

# Trinity Lutheran School

## Student Technology Guide

### Taking Care of Your Chromebook

You, as a student of Trinity Lutheran School, are responsible for the general care of the Chromebook which you have 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, Technology Director) your 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 to you until your Chromebook can be repaired or replaced.

#### How to Care for Your Chromebook

1. No food or drink is allowed next to your Chromebook.
2. Do not expose your 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 your Chromebook.
3. Be careful when plugging cords, cables, and removable storage devices into your Chromebook. Do not rip charger from the device while charging or place charger where it can be tripped on.
4. Protect your Chromebook with a hard case or sleeve at all times.
5. Never carry your Chromebook while the screen is open unless directed to do so by a teacher.
6. Shut down your Chromebook when it is not in use.
7. Do not leave your Chromebook on the floor.
8. Do not shove your Chromebook into your locker or wedge it into a book bag as this may break the screen.
9. Do not toss or drop your bag if your Chromebook is inside.
10. Do not put heavy items on your Chromebook.
11. You are required to take your Chromebook home each night to charge it 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 Your 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. You must be responsible for bringing your Chromebook to all classes, unless specifically advised not to do so by your teacher.

### At Home

***You are required to take your Chromebook home each night throughout the school year for charging.*** You need to charge their Chromebooks each evening. If you leave your Chromebook at home, you must call your 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 your teacher for instructional purposes.

### Printing

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

## **Managing Your Files and Saving Your Work**

Google Drive is provided for saving documents and files, or you 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 you are using Google Applications to work on your documents, you will not need to save your work, since Google will save automatically. It will be your responsibility to maintain the integrity of your files and usage. You 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**

You may be selected at random to provide your Chromebook 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**

You are not to install additional software on your Chromebook 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 of your 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 is logging, supervising, accessing, and monitoring, 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, you and your parent will be notified as soon as possible. Inappropriate usage will result in disciplinary action.

# **Protecting Your Chromebook**

## **Chromebook Identification**

Chromebooks can be identified in the following ways:

- Record of your Chromebook 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**

- **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 to you when you leave your Chromebook for repair at the school office
- Repaired Chromebooks will end up with the original factory image as first received. Keep your 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**

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

## **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.

# Digital Citizenship

A good citizen is someone who upholds and respects the laws of their country, but also acts in an appropriate way. Good citizens respect moral and ethical guidelines and behaviours. They show care and concern for themselves, their neighbours and other members of their communities. The good citizen respects other people's property, and expects others to do the same for them.

The good digital citizen applies the same rules to the cyber-world. A digital citizen is a person who obeys the legal rules about using digital technologies, and acts with respect and care for themselves, others and property. And in return, they expect the same respect to be shown to them.

There are three key parts to digital citizenship. They are respecting and protecting yourself, others, and property.

## Respecting and Protecting Yourself

- Choose online names that are suitable and respectful.
- Invite people you actually know in the real world to be your friends in the online world.
- Visit sites that are appropriate and respect the rules that websites have about age. Some sites are only for adults. If you wouldn't show the website to your parents or grandparents, then it's inappropriate.
- Set your privacy settings so that only the people you know can see you and your personal information.
- Put information online that is appropriate and posting pictures that are suitable. Not everyone who sees your profile or pictures will be friendly.
- Always report anything that happens online which makes you feel uncomfortable or unhappy.
- Talk to trusted adults, like your parents and teachers, about your online experiences. This includes both the good and the bad experiences.

## Respecting and Protecting Others

- Don't send hurtful or ugly messages to others, or forward messages that are unkind or inappropriate.
- Don't get involved in conversations that are unkind, mean or bullying.
- Report any conversations you see that are unkind, mean or bullying. Imagine if the things being written were about you. If you would find them offensive then they are inappropriate.
- Avoid websites that are disrespectful because they show people behaving inappropriately or illegally – or are racist, bigoted or unkind. If you visit one accidentally, close it and tell your teacher or an adult.
- Show respect for other's privacy by not trying to get into their online spaces without invitation, by not stalking them or copying their pictures.

## Respecting and Protecting Property

- Don't steal other people's property. It's easy to download music, games and movies, but piracy (downloading media that you have not bought) is just the name given to stealing online.
- Don't share the music, movies, games and other software that you own with other people.
- Check that the information you are using is correct. Anyone can say anything on the web, so you need to check that the research is correct by using reliable sites. When in doubt ask your teacher or your parents.
- Look after other people's websites, act appropriately when visiting them, don't make changes or vandalize them, and report any damage that you find.

By signing this agreement, I promise to be responsible for always acting in a manner that is respectful to myself and others, property, and in a way that shows my love for Jesus. I agree to follow the principles of digital citizenship outlined in this agreement and accept the consequences that failing to follow these will have.

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Print Name

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Signature

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Date