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Corpus Christi School

Chromebook Policies and Procedures

Corpus Christi School (CCS) will provide a Chromebook for every Fourth-, Fifth-, Sixth-, Seventh-, and Eighth-grade student to use for the current school year. The student will be issued the Chromebook with predetermined extensions installed. GoGuardian will manage the Chromebook device on any network.

These students and parents are required to review and sign this document before a student can receive his/her Chromebook. A non-refundable technology fee covers insurance and GoGuardian for each Chromebook.

Technology resources at CCS are provided to support **the educational mission of CCS**. The school's goal in providing Chromebooks is to **promote educational excellence** by facilitating resource sharing, innovation, research, creativity, communication, increased productivity, and mobile learning. Students are to use school-supplied or sanctioned technology only. When students connect to networks other than the school's (for example, the library, home, or public Wi-Fi hotspot), the Chromebook must be used solely for educational purposes. If a child visits a website that is not education-related, the school administration will be notified, and the child may be blocked or receive a detention.

The use of these technologies is a privilege that carries responsibility and behavioral expectations consistent with all school rules and policies, including, but not limited to, those stated in the Technology Use Agreement. It is understood that members of the CCS community will use all types of computing devices and the school's network in a responsible, ethical, and legal manner at all times. Students are not permitted to sign into another email account other than their school-issued Google account. The G Suite account is for students only. If parents or other students sign onto another student's account, there will be consequences determined by the school administration. Students are only allowed to email Corpus Christi teachers or staff. Students who email anyone other than Corpus Christi School teachers and staff will receive consequences determined by the school administration.

The Chromebook will be issued to students in accordance with the guidelines outlined in this document. CCS reserves the right to collect and/or inspect the Chromebook at any time and to alter, add to, or delete installed software or hardware.

Chromebooks will come with a Carrying Case, Power Cord, and Luggage Tag. Chromebooks and accessories must be returned at the end of the school year or if the student withdraws from school. Students who return Chromebooks with accessories that have missing or broken parts must pay a fee to replace the parts. Note: Manufacturer defects are covered by the school.

Description	Fee for broken or missing parts
Carrying Case Broken Zipper	\$20.00
Carrying Case Broken Strap:	\$10.00
Missing Power Cord:	\$60.00
Missing or broken Luggage Tag	\$5.00
Chromebook (Loss or non-accident damage)	\$250.00
ALWAYS ON Case	\$35.00

Insurance is automatically supplied for accidental damage to the Chromebook. The Carrying Case, Power Cord, and Luggage Tag are not covered under the insurance. Families are billed automatically for insurance, and any insurance claims will be handled by the Technology coordinator. We are offering a great discount and a hassle-free experience for families.

A mandatory, non-refundable technology fee applies to each Chromebook issued. This fee includes the price of insurance and GoGuardian; replacement of any required equipment is not included in the technology fee.

These prices are based on replacement and shipping costs. It is unfortunate to have to implement these measures, but hopefully they will also help children develop a sense of responsibility for school property.

Receiving Your Chromebook

In order for a student to receive his/her Chromebook, the CCS Chromebook Policy and Procedure page at the end of this document must be signed by a parent/guardian and student, along with the signature for the Technology Use Agreement, and the signature of the Handbook. The Technology Use Agreement and the school Handbook can be found on the school website here: <https://corpuschristischoolct.org/parent-portal>

Students are to use school-supplied technology only. Chromebook devices will be managed by the school on any network to which they are connected. When students connect to networks other than the school's (for example, the library, home, or public hotspot), the Chromebooks must be used for educational purposes only. The school administration will be alerted if it is not used for educational purposes, and the children will be blocked.

Returning Chromebook

All Chromebooks will be returned in the final week of school or if the child withdraws from school. Students are responsible for returning the Chromebook, Power Cord, Carrying Case, and Luggage Tag in good working order at the end of the school year or upon termination of enrollment at CCS.

Students who return Chromebooks and accessories with missing or damaged parts must pay a fee to replace the missing or damaged parts. Description Fee for broken or missing parts:

Description	Fee for broken or missing parts
Carrying Case Broken Zipper	\$20.00
Carrying Case Broken Strap:	\$10.00
Missing Power Cord:	\$60.00
Missing or broken Luggage Tag	\$5.00
Chromebook (Loss or non-accident damage)	\$250.00
ALWAYS ON Case	\$35.00

Taking Care of Your Chromebook

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 returned to the Technology Coordinator at CCS for an evaluation.

The Technology Coordinator will submit the damaged Chromebook to the insurance company for processing. A replacement Chromebook will not be immediately reissued to the student. The student will be responsible for completing the online work that needs to be done.

General Precautions

- The Chromebook is school property, and all users will follow this policy and the CCS Technology Use Policy.
- Cords and cables must be inserted carefully into the Chromebook to prevent damage.
- Chromebooks must remain free of any writing, drawing, stickers, or labels that are not the property of CCS.
- Vents should never be covered.

- Students must take their Chromebook home for nightly charge, and bring it back the next school day.
- If the Chromebook is not charged or left at home, students are responsible for making up any online work that is given that day.
- Chromebooks are NOT to be charged in school. If a student is caught charging a Chromebook in school, disciplinary action will be taken.
- Students are not to take other students' Chromebooks.
- Students may not use "skins" to "personalize" their Chromebooks.
- Students are to use Chromebooks while sitting in their chairs, and the Chromebooks are placed on the desks. Chromebooks should never be placed on the floor or on a student's lap.

Carrying Chromebooks

The protective cases provided with the Chromebooks have sufficient padding to protect the devices from normal wear and tear and provide a suitable means for carrying them within the school.

The guidelines below should be followed:

- Chromebooks should always be in the carrying case when carried to and from school and from classroom to classroom.
- Carrying case MUST be zipped while Chromebook is in the case.
- Students are not to put other materials (Such as books, planners, or pens) in the Chromebook Carrying case.
- Never transport a Chromebook with the power cord plugged in.
- Student should never carry their Chromebooks while the screen is open. (lid should be tightly closed).
- Avoid placing too much pressure and/or weight (such as folders, textbooks, and workbooks) on the Chromebook.

Screen Care

The Chromebook 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 Chromebook when it is closed.
- Do not place anything near the Chromebook that could put pressure on the screen.
- Do not place anything within the two halves of the Chromebook.
- Do not grab the screen for carrying. Grabbing the screen can cause it to crack or damage the Chromebook.
- Do not "bump" the Chromebook against lockers, walls, car doors, floors, etc., as it will eventually break the screen.
- Dust the screen with a soft, dry microfiber cloth or anti-static cloth. If a more thorough screen cleaning is required, use a clean, water-dampened microfiber cloth. Do not use any type of cleaning solvent on your Chromebook.

Using Your Chromebook at School

Chromebooks are designed for daily use in schools. Students must be responsible for bringing their Chromebook, fully charged, when they arrive at school. Students who fail to bring their Chromebook to school are responsible for completing classroom work on paper or must make up any missed work.

If the Chromebook is not charged when students are in school, they are responsible for making up any online work assigned that day.

Chromebooks Left at Home

If students leave their Chromebook at home, they are responsible for getting the coursework completed as if they had their Chromebook present. Loaner Chromebooks will not be available to students who forget to bring their Chromebooks to school or fail to charge them.

Students who fail to bring their Chromebook must complete classwork on paper or make up the work. Any student who forgets their Chromebook during NWEA testing must take the missed test during the designated NWEA Testing Make-up session.

Passwords

- Students will be assigned a Google account and password. This password shall be changed by the student, and the password must be protected at all times and not shared with others (except the homeroom teacher).
- Students must provide their password to their homeroom teacher in case they forget their password.
- The faculty of CCS reserves the right to check student accounts.

Background Images

A standard background will be preset on the Chromebook and may not be changed by the student. Students may, however, select an appropriate Google account login picture for their Chromebooks.

Photos

Photo/Image storage on the Chromebook or Google Drive will be for school projects only. Storage of students' personal photos or downloaded images is not allowed.

Camera Use

Corpus Christi Chromebooks are equipped with cameras and must only be used for an educational assignment.

Sound, Music, Games, or Programs

- Students may not download music from any music sharing site unless directed by or with the permission of a teacher.
- Playing Music on the Chromebook is only allowed for music classes.
- Sound must be muted at all times unless permission is obtained from the teacher for instructional purposes.
- Playing Music or music videos on Chromebook during class or study hall is not allowed.
- Non-educational games are not allowed on the Chromebooks.
- The device can only be synced by the school's Google Chrome Administrator.
- Per the student supply list, students are required to have earbuds at all times.

Account Access

- Students will only be able to log in using their *@corpuschristischoolct.org* account.
- To ensure the safety of your account, students must log off of their Chromebook when not in use.

Managing Your Files & Saving Your Digital Work

"G Suite for Education" is a suite of products that includes Gmail, Calendar, word processing, presentations, drawings, spreadsheets, and forms, allowing students to create various types of online files in the cloud. You can only access these files with a wireless internet connection.

Naming Your Digital Files

It is the student's responsibility to ensure that all digital files have names to prevent mechanical failure or accidental deletion. Google Drive malfunctions are not an acceptable excuse for not submitting work; therefore, students should name each digital file.

Network Connectivity

Students and parents are allowed to set up their own home/private wireless networks on their Chromebooks to assist with Chromebook use while at home. Chromebook devices will be managed by the school software on any network. When students connect to networks other than the school's (for example, the library, home, or public hotspot), Chromebooks must be used for educational purposes only. Go Guardian will manage the Chromebook on any network. If the child uses the Chromebook for non-educational purposes, the school administration will be notified, and the child may be blocked or receive a detention.

Printing

Students are required to have their own personal printers at home. Students are never allowed to print in school. The Technology Coordinator is available to assist families in troubleshooting home printer issues. Students may print at locations such as the Public Library or Printing Companies (such as Staples or Walgreens).

Software on Chromebooks

CCS will synchronize the Chromebooks to contain the necessary Extensions for school work. Students will not synchronize Chromebooks or add extensions through a personal Google account. The software/extensions originally installed by CCS must remain on the Chromebook in usable condition and be easily accessible at all times.

From time to time, the school may add or modify software applications or extensions for use in specific courses. Periodic checks of Chromebooks will be conducted to ensure that students have not removed required software and have not synced their devices to a personal Google account. In this event, the student may receive disciplinary action, determined by the principal.

Inspection

Students may be selected at random to provide their Chromebooks for inspection. Chromebook management software will record the websites students visit.

Procedure for Reloading Software

If technical difficulties occur or illegal software (non-CCS extensions or programs) is discovered, the Chromebook will be restored by the CCS Google Chrome Administrator. The school does not accept responsibility for the loss of any software or documents deleted due to a re-sync or re-image. In this event, the student may receive disciplinary action, determined by the principal.

Software Upgrades

Upgrade versions of licensed software/apps are available from time to time. Students may be required to return their Chromebooks to the CCS Administrator.

G Suite for Education Privacy Policy

The G Suite for Education application is used on the Chromebooks. Follow this link, <https://edu.google.com/trust/>, to review the privacy policy.

Acceptable Use

The use of the CCS technology resources is a privilege, not a right. The privilege of using the technology resources provided by the school is not transferable or extendible to individuals or groups outside the school and terminates when a student is no longer enrolled.

This policy is designed to inform all users of the responsibilities associated with the efficient, ethical, and lawful use of technology resources.

If a person violates any of the User Terms and Conditions outlined in the "Technology Use Agreement" policy, their privileges may be terminated, access to the school's technology resources may be denied, and the principal will determine the appropriate disciplinary action.

Chromebook Care

Students will be held responsible for maintaining their individual Chromebooks and ensuring they are in good working order.

- Chromebook cases furnished by the school must be returned with only normal wear and tear and no alterations to avoid paying a replacement fee.
- Chromebooks that malfunction or are damaged must be reported to the Technology Coordinator immediately. The school will be responsible for repairing Chromebooks that malfunction. The costs of repairing Chromebooks damaged by student misuse are the sole responsibility of the student.
- Neglect or accidental damage will be repaired, with the costs of repair or replacement being entirely borne by the student. Insurance coverage is provided and non-optional through the technology dues.
- Chromebooks that are stolen must be reported immediately to the Technology Coordinator and the Police Department.
- Students MUST review the precautions in this handbook. Note: Refer to the section on Chromebook Insurance.

Legal Propriety

Students must comply with trademark and copyright laws, as well as all applicable license agreements. Ignorance of the law is not immunity. If you are unsure, ask a teacher or a parent for guidance. Use of AI is not allowed.

Chromebook/Chromebook Case Identification

Student Chromebooks will be labeled with a Chromebook number. No other labeling should be on the Chromebook.

Chromebook Cases will be labeled with luggage tags provided by the school. Luggage tags provided by the school will include a paper insert with the Chromebook number, the student's first name, the first letter of the student's last name, the year of

graduation, the serial number, and a space for the student to write in a parent's cell phone number.

Students are to write a parent's cell phone number on the luggage tag. No other personal information should be written on the tag. If the luggage tag is lost or damaged, students will be required to purchase a new one from the school. All luggage tags are returned at the end of the school year with the Chromebook case. Luggage tag paper will be shredded by the school once the student graduates.

Chromebook Distribution

Chromebooks will be distributed by class when ready at the beginning of the school year. Students will receive a Chromebook once all the return-to-school forms have been signed by the student and their parents, submitted to the administration, and the Chromebooks have been prepared for distribution to students.

Forms include the tuition contract, Technology Use Agreement, Chromebook Use Policy, and student handbook. Failure to sign all return-to-school forms will result in a delay in distributing Chromebooks.

Chromebook Insurance

CCS has a group insurance policy for accidental damage. Families will be billed through FACTS each year. All insurance matters will be handled by the Technology Coordinator, and no student or family information will be shared with the insurance company.

Insurance protection is by Worth Ave. Group, underwritten by Hanover Insurance Company.

The protection covers:

- Accidental damage – including drops/liquid spills
- Liquid submission
- Theft
- Fire/Flood damage
- Vandalism (by someone other than an CCS student)
- Natural disasters
- Power surge due to lightning

Insurance Claims

All insurance claims will be handled by the Technology Coordinator directly with the insurance agency. In the event of theft, parents must report the loss to their local police department.

For damaged Chromebooks, students will need to provide the Technology Coordinator with the Chromebook and any additional information pertaining to the damage. Unknown damage is not covered by the insurance and will be charged back to the parents for replacement.

Insurance covers one claim per student on an issued Chromebook. If a student's Chromebook is accidentally damaged, they will return it to the Technology Coordinator to file the claim. The student may not receive a replacement Chromebook while their Chromebook is being repaired.

Students will be responsible for all online work. If the repaired device is accidentally damaged again, the families may be responsible for the charges to repair/replace the original device. If a student accidentally damages their Chromebook, they must pay for an "ALWAYS ON" case to be placed on their Chromebook once it is repaired.

Cost of Repairs

Students may be held responsible for damage to their Chromebook accessories.

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These prices are based on replacement and shipping costs. It is unfortunate to have to have these measures in place, but hopefully it will also help children develop a sense of responsibility for school property.

Digital Citizenship

Students will learn about internet safety and proper online etiquette for using Chromebooks. Failure to practice good digital citizenship and online etiquette will result in consequences determined by the administration.

CCS Chromebook Policy & Procedures User Agreement

Student Agreement:

By signing this page, I agree that I have read, understand, and agree to abide by the Corpus Christi School Chromebook policies and procedures. Should I commit any violation or misuse my Chromebook in any way, I understand and agree that my access privilege may be revoked and CCS may take disciplinary action against me.

Print Student Name: _____ Grade: _____

Student Signature _____ Date: _____

Parent or Guardian Agreement:

As the parent or legal guardian of the above-mentioned minor, I acknowledge that I have read, understood, and agree to my child or ward complying with the terms of the Corpus Christi School Chromebook policies and procedures.

I understand that the Chromebooks are a privilege and can be revoked if misused. I understand that if the Chromebook is damaged, lost, or stolen, my child or I will be responsible for reimbursing Corpus Christi School for the cost of the repair or replacement. I am signing this policy and agree to indemnify and hold harmless Corpus Christi School and the Staff that provide a Chromebook to my child or ward for the use of their Chromebook or for any violation of the foregoing Policies and Procedures.

Furthermore, I accept full responsibility for supervising my child's or ward's use of their Chromebook, if and when such access is not in a school setting. I hereby give permission for my child or ward to use a Chromebook authorized by Corpus Christi School and agree to the above terms, Policies, and Procedures.

Print Parent or Guardian Name: _____

Parent or Guardian Signature: _____ Date: _____

