



Student Chromebook User Guide

*Guided by Mother Mary, our patroness, Immaculate Heart of Mary Catholic School
learns, leads, and serves as disciples of Christ.*

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

Immaculate Heart of Mary School Technology Policies

Parents/guardians and students must agree and adhere to the policies listed within the [Diocese of Grand Rapids Acceptable Use Policy](#) as well as the [Parent & Student Handbook](#).

Chromebook Distribution

Within the first weeks of school, Immaculate Heart of Mary students will be assigned a Chromebook. Students in 6th, 7th and 8th grades will likely receive the device they used in the previous school year, and 5th graders and students new to the school will receive a newly-purchased Chromebook. Students in 4th grade will receive access to shared Chromebooks for the 4th grade class.

Parents/Guardians and students must sign and return the IHM Chromebook Student/Parent Agreement and the [Acceptable Use Policy](#) before the Chromebook can be issued to their child.

Students may retrieve their assigned Chromebooks from their homeroom Chromebook cart each morning at the discretion of their teachers. At the end of each day, students must return their devices to the cart in their assigned slot to charge.

Chromebook Care

Students are responsible for the general care of the Chromebook they have been issued by the school. Chromebooks that are broken or fail to work properly, must be taken to their teacher or Ms. DeVries as soon as possible.

General Precautions

- Protect and do not share your password for your Chromebook.
- Food and drink are not permitted next to any Chromebook.
- Cords, cables, and removable storage devices must be inserted carefully into the Chromebook.
- The power cord must be unplugged from a Chromebook while it is being transported. Never store your Chromebook in your carry case or backpack while plugged in.
- Chromebooks must remain free of any writing, drawing, or stickers that have not been placed by IHM.
- 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.
- Heavy objects should never be placed on top of your Chromebook. Take care with school supplies that may scratch your Chromebook, including spiral notebooks and writing utensils.
- Chromebooks should never be left in a locker or any unsupervised area.

Chromebook Cases

Students in 6th-8th grade are required to purchase a case for their Chromebooks. This will ensure that the Chromebook is better protected during passing time and when the Chromebook is not in use.

Carrying Chromebooks

The guidelines below should always be followed when moving your Chromebook:

- Transport Chromebooks with care.
- Chromebook lids should always be closed and secured when moving.
- When carrying the Chromebook to another location in the building, students must use caution to avoid putting too much pressure and weight on the Chromebook screen when the device is closed. The screen is delicate and can crack easily.
- Use caution when placing Chromebooks into its case, to ensure that small items do not slip between the screen and keyboard.

Screen Care

The screen on a Chromebook can easily be damaged, especially damage due to excess pressure.

- When it is closed, do not lean or put pressure on the top of the Chromebook yourself or with heavy school supplies, such as textbooks.
- Screens must be closed when storing the Chromebook.
- Do not touch the screen with anything that will mark or damage the screen surface.
- Do not place anything on the keyboard before closing the lid (e.g., pens, pencils, or rulers).

Chromebook Use

- Middle students must be responsible to bring their Chromebook to core content classes, unless specifically advised not to do so by their teacher.
- When not in use, Chromebooks are to be stored in students' homeroom Chromebook cart. Chromebooks are not to be stored in lockers.

- If needed during the school day, Chromebooks may be charged in their homeroom.

Backgrounds

- Inappropriate media may not be used as a screensaver or background.
- Presence of guns, weapons, pornographic materials, inappropriate language, alcohol, drug or gang related symbols or pictures will result in disciplinary actions.

Sound, Music, Games

- The sound on a Chromebook must be muted at all times unless permission is obtained from the teacher for instructional purposes.
- Headphones may be used at the discretion of the teacher.
- Students are not permitted to use their devices for non-instructional related purposes (i.e., online gaming, social media, listening to music, etc.) unless permission is obtained from the teacher.

Printing

- As stewards of God's resources, we encourage students to practice sustainability. Sharing of digital documents is encouraged.
- Students may use the network printers with teacher's permission before school, during class or breaks. Homework should be printed before school begins.
- Printing excessively (e.g., the same document multiple times or many documents that are never retrieved from the printer), printing without teacher permission, printing for personal use, or interrupting a class to print may result in disciplinary action.

Managing Your Files and Saving Your Work

It is recommended that students save their documents to their Google Drive.

- Saving to Google Drive makes the file accessible from any device with Internet access.
- Students using Google Drive will not need to save their work, as Drive will save each keystroke as the work is being completed.
- Students are responsible for maintaining the integrity of their files and keeping proper backups.
- It is not recommended to save files to the flash media memory on the Chromebook.
- Students may also save their work to an external memory device such as a miniSD card or USB flash drive.

Supporting Your Chromebooks

A student's Chromebook was purchased for use from 5th to 8th grade. Proper care and maintenance of your Chromebook will help keep a device in good working condition.

Updating your Chromebook

- When a Chromebook restarts or is turned on, it updates itself automatically, so it has the most recent version of the Chrome operating system.
- Students are reminded to turn off their Chromebook devices at the end of the day.

Procedures for Restoring your Chromebook

- If your Chromebook needs technical support for the operating system, all support will be provided by the school.
- The school does not accept responsibility for the loss of any software or documents deleted due to reformatting and reimaging due to technical issues or issues resulting from inappropriate use.

Apps and Extensions

- Searching for and applying most apps/extensions from Chrome Web Store has been disabled for all students. Some mandatory apps/extensions will be automatically added.
- Some web apps will be available to use when the Chromebook is not connected to the Internet, including Google Drive apps (Docs, Sheets, Slides, etc.).

Protecting and Storing Your Chromebook

Account Security

- Students are required to use their ihmschoolgr.org domain user ID and password. Passwords must be kept confidential.

Storing your Chromebook

- When students are not using their Chromebook, they should store it in their homeroom Chromebook cart.

Chromebooks Left in Unsupervised Areas

- Chromebooks should never be left in an unsupervised area, including the school grounds, the deMazenod Room, gymnasium, locker room, library, unlocked classrooms and hallways.
- Any Chromebook left in these areas is in danger of being damaged or stolen.
- If an unsupervised Chromebook is found, notify a staff member immediately.

- Unsupervised Chromebooks will be confiscated by staff. Disciplinary action may be taken for leaving a Chromebook in an unsupervised location.

Repairing/Replacing Your Chromebook

Vendor Warranty

- The equipment vendor has a one year hardware warranty on new Chromebooks.
- The vendor warranty does not warrant against damage caused by misuse, abuse, accidents or Chromebook viruses.
- Please report all Chromebook problems to a homeroom teacher or Ms. DeVries.

Chromebook Repair Costs

- Neither the student nor the parent/guardian will be responsible for repairs that are covered by warranty or are considered routine maintenance.
- There will be an “Incident Fee” charged for every accidental hardware repair needed. This fee is issued to not only encourage proper use, but also to help offset repair costs.
- If the Chromebook is damaged, lost, or stolen, the costs and procedures are outlined as below:
 - Software issues do not have a cost. There are minimal software issues that will affect Chromebooks.
 - An incident fee will be charged every time a hardware repair is required from intentional damage or irresponsible use/care of device:
 - Minimum of \$30 for first incident; \$50 for second incident; \$75 for third incident; \$100 for fourth incident and beyond.
 - E.g., water spills, missing keys, screen damage, or cracked cases.
 - If damage to the device is beyond repair, students may be responsible for the replacement value as described below.

Lost or stolen Chromebook and/or Accessories

- Chromebooks that are lost or stolen are the responsibility of the student.
- Lost or stolen Chromebooks must be reported to your teacher or Ms. DeVries within 24 hours of the incident.
- A student must pay the associated charges to replace the lost or stolen Chromebook and accessories.
 - Chromebook: \$250
 - Power cord: \$25

Chromebooks Undergoing Repair

- Loaner Chromebooks may be issued to students when they leave their Chromebook for repair with Ms. DeVries.
- If repair is needed due to malicious damage, continued misuse, or abusive handling, the school may refuse to provide a loaner Chromebook.
- Students and parents will be charged for Chromebook damage that is a result of malicious damage, misuse, or abusive handling. Parents will be billed for parts and labor.

Chromebook Technical Support

Technical support will be available through your teacher, Ms. DeVries and IHM staff. Services provided include the following:

- Distribution of loaner Chromebooks
- User account support
- Hardware maintenance and repairs
- Coordination and completion of warranty repairs
- ALL REPAIRS must be completed by SCHOOL STAFF

Expectation of Privacy

Students may be asked to provide their Chromebook for inspection at any time. There is no right to privacy in the use of technological resources provided by the school. Administration, faculty, and other authorized persons may review files, Internet history logs, monitor communications/content activities, and intercept email messages to maintain system integrity and to ensure compliance with school policy and applicable laws and regulations. School personnel shall monitor online activities of individuals who access the Internet via school-owned computers.

Responsible Digital Use and Awareness

School-issued Chromebooks and other devices connected to school-owned Wi-Fi and Internet should be used for educational purposes. Students are to adhere to the [Acceptable Use Policy](#) and the [IHM technology policy](#), as described in the school's [Parent & Student Handbook](#)) and all of its corresponding procedures at all times as responsible digital citizens.



Student Chromebook Agreement

As the parent or guardian of this minor, I have read and understand the Immaculate Heart of Mary Chromebook User Guide and give permission for my child to use a school-provided Chromebook.

Print Parent/Guardian Name: _____

Parent/Guardian Signature: _____

Date: _____

As a student of Immaculate Heart of Mary School, I have read and understand the Chromebook User Guide. I will follow the policy and understand its consequences.

Print Student Name: _____

Student Signature: _____

Date: _____

Immaculate Heart of Mary School, immersed in the teachings of the Catholic Church, is dedicated to providing excellent spiritual and academic formation in the development of well-rounded individuals centered in Christ.