



Holy Trinity Diocesan High School

1:1 Chromebooks

Chromebook Procedures and Information for Students and Parents

The mission of the 1:1 program at Holy Trinity Diocesan High School is to help propel our personalized learning initiatives and establish the foundation for a seamless program that supports individualized instruction in our classrooms. It supports anytime access to online resources for learning by providing portable devices for each student in high school for use at school and at home. This ensures that students can access what they need from wherever they are, school, home, anywhere with an internet connection.

Holy Trinity Diocesan High School prepares students for an ever-changing world that sees technological advancements happening at a rapid rate and is committed to preparing students for whatever path they choose after high school. Holy Trinity demonstrates that with a rigorous, high-quality program and the right social and emotional supports in place, all students, regardless of racial or economic background, can achieve outstanding results. Our school consistently outperforms regional and state averages in all four core subject areas and are making great progress in closing the achievement gap for minority and low-income students. Holy Trinity is implementing the 1:1 Chromebook initiative to further personalize the way each student uses time, receives support to master essential skills, and deepens understanding of content.

Holy Trinity Diocesan High School

Chromebook Handbook

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Use of Technology

All students in grades 9 will be issued Google Chromebooks for educational use in school and at home. This document provides students and their parents/guardians with information about the general use of technology, ownership of the devices, rights and responsibilities for possession of the device, educational use, care of the Chromebook and being a good digital citizen. Additionally, the last page is a Chromebook Agreement form for parents to complete.

Students and their parents/ guardians are reminded that use of School Technology is a privilege and not a right and that everything done on any School-owned/issued computer, network, or electronic communication device may be monitored by school authorities. Inappropriate use of School Technology can result in limited or banned computer use, disciplinary consequences, removal from courses, loss of credit, receiving a failing grade, and/or legal action as stated in Student Code of Conduct.

To understand the technology use expectations, students and their parents/guardians are responsible for reviewing the Holy Trinity Diocesan High School Acceptable Use Policy. (see attached)

Ownership of the Chromebook

Holy Trinity Diocesan High School administrative staff and faculty retain the right to collect and/or inspect Chromebooks at any time, including via electronic remote access and to alter, add or delete installed software or hardware.

Receiving Your Chromebook

Student Orientation

All students are required to attend an orientation and sign the Holy Trinity Diocesan High School Chromebook Agreement before a Chromebook will be issued to their student.

Transfer/New Student Distribution

All transfers/new students must participate in a school orientation and will be able to pick up their Chromebooks on campus. Both students and their parents/guardians must sign the Holy Trinity Diocesan High School Chromebook Agreement prior to picking up a Chromebook .

Transferring/Withdrawing Students

Students that transfer out of or withdraw from Holy Trinity Diocesan High School are responsible for all unpaid fees regarding their Chromebook.

Rights and Responsibilities

Responsibility for Electronic Data

The students are not permitted to install any apps or extensions on their Chromebooks. Students are responsible for backing up their data to protect from loss. Users of School Technology have no rights, ownership, or expectations of privacy to any data that is, or was, stored on the Chromebook, school network, or any school-issued applications and are given no guarantees that data will be retained or destroyed.

Operating System and Security

Students may not use or install any operating system on their Chromebook other than the current version of Chrome OS that is supported and managed by the school.

Updates

- The Chromebook operating system, Chrome OS, updates itself automatically. Students do not need to manually update their Chromebooks.

Virus Protection

- Chromebooks use the principle of "defense in depth" to provide multiple layers of protection against viruses and malware, including data encryption and verified boot.
- There is no need for additional virus protection.

Content Filter

The school utilizes an Internet content filter that is in compliance with the federally mandated Children's Internet Protection Act (CIPA). All Chromebooks will have all Internet activity protected and monitored by the school while on campus and at home. If an educationally valuable site is blocked, students should contact their teachers to request permission for access.

Software

Google Apps for Education

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

Chrome Web Apps and Extensions

- Students are not permitted to install any web apps or extensions
- Some web apps will be available to use when the Chromebook is not connected to the Internet.

Chromebook Identification

Records

- The school will maintain a log of all Chromebooks that includes the Chromebook serial number, asset tag code, and name and ID number of the student assigned to the device.

Repairing/Replacing Your Chromebook

Vendor Warranty

- Chromebooks include a four year hardware warranty from the vendor.
- The vendor warrants the Chromebook from defects in materials and workmanship.
- The warranty covers normal use, mechanical breakdown, and faulty construction. The vendor will provide normal replacement parts necessary to repair the Chromebook or, if required, a Chromebook replacement.
- The vendor warranty does not warrant against damage caused by misuse, abuse, or accidents.

No Expectation of Privacy

Students have no expectation of confidentiality or privacy with respect to any usage of a Chromebook, regardless of whether that use is for school-related or personal purposes, other than as specifically provided by law. The school may, without prior notice or consent, log, supervise, access, view, monitor, and record use of student Chromebooks at any time for any reason related to the operation of the school. By using a Chromebook, students agree to such access, monitoring, and recording of their use.

Monitoring Software

Teachers, school administrators, and the technology department staff may use monitoring software that allows them to view the screens and activity on student Chromebooks.

Educational Use

School-issued Chromebooks should be used for educational purposes and students are to adhere to the Holy Trinity Acceptable Use Policy and all of its corresponding administrative procedures at all times.

Using Your Chromebook At School

Students are expected to bring a fully charged Chromebook to school every day and bring their Chromebooks to all classes unless specifically advised not to do so by their teacher.

Chromebooks being repaired

- Loaner Chromebooks may be issued to students when they leave their school-issued Chromebook for repair.
- A student borrowing a Chromebook must sign a loaner agreement and will be responsible for any damage to or loss of the loaned device.
- Chromebooks on loan to students having their devices repaired may be taken home.

Charging Chromebooks

- Chromebooks must be brought to school each day with a full charge.
- Students should charge their Chromebooks at home every evening.
- An uncharged Chromebook is in violation of this agreement .

Backgrounds and Themes

- Inappropriate media may not be used as Chromebook backgrounds or themes. No images or graphics containing people can ever be used as a background or theme. The presence of such media will result in disciplinary action.

Sound

- Sound must be muted at all times unless permission is obtained from a teacher.
- Headphones may be used at the discretion of the teacher.
- Students should have their own personal set of headphones for sanitary reasons.

Printing

- Students will be encouraged to digitally publish and share their work with their teachers and peers when appropriate.
- Because all student work should be stored in an Internet/cloud application, students will not print directly from their Chromebooks at school. Any printing that needs to be done must be accomplished at home or with the assistance of a teacher or staff member.

- Students may set up their home printers with the Google Cloud Print solution to print from their Chromebooks at home. Information about Google Cloud Print can be obtained here: <http://www.google.com/cloudprint/learn/>.

Logging into a Chromebook

- Students will log into their Chromebooks using their school issued Google Apps for Education account.
- Students should never share their account passwords with others, unless requested by an administrator.

Managing and Saving Your Digital Work With a Chromebook

- The majority of student work will be stored in Internet/cloud based applications and can be accessed from any computer with an Internet connection and most mobile Internet devices.
- Some files may be stored on the Chromebook's hard drive.
- Students should always remember to save frequently when working on digital media.
- The school will not be responsible for the loss of any student work.
- Students are encouraged to maintain backups of their important work on a portable storage device or by having multiple copies stored in different Internet storage solutions.

Using Your Chromebook Outside of School

Students are encouraged to use their Chromebooks at home and other locations outside of school. A WiFi 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 Holy Trinity Diocesan High School Acceptable Use Policy, Administrative Procedures, and all other guidelines in this document wherever they use their Chromebooks.

Chromebooks Left at Home

Students are required to bring their Chromebooks to school every day. Individual teachers may impose consequences in their classes that are consistent with their own classroom policies for being unprepared for class.

Chromebook Care

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 reported

to a teacher or administrator as soon as possible so that they can be taken care of properly. School-owned Chromebooks should NEVER be taken to an outside computer service for any type of repairs or maintenance. Students should never leave their Chromebooks unattended except locked in their hallway locker.

General Precautions

- 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 used with the power cord plugged in when the cord may be a tripping hazard.
- Chromebooks must remain free of any writing, drawing, stickers, and labels.
- Heavy objects should never be placed on top of Chromebooks.

Carrying Chromebooks

- Always transport Chromebooks with care and with the screen closed.
- Never lift Chromebooks by the screen.

Screen Care

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

- Do not put pressure on the top of a Chromebook when it is closed.
- Do not store a Chromebook with the screen open.
- Make sure there is nothing on the keyboard before closing the lid (e.g. pens, pencils, or disks).
- Only clean the screen with a soft, dry microfiber cloth or anti-static cloth.

Asset Tags and Logos

- All Chromebooks will be labeled with the Holy Trinity Diocesan High School seal.
- Asset tags and logos may not be modified or tampered with in any way.

- Students may be charged up to the full replacement cost of a Chromebook for tampering with a school asset tag logo.

Chromebooks left unattended

• Under no circumstances should Chromebooks be left in unsupervised areas. Unsupervised areas include the school grounds, the lunchroom, vehicles, bathrooms, computer labs, library, unlocked classrooms, and hallways. Any Chromebook left in these areas is in danger of being stolen. If a Chromebook is found in an unsupervised area, it should be taken immediately to the office. Multiple offences will result in disciplinary action.

Warranty and Insurance

The School will assist to repair or replace damaged equipment resulting from normal use with the manufacturer. Abuse or neglect may result in damages that are the responsibility of the student to pay for. The School will make its best attempt to purchase replacement parts at the best possible price. In case of theft, vandalism, or other criminal acts, a police report MUST be filed with the local police department and a copy submitted to the school office.

Digital Citizenship

Appropriate Uses and Digital Citizenship

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

1. **Respect Yourself.** I will show respect for myself through my actions. I will select online names that are appropriate. I will use caution with the information, images, and other media that I post online. I will carefully consider what personal information about my life, experiences, or relationships I post. I will not be obscene. I will act with integrity.
2. **Protect Yourself.** I will ensure that the information, images, and materials I post online will not put me at risk. I will not publish my personal details, contact details, or a schedule of my activities. I will report any attacks or inappropriate behavior directed at me while online. I will protect passwords, accounts, and resources.
3. **Respect Others.** I will show respect to others. I will not use electronic mediums to antagonize, bully, harass, or stalk people. I will show respect for other people in my choice of websites: I will not visit sites that are degrading to others, pornographic, racist, or inappropriate. I will not enter other people's private spaces or areas.

4 Protect Others. I will protect others by reporting abuse and not forwarding inappropriate materials or communications. I will avoid unacceptable materials and conversations.

5 Respect Intellectual property. I will request permission to use copyrighted or otherwise protected materials. I will suitably cite all use of websites, books, media, etc. I will acknowledge all primary sources. I will validate information. I will use and abide by the fair use rules.

6 Protect Intellectual Property. I will request to use the software and media others produce. I will purchase, license, and register all software or use available free and open source alternatives rather than pirating software. I will purchase my music and media and refrain from distributing these in a manner that violates their licenses.

Plagiarism, Copyright Infringement and File Sharing

Students agree never to use any of the school's technology resources to plagiarize. Plagiarism is defined as taking the idea or writing of others and presenting them as one's own. Additionally, students agree to respect the right of intellectual property of other people and to respect all copyright laws. Copyright is defined as the exclusive right to make copies, exploit a literary, musical, or artistic work, whether printed, audio or video without permission. Students agree that if they are unsure whether copyright law is being respected, they will bring this question immediately to the attention of a staff member. Downloading, sharing, and posting online any copyrighted material is a violation of the Holy Trinity Acceptable Use Policy.

HOLY TRINITY TECHNOLOGY POLICIES
PLEASE SIGN AND RETURN

By August 30th

PAGES 11-16

Student Name: _____

STUDENT NAME: _____ DATE: _____

Website & Social Media Guidelines

Think before you act because your virtual actions are real and permanent!

Student Initials		Parent Initials
	Be aware of what you post online. Website and social media venues are very public. What you contribute leaves a digital footprint for all to see. Do not post anything you wouldn't want friends, enemies, parents, teachers, future colleges, or employers to see.	
	Follow the school's code of conduct when writing online. It is acceptable to disagree with other's opinions; however, do it in a respectful way. Make sure that criticism is constructive and not hurtful. What is inappropriate in the classroom is inappropriate online.	
	Be safe online. Never give out personal information, including, but not limited to, last names, phone numbers, addresses, exact birthdates, and pictures. Do not share your password with anyone besides your teachers and parents.	
	Linking to other websites to support your thoughts and ideas is recommended. However, be sure to read and review the entire website prior to linking to ensure that all information is appropriate for a school setting.	
	Do your own work! Do not use other people's intellectual property without their permission. Be aware that it is a violation of copyright law to copy and paste other's thoughts. It is good practice to hyperlink to your sources.	
	Be aware that pictures may also be protected under copyright laws. Verify that you have permission to use the image or that it is under Creative Commons attribution.	
	How you represent yourself online is an extension of yourself. Do not misrepresent yourself by using someone else's identity.	
	Online work should be well written. Follow writing conventions including proper grammar, capitalization, and punctuation. If you edit someone else's work, be sure it is in the spirit of improving the writing.	
	If you run across inappropriate material that makes you feel uncomfortable or is not respectful, tell your teacher right away.	

Chromebook Agreement

By signing the below, the student and their parent/guardian agree to follow and accept:

- Acceptable Use Policy
- This Chromebook Agreement in its entirety
- The Website and Social Media Guidelines (below)

- If the student ceases to be enrolled in Holy Trinity Diocesan High School, the student/parents will pay the remaining balance of the Chromebook.
- In no event shall Holy Trinity Diocesan High School be held liable to any claim of damage, negligence, or breach of duty.

Student Information

Please complete the boxes below to identify the student and their assigned device.

Student Name:	Campus: HT
Student Signature:	:
Parent Name:	Grade:
Parent Signature:	:



Student Technology Use and Behavior Policy

Holy Trinity Diocesan High School (the “school”) has established a technology network with access to the Internet for its students. This network has been established for limited educational purposes only. By agreeing to this policy the student(s) and the parents and/or guardians of the student(s) fully agree to the following:

There is **NO RIGHT TO PRIVACY** when using the school's technology resources. Administration, faculty, and other authorized persons have the right to review any and all material saved, transmitted, accessed, or momentarily in use by the student in accord with the policy set by the school's administration.

There is **NO ABSOLUTE RIGHT TO FREEDOM OF SPEECH** when using the school's technology resources, which is viewed by the administration as a limited educational forum; and student behavior is expected to conform to values consistent with the Catholic faith both inside and outside the school setting.

All access to the school's technology resources will be permitted only under the authorization of a member of the school staff.

The student agrees that all information transmitted through the use of the school’s technology resources (including e-mail, G-Suite (Google) apps, web page publication, or other Internet postings) will be sent, received, or posted only under the authorization of a member of the school’s staff with the explicit permission of that staff member.

The student agrees to stop using any and all of the school's technology resources whenever requested to do so by a member of staff or other authorized person.

The student agrees never to transmit via the school’s technology or personal technology resources the personal information (name, age, gender, address, phone number, e-mail address and the like) of himself or herself as well as that of any other person.

The student agrees never to arrange for a meeting with any person at any time using the technology resources.

The student agrees to notify a staff member immediately if he or she is asked for personal information, views inappropriate materials, or in any other way feels violated, harassed, uncomfortable, or accosted through the school's technology resources.

The student agrees never to access, transmit, or retransmit material which promotes violence or advocates destruction of property, including, but not limited to, access to information concerning the manufacture of destructive devices, such as explosives, fireworks, smoke bombs, incendiary devices, and the like.

The student agrees never to access, transmit, or retransmit any information containing sexually oriented material, which means any pictures or writings that are intended to stimulate erotic feelings by the description or portrayal of sexual activity or nude human form.

The student agrees never to use the school's technology resources for commercial purposes. The student will never buy nor sell anything using the school's technology resources.

The school's system will never be used for political lobbying, although it may be used to communicate with elected representatives to express opinions on political issues.

The student agrees never to tamper with any software and/or hardware including software or hardware that guard the school's network from unmanaged Internet use. The student agrees never to tamper with any security system that protects the school's technology resources.

The student agrees to use only the software and/or hardware permitted by a member of staff for express educational purposes. The student agrees never to use the school's technology resources to gain unauthorized access to another technology network (hacking).

The student agrees never to transmit (download or upload) any computer file, application, or other computer resource to or from the school's technology network. This includes the unauthorized installation of software from a CD-ROM, flash drive, or other media.

The student agrees never to use inappropriate, obscene, profane, rude, inflammatory, threatening, or disrespectful language. The student agrees never to post false information or engage in personal, prejudicial, or discriminatory attacks. Student behavior is expected to conform to values consistent with the Catholic faith.

The student agrees never to harass another person by use of any technology resources. Harassment is defined as any action that distresses or annoys another person. The student agrees to stop immediately any and all behavior that is construed by another as unwelcome.

The student agrees never to use any of the school's technology resources to plagiarize. Plagiarism is defined as taking the idea or writing of others and presenting them as one's own.

The student agrees to respect the right of intellectual property of other people and to respect all copyright laws. The student agrees that if he or she is unsure whether copyright law is being respected, he or she will bring this question immediately to the attention of a staff member.

The student agrees never to participate in illegal activity using the technology resources. The school will cooperate fully with local, state, or federal officials in any investigation related to any illegal activities conducted through the school's resources.

The school will not be held responsible for the actions of a student who is in violation of any of the terms of this policy. This responsibility is extended to, but not limited to: loss of data or interruptions of service, the accuracy or quality of information obtained through the school's system, or any financial obligations arising through the unauthorized use of the school's technology resources.

The school reserves the right to establish rules and regulations regarding the use of the school's technology resources, and behavior is expected to conform to values consistent with the Catholic faith both inside and outside the school setting.

A student found in violation of this policy will be subject to discipline including, but not limited to, temporary removal from the school's system, permanent removal from the system, or other appropriate disciplinary action in accord with the rules and regulations of the school, including suspension or expulsion, and /or legal action.

The student agrees to use his/her G-Suite for Education (Google) account for educational purposes only.

The student agrees not to share his/her password with another student.

The student agrees not to use another student or staff member's account for any reason.

The student agrees not to use school technology resources (including the network and student accounts) for unauthorized purposes.

The student agrees not to use his/her G-Suite for Education account for non-school related use or communication.

Social Networking - Student behavior is expected to conform to values consistent with the Catholic faith, both inside and outside the school setting, relating to the use of and participation in social networking.

- Any technology use or use of social networking sites to display any wording or images of any student engaged in any activity which, in the sole discretion of the school administration, is inappropriate, crude, vulgar, or a violation of values consistent with the Catholic faith, or is illegal in any respect, will be subject to disciplinary action, including, without limitation, suspension, expulsion and/or legal action.
- Any technology use by any student, in school or at home, which includes viewing or distributing any images, wording, messages or material which are, in the sole discretion of the school administration, obscene, harassing, racist, inflammatory, malicious, fraudulent or libelous will be subject to disciplinary action, including, without limitation, suspension, expulsion and/or legal action.

Artificial Intelligence / Natural Language Processing Tools - The Department of Education (DOE) and schools of the Diocese of Rockville Centre recognize that technology in our global society is ever-changing. Students are expected to use their own knowledge and skills to complete their schoolwork. When students use resources for informational purposes to support their learning, they are expected to give credit to the original source (i.e. bibliographies, quotations, footnotes, etc.) To promote academic integrity and ethical use of technology, students are not permitted to use Artificial Intelligence (AI) and Natural Language Processing (NLP) tools to complete their schoolwork except as outlined below.

Students may use AI/NLP tools in the school setting if they receive prior permission / consent from their teacher(s) for specific lessons, assignments, and activities in the instances stated below:

- Research: students may use AI/NLP tools to learn how to quickly and efficiently research topics and learn how to create search prompts provided students acknowledge use of the AI / NLP tools if any of the information returned is included in their completed assignments.
- Data Analysis: students may use AI/NLP tools for assistance in interpreting data provided students acknowledge the use of such tools when completing and turning in assignments.
- Accessibility: AI/NLP tools may be used by students to help them access and understand written materials in special circumstances.

The DOE acknowledges that, at the principal’s discretion, teachers may use AI / NLP tools with their students for additional purposes.

It is important that students recognize that AI/NLP tools do not always return factually accurate information, and it is the responsibility of the student to verify information is correct before including such information in their schoolwork.

It is expected that students will use AI/NLP tools in an ethical manner and that teachers will discuss such with students prior to use of AI/NLP tools in the classroom. Use of AI/NLP tools by students is expected to conform to values consistent with the Catholic faith, both inside and outside the school setting.

I have read, understand, and agree to the terms of this acceptable use policy and I have discussed it with my child/children, who also agree(s) to the foregoing terms. I understand this policy applies to usage of school technology resources both at home and at school.

Parent/ Guardian Signature: _____

Date: _____

Name of Student: _____

Grade: _____

Holy Trinity Diocesan High School

BRING YOUR OWN DEVICE POLICY

The Bring Your Own Device (BYOD) Policy is an addendum to the Technology Use and Student Behavior Policy.

Holy Trinity Diocesan High School has the right to protect its network and technical resources. Thus, any network user who brings his/her own personal device into the school building is required to adhere to the Technology Use and Student Behavior Policy. Both the BYOD (Bring Your Own Device) Policy and the Technology Use and Student Behavior Policy must be signed by the student and parent / guardian.

- The student takes full responsibility for his or her personal devices. The school is not responsible for the security or care of personal devices.
- The student is responsible for the proper care of his or her personal devices, including any costs of repair, replacement or any modifications needed to use the devices at school.
- The school reserves the right to inspect and/or confiscate a student's personal devices if there is reason to believe that the student has violated school policies, has used such devices in connection with any inappropriate conduct, or in any way poses a danger to himself, herself or others.
- The student will comply with any teacher's request with regard to personal devices and will only use devices in an area that is visible to and under the supervision of a school faculty and/or staff member.
- The student may not use the devices to record, transmit or post photos or video of a person or persons on the school campus. Nor can any images, audio and/or video recorded at school be transmitted or posted at any time without being reviewed by and with the permission of the administrator (principal) at the school.
- Students are not to call, text message, email, or electronically communicate with others from their personal device, including other students, parents, guardians, friends, and family during the school day. Cell phones may only be used by students in an emergency with the consent of the responsible adult in charge.
- Personal devices used in school are not permitted to connect to the Internet through 3G, 4G, or other content service providers. Devices used in school must access the Internet via the school's content filtered wireless network.
- Students will only use appropriate educational applications on their devices under the direction and supervision of a teacher and/or staff member.
- Personal devices shall be charged prior to bringing it to school and shall be capable of running off its own battery while at school.
- Cell phones and other devices will be taken from the student if used without permission of the responsible adult in charge, and will be held in the office until picked up by the parent/guardian of the student.

Please note that, unless specifically directed to do so, students are never required to bring in personal devices to school. All students will continue to be able to utilize the school technology equipment for educational purposes, and will not be left out of the instruction practice.

As a student I understand and will abide by the above policy and the Technology Use and Student Behavior Policy. I further understand that any violation of the above may result in the loss of my device privileges as well as other disciplinary action.

As a parent I understand that my child will be responsible for abiding by the above policy and guidelines. I have read and discussed them with her/him, and they understand the responsibility they have in the use of their personal device.

Print student's name: _____

Student's grade: _____

Student's Signature

Date

Parent's (Guardian's) Signature

Date

DRVC BYOD 2/2012)