Trinity Lutheran School
Parent Technology Guide

1:1 Chromebook Overview

In order to maintain our standard of excellence in education, teach a Christian faith-based curriculum, and prepare our students to thrive in our ever advancing day-to-day world, Trinity will issue an individual Chromebook to each student in the 4th - 8th grade. This individualized learning program will equip our students to access digital course materials, digital textbooks, and online educational content in class and in home. It will also prepare our students for advancement in our rapidly changing, technological world. Trinity Lutheran School understands this global education shift. The 1:1 Chromebook program will cultivate, foster, produce, and support learning that reflects contemporary collaboration. With access to a Chromebook and the ability to connect via a wireless environment, students and teachers will actively participate in educational media, build and contribute towards networks, and be active participants in developing ideas that can be utilized to solve complex problems.

Every 4th through 8th grade student will be provided with a Chromebook by Trinity Lutheran School. Students will have access to their Chromebooks 24/7, and are permitted to use the device outside of the school building. In creating 1:1 environments, the integration of technology is spontaneous or "in the moment" and mirrors authentic and contemporary applications of technology.

The exchange of information has been redefined by an expanding global digital infrastructure and through the evolution of mobile technologies. In the 21st Century, information is produced and consumed at a rapid rate, facilitated via a range of media outlets and through complex social networks that are streamed to devices that fit in the "pockets" of individuals. In contrast to prior centuries where a select few managed the flow of media, the 21st Century has witnessed an explosion in sources of information. Information is presented in real-time and feedback is offered through transparent portals.

1:1 Success Indicators

The success of our 1:1 program is measured against the skills needed to excel in a rapidly evolving global society. The understanding of what it means to be college and career ready has been reshaped by a world where access and connectivity are becoming universal. By placing connected devices in our classrooms, students possess the autonomy to:

CREATE, COLLABORATE, EXPLORE & SHARE
with the global educational community.

Indicators of success for the 1:1 program are linked to a student's ability to create, collaborate, explore and share. Here are definitions for these core digital age skills.

CREATE
Students and Teachers will "make" content in ways not witnessed in the past and offer product/solution in ways not conceived before.

COLLABORATE
Students will connect with others and develop personal learning networks. As a result, problem-solving will become a collaborative endeavor in which students have to effectively work in teams/groups to realize a solution.

EXPLORE
Students will tackle complex problems and use the DISCOVER research process to gather evidence needed to make informed decisions.

SHARE WITH THE GLOBAL COMMUNITY
Students and Teachers will communicate ideas to both local and global audiences.

Internet Safety

In accordance with the Trinity's Technology Acceptable Use Policy, students and parents bear responsibility for adherence of the Technology Acceptable Use Policy outside of school as well as in school with Trinity provided accounts and devices.

Filtering and Monitoring:

Filtering and Monitoring software is built into Trinity-issued Chromebooks. Filtering and Monitoring is in effect both on and off-campus. Inappropriate content is filtered and blocked on Trinity issued devices, student accounts, and network. Trinity's school office, administrator, and teachers are able to monitor student activity. Trinity Lutheran School's Technology Director and Principal will receive notifications for flagged activity regarding inappropriate browsing and searching. If a student is flagged for instances of violence, harm, self-harm, etc. the student's parent will be contacted as soon as possible by either the school office, technology director, or homeroom teacher. Inappropriate usage will result in disciplinary action. Geolocation monitoring is being used for theft recovery purposes. Safesearch is enabled and cannot be disabled. Guest mode has been disabled. Trinity Lutheran School's administrator is blocking all apps and extensions except the ones that we allow for educational purposes.

Privacy

Students should 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 otherwise, other than as specifically provided by law. Trinity may, without prior notice or consent, log, supervise, access, monitor, and record student use. Geolocation monitoring is being used for theft recovery purposes.

Set Expectations:

Regularly share your expectations with your child about accessing only appropriate sites and content, as well as being a good person when online (even when parents aren't watching). Outside of school, it is likely that your child has already been confronted with multiple opportunities to access content that parents wouldn't approve, such as pornography, hate sites, celebrity gossip, reality tv personal blogs and more, all of which may influence your teen's beliefs, values and behavior. Understand that your teen's use of technology likely gives your teen the ability to connect to unfiltered public wireless networks (such as in a library or coffee shop, by picking up a neighbor's wireless signal, or connecting to the Internet through a cell service). Therefore, it is important to maintain regular, open dialog about Internet use and access. Discuss your expectation for appropriate use and behavior.

Monitor & Limit Screen Time:
Teaching today's children how to manage multiple sources of information and potential distractions is a critical life skill, one best learned before heading off to college or the workplace. Know what your child is doing with technology and how his or her time is being spent. In moving to a 1:1 environment a significant amount of class content will be exchanged digitally. By nature of the program students will access Chromebooks at home to communicate and collaborate with classroom stakeholders and to create content. Parents are encouraged to help children learn to focus on completing tasks or assignments first before spending time on games, shopping and social networking.

Taking Care of the Chromebook

The students of Trinity Lutheran School are responsible for the general care of the Chromebook which has been issued by the school. Chromebooks that are broken or fail to work properly must be taken to the office. If a Chromebook is damaged due to neglect or inappropriate care (as deemed by the Principal and Technology Director) the parent or guardian will be asked to pay the full replacement cost of the device. If a loaner Chromebook is needed during repair, one will be issued until the Chromebook can be repaired or replaced.

How to Care for the Chromebook
1. No food or drink is allowed next to the Chromebook.
2. Do not expose the Chromebook to extreme heat or cold, or to direct sunlight, for extended periods of time or leave in vehicle, garage, etc. Extreme heat or cold will cause damage to the Chromebook.
3. Be careful when plugging cords, cables, and removable storage devices into the Chromebook. Do not rip charger from the device while charging or place charger where it can be tripped on.
4. Protect the Chromebook with a hard case or sleeve at all times.
5. Never carry the Chromebook while the screen is open unless directed to do so by a teacher.
6. Shut down the Chromebook when it is not in use.
7. Do not leave the Chromebook on the floor of the classroom or any other location.
8. Do not shove the Chromebooks into a locker or wedge it into a book bag as this may break the screen.
9. Do not toss or drop any bag if a Chromebook is inside.
10. Do not put heavy items on the Chromebook.
11. Students are required to take their Chromebooks home each night to charge them for tomorrow.

Screen Care
The Chromebook screen can be damaged if subjected to rough treatment. The screens are particularly sensitive to damage from excessive pressure on the screen.
1. Do not lean on top of the Chromebook.
2. Do not place anything near the Chromebook that could put pressure on the screen.
3. Do not place anything in the carrying case that will press against the cover.
4. Do not poke the screen.
5. Do not place anything on the keyboard before closing the lid (e.g. pens, pencils, notebooks).
6. Clean the screen with a soft, dry anti-static, or micro-fiber cloth. Do not use window cleaner or any type of liquid or water on the Chromebook. You can purchase individually packaged pre-moistened eyeglass lens cleaning tissues to clean the screen. These are very convenient and relatively inexpensive.

Using the Chromebook

At School
Chromebooks must be brought to school each day in a fully charged condition. The Chromebook is intended for use at school each and every day. Your student must meet all teacher expectations for Chromebook use, school messages, announcements, assignments, calendars, and more can be accessed using the Chromebook. Students must be responsible for bringing their Chromebooks to all classes, unless specifically advised not to do so by the teacher.

At Home
Students are required to take your Chromebook home each night throughout the school year for charging. Students need to charge their Chromebooks each evening. If they leave their Chromebooks at home, they must call their parents to bring the Chromebook to school. Repeat violations of this policy will result in disciplinary action.

Sound
Sound must be muted at all times unless permission is obtained from the teacher for instructional purposes.

Printing
Trinity reserves the right to enable or disable printing as required for our educational program.

Managing Files and Saving Work
Google Drive is provided for saving documents and files, or they may also save to an external memory device such as a miniSD card or USB flash drive. Saving to Google Drive will make the file accessible from any computer with internet access. If students are using Google Applications to work on documents, they will not need to save their work, since Google will save automatically. It will be the student's responsibility to maintain the integrity of files and usage. They will be trained on proper file management procedures and what is acceptable based on the Technology Acceptable Use policy.

Personalizing the Chromebook
Chromebooks must remain free of any decorative writing, drawing, stickers, paint, tape, or labels. Use of pictures, screensavers, symbols, or messages that promote drugs, alcohol, tobacco, disrespect, violence, death, etc or are in conflict with our Christian values will result in disciplinary action.

Inspection
Students may be selected at random to provide their Chromebooks for inspection by a faculty member at any time. The purpose for inspection will be to check for proper care and maintenance as well as inappropriate material. Chromebooks must follow the Trinity Lutheran School Technology Acceptable Use Policy.

Originally Installed Software
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 shutdown and restarted. Trinity may add software applications automatically with virtually no impact on students. The Chromebooks are fully managed by the school.

Additional Software
Additional software is not to be installed on Chromebooks other than what has been approved by Trinity Lutheran School.

Virus Protection
Virus protection is unnecessary on the Chromebook due to the unique nature of its design.

Procedure for Restoring the Chrome OS

If technical difficulties occur, the technology director will use the "5-minute" rule. If the problem cannot be fixed in 5 minutes, the Chromebook will be restored to factory defaults. Restoring the Chrome OS will restore the device to the state in which you originally received it. All created files stored on an external miniSD card, USB flash drive, or Google Drive will be intact after the operating system is restored. All files saved on the Chromebook that are synced to Google Drive will be intact. Any data stored on internal memory that has NOT been synced will not be restored.

Privacy

Students should 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 otherwise, other than as specifically provided by law. Trinity may, without prior notice or consent, log, supervise, access, monitor, and record student use.

Inappropriate Usage

Trinity Lutheran School's Technology Director and Principal will receive notifications for flagged activity. If a student violates our Acceptable Use Policy, parents will be notified as soon as possible, especially regarding instances of violence or danger to self or others. Inappropriate usage will result in disciplinary action.

Protecting Your Student's Chromebook

Chromebook Identification

Chromebooks can be identified in the following ways:
- Record of your Chromebook which is on file with Technology Director
- Your individual Google Account username login

Under no circumstances are you to modify, remove, or destroy identification labels or software that is in place.

Chromebooks Left in Unsupervised / Unsecured Areas

Under no circumstance should a Chromebook be stored in unsupervised areas. Unsupervised areas include the school grounds and campus, the cafeteria, unlocked classrooms, library, locker rooms, dressing rooms, hallways, bathrooms, extra-curricular bus, in a car, or any other entity that is not securely locked or in which there is not supervision. Unsupervised Chromebooks will be confiscated by faculty and taken to the school office. Disciplinary action will be taken for leaving a Chromebook in an unsupervised location.

Damaged, Stolen, or Lost Chromebooks or Chargers

- **If a charger or Chromebook has been lost and unrecovered, or damaged due to intentional abuse, families will be charged for the replacement or repair costs.**
- A loaner Chromebook may be issued when a student leaves their Chromebook for repair at the school office
- Repaired Chromebooks will end up with the original factory image as first received. Keep school data synced to cloud drives so documents and class projects will not be lost. Personal information that cannot be replaced should be kept at home on an external storage device.
- Report a lost or stolen Chromebook to the Principal or Technology Director immediately. Geolocation monitoring is on for theft recovery purposes.
- Trinity Lutheran School will require a police report be submitted in cases of theft. Fraudulent reporting of theft will be turned over to the police for prosecution. A student making a false report will also be subject to disciplinary action.
- Trinity Lutheran School will assess the Chromebook damage and repair or replace the device if the damage is determined to be accidental and within the protection guidelines.

Storing Chromebooks at Extracurricular Events

Students are responsible for securely storing their Chromebook during extra-curricular events. Do not expose Chromebooks to extreme heat or cold, or to direct sunlight, for extended periods of time. Extreme heat or cold may cause damage to Chromebooks.

Chromebook FAQs

Why does Trinity believe that a 1:1 program is important?
- The need for consistent access is a priority. Technology is mentioned in 78 Common Core standards. Vital to achieving expectations established by the Common Core is for students to be literate by 21st Century standards. In addition to the traditional view of literacy, our students must be information, media, and visually literate. Constant access allows for these important contemporary literacies to flourish in classrooms.

Why Chromebooks?
- Chromebooks represent a new space in technology. This space is between mobile options such as the iPad and the portable space anchored by laptops. The Chromebook needs little maintenance, if any. It is a web-based device, so there is no need for downloading or installing software and/or updates. The way a Chromebook operates reduces the need for technical support. Student work on the Chromebook automatically saves to the cloud and in particular the Google cloud. Since Trinity is a Google Apps for Education school, this makes the Chromebook ideal.

How has Trinity prepared for this initiative?
- For several years, Trinity has structured professional development around the effective integration of technology. Teachers have received training on a variety of topics. Over the summer, Trinity's wireless infrastructure has been upgraded in order to accommodate the needs of the 1:1 program.

How did we get the funds for this initiative?
- Trinity's 1:1 initiative was funded through tuition and money raised from A Night of Abundant Blessings.

Who owns these Chromebooks—the students or the school?
- Chromebooks that are issued as part of the 1:1 program are the property of the Trinity Lutheran School. Each 4th-8th grade student will be issued a Chromebook by Trinity and will have access to that device 24/7. Students and parents will have to adhere to Trinity's Technology Acceptable Use Policy. Students are required to return the device at the end of the school year or when no longer attending Trinity Lutheran School.

What training and/or support will my child receive?
- Students will receive training on Curriculum, Digital Citizenship, G Suite for Education Applications, Chromebook Devices, 3rd party Applications, and Acceptable use.

Will Trinity supply any Chromebook accessories, such as a protective case?
- Each student will receive a charger. Parents are expected to provide a commercially available sleeve or case. (See **Protective Storage FAQs** below)

Who is responsible for updating the device (software and applications)?
- 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 shutdown and restarted.   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 are unable to install additional software on their Chromebook other than what has been approved by Trinity Lutheran School.
- The device is fully managed by the Trinity Lutheran School.

As a parent, what kinds of limits should I set on my child's "screen time"? How does the Chromebook affect my rules at home?
- Our 1:1 Chromebook program will help students learn and maintain good digital habits that will last a lifetime. Any rules that you have about computer use or Internet access should apply equally to your child's Chromebook use. However, please keep in mind that more class content will be digitized accessed via the Chromebook. This may require students to extend their screen time to meet course requirements.

Is there virus protection on the Chromebooks?
- Virus protection is unnecessary on the Chromebook due to the unique nature of its design.

Will there be Internet filters on the Chromebooks? How will these works when my child has to do research for projects or assignments on the Internet at home?
- Your student's account and device is fully managed by Trinity Lutheran School. It is being monitored and filtered on at all times and all locations. Safesearch is enabled and cannot be disabled. Guest mode has been disabled. Trinity Lutheran School's administrator is blocking all apps and extensions except the ones that we allow for educational purposes. Trinity reserves the right to enable or disable printing as required for our educational program.
- At home, we encourage parents to work together with their children to monitor the access to inappropriate content and to provide their own filtering process.

What happens if the Chromebook is used inappropriately?
- Trinity Lutheran School's Technology Director and Principal will receive notifications for flagged activity. If a student violates our Acceptable Use Policy, parents will be notified as soon as possible, especially regarding instances of violence, harm, self-harm, etc.

What happens if my student damages the Chromebook?
- **Parents/Students will be charged for full replacement cost of a device that has been lost or damaged due to intentional misuse or abuse.**
- Loaner Chromebooks may be issued to students when they leave their Chromebook for repair at the school office. If repair is needed due to malicious damage, the school may refuse to provide a loaner Chromebook.
- 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. Personal information that cannot be replaced should be kept at home on an external storage device.

What happens if my student loses the Chromebook or it is stolen?
- Report a lost or stolen Chromebook to the Principal or Technology Director immediately. Geolocation monitoring is on for theft recovery purposes.
- Trinity Lutheran School will require a police report be submitted in cases of theft. Fraudulent reporting of theft will be turned over to the police for prosecution. A student making a false report will also be subject to disciplinary action.
- Trinity Lutheran School will assess the Chromebook damage and repair or replace the device if the damage is determined to be accidental and within the protection guidelines.
- **Parents/Students will be charged for full replacement cost of a device that has been lost or damaged due to intentional misuse, neglect, or abuse.**

What happens in the case of vandalism or harassment?
- Vandalism is any deliberate attempt to harm or destroy the data or property of another. Vandalism will result in disciplinary action and possibly replacement costs and/or cancellation of user privileges.
- Harassment includes, but is not limited to, the sending of unwanted mail or messages. Trinity's policy on bullying applies to all use of technology or networks. Users are expected to respect the rights of others to have freedom from harassment or intimidation. Harassment will result in disciplinary action and/or cancellation of user privileges.

What if I still have questions?
- Please speak to your child's teacher, the Principal, or the Technology Director

Lenovo Chromebook N23 (11.6 inch screen)
Protective Storage FAQs

What is a hard shell case?
- Hard shell cases provide a layer of protection for your Chromebook and come in a variety of colors. A hard case is allowed.

What is a sleeve?
- A sleeve is a lightweight, flexible alternative to a hard case, similar to a padded envelope in design. It shields the device from scratches, dirt, and spills; however, it is not robust enough to offer protection from drops or severe bumps. A sleeve is allowed.

What is a skin?
- A vinyl skin on a piece of technology is like a sticker that covers the outside of your piece of technology. A skin is not allowed.

What does Trinity recommend?
- A commercially available, appropriate, sleeve for a Chromebook with a 11.6 inch screen or case for a Lenovo Chromebook N23 with a 11.6 inch screen is recommended.

Can stickers, tape, glue, etc., be put on the Chromebook?
- No. The use of stickers, duct tape, tape, glue, etc. is unacceptable and will result in disciplinary action.