



St. Thomas More Collegiate

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Chromebook Policy

STUDENT 1:1 CHROMEBOOK POLICY ver.3.00

1. **Overview** In support of the educational mission at St. Thomas More Collegiate, (“STMC” or the “school”), students are provided with individual Chromebooks. Use of these devices, both on and off campus, to facilitate the use of educational technologies in the enrichment and advancement of learning experiences is encouraged. In all cases, it is expected that STMC Chromebooks will be used in a manner consistent with the Catholic values and mission of the school.
2. **Acceptance of Terms and Provision of Devices** An STMC Chromebook will be issued to each student. Prior to issuance of such Chromebook, students and parents must each agree to abide by this policy.
3. **Ownership of School Chromebooks** STMC remains the sole owner of Chromebooks provided to students for educational purposes. STMC has the right to collect and/or inspect Chromebooks at any time, including via electronic remote access, and to alter, add, or delete software or hardware installed on the device.
4. **Classroom Expectations** Chromebooks are used as an essential learning tool throughout the school. Chromebooks must be available and ready for use on every school day. Students must not lend or attempt to borrow from another student an STMC Chromebook.
 1. **Charging** Students must charge their Chromebook every night, having it fully charged at the start of every school day.
 2. **Audio - Sound Settings and Headphones** Students should keep the audio muted on their Chromebook by default. If enrolled in a course where audio is required in the classroom, students must bring headphones or earbuds to class for listening purposes.
 3. **Forgotten or under charged Chromebooks** Students may request a loaner Chromebook from the school library if their assigned device has been forgotten or not charged. STMC does not guarantee that a loaner Chromebook will be available. Students who make more than three loan requests in a school year may be referred to the school administration for counselling on classroom preparedness.
 4. **Use of Personal Chromebooks and Other Devices** Personal devices may not be used as a substitute for school-issued Chromebooks in the classroom. STMC devices are enrolled and managed using the school's official G Suite platform, and many shared resources and learning activities can only be properly assessed using an enrolled STMC Chromebook.



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5. **Classroom Management Systems** To support teaching, learning and assessment activities, STMC Chromebooks may be administratively enrolled in a Classroom Management System (CMS). These systems enable the management of STMC Chromebooks for optimal educational outcomes.
 1. CMS systems specific to STMC, and systems mandated by the BC Ministry of Education for Provincial Assessment purposes are covered by this section.
 2. For students in their class, CMS systems allow teachers to distribute digital materials and resources for teaching and learning, lock down systems for online assessments, monitor student learning activity on devices, and otherwise manage STMC Chromebooks for teaching and learning purposes.
 3. Students are prohibited from disabling or circumventing in any way CMS Systems that have been installed on STMC Chromebooks by the School.
6. **Network Connectivity** When used on campus, Chromebooks will automatically connect to a secure, dedicated high speed network. For off-campus and home use, students may connect to alternate networks. Students and parents assume all responsibility for the security and reliability of non-STMC network connections.
7. **Google G Suite Device Management** STMC Chromebooks are enrolled within the school's mySTMC G Suite account, and may only be accessed by using an @my.stmc.bc.ca student account. These accounts are set up automatically for all students.
 1. **Google Drive** Students have access to the drive associated with their school account. Use of this drive resource is strongly encouraged for all STMC-related data storage.
 2. **Mail** Students must regularly check their @mySTMC Gmail account for important school communications. This account should also be used to correspond with teachers and administrators via email.
 3. **Non-STMC Accounts** STMC Chromebooks may not be reset, removed from G Suite management, or modified in any other way to enable login using non-STMC accounts.
8. **Printing** Limited print services are available on campus. When required or recommended by teachers for educational purposes, student printing will be supported by the school IT department.



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9. **Maintenance and Handling of Chromebooks** Students are responsible for carefully maintaining their Chromebook, and keeping it secure at all times.
 1. **Protective Sleeves and Bags** The use of a protective sleeve for transport and storage of Chromebooks is highly recommended.
 2. **Cleaning** Chromebooks may be cleaned with a clean, dry microfiber cloth. Screen cleaning solutions must not be sprayed directly on the Chromebook, but can be used to moisten the cleaning cloth. Do not use window cleaner or any product containing ammonia.
 3. **Touchscreen Stylus Use** Students may use a touch-screen stylus that has been designed and manufactured for this purpose. Stylus tips must be in good condition and properly attached to avoid damage to the Chromebook screen in this case. Students are responsible for any damage occurring to the Chromebook due to stylus use or attempted use.
 4. **Labels, Stickers, and Marks** Students are not permitted to apply labels or stickers to their Chromebooks, or to mark their Chromebook using pens, paint, correction fluid, or any other marking agent.
 1. **Asset Tags** Chromebooks can be identified by serial number and asset tag. Asset tags and other labels affixed by the school must not be removed or obfuscated.
10. **Security** Students are fully responsible for keeping their Chromebook safe and secure. When not in a student's personal possession, Chromebooks should be kept locked up and out of sight. Chromebooks should not be stored in vehicles as they may be targeted for theft, or damaged by environmental extremes.
 1. **Food and Drink** Students must not use their Chromebook while eating or drinking, or have food or drink in the proximity of their Chromebook. Students are responsible for the cost of repair or replacement in case of damage resulting from exposure to food and drink.
 2. **Chromebooks Found Unattended** Students, teachers, and staff are expected to deliver a Chromebook found unattended to a school administrator. The assigned user will be identified, and disciplinary measures may be imposed prior to the return of the device.
 3. **Lost or Stolen Chromebooks** Students who believe their Chromebook has been lost or stolen on campus must report the circumstances to a school administrator as soon as possible. In the case of off-campus loss or theft, the circumstances should be reported both to the local police department and to the school administration.
11. **Loaner Units in Case of Damage or Defects** If possible, a loaner unit will be provided to the student while repair or replacement of their assigned device is in progress. Loaner units may differ from the student's assigned device in make, model, and appearance.



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12. Support and Repair

1. **Software Support** Software-related technical issues will be addressed using the "5-minute" rule. If the problem cannot be fixed in 5 minutes, the Chromebook will be restored to factory defaults, returning the device to the state in which the user originally received it. In case of restoration, all data stored on an external SD card, USB flash drive, or Google Drive will be preserved. Data stored on the internal memory of the Chromebook will **not** be restored.
1. **Hardware Support** A Chromebook with issues related to a manufacturing defect will be repaired or replaced with a similar unit at no cost to the student. If possible, a loaner unit will be provided to the student while repair or replacement is in progress.
 1. **Damage to Hardware** Students are responsible for the cost of repair or replacement in case of accidental damage to their Chromebook. Depending on individual circumstances, household insurance may cover this cost. Intentional damage must be reported to the school administration for further action.
 2. **Detached Keys** It is possible to lift or pick the keys off of the Chromebook keyboard if sufficient force is applied. Keys will generally NOT detach under any other circumstances. If keys are missing, students will be required to pay for the replacement of the keyboard or Chromebook unless it can be demonstrated that detached keys are due to a manufacturing defect.
2. **Repair and Replacement Under Other Circumstances** In case of loss or damage under circumstances not described in this policy, responsibility for repair or replacement costs will be determined at the sole discretion of the school administration.
3. **Schedule of Defined Repair and Replacement Costs Effective Oct 15 2025**
 1. **Replace entire Chromebook** \$370.00
 2. **Repair damaged screen** \$200.00
 3. **Repair keyboard** \$100.00
 4. **Replace lost power supply** \$50.00
 5. **Replace lost stylus** \$75.00
 6. **For any other damage including but not limited to damage due to exposure to food or drink,** parent(s) will be billed and responsible for the cost of such repair
 7. **Replacement of Lost or Stolen Chromebooks** While students are responsible for the loss or theft of Chromebooks, parent(s) will be billed and responsible for the cost of replacement in case of loss or theft"



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13. **End Of Year Chromebook Returns** Students who are graduating, who have not re-registered to return to STMC, or otherwise do not intend to return to the school, must return their Chromebook to the IT Department after their last exam in June. Students who have completed their registration for the upcoming school year, and intend to return to STMC in September, may retain their Chromebook over the summer.
1. Chromebook support services will be unavailable during the summer months.
 2. Returning students who do not wish to keep their Chromebook over the summer may discuss their options with the IT Department.
14. **Responsibility for Damage to School Property** Students and their parents assume full financial responsibility for any loss or damage occurring to school equipment as a result of the student's use or attempted use of that equipment.

Student Agreement: I agree to follow the St Thomas More Collegiate Chromebook Policy, and all related terms and conditions. I understand that any violation of the Chromebook Policy may result in the termination or suspension of my user account, may result in other disciplinary action, and may even constitute a criminal offence. I agree to report any misuse of the technology resources to my system administrator or school administrator (Principal or Vice-Principal). I agree that my use of computing services at STMC is entirely at my own risk and I hereby release St. Thomas More Collegiate from any claims arising from my use of these services. I authorize STMC to create and maintain online accounts and services for my educational use. This contract will form part of my permanent file.

Parent Agreement: I have read all of this policy, and the related terms and conditions. I understand that access to computing and network resources is for educational purposes only, and that, although reasonable measures are taken to restrict access to inappropriate material through the school network, STMC cannot guarantee that my child will be prevented from gaining access to such materials in all situations. I further understand that STMC accepts no responsibility whatsoever for any use or activity conducted with a personal device. I hereby release St. Thomas More Collegiate from any claim arising from my child's use of the computing and network resources.

I understand that a violation of the Chromebook Policy may result in the termination or suspension of my child's user account, may result in other disciplinary action, and may even constitute a criminal offence. I hereby give permission for my child to use computing and network resources, including Internet access. I give permission to St. Thomas More Collegiate to create and maintain online accounts and services for my child's educational use, and to provide wireless data (Wi-Fi) credentials for their personal and school-issued devices.

I acknowledge that while school-issued Chromebooks remain the property of STMC, that I am personally liable for the repair cost or replacement cost for any damage, loss or theft of such Chromebook issued to my child.



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<u>References</u> STMC Chromebook Policy v1.0, v2.0	<i>Approved</i> DianneDoyle - President Nov 2019 <i>Updated</i> Stephen J. Garland - President (Oct. 2025) Joe E. Adams - Acting President (Aug 2026)
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