

# Legacy Christian Academy Chromebook Policy Handbook



The policies, procedures, and information within this document apply to all Chromebooks used at Legacy Christian Academy by students, staff, or guests including any other device considered by the Administration to fall under this policy.

Teachers may set additional requirements for Chromebook use in their classrooms.

## Receiving Your Chromebook:

Chromebooks will be distributed each fall. ***Parents & Students must complete and sign the Chromebook Policy Sign-off and Student Pledge document before the Chromebook can be issued to their child.*** This document will need to be submitted to the teacher issuing the Chromebook.

### **Training:**

Training documents and videos will be linked on the school website under Google Classroom Information for students or guardians to reference when needed.

### **Return:**

Student Chromebooks and accessories (charger and battery) will be collected at the end of each school year for maintenance over summer vacation. Students will retain their original Chromebook each year while enrolled at LCA.

When asked to do so, students must surrender/return the Chromebook and accessories to LCA. Any student who transfers out of LCA will be required to return their Chromebook and accessories. If Chromebook and accessories are not returned, the parent/guardian will be held responsible for the full replacement cost of the device.

# Taking Care of Your Chromebook:

Students are responsible for the general care of the Chromebook which they have been issued by the school. Chromebooks that are broken or fail to work properly must be taken to the technology department head. If a loaner Chromebook is needed, one will be issued to the student until their Chromebook can be repaired or replaced upon availability.

## General Precautions:

- **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.
- Students should never carry their Chromebook while the screen is open unless directed to do so by a teacher.
- Chromebooks should be shut down when not in use to conserve battery life.
- Chromebooks should never be shoved into a locker or wedged into a book bag as this may break the screen.
- Do not expose your Chromebook to extreme temperature or direct sunlight for extended periods of time. Extreme heat or cold may cause damage to the laptop.
- Chromebooks must **NOT** be left in vehicles.
- **Always** bring your Chromebook to room temperature prior to turning it on.
- Chromebooks and cases must remain **free of any decorative writing, drawing, stickers, paint, tape, or labels** that are not the property of Legacy Christian Academy.

## Carrying the Chromebook:

The protective shell of the Chromebook will only provide basic protection from everyday use. It is not designed to prevent damage from drops or abusive handling. Carrying the Chromebook in a padded backpack or padded book bag is acceptable provided the backpack or bookbag is handled with care. For example, you shouldn't toss the bag or drop the bag if your Chromebook is inside.

## 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.

- Do not lean on top of the Chromebook.
- Do not place anything near the Chromebook that could put pressure on the screen.
- Do not place anything in the carrying case that will press against the cover.
- Do not poke the screen.
- Do not place anything on the keyboard before closing the lid (e.g. pens, pencils, notebooks).
- 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 also purchase individually packaged pre-moistened eyeglass lens cleaning tissues to clean the screen. These are very convenient and relatively inexpensive.

# Using Your Chromebook

Non-compliance with the policies of the Chromebook Policy Handbook or Legacy's Acceptable Use Policy will result in disciplinary action as outlined by the discipline code and/or other school policies.

## At School:

The Chromebook is intended for use at school each and every day. In addition to teacher expectations for Chromebook use, school messages, announcements, calendars, academic handbooks, student handbooks and schedules may be accessed using the Chromebook. Students must be responsible for bringing their Chromebook to all classes, unless specifically advised not to do so by their teacher.

## At Home:

All students are required to take their Chromebook home each night throughout the school year for charging. **Chromebooks must be brought to school each day in a fully charged condition.** Students need to charge their Chromebooks each evening. If students leave their Chromebook at home, they must immediately phone parents to bring the Chromebook to school. Repeat violations of this policy will result in a referral to administration and possible disciplinary action.

Students should not carry the AC Adapter power cord (charger) to school. If fully charged at home, the battery will last throughout the day.

## Sound:

Students must keep a personal set of earbuds for use with the Chromebook. Sound must be **muted** at all times unless permission is obtained from the teacher for instructional purposes.

## Printing:

*At School:* Printing functionality will be available on a limited basis at school and subject to classroom requirements. Teachers are encouraged to accept assignments electronically through Google Drive.

*At Home:* The Chromebook will not support a physical printer connection. Instead, users may print to their home printers using the Google Cloud Print service. A wireless home network is required for this. <http://www.google.com/cloudprint/learn/>

# Managing Your Files and Saving Your Work:

Students will create and save documents in Google Drive. **Google Drive** is a cloud storage service that allows students to store their documents, photos, videos, and more online in one place. Each student has been issued a school Google email which follows this format:

Student: Amanda Student → [astudent@lcawarriors.com](mailto:astudent@lcawarriors.com)

From **Drive**, students can also access **Google Docs**, where they can create, share, and collaborate on documents, spreadsheets, presentations, and more from anywhere while online. You can learn more about Google Drive at this address: <http://goo.gl/7uM7SX>

Documents created in Google Drive are automatically stored online and on the Chromebook itself, making the document available when Internet access is not available.

## **Personalizing the Chromebook:**

**Chromebooks and cases must remain free of any decorative writing, drawing, stickers, paint, tape, or labels that are not the property of Legacy Christian Academy.** Spot checks for compliance will be done by administration or LCA technicians at any time.

Students may add appropriate music, photos, and videos to their Chromebook. Personalized media are subject to inspection and must follow the Legacy Christian Academy acceptable use policy.

## **Software on Chromebooks:**

### **Originally Installed Software:**

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 available updates when the computer is turned off and restarted. It will benefit the student to daily turn off and reboot the Chromebook while at school.

From time to time 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.

### **Virus Protection:**

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

### **Additional Software:**

Students are unable to install additional software on their Chromebook other than software approved by Legacy Christian Academy.

### **Inspection:**

Students may be selected at random to provide their Chromebook for inspection. The purpose for

inspection will be to check for proper care and maintenance as well as inappropriate material being carried into the school.

### **Procedure for Restoring the Chrome OS:**

If technical difficulties occur, the technical support staff will use the “5-minute” rule. If the problem cannot be fixed in 5 minutes, the Chromebook will be restored to factory defaults. In a One-to-One environment, it is impossible for support staff to maintain a working environment for all if too much time is spent fixing every glitch that may arise. Restoring the Chrome OS will restore the device to the state in which the user originally received it. All student 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 have been synced to Google Drive will be intact. However, all other data (music, photos, documents) *stored on internal memory that has NOT been synced* will not be restored unless the student requests that an attempt be made to salvage it.

## **Protecting & Storing Your Chromebook:**

### **Chromebook Identification:**

Chromebooks will be labeled in the manner specified by the school.

Chromebooks can be identified in the following ways:

- Record of the serial number and LCA asset tag
- Individual’s Google Account username

*Under no circumstances are students to modify, remove, or destroy identification labels.*

### **Storing Your Chromebook:**

When students are not monitoring their Chromebook, they should be stored in their lockers *with the lock securely fastened*. Nothing should be placed on top of the Chromebook when stored in the locker. Students need to take their Chromebook home with them every night and charge it. The Chromebook is not to be stored in their lockers or anywhere else at school outside of school hours. The Chromebook should be charged fully each night at the student’s home. Guardians should insist on a specific place where the Chromebook is stored to charge while at home. Chromebooks should *never* be stored in a vehicle.

### **Storing Chromebooks at Extracurricular Events:**

Students are responsible for securely storing their Chromebook during extra-curricular events.

### **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 gym, unlocked classrooms, locker rooms, dressing rooms, hallways, bathrooms, the bus, in a car, or any other entity that is not securely locked or in which there is no supervision.

Unsupervised Chromebooks will be confiscated by staff and taken to the Principal’s office.

Disciplinary action will be taken for leaving a Chromebook in an unsupervised location.

## Repairing or Replacing Your Chromebook:

### Chromebooks Undergoing Repair:

- Loaner Chromebooks may be issued to students when they leave their Chromebook for repair with the technology department head ***upon availability***.
- 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.
- **A Chromebook or any of its accessories that are lost (whereabouts unknown) or damaged is the financial responsibility of the student and parent involved in the damage or loss of property. The user will not be given another device or accessory to use until the replacement cost of the lost/damaged device or accessory is paid to the school.**

### Warranty:

The manufacturer warrants the Chromebook from defects in materials and workmanship for a period of one year. This warranty is only valid for the first 12 months from the date LCA takes delivery of the Chromebook. This limited warranty covers normal use, mechanical breakdown, or faulty construction and will provide replacement parts necessary to repair or, if necessary, replace the Chromebook. The warranty ***DOES NOT*** warrant against damage caused by misuse, abuse, or accidents. Please report all Chromebook problems to the technology department head.

If a Chromebook becomes defective (at no fault of the student) after the warranty expires, LCA will replace the Chromebook at no charge with a refurbished Chromebook of the same age or newer.

## Chromebook Technical Support:

The technology department head will be the first point of contact for repair of the Chromebooks. Services provided by the lab include:

- Password Reset
- User account support
- Coordination of warranty repair
- Distribution of loaner Chromebooks
- Hardware maintenance and repair
- Operating System or software configuration support

- Restoring Chromebook to factory default
- System software updates

## Technology Acceptable Use:

### General Guidelines:

- Students will have access to forms of media and communication which is in support of education and research and in support of educational goals and objectives at Legacy Christian Academy. Access to media and communication beyond these specific uses will not be supported or allowed.
- Students are responsible for their ethical and educational use of the technology resources of the Legacy Christian Academy.
- Access to the Legacy Christian Academy technology resources is a privilege and not a right. Each employee, student, and/or parent will be required to follow the rules of the school's Acceptable Use Policy. Violations of these rules will result in the loss of privileges as well as other disciplinary action as defined by the school's Acceptable Use Policy, Family Handbook, or other policies.
- Recognizing that it is impossible to define every instance of acceptable and unacceptable use, it will be at the discretion of the school administration team to use judgment as to what is acceptable in any undefined instances that may arise.
- 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 computer, or the files of another user, without the consent of the individual or school administration, will be considered an act of vandalism and subject to disciplinary action in accordance with school discipline policy.
- All users of the school's technology resources and/or school network must sign the school Acceptable Use Policy and abide by the rules defined in the school's Acceptable Use Policy. This is in addition to the rules and policies that this document (Legacy Christian Academy Chromebook Policy) contains.
- Class Time use will be under teacher direction. ANY activity on a chromebook outside of what is being directed by the teacher may result in a behavior report to the technology leader and/or principal.

### Privacy and Safety:

- Do not go into any chat rooms other than those set up by your teacher or mandated in courses.
- 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, passwords, or passwords of other people.
- Remember that network storage is not guaranteed to be private or confidential. School



Administration reserves the right to inspect your files at any time and will take the necessary steps if files are in violation of the school's Acceptable Use Policy.

- If you inadvertently access a website that contains obscene, pornographic, or otherwise offensive material, notify a teacher, the principal, or the director immediately so that such sites can be blocked from further access. This is not merely a request. It is a responsibility.

### **Legal Propriety:**

- All students and staff must comply with trademark and copyright laws and all license agreements. Ignorance of the law is not immunity. If you are unsure, ask a technology teacher for help complying with the law. Information on laws is available at:  
[http://www.educationworld.com/a\\_curr/curr280.shtml](http://www.educationworld.com/a_curr/curr280.shtml)
- Plagiarism is a violation of the Legacy Christian Academy discipline code. 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. Legacy Christian Academy uses MLA formatting for citation purposes. (<https://owl.english.purdue.edu/owl/resource/747/01/>)

### **Email:**

- Students in need of email for academic reasons will only be allowed email access through an address assigned by the school. This email access will be through a Google Gmail system managed by the Legacy Christian Academy. The interface is heavily monitored by Google network administrators and is subject to the filtering of inappropriate content.
- Always use appropriate language.
- Do not transmit language/material that is profane, obscene, abusive, or offensive to others.
- Do not send mass emails, chain letters, or spam.
- No private chatting during class without permission is allowed.
- Email is subject to inspection at any time by school administration.

### **Consequences:**

- The student or staff member to whose name a system account and/or computer hardware is issued will be responsible at all times for its appropriate use. Non-compliance with the policies of the Chromebook Policy Handbook or Legacy's Acceptable Use Policy will result in disciplinary action as outlined by the discipline code and/or other school policies for the user unless there is proof that another is responsible.
- Electronic mail, network usage, and all stored files shall not be considered confidential and may be monitored at any time by the network administrator or other school administrators to ensure appropriate use. The School cooperates fully with local, state, or federal officials in any investigation concerning or relating to violations of computer crime laws.



# Legacy Christian Academy CHROMEBOOK AGREEMENT

*Legacy Christian Academy  
Student/Parent Chromebook Use Agreement 2021-22*

In this agreement, "Chromebook" means assigned Chromebook and all its components, software, battery, and charger.

**Parent and Student please initial each section:**

<b>P:</b>  <b>S:</b>	<p><b>TERMS:</b></p> <ul style="list-style-type: none"> <li>You will comply at all times with the Legacy Christian Academy's Chromebook Policy Handbook and its guidelines as well as the LCA Technology Acceptable Use Policy. Any failure to comply may terminate your rights of possession effectively immediately and the school may repossess the property. Chromebooks are assigned to a single individual and are not to be shared.</li> </ul>
<b>P:</b>  <b>S:</b>	<p><b>TITLE:</b></p> <ul style="list-style-type: none"> <li>Legal title to the Chromebook belongs to Legacy Christian Academy (LCA) and it shall remain as such. The student's right of possession and use is limited to and conditioned upon full and complete compliance with this Agreement and the Chromebook Policy Handbook.</li> </ul>
<b>P:</b>  <b>S:</b>	<p><b>LOSS OR DAMAGE:</b></p> <ul style="list-style-type: none"> <li>If the property is damaged or incurs loss due to an act of nature, Legacy Christian Academy will assess the Chromebook damage and repair or replace the device. If the property is stolen, a school report must be filed by the student or student's parents/guardian involved in the loss of property. Loss or theft of the property must be reported to the administration by the next school day after the occurrence. Student and his/her guardian will be held responsible.</li> </ul>
<b>P:</b>  <b>S:</b>	<p><b>REPOSSESSION:</b></p> <ul style="list-style-type: none"> <li>Students not complying with all terms of this Agreement and the Chromebook Policy Handbook, including the timely return of the property, will be declared to be in default and school administration will consider a course of action consistent with Legacy Family Handbook.</li> </ul>
<b>P:</b>  <b>S:</b>	<p><b>TERM OF AGREEMENT:</b></p> <ul style="list-style-type: none"> <li>Your right to use and possession of the property terminates no later than the last day of classes during the school year unless earlier terminated by the school administration or upon student withdrawal from Legacy Christian Academy.</li> </ul>
<b>P:</b>  <b>S:</b>	<p><b>APPROPRIATION:</b></p> <ul style="list-style-type: none"> <li>Your failure to timely return the property and the continued use of it for non-school purposes without the school's consent will be considered unlawful appropriation of school property.</li> </ul>

# Legacy Christian Academy

## STUDENT/PARENT CHROMEBOOK SIGNATURE PAGE

- I will take good care of my Chromebook and know that I will be issued the same Chromebook each year.
- I will never leave my Chromebook unattended in an unsecured or unsupervised location.
- I will never loan out my Chromebook to other individuals.
- I will know where my Chromebook is at all times.
- I will charge my Chromebook's battery to full capacity each night.
- I will keep food and beverages away from my Chromebook since they may cause damage to the device.
- I will not disassemble any part of my Chromebook or attempt any repairs.
- I will protect my Chromebook by always carrying it in a secure manner to avoid damage.
- I will use my Chromebook in ways that are appropriate for education.
- I will not place decorations (stickers, markers, writing, etc.) on the Chromebook.
- I understand that the Chromebook I am issued is subject to inspection at any time without notice and remains the property of Legacy Christian Academy.
- I will follow the policies outlined in the Chromebook Policy Handbook and the Legacy Acceptable Use Policy while at school as well as outside the school day.
- I will be responsible for all damage or loss caused by misuse or abuse.
- I agree to pay the full replacement cost of my Chromebook, power cord/charger, in the event that any of these items are lost or intentionally damaged.
- I agree to return the Chromebook, power cord/charger, and case in good working condition at the end of each school year.

Student's Last Name \_\_\_\_\_ First Name \_\_\_\_\_

Parent's Last Name \_\_\_\_\_ First Name \_\_\_\_\_

### **Technology Acceptable Use Agreement**

#### **Student Agreement**

Rules and regulations are necessary in order to offer technology opportunities to the students. In order to use technology resources, I agree to abide by the LCA Acceptable Use Policy Guidelines as stated in this document.

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

#### **Parent/Guardian Agreement**

In consideration of the privileges and opportunities afforded by the use of the LCA technology and computer resources, I hereby release LCA and its agents from any and all claims of any nature arising from my student's use or inability to use LCA technology and computer resources.

Parent Signature: \_\_\_\_\_ Date: \_\_\_\_\_