	# Aberdeen Catholic School System
	## Laptop 008.28

The Roncalli laptop initiative is focused on fulfilling our mission. The following support the implementation of a one-to-one Laptop initiative:

College Preparation: More frequent use of technology will more fully prepare students for their future: for college where, more and more, laptops are required of all students; for work where computers are part of virtually every job; and for everyday life where computer technology is becoming an integral part of leisure, recreation, entertainment, travel, and just about everything we do.

Enhanced Educational Experience: Research on similar programs at other schools has shown improvements in students' basic math and writing skills, digital literacy skills, thinking skills, communication and interpersonal skills, and productivity skills. In addition, such schools have found students to be more engaged in their work, resulting in better attendance and fewer disciplinary problems.

Digital Delivery: More and more curriculum content is delivered digitally – via the Internet, DVD, CD, or other format. This includes textbooks, study guides, tests, and other materials. Chrome Books will make this delivery more efficient. They will also allow all students to access any classes offered online.

Communications: Technology will enhance the already high quality interaction between Roncalli students and teachers. Students will be able to email questions and assignments directly to their teachers, whether they're in class, in school or at home.

Instructional Innovation: Constant, at-the-students'-fingertips availability of computer technology will expand teachers' options in delivering lessons. In addition, it will allow teachers to adapt to and students to utilize different learning styles.

Receiving Your Chrome Book

Chrome Books will be distributed each fall on a date designated by the administration. Parents and students must sign and return the Student Pledge for Chrome Book Use and Chrome Book Computer Protection form before the Chrome Book will be issued to the student.

Students will return their Chrome Books at the end of each school year for maintenance, cleaning and software installations. Students will retain their original Chrome Book each year while enrolled at Roncalli High School.

Taking Care of Your Chrome Book

Students are responsible for the general care of the Chrome Book they have been issued by the school. Chrome Books that are broken or fail to work properly must be taken to the technology director or the principal's office.

General Precautions
- No food or drink is allowed next to your Chrome Book while it is in use.
- Cords, cables, and removable storage devices must be inserted carefully into the Chrome Book.

Students should never carry their Chrome Books while the screen is open, unless directed to do so by a teacher. Chrome Books should be shut down before moving them to conserve battery life and prevent overheating. Chrome Books must remain free of any writing, drawing, stickers, or labels that are not the property of Roncalli High School. Chrome Books must never be left in a car or any unsupervised area. Students are responsible for keeping their Chrome Book's battery charged for school each day.

Carrying Chrome Books

The protective cases provided with the Chrome Books have sufficient padding to protect the Chrome Book from normal treatment and provide a suitable means for carrying the Chrome Book. The guidelines below should be followed:
- Chrome Books should always be within the protective case when carried.
- Carrying cases may hold lightweight objects, such as notebooks, but these must be kept to a minimum to avoid placing too much pressure and weight on the Chrome Book screen.

Screen Care

The Chrome Book screens can be damaged if subjected to rough treatment. The screens are particularly sensitive to damage from excessive pressure on the screen.
- Do not lean on the top of the Chrome Book when it is closed.
- Do not place anything on the Chrome Book that could put pressure on the screen.
- Do not place anything in the carrying case that will press against the Chrome Book.
- Do not place anything on the keyboard before closing the lid (e.g., pens, pencils, or disks).
- Clean the screen with a soft, dry cloth or anti-static cloth.

Using Your Chrome Book at School

Chrome Books are intended for use at school each day. In addition to teacher expectations for Chrome Book use, school messages, announcements, calendars and schedules will be accessed using the Chrome Book. Students must be responsible to bring their Chrome Book to all classes.

Chrome Books Left at Home

If students leave their Chrome Book at home, they must immediately phone parents to bring it to school. Repeat violations of this policy will result in disciplinary action.

Chrome Book Undergoing Repair

Loaner Chrome Books may be issued to students when they leave their Chrome Books for repair with the technology director.

Charging the Chrome Book's Battery

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

In cases where the use of the Chrome Book has caused batteries to become discharged, students may be able to connect their Chrome Books to a power outlet in class if it does not interfere with traffic flow in the classroom.

Screensavers

When students personalize the display settings and backgrounds, the following will apply:
- The material must be consistent with the mission of ACSS and in accordance with the policies of the Roman Catholic Church, our Bishop, ACSS; and, which respect the human dignity and security of every human being.
- Inappropriate media may not be used as a screensaver.
- Presence of guns, weapons, pornographic materials, inappropriate language, alcohol, drug, gang related symbols or pictures will result in disciplinary actions.
- Passwords on screensavers are not to be used.
- Hard drive passwords are forbidden. If used, students may be responsible for the cost of replacement hardware.

Sound

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

Printing

Students may only use printers listed on their print menu, but they need to be aware of the printer that they are using and retrieve any printed materials.

Since each student has a Chrome Book, access to the network, and courses in WebCt, printing should be kept to a minimum.

Managing Your Files and Saving Your Work

Saving to Google Drive

The Chrome Books are set up with **Google Drive** in which students should save their work. **Google Drive will** automatically save a copy of the students' documents. When a student, who is logged into their school Google account, adds a document to **Google Drive** while working at school or away from school, that document **will** be saved automatically to Google Cloud. Additional folders in the **Google Drive** may be created or added by the student. This is recommended for organization of work in various courses. All student work should be stored in **Google Drive** or one of the folders under **Google Drive**.

Inspection

Students may be selected at random to have their Chrome Books inspected. Students should be aware that their Chrome Books can be viewed remotely at any time at the administrations' discretion.

Acceptable Use

The following guidelines are a summarization of guidelines from the Aberdeen Catholic School System Acceptable Use Policy (AUP).

General Guidelines

- Students will have access to all available forms of electronic media and communication that is in support of education and research and in support of the educational goals and objectives of the ACSS.
- Students are responsible for their ethical and educational use of the technology resources of the ACSS.
- Access to the ACSS technology resources is a privilege and not a right. Each employee, student and/or parent will be required to follow the ACSS 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 material, threatening or obscene material, and computer viruses.
- Any attempt to alter data, the configuration of a Chrome Book, or files of another user, without the consent of the individual, administrator or technology director, will be considered an act of vandalism and subject to disciplinary action.

Privacy and Safety

Students will follow the following privacy and safety guidelines in addition to those identified in the ACSS Student Internet Privacy Policy.
- Do not go into chat rooms or send chain letters.
- Do not open, use, or change computer 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.
- If you inadvertently access a website that contains obscene, pornographic or otherwise offensive material, notify a teacher, principal or technology director immediately so that such sites can be blocked from further access. This is not merely a request; it is a responsibility.

Legal Propriety

- 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 unethical and illegal. 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 disciplinary action. Violation of applicable state or federal law, including the South Dakota Penal Code, Computer Crimes, will result in criminal prosecution or disciplinary action by the school.

E-mail

Students will be issued an e-mail account. These guidelines should be followed for use of e-mail accounts.

- Always use appropriate language.
- Do not transmit language/material that is profane, obscene, abusive, or offensive to others.
- Do not send mass e-mails, chain letters or spam.
- Maintain high integrity with regard to e-mail content.
- No private chatting during class.
- E-mail accounts are subject to inspection periodically by the school IT Department.

Consequences

The student in whose name a system account and/or Chrome Book is issued will be responsible at all times for its appropriate use. Non-compliance with the policies of the ACSS will result in disciplinary action as outlined in the ACSS Acceptable Use Policy and the Use of Technology Student Agreement and Parent Approval Form.

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 appropriate use.

The school cooperates fully with local, state and federal officials in any investigation concerning or relating to violations of computer crime laws. Contents of e-mail and network communications are governed by the South Dakota Open Records Act; proper authorities will be given access to their content.

Protecting and Storing Your Chrome Book

Chrome Book Identification

Student Chrome Books will be labeled in the manner specified by the school. Chrome Books can be identified in the following ways:
- Record of serial number
- Individual User account name and password

Storing Your Chrome Book

When students are not using Chrome Books they should be stored in their lockers.
Nothing should be placed on the top of the Chrome Book when placed in the locker. Students must take their Chrome Books home every day after school, regardless of whether or not they are needed. Chrome Books are not to be stored in the student's vehicle, at school, or at home.

Chrome Books Left in Unsupervised Areas

Under no circumstances should Chrome Books be left in unsupervised areas. Unsupervised areas include hallways, bathrooms, and outside; any computer left in these areas is in danger of being stolen.

Unsupervised Chrome Books will be confiscated by staff and taken to the Principal's Office. The following guidelines refer to the retrieval of your Chrome Book
- First time confiscated – Pay $0.50
- Following times confiscated – Pay $1.00 for each time

Repairing or Replacing Your Chrome Book

The Aberdeen Catholic School System recognizes that with the implementation of the Laptop initiative there is a need to protect the investment by both the District and the Student/Parent. The following outlines the various areas of protection: warranty, accidental damage protection and insurance. The term "Chrome Book" refers to the Chrome Book machine itself, the battery, and any other component of the device.

Warranty: This coverage is purchased by the ACSS as part of the purchase price of the equipment. This will warrant the Chrome Books from defects in materials and workmanship. This limited warranty covers normal use, mechanical breakdown or faulty construction and will provide replacement parts necessary to repair the Chrome Book or Chrome Book replacement. The warranty does not warrant against damage caused by misuse, abuse, accidents or computer viruses.

Insurance for Theft, Loss or Fire: Chrome Books that are stolen, lost or damaged by fire are also covered by the Warranty or the Accidental Damage Protection outlined above. The Student and Parent must agree by paying the $25.00 fee and signing the included form.

You are required to pay the school district an annual protection payment for coverage of theft, loss or damage by fire to the Chrome Book in the amount of $25.00 or $50.00 for family coverage when there are two or more children in high school using Chrome Book computers. The $25.00 or $50.00 payment is non-refundable. This protection coverage has no additional charge per occurrence This annual coverage begins upon receipt of the payment and ends at the conclusion of each school year.

ADDITIONAL INFORMATION: In cases of theft, vandalism and other criminal acts, a police report, or in the case of fire, a fire report **MUST be filed by the student or parent** for the protection coverage to take place. A copy of the police/fire report must be provided to the principal's office.

INTENTIONAL DAMAGE: Students/Parents are responsible for full payment of intentional damages to Chrome Books. School District Chrome Book Protection **DOES NOT** cover intentional damage of the Chrome Books.

Technical Support

The technology director is located at the high school and coordinates the repair work for Chrome Books. Services provided include the following:
- Hardware maintenance and repairs
- Password identification
- User account support
- Operating system or software configuration support
- Application information
- Re-imaging hard drives
- Updates and software installation
- Coordination of warranty repairs