damage caused by misuse, abuse, accidents, or Chromebook viruses. Please report all Chromebook problems to the IT Department.

9b: Chromebook Repair Costs

The school will repair or replace damaged equipment resulting from normal use. All other breakages will be the responsibility of the student to pay for.

The school will make its best attempt to purchase replacement parts at the best possible price. Loss or theft of the device is also the student's responsibility and will result in the student being charged the full replacement cost to purchase a new device.

Calvary Baptist School Chromebook Procedures and Information

10. CHROMEBOOK TECHNICAL SUPPORT

Technical support will be available in the IT Department. Services provided include the following:

- Hardware maintenance and repairs.
- Password resets.
- User account support.
- Coordination and completion of warranty repairs Distribution of loaner Chromebooks.

ALL REPAIRS must be completed in the IT Department.

11. CHROMEBOOK FAQ's

Q. What is a Chromebook?

A. "Chromebooks are mobile devices designed specifically for people who live on the web. With a comfortable, full sized keyboard, large display and clickable track pad, all day battery life, light weight and built in ability to connect to Wi-Fi and mobile broadband networks, the Chromebook is ideal for anytime, anywhere access to the web. They provide a faster, safer, more secure online experience for people who live on the web, without all the time consuming, often confusing, high level of maintenance required by typical computers." ("Google")

Q. What kind of software does a Chromebook run?

A. "Chromebooks run millions of web based applications, or web apps, that open right in the browser. You can access web apps by typing their URL into the address bar or by installing them instantly from the Chrome Web Store." ("Google")

Q. How are these web-based applications managed?

A. Each Chromebook we provide to students will be a managed device. Members of the Calvary Baptist School's Information & Instructional Technology Dept. will maintain devices through our Google Apps for Education account. As such, the school can pre-install web-applications as well as block specific web-applications from a centralized management console.

Q. What devices can I connect to a Chromebook?

A. Chromebooks can connect to: USB storage, mice and keyboards (see [supported file systems](#)) External monitors and projectors Headsets, ear sets, microphones, SIM cards, SD cards

Q. Can the Chromebook be used anywhere at anytime?

A. Yes, as long as you have a Wi-Fi signal to access the web. Chrome offers the ability through Apps so users can work in an "offline" mode.

Calvary Baptist School Chromebook Procedures and Information

Q. Will our Chromebook have 3G?

A. No. The district Chromebooks will not have 3G broadband.

Q. Do Chromebooks come with Internet Filtering Software?

A. No. Chromebooks do not come with internet filtering software. However, while in school Chromebooks will use the School's Wi-Fi to access the internet which is filtered. While at home, the Chromebooks will be filtered based on the protection provided by your home Wi-Fi system.

Q. Is there antivirus built into it?

A. It is not necessary to have antivirus software on Chromebooks because there are no running programs for viruses to infect.

Q. Battery life?

A. Chromebooks have a rated battery life of approximately 9 hours. However, we do expect that students charge them each evening to ensure maximum performance during the school day.