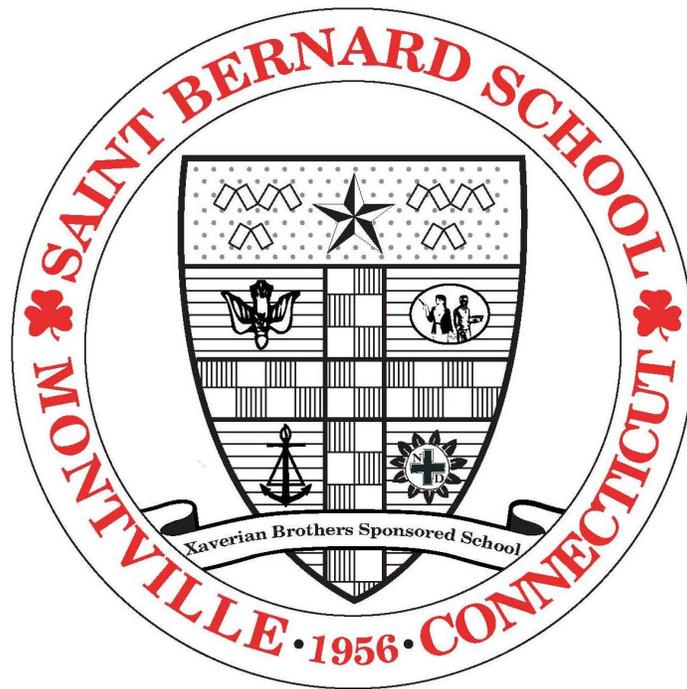


# *Saint Bernard School*



## *1 to 1 Chromebook Program*

**2019 – 2020**

# **Saint Bernard School Chromebook 1:1 Program and Policy 2019 - 2020**

|   |   |
|---|---|
| <b>Chromebook 1 to 1 Program</b>                                      | 2 |
| <b>Chromebook Insurance</b>   | 2 |
| <b>Coverage of Saint Bernard Insurance Policy</b>                     | 3 |
| Manufacturer Warranty   | 3 |
| Accidental Damage   | 3 |
| Loaner Devices  | 4 |
| Items Not Covered   | 4 |
| Voiding of Saint Bernard School Insurance Policy                      | 4 |
| Submitting a Claim  | 4 |
| In the Event of Theft, Loss or Vandalism                              | 4 |
| <b>Chromebook Technical Support</b>                                   | 5 |
| <b>Go Guardian</b>  | 5 |
| <b>International Students and Chromebooks</b>                         | 5 |
| <b>Option to Purchase a Chromebook for Grades other than 9th</b>      | 6 |
| <b>Payment for Chromebooks</b>  | 6 |
| Incoming 9th Grade Students New to Saint Bernard School               | 6 |
| 9th Grade Students Continuing on to Saint Bernard From 8th Grade      | 6 |
| International Students Required Insurance Policy                      | 6 |
| Students in Other Grades Choosing to Opt In to the Chromebook Program | 6 |
| <b>Taking Care of Your Chromebook</b>                                 | 7 |
| Using Your Chromebook at School                                       | 7 |
| Appropriate Use of Your Chromebook                                    | 7 |
| Home Internet Access  | 8 |
| Chromebook Apps   | 8 |
| <b>Responsible Use</b>  | 8 |
| Parent/Guardian Responsibilities                                      | 8 |
| School Responsibilities   | 8 |
| Student Responsibilities  | 9 |
| <b>Where to Find More Information About Using Your Chromebook</b>     | 9 |

## Chromebook 1 to 1 Program

Saint Bernard School will begin transitioning to a 1:1 managed Chromebook environment at the start of the 2019-2020 school year. Students entering the Freshman class will be required to purchase a Chromebook through Saint Bernard School at a cost of \$250.00.

- Freshman students who were members of the Saint Bernard 8th grade class will receive this Chromebook at no cost (optional insurance is a separate charge).
- Students in grades other than 9<sup>th</sup> are welcome to opt in to this program for the same costs.
- The Chromebook will be managed by Saint Bernard School and placed on our *Go Guardian* Platform (more information below). If a student chooses to leave Saint Bernard School for any reason, the Chromebook will be removed from the management software and released to the student.

The Chromebooks will be able to go home and the students will be required to bring them to school every day fully charged.

- In the case that the student doesn't charge the Chromebook or due to use, the battery is low, the student may bring the Chromebook to the library for charging.
  - Due to the limited number of outlets in the classrooms, students should not expect that they will be able to plug the Chromebook in when they are in a class.
- A student who has received a Chromebook through this 1:1 initiative will not be allowed to take out a library Chromebook unless their Chromebook is being repaired.
- If a student forgets their Chromebook at home, they will be allowed a loaner Chromebook for that day if one is available.
- Students will be responsible for purchasing a cover or case for their Chromebook.
- Any stickers that a student adds to their Chromebook cannot cover any school placed asset tags (such as the Chromebook barcode and Chromebook number).
- School placed asset tags may not be removed from the Chromebook until the Chromebook is released from the Saint Bernard Management program.
  - If an asset tag is accidentally removed from a Chromebook or appears to be falling off, please notify the Librarian to have it replaced.

## Chromebook Insurance

Families can elect to insure their student's Chromebook through Saint Bernard School for a nonrefundable fee of \$25 per Chromebook, per school year. The cost will cover the Chromebook through the school year until August 31st. If the insurance is not paid at the start of the school year, the Chromebook is not considered insured.

- Students who enter Saint Bernard after the start of the school year can choose to opt in to the insurance when they receive their Chromebook.
- Insurance cost is not prorated and is nonrefundable.
- Families that elect not to purchase the optional insurance will be required to cover the full cost of the repairs.
- For Families that elect to insure their student's Chromebook after the student receives the Chromebook, the Chromebook will need to be turned into the Technology Department for assessment of the Chromebook's current condition prior to insurance being authorized. Cost of insurance is not prorated and is nonrefundable.

## Coverage of Saint Bernard Insurance Policy

- Saint Bernard School Insurance covers 10% of the cost of repairs, with no charge for labor.
- Families that chose not to enroll in the Saint Bernard Optional Insurance policy will be billed the cost of the supplies needed to repair the device and \$15 per ½ hour of labor (minimum of ½ hour of labor)

### Manufacturer Warranty

Chromebooks are covered on the manufacturer warranty for 1 year. In that year, families are not responsible for costs on manufacturer defects. These defects can include (but are not limited to):

- Battery not holding a charge
- Device will not boot or start the operating system
- Screen will not illuminate
- Trackpad or Keyboard not working

The Chromebook will be sent back to the manufacturer for repair and the student will be issued a loaner device.

### Accidental Damage

Saint Bernard School Insurance policy covers accidental damage and repairs not covered under the manufacturer warranty. Accidental damage includes (but is not limited to):

- Cracked/broken screen
- Missing keys
- Damage from a drop or spill

If the Technology Department determines that the entire Chromebook needs to be replaced, the broken Chromebook must be turned over to the Technology Department and the student will be issued a new device.

- Without insurance: cost will be the full cost of the device
- With insurance: discount of 10% on the cost of the new device

## Loaner Devices

- Saint Bernard School will have a number of used Chromebooks put aside for students to use while their Chromebook is being repaired.
- Loaner devices must be turned into the library at the end of the day

## Items Not Covered

The following items will not be covered by the Saint Bernard Insurance policy. If any of these are determined to be the cause of the damage, the family will be responsible for the full cost of the repairs or replacement of the device:

- Intentional damage
- Loss
- Theft due to irresponsibility
- Damages caused by misuse and abuse

## Voiding of Saint Bernard School Insurance Policy

***Saint Bernard School Insurance policy will become null and void if any evidence of the following is found:***

- ***Chromebook has been tampered with***
- ***Evidence of Jailbreaking*** (modify to remove restrictions imposed by the manufacturer or operator, e.g. to allow the installation of unauthorized software)
- ***Hacking the Chromebook in any way***
- ***Intentionally removing the Chromebook from the Saint Bernard School management platform***
- ***Evidence of tampering with Go Guardian***

## Submitting a Claim

1. Within 5 days of the incident resulting in damage, bring the Chromebook to the school Library and staff will notify the Technology Department.
2. The Technology Department will examine the Chromebook to determine if there is a qualified insurance claim
3. If there is a claim, the appropriate paperwork will be filled out and you will receive an email from the technology staff with a copy of the paperwork regarding the claim on your child's Chromebook
4. Once the claim is in process, a loaner Chromebook will be issued to the student

## In the Event of Theft, Loss or Vandalism

1. Report loss of or damage to the Chromebook to the library staff within 5 days. In the event that school is not in session, you must notify both Mrs. Jakubielski by email [amjakubielski@saint-bernard.com](mailto:amjakubielski@saint-bernard.com) and Mrs. Ann Griffin [agriffin@saint-bernard.com](mailto:agriffin@saint-bernard.com), or in person.
2. Notify the local police if the loss is due to theft, burglary, robbery or vandalism. You must then provide the official police report to the technology staff.

# Chromebook Technical Support

The Library Media Center will be the first point of contact for questions or repair of the Chromebooks:

- Issues with password
- User account support
- Submitting a device for repair
- Distribution of loaner Chromebooks (after verification by technology department)
- Operating System or software configuration support
- Restoring Chromebook to factory default

After assessing the needs and type of support required, the student may be referred to the technology department. Many basic needs can be handled immediately.

## Go Guardian

Saint Bernard School utilizes *Go Guardian*, a management and filter software that allows our teachers to better utilize the internet for classroom learning. Students will be required to have *Go Guardian* on their account (placed there by the Saint Bernard School Technology Department).

- Students may not tamper or bypass *Go Guardian* in anyway.
- Any evidence of tampering or attempting to bypass *Go Guardian* will be reported to Administration.

## International Students and Chromebooks

- International students will be provided a Chromebook for use during the school year. This Chromebook is property of Saint Bernard School and is required to be treated as such.
- Students may not remove any of the asset tags attached to the Chromebook and will be required to purchase a case for the Chromebook.
- Insurance for the Chromebook is required to be purchased yearly as outlined above.
- Any and all damages must be reported in accordance to the reporting procedure above.
- The International Student Chromebook will be able to be brought home daily but will need to be turned in to the technology office/Mrs. Jakubielski at the start of Christmas Break and Summer Break. The student will receive the same Chromebook back at the end of each break.
- If a student leaves Saint Bernard School for any reason, the Chromebook must be returned to the school within 30 days. If the Chromebook is not returned, the student will be assessed a fee of \$270.00 for the replacement of the Chromebook.

## Option to Purchase a Chromebook for Grades other than 9th

Saint Bernard School will be offering students in grades 6-8 and 10-12 the option to purchase a Chromebook.

- The Chromebook will be an education edition HP Chromebook and will include the management license and *Go Guardian* which will be required of Saint Bernard students in this program.
- Students choosing to opt in to this program can indicate their interest by completing the attached form and returning it to Saint Bernard School, Attn: Ann Marie Jakubielski.

## Payment for Chromebooks

### Incoming 9th Grade Students New to Saint Bernard School

- Incoming 9th grade families will be billed through FACTS the cost of the Chromebook during the summer before their 9th grade year.
  - This will need to be paid via FACTS or by cash or check, in order for the students to receive their Chromebook at student orientation.
- Students who have not paid will not receive their Chromebook until it has been paid.
- Optional insurance coverage must be paid by September 6, 2019.

### 9th Grade Students Continuing on to Saint Bernard From 8th Grade

- Students who were members of Saint Bernard's 8th grade class and have chosen to continue their education here at Saint Bernard will receive a Chromebook at no charge to them at Orientation.
- Optional insurance coverage must be paid by September 6, 2019. This is not included in the Chromebook and must be paid by the families.

### International Students Required Insurance Policy

- International students are required to purchase the insurance policy at a cost of \$25 per school year.
- This can be paid to Saint Bernard School at the start of each school year.

### Students in Other Grades Choosing to Opt In to the Chromebook Program

For the 2019-2020 school year, Saint Bernard will be allowing students in grades other than 9th to choose to purchase a Chromebook through Saint Bernard.

- The cost is \$250.00 and will be billed through FACTS at the time the student chooses to opt in.
  - Payment can be made through FACTS or by cash or check to the business office.
- Payment must be made before the student receives their Chromebook.
- Optional insurance coverage must be paid by September 6, 2019.

# Taking Care of Your Chromebook

It is highly recommended that students purchase a carrying case or cover for their Chromebook. In addition to that added protection, students should also abide by the following:

- 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.
- Only the AC adapter provided by the school is to be used for charging your Chromebook.
- Students should never carry their Chromebooks by the screen.
- The Chromebook must be closed with the screen facing the keyboard with nothing stored between them.
- Chromebooks should be shut down before storing them in order to conserve battery life.
- Chromebooks must never be left in an unlocked car or any unsupervised area.
- Chromebooks must never be left in a car where they could be subject to extreme heat or cold.
- Never lean on a closed Chromebook, as it will damage or crack the screen.
- Clean the screen with a soft, dry cloth. Never use a liquid, as it can damage the screen.
- Chromebooks should never be left unattended.

## Using Your Chromebook at School

- Students are responsible for bringing their Chromebook to school each day, fully charged.
  - Students shouldn't expect to be able to charge their Chromebook during the school day
- If a student forgets their Chromebook at home, they will not be provided a loaner without permission by Administration or the Technology Department.
- If a student needs to use a loaner Chromebook, their parent/guardian will be notified via email of the loan.
- If a student forgets their Chromebook multiple times, Administration will be notified.
- Loaner Chromebooks are required to be returned at the end of the school day (1:45pm - full day, 11:30am - half day)
- Technical support is available during school hours by visiting the library.

## Appropriate Use of Your Chromebook

Students have the ability to personalize their Chromebook with appropriate images.

- Inappropriate media is never to be used as a screensaver
- Asset tags may not be removed or covered
- Any external stickers or cover of the Chromebook must be school appropriate
- Students should have their own set of headphones/earbuds for use with their Chromebook. Loaner earphones are available in the library for student use.
- Use of the Chromebook falls under the Saint Bernard School *Acceptable Use Policy*.

## Home Internet Access

When students receive their Chromebook at school it will already be connected to the school network.

- Students are allowed to set up wireless internet access on their Chromebook at home.
- Information on how to connect your Chromebook to the internet can be found here: <https://support.google.com/chromebook/answer/1047420?hl=en>
- Internet access at home is not secured by the school's network, and therefore is the responsibility of the parent/guardian to monitor their student's Internet behaviors.

## Chromebook Apps

- Any apps installed on the Chromebook must remain on the Chromebook. Administration will be notified of any students who attempt to modify or remove school placed apps.
- Virus protection is unnecessary on a Chromebook. Chromebooks have unique built in security that provides all needed virus protection.
- Students may add additional apps to their Chromebook that may help them at school. In addition, school recommended apps can be found in the "for saint-bernard.com" at the Chrome Web Store: <https://chrome.google.com/webstore>

# Responsible Use

## Parent/Guardian Responsibilities

- Talk to your student about digital citizenship and the standards they should follow on the use of the Internet just as you do on the use of all media information sources such as television, telephones, movies, and radio.
- Be an active participant in your student's digital life. Have them show you what sites they are navigating, which apps they use, and what they are working on.

## School Responsibilities

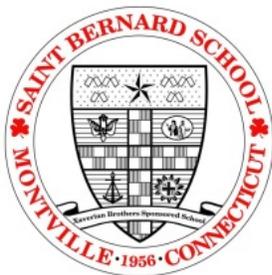
- Provide Internet and email access to students.
- Provide Internet filtering while at school. No filtering system will block 100% of material that may be deemed inappropriate. In some instances, what an individual may deem appropriate may be blocked incorrectly, and in other instances, what an individual may deem inappropriate may not be blocked. Google Safe Search is administered at all times on the Chromebook.
- Provide network and/or cloud data storage areas. Saint Bernard School reserves the right to review, and restrict information stored on or transmitted via owned equipment and to investigate inappropriate use of resources.

### Student Responsibilities

- Use Chromebooks in a responsible and ethical manner as described in this document and the Acceptable Use section of the Student Handbook.
- Obey general school rules concerning behavior and communication that apply to computer use.
- Use all technology resources in an appropriate manner as to not damage school or personal equipment.
- Contact an administrator if you should receive email containing inappropriate or abusive language or if the subject matter is questionable.

## **Where to Find More Information About Using Your Chromebook**

- Google has a great source of tutorials and troubleshooting guides to help you with your Chromebook. You can find just about the answer to anything "Chromebook" here: <https://support.google.com/chromebook>
- A great video series "How to Chromebook" is put out by the Chromebook (supported by the Chrome OS team). You can find quick 30-second videos on how to do pretty much everything on your Chromebook. Videos can be found on YouTube or by going here: <https://www.google.com/chromebook/howto/>



# SAINT BERNARD SCHOOL

## 1 to 1 Chromebook Program

Starting with the 2019-2020 school year, Saint Bernard School will begin to transition to a 1 to 1 Chromebook model. The freshman class will be all 1 to 1 with the same model of Chromebook. We are offering students of other grades the opportunity to also join the freshman class and purchase the same Chromebook. The Chromebook cost is \$250 and will include the required Google Management license and Go Guardian, a content filter and classroom management platform. More information regarding the program can be found on Saint Bernard's Plus Portals.

If you are interested in being a part of this program and purchasing a Chromebook, please fill out this form and return it to Saint Bernard, Attn: Ann Marie Jakubielski.

Payment can be made through FACTS or by cash or check. Payment must be made before your student will receive their Chromebook.

**Student's Name:** \_\_\_\_\_

**Grade in Fall:** \_\_\_\_\_

### Parent/Guardian Contact Information

**Name:** \_\_\_\_\_

**Relationship:** \_\_\_\_\_ **Phone #:** \_\_\_\_\_

**Name:** \_\_\_\_\_

**Relationship:** \_\_\_\_\_ **Phone #:** \_\_\_\_\_

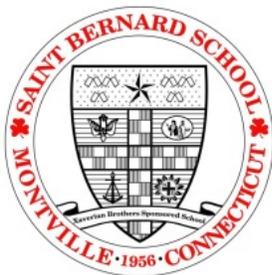
We wish to participate in the 2019-2020 Chromebook program. We have read and understand the 1 to 1 program and agree to abide by the program.

We understand that payment needs to be received before our student will be issued their Chromebook.

Please bill us through FACTS

We will pay by cash or check

\_\_\_\_\_  
Parent/Guardian Signature



# SAINT BERNARD SCHOOL

## Optional Chromebook Insurance Program

**Student's Name:** \_\_\_\_\_

**Grade in Fall 2019:** \_\_\_\_\_

### Parent/Guardian Information

**Name:** \_\_\_\_\_

**Relationship:** \_\_\_\_\_ **Phone #:** \_\_\_\_\_

**Name** \_\_\_\_\_

**Relationship:** \_\_\_\_\_ **Phone #:** \_\_\_\_\_

As a component of the Saint Bernard School 1 to 1 Chromebook Program, we will be offering optional insurance for families wishing to purchase insurance.

Please complete and return this form, along with payment of \$25.00, to:  
*(Checks can be made payable to Saint Bernard School)*

Saint Bernard School  
Attn: Ann Marie Jakubielski  
1593 Norwich New London Tpke.  
Uncasville, CT 06382

Yes, we wish to opt in to the Chromebook Insurance Program for the 2019-2020 school year. We understand that the \$25 fee needs to be paid by Sept 6, 2019 and is nonrefundable.

We have read the 1 to 1 policy and agree to the terms

Please bill us through FACTS

We will pay by cash or check

We elect not to participate in the Chromebook Insurance Program, and we understand that we are responsible for full repair or replacement costs.

\_\_\_\_\_  
Parent/Guardian Signature