

Mrs. Leslie Bergeron  
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Library/Media Center

# TCHS Tech Talk 2022



# Chromebooks

All TCHS students will be issued a school-owned chromebook w/ carrying case.



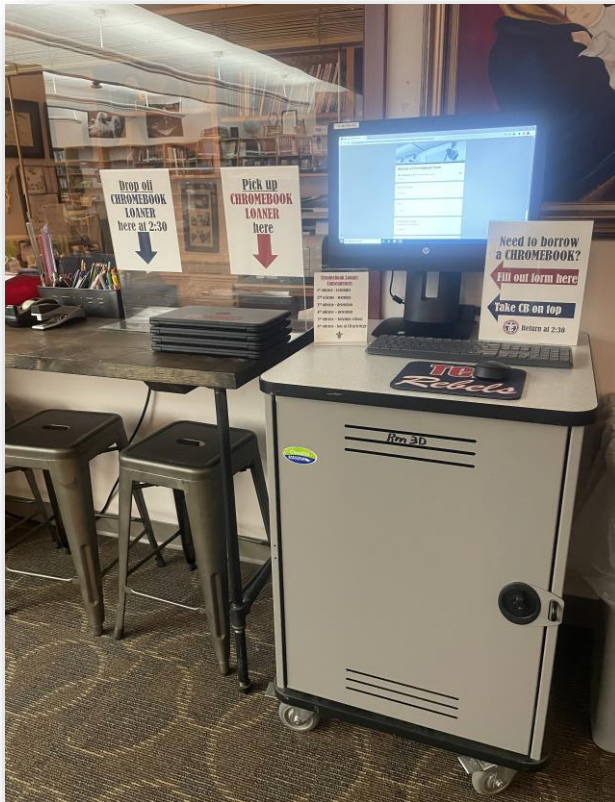
- for use for entire time at TCHS
- Class of 2026 keeps upon graduation
- **MUST** be kept in carrying case
- straps available
- no personal devices allowed



**This case must be brought to school every day!**

# Chromebook Policy

Students are expected to bring their chromebook  
FULLY CHARGED to school every day!



## Loaners available in Library

- must be returned by 2:35 p.m.

When borrowing a device, students will also face the following consequences:

- 1<sup>st</sup> offense - reminder
- 2<sup>nd</sup> offense - warning
- 3<sup>rd</sup> offense - detention
- 4<sup>th</sup> offense – detention
- 5<sup>th</sup> offense – Saturday school
- 6<sup>th</sup> offense - loss of chromebook privilege

**We do not loan out chargers!**

**Charging station in back!**



## Borrow a Chromebook Form

Ibergeron@tchs.net (not shared) [Switch account](#)

\* Required

FIRST & LAST Name \*

Your answer

Grade \*

Choose

CHROMEBOOK # borrowed \*

(4-digit # on top of chromebook)

Your answer

Reason for having to borrow \*

☐ forgot my chromebook/forgot to charge my chromebook

☐ repair needed/other

Next

Clear form

## Borrow a Chromebook Form

Ibergeron@tchs.net (not shared) [Switch account](#)

Click submit to finish.

Back

Submit

Clear form

## Borrow a Chromebook Form

Ibergeron@tchs.net (not shared) [Switch account](#)

\* Required

MORE INFO PLEASE

What's your issue? \*

\*leave YOUR chromebook with Mrs. Bergeron or Mrs. Ledet if it needs repair

Your answer

Back

Submit

Clear form

# 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 the Technology Office (Library) as soon as possible for repairs. School-owned chromebooks should never be taken to an outside computer service for any type of repairs.

## These are general precautions students should follow:

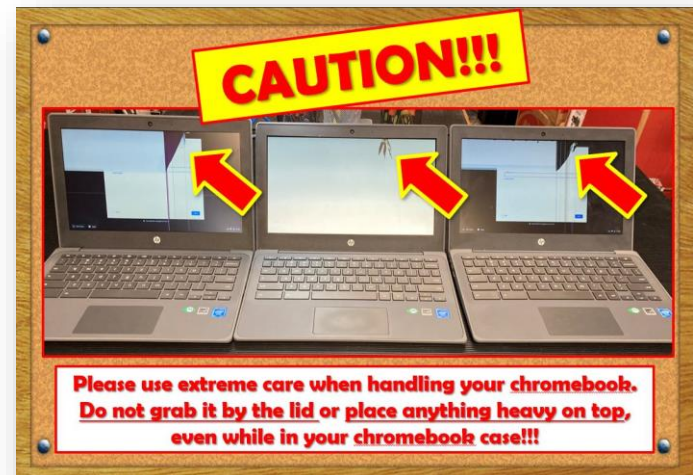
- Do not carry the chromebook by the screen
- Always transport chromebooks with care, in the school-issued protective case
- Never leave chromebooks unsecured
- Do not pile backpacks (protective case) on top of one another
- leave backpacks unprotected from the weather
- Never place heavy objects on top of chromebooks (even inside a backpack)
- Do not place anything in the protective case that will press against the cover
- Make sure there is nothing on the keyboard before closing the lid (pens, pencils, etc.)
- Do not place stickers or write on the chromebooks
- No food or drink should be next to chromebooks
- Only clean the screen with a soft, dry microfiber cloth
- Do not try to secure a key that has popped off - bring to tech office

} **SCREEN**

## Estimated Costs of parts and replacements: (subject to change)

Normal wear and tear on the devices is expected. Damage due to improper handling/care or lost/stolen devices will be the responsibility of the student/parent.

- chromebook replacement - \$250.00
- **chromebook screen replacement - \$40.00**
- chromebook keyboard/touchpad replacement - \$55.00
- chromebook power cord - \$20
- carrying case - \$21





# TCHS TECHNOLOGY POLICY

Student use of school computers must comply with the TCHS Technology Policy.

## General Technology Policies

1. In order to maintain a consistent learning environment for all students and to provide the best protection for Teurlings infrastructure and data, students are not allowed to use personal devices during the school day.
2. Chromebooks in the classroom will be used under teacher direction.
3. Cameras and audio recorders may only be used under the direct supervision of a teacher. At no time should the student use any device for the direction of a faculty member. No student may open chat or social media programs on any computer or electronic devices on campus. Student use of any device for the direction of a faculty member is strictly prohibited.
4. **Cell phones or personal devices, including wearable devices** (ex: Apple watches, FitBit watches, wireless headphones, etc.) are NOT allowed to be used or worn in the classroom during the school day. Devices may be used by students in the gymnasium, cafeteria, or other common areas. All devices must be turned off and may not be taken out of book bags. Students may store turned off devices in their book bag or vehicle. They are not allowed in classrooms or restrooms. Students may be subject to search by a metal detector if suspected of having a weapon on campus. Possession of a cell phone or other electronic device in a locker is not permitted in locker rooms or restrooms. Students may be subject to search by a metal detector if suspected of having a weapon on campus.
5. Students will be issued a TCHS username and password to access their TCHS Google account. This account is for educational purposes only. This same username and password should be used for online textbooks/programs. Students should not share their account information with anyone.
6. The G-Suite for Education & Additional Services Parent or Guardian Consent form must be signed and returned to the school. Permission was given for Teurlings Catholic High School to create/maintain a G-Suite for Education student account and for Google to use the account for the purposes described for the duration of the student's enrollment at Teurlings Catholic High School.
7. Downloading, uploading, sending, saving, or accessing any inappropriate material on campus is a serious violation of the safe schools policies of both Teurlings Catholic High School and the Diocese of Lafayette.
8. The inappropriate use of the name of Teurlings Catholic High School on any social media site is strictly prohibited on Facebook, Twitter, Instagram, Snapchat, blogs, or any Internet posting sites. This includes but is not limited to the use of the school name for the purposes described for the duration of the student's enrollment at Teurlings Catholic High School.
9. Students are prohibited from using any social media site.
10. Inappropriate use of any social media site that may be offensive to or inflammatory of others or Teurlings Catholic High School, is strictly forbidden and it is the right of school officials to determine what is inappropriate.
11. Students are prohibited from using any social media site.
12. The use of any social media site on a school computer is prohibited.
13. The appearance, controls, or any other management function of any Teurlings Catholic High School computer.
14. Students are prohibited from using any calculator in any class. Calculators may not be used in class without teacher approval. Teachers have the right to check calculator memories at any time and to delete calculator memories. In addition to penalties for violation of the Technology policy, storing material in the memory of a calculator may also be considered a violation of the school policy.
15. Bringing, adding to, or editing someone else's work is a violation of the policy.
16. All student work should be stored on students Google Drive(recommended) or personal flash drive.
17. Sharing information with other students through TCHS applications are only allowed under the direct supervision of the teacher/faculty member. Chatting or messaging through Google email and/or shared Google docs is prohibited.
18. **Wired headphones** are only allowed with expressed approval from the teacher for educational purposes.
19. Teurlings Catholic High School does not guarantee that its technology resources will be uninterrupted or error-free. Access to the network is provided on an "as is" basis without warranties of any kind. In the rare case that the network is down, neither Teurlings Catholic High School nor any of its employees will be responsible for lost or missing data.
20. Information created, received, transmitted, stored, held, copied, or protected by an individual's right to privacy. It is the right of the school to view and/or inspect all such information at its discretion, including disclosure to third parties when warranted.
21. **User activity on the TCHS network is monitored and logged.** Teurlings Catholic High School monitors student activity using remote student monitoring applications. Teurlings Catholic High School utilizes a filtering system to block inappropriate content. Students will be blocked. Students should notify a teacher if they accidentally access an inappropriate site. Students should not access inappropriate, objectionable, sexually explicit or inflammatory content.
22. Unacceptable conduct regarding technology use includes but is not limited to: using rogue access points or cell phones as hot spots to avoid TCHS monitoring; downloading inappropriate materials, viruses or software; gaining unauthorized access anywhere on the network; misuse of the available network to bypass classroom management monitoring software; attempting to disable or circumvent the TCHS Internet content filter and firewall.
23. Based on the rapid changes to technology, Teurlings Catholic High School reserves the right to revoke or modify technology policies or procedures at any time.

**Activities for educational purposes as directed by a teacher or under the supervision of a teacher!**



## Chromebooks

- match #'s (*card, CB, charger*)
- plug in (*right side w/ light*)
- inspect unit

# Login Credentials

Verify your name spelling and year.  
Keep in a secure place! Private!

**Mouse, Mickey 9**



USERNAME: mickeymouse26@tchs.net  
PASSWORD: humujU26

## RENWEB:

go to [www.renweb.com](http://www.renweb.com)>Click on Family Login>FACTS Family Portal>  
District Code: TCHS-LA>type username and password>Click STUDENT

## PRINTER:

Click File> Print >Change Destination to Library Printer

\*For any technology questions, see Mrs. Bergeron in the Library or email  
[lbergeron@tchs.net](mailto:lbergeron@tchs.net).

Used for  
everything!

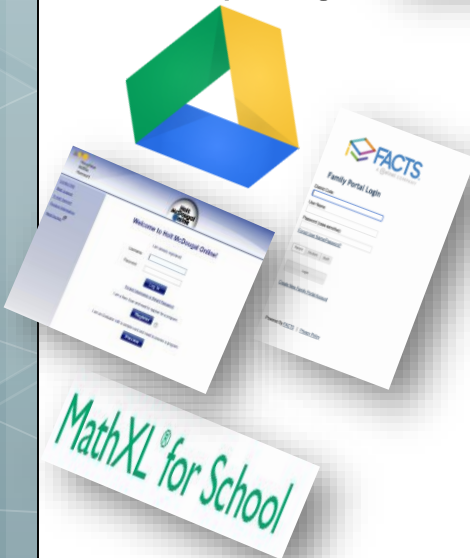
## Log In

Welcome to new account . . . Accept/I understand

## VISION FOR CHROMEBOOKS



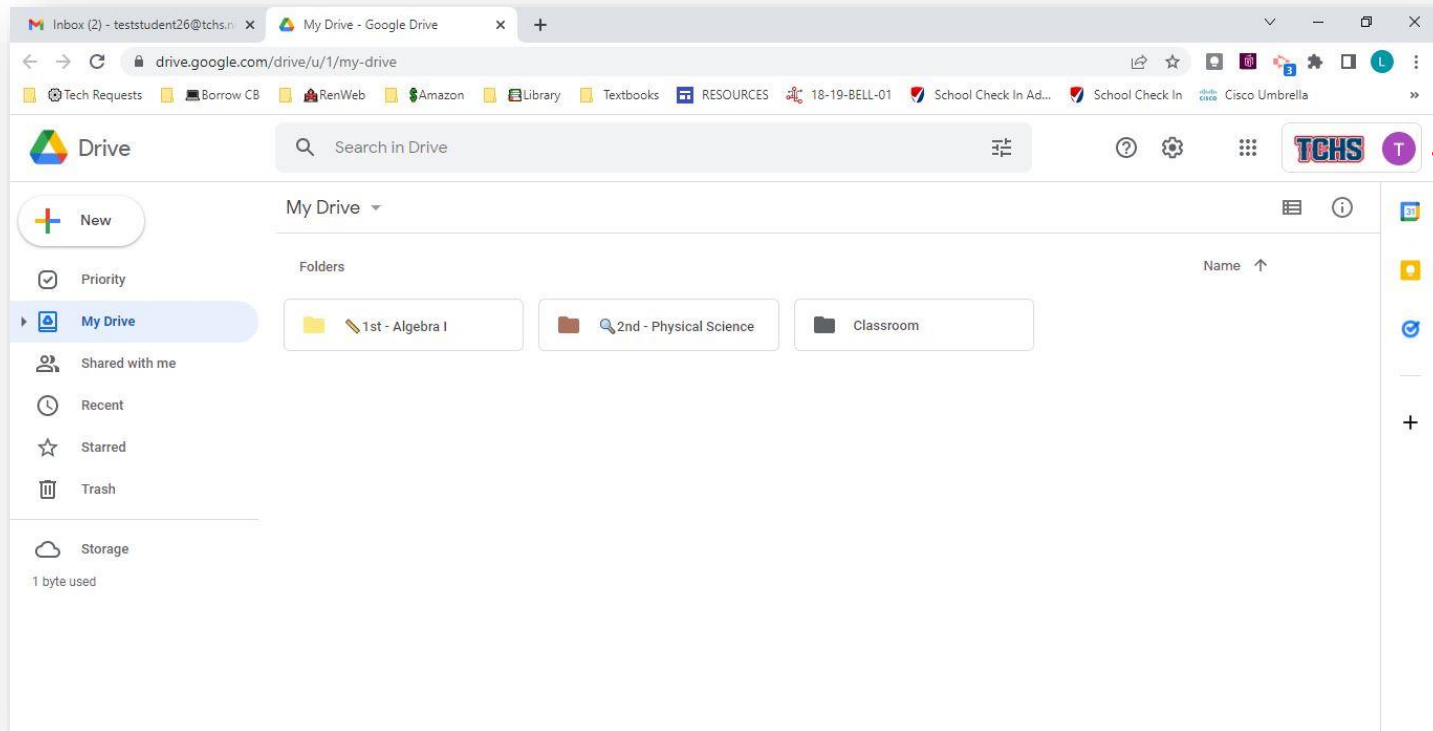
- Click on blue eye
- Click on your name
- Scroll down
- Click Allow





# All things GOOGLE

When you open google Chrome, you will be logged in to your Google account with access to Mail, Classroom, Drive, etc.



Do not change profile pic!



**Shut down at end of day!**  
(refreshes system, allows for updates)



# **tchs.net**

**Academics**  
**Technology**

# TCHS TECHNOLOGY POLICY

Student use of school computers must comply with the TCHS Technology Policy.

The screenshot shows the website [tchs.net/academics/technology.cfm](http://tchs.net/academics/technology.cfm). The page features a header with the TCHS logo and navigation links. The main content area includes a large image of students using VR, followed by a section titled 'STUDENT TECH REQUEST FORM' with a link to the form. Below this is a section for 'STUDENT TUTORIAL VIDEOS' with a 'COMING SOON!!!' message and links to Google Drive and Classroom tutorial videos. At the bottom, there is a section for 'TECHNOLOGY POLICIES & ACCEPTABLE USE FOR ALL COMPUTERS & DEVICES'. A red arrow points from the 'STUDENT TECH REQUEST FORM' section to the right, towards the text 'You are turning in your signed acknowledgements form at Orientation verifying that you have read and are familiar with this policy.'.

STUDENT TECH REQUEST FORM

THIS PRESENTATION

TUTORIAL VIDEOS

You are turning in your signed acknowledgements form at Orientation verifying that you have read and are familiar with this policy.

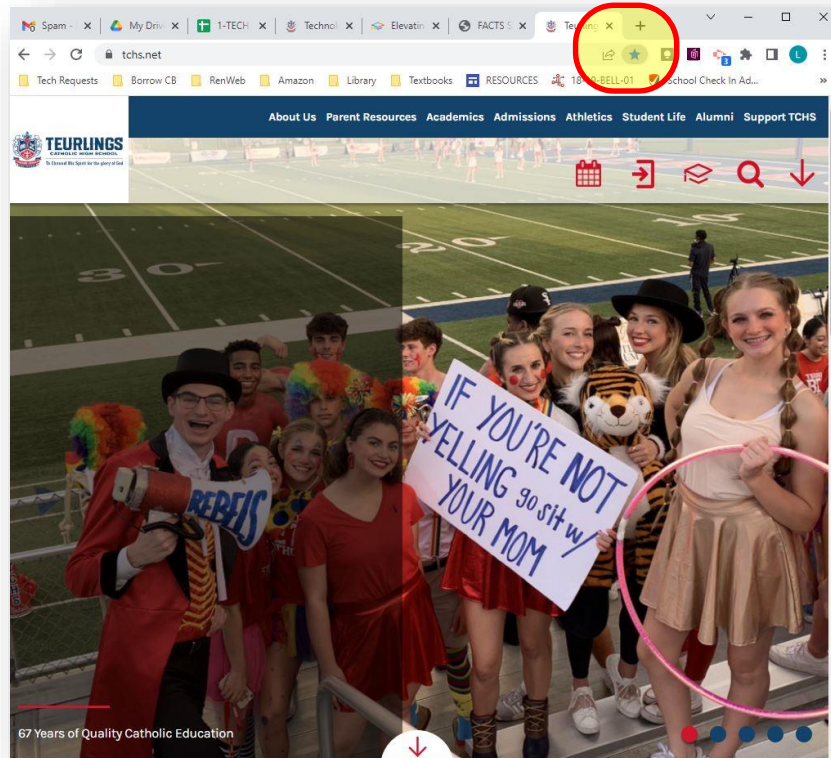
Technology Policy can be found on website:

- 1) Parent Resources Tab > Student/ParentHandbook
- 2) Academics Tab > Technology

# Add Bookmarks

1. go to website you want to bookmark  
**tchs.net**

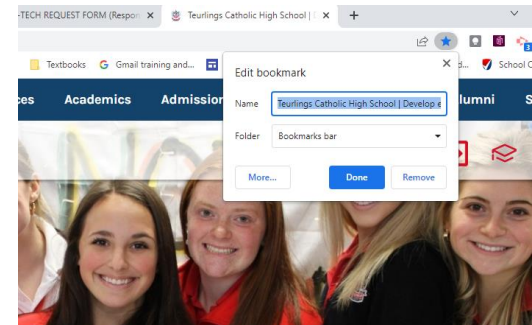
2. click the star



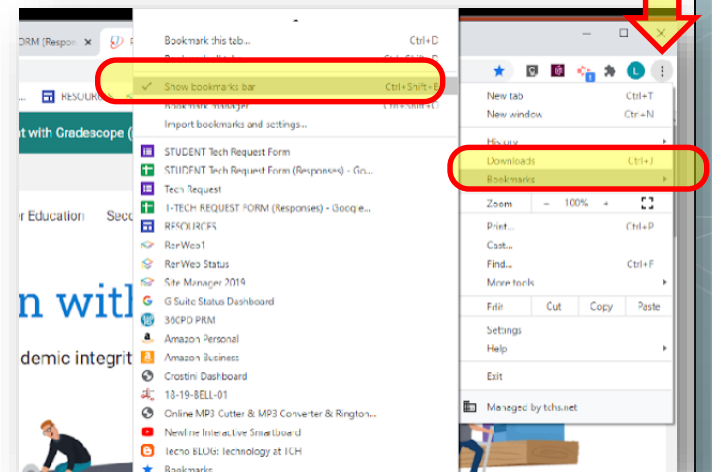
## MORE ORGANIZATION

3 dots > Bookmarks > Bookmark Manager – you can click 3 dots besides “Search bookmarks” and add folders to bookmarks bar (ex; all of your English bookmarks can be in an English folder)

3. name it > Done  
**TCHS Website**



4. Do this only once  
click 3 dots >  
Bookmarks >  
Show bookmarks bar



Mouse, Mickey 9

USERNAME: mickeymouse26@tchs.net

PASSWORD: humujU26



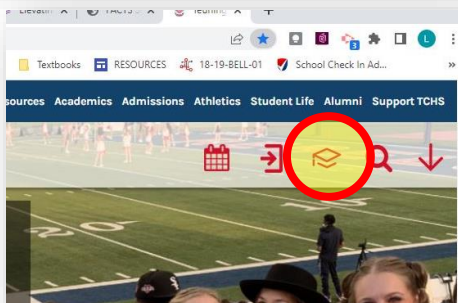
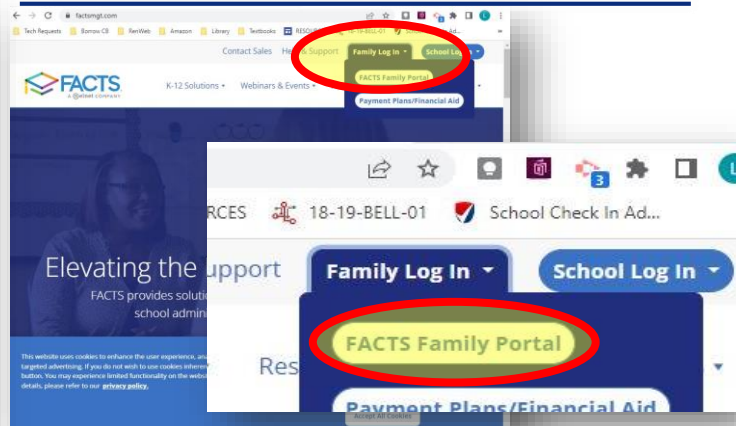
RENWEB:

go to [www.renweb.com](http://www.renweb.com)>Click on Family Login>FACTS Family Portal>  
District Code: TCHS-LA>type username and password>Click STUDENT

PRINTER:

Click File> Print >Change Destination to Library Printer

\*For any technology questions, see Mrs. Bergeron in the Library or email [lbergeron@tchs.net](mailto:lbergeron@tchs.net).



go to the website bookmark  
click the grad cap  
Log in  
Create RenWeb bookmark

FACTS  
A @net COMPANY

Family Portal Login

District Code:

User Name:

Password (case-sensitive):

Forgot User Name/Password?

Parent Student

Login

**TCHS-LA**

**Student**

**If you get  
locked out,  
email me to  
unlock it!**



## Family Portal



School



Student



Student Home

Grades

Homework

Lesson Plans

Report Card

Attendance

Behavior

Medical

Schedules



Family



Schedules

Cameron

**Student Schedule**  
**Teurlings Catholic High School**
**Cormier, Cameron****Year: 2020-2021: Q1****Grade: 12****Homeroom:****Course**
 Art I  
 Campus Min Class  
 DE English IV  
 DE World History  
 Honors Calculus/DE Trigonometry  
 Physics  
 Religious Studies IV
**Section**
 ART I-1  
 CMINCLASS-3  
 DE ENG IV -6  
 DE W HIST -2  
 H CALC/DE Trig-4  
 PHYS-5  
 REL ST IV-7
**Room**
 15  
 18  
 36  
 26  
 6  
 14  
 42
**Instructor**
 Tracy, Holly  
 Badeaux, Ramey  
 Marino, Vivica  
 Manuel, Mallory  
 Hackett, Ceata  
 Binnings, Michelle  
 Lavergne, Kristina

	Day 1	Day 2	Day 3	Day 4	Day 5	Day 6	Day 7	Straight 7
P1 7:30-8:25	ART I-1 15 <b>1</b>	DE ENG IV -6 36 <b>6</b>	H CALC/DE Trig-4 6	DE W HIST -2 26	REL ST IV-7 42	PHYS-5 14	CMINCLASS-3 18	ART I-1 07:30 AM-08:25 AM 15
P2 8:31-9:21	DE W HIST -2 26 <b>2</b>	REL ST IV-7 42 <b>7</b>	PHYS-5 14	CMINCLASS-3 18	ART I-1 15	DE ENG IV -6 36	H CALC/DE Trig-4 6	DE W HIST -2 08:31 AM-09:21 AM 26
P3 9:27-10:17	CMINCLASS-3 18 <b>3</b>	ART I-1 15	DE ENG IV -6 36	H CALC/DE Trig-4 6	DE W HIST -2 26	REL ST IV-7 42	PHYS-5 14	CMINCLASS-3 09:27 AM-10:17 AM 18
P4 10:23-11:13	H CALC/DE Trig-4 6 <b>4</b>	DE W HIST -2 26	REL ST IV-7 42	PHYS-5 14	CMINCLASS-3 18	ART I-1 15	DE ENG IV -6 36	H CALC/DE Trig-4 10:23 AM-11:13 AM 6
P5 11:49-12:39	PHYS-5 14 <b>5</b>	CMINCLASS-3 18	ART I-1 15	DE ENG IV -6 36	H CALC/DE Trig-4 6	DE W HIST -2 26	REL ST IV-7 42	PHYS-5 11:49 AM-12:39 PM 14
P6 12:45-1:35								DE ENG IV -6 12:45 PM-01:35 PM 14

**Use this to create Google Drive folders. (Ex: 1<sup>st</sup> Hour – Art I)**

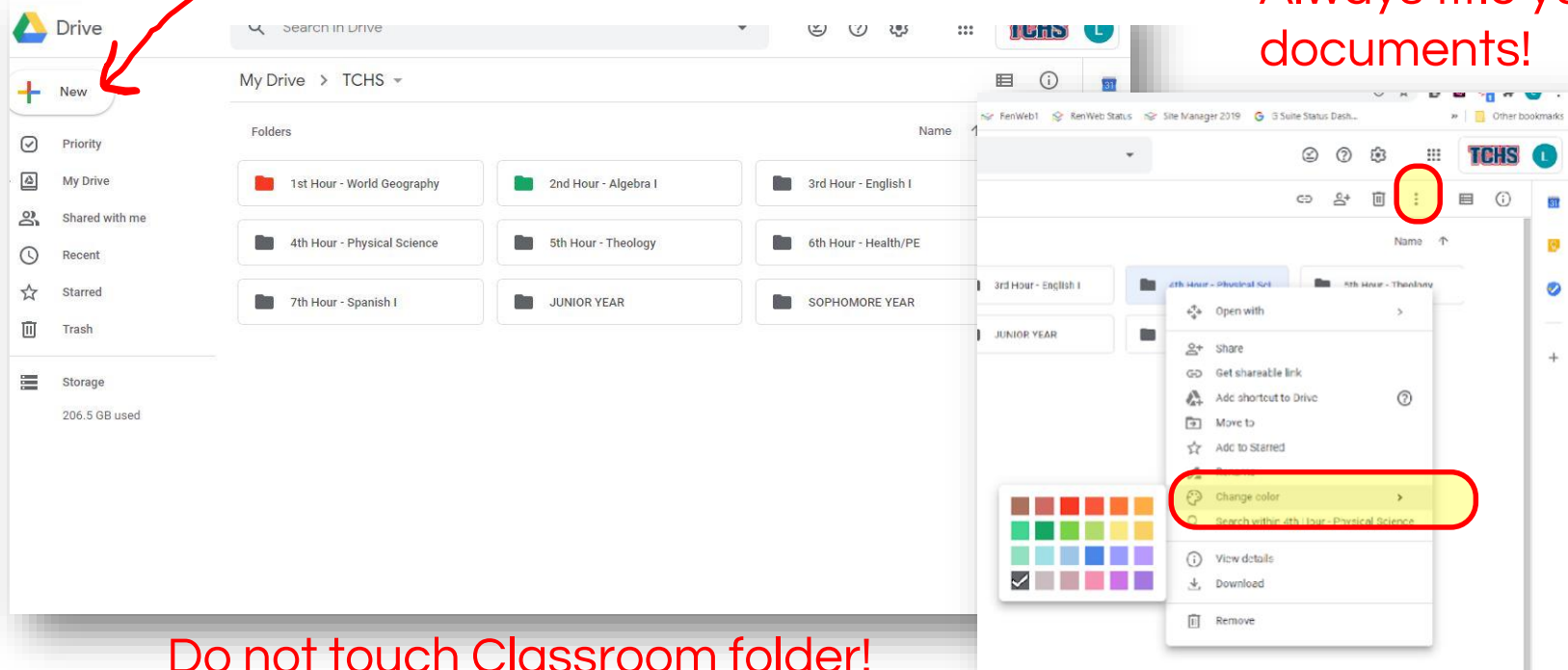




# ORGANIZE YOUR GOOGLE DRIVE

Open Drive, Click  in top left corner & create folders for each subject AND for each year.

Always title your documents!



Do not touch Classroom folder!

Create a folder for every class, color code them  
(ex: 1<sup>st</sup> Hour – Algebra I, 2<sup>nd</sup> Hour – World Geography, 3<sup>rd</sup> Hour – Health & PE, etc.)

Restore/Maximize

**Restore/Maximize**

**Size it with double sided arrow**

**Make folders within folders!**

**Drag tab back with other tabs**  
**Maximize screen**

**Course**  
Algebra II  
Chemistry  
English III  
Psychology  
Religious Studies III  
Sociology  
US History

**Section**  
ALG II-2  
CHEM-7  
ENG III-6  
PSYCH-3  
REL ST III-1  
SOC-4  
US HIST-5

**Room**  
9  
11  
36  
20  
20  
25

**Instructor**  
Farris, Danielle  
Berard, Chasity  
Bradley, Rena  
Boyd, Liz  
Yeager, Chris  
Boyd, Liz  
Lemoine, Chris

**Homeroom:**

	Day 1	Day 2	Day 3	Day 4	Day 5	Day 6
P1 7:35-8:45	REL ST III-1	ENG III-6	SOC-4	ALG II-2	CHEM-7	US HIST-5
P2 8:50-10:00	ALG II-2	CHEM-7	US HIST-5	PSYCH-3	REL ST III-1	ENG III-6
P3 10:15-11:25	PSYCH-3	REL ST III-1	ENG III-6	SOC-4	ALG II-2	CHEM-7
P4 12:05-1:15	SOC-4	ALG II-2	CHEM-7	US HIST-5	PSYCH-3	REL ST III-1
P5 1:20-2:30	US HIST-5	PSYCH-3	REL ST III-1	ENG III-6	SOC-4	ALG II-2

**My Drive - Google Drive**

Search In Drive

My Drive

Folders

- 1st - Algebra I
- Classroom

Storage

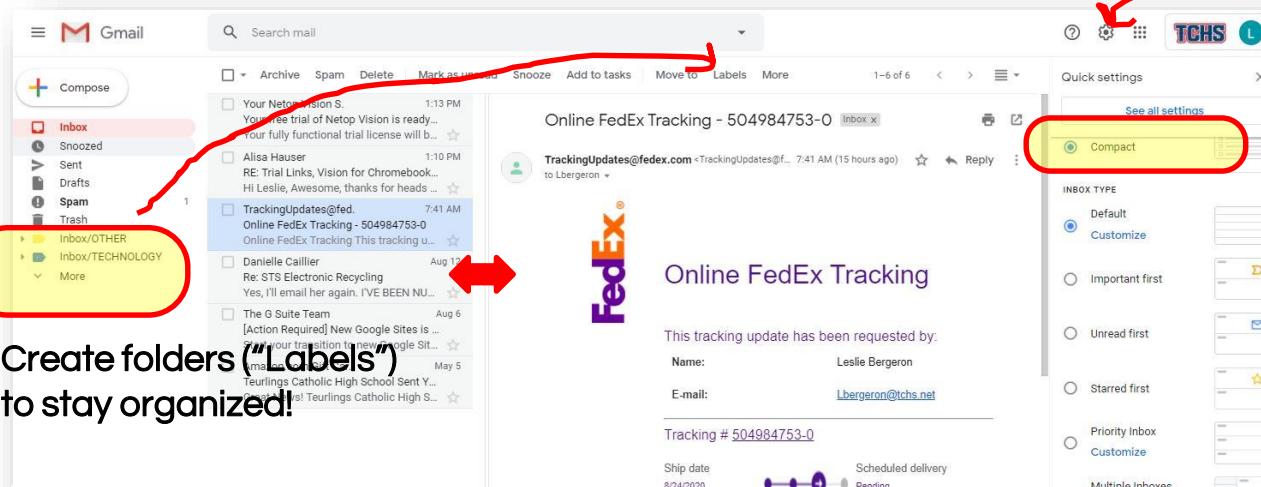
1 byte used



1242

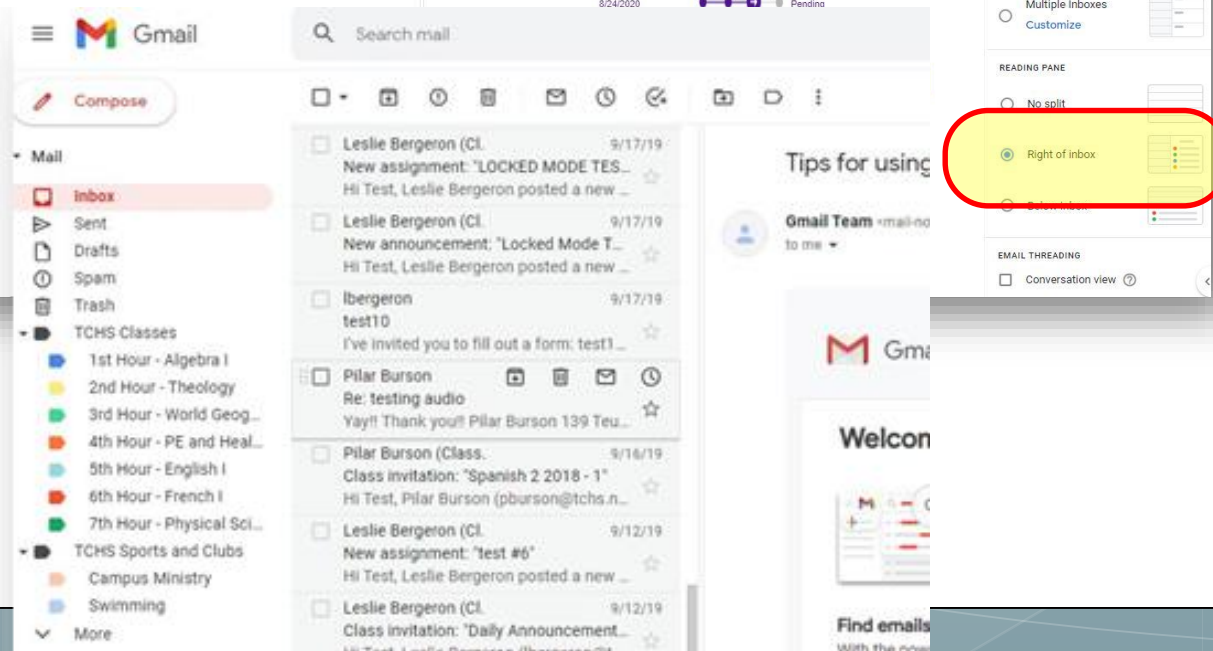


# GOOGLE MAIL - GMAIL



Create folders ("Labels") to stay organized!

Click **Settings**  
Select **Compact** for condensed look.



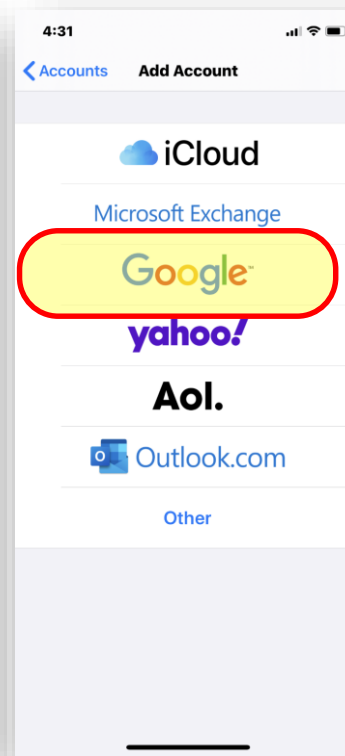
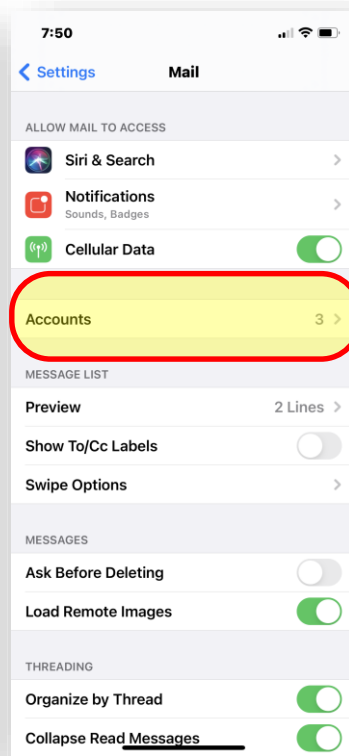
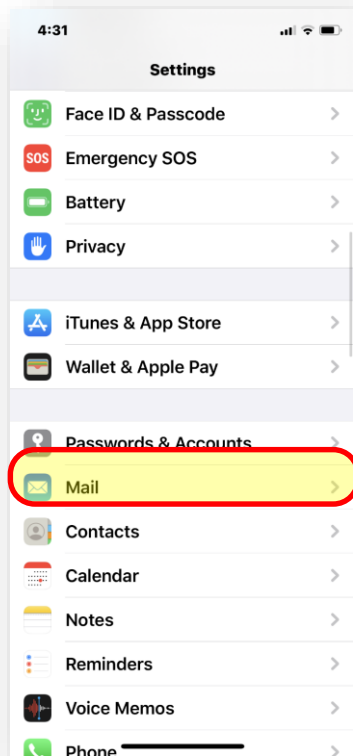
Under **Reading Pane**, select **Right of Inbox** to see message on right side



# GOOGLE MAIL - GMAIL

- only email allowed to communicate with teachers and school personnel
- teachers email students often . . . check daily

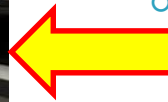
## Set up your TCHS email on your phone



Type in your  
school  
username  
and  
password



# Student Copier Solution

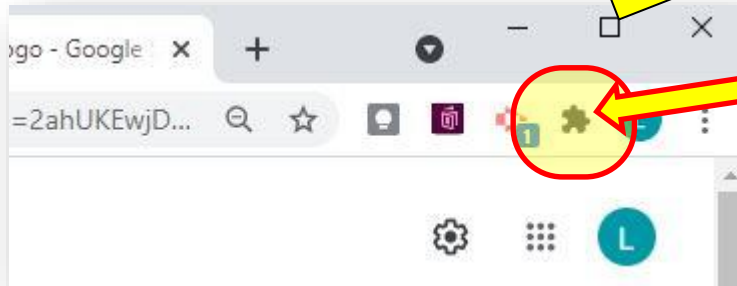


- You will be able to **print to copier queue** from your chromebook
- All print jobs will be **stored and available for release** at the copier when you **swipe your ID**.
- Students will be given an **annual budget** for prints which will appear on the display (**130 pages**).
- When the number of copies/budget amount reaches 0, you will no longer be able to print or copy but will still be able to scan.
- **\$1.00** add 130 more copies

**Library Printing Times – anytime!**

# Set up Printer ...

One time only

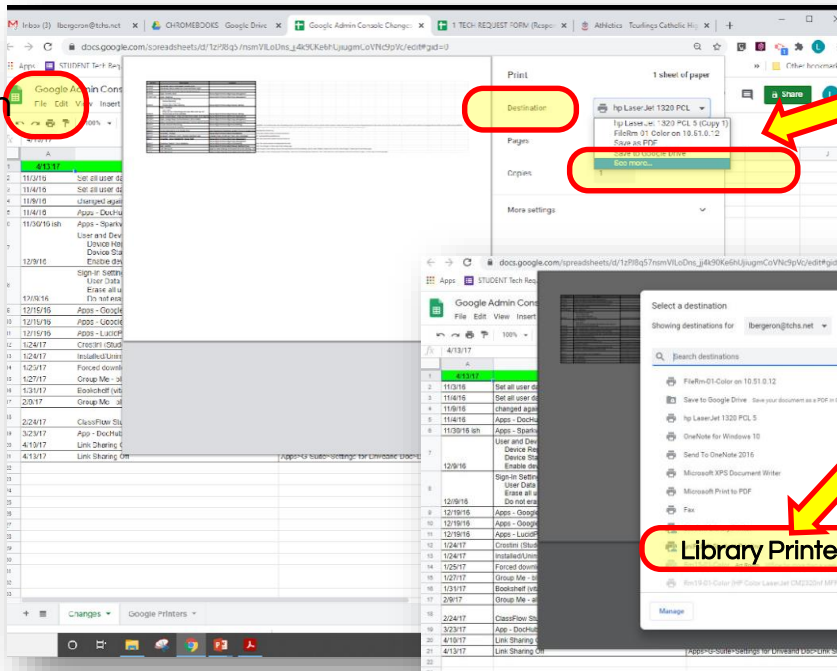


## Set up printer

Click on **Extensions** (puzzle icon)  
Select **uniFLOW**  
Sign in  
Teurlings Google Log In  
Sign in

# How to Print ...

Click **File**  
scroll down  
to **Print**



Click **Destination**  
>See more

Select Library Printer

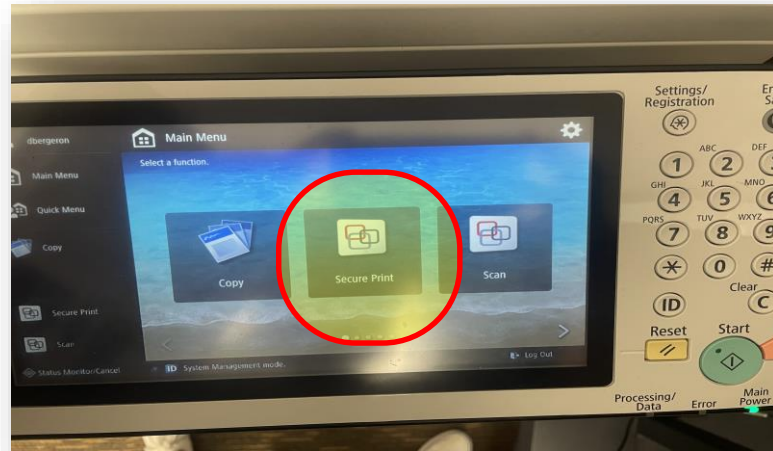
Your print job was sent to the Library and is stored in the queue until you swipe your ID to retrieve it.



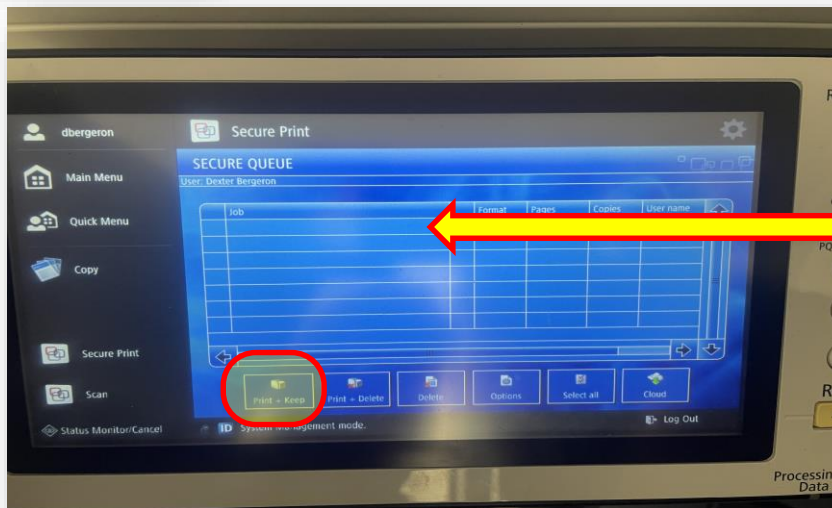
# Retrieve your Print Job from Printer



Swipe ID



Secure Print



Tap on job  
Click Print & Keep

# Stay Connected



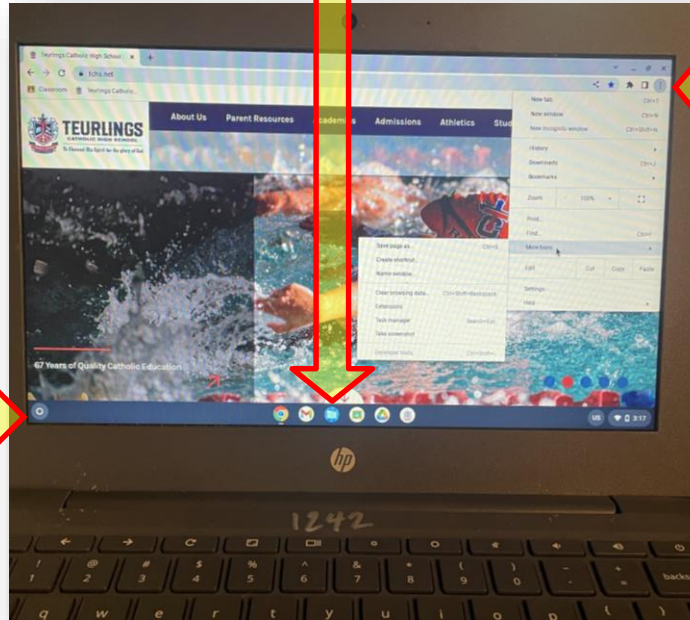
## DIGITAL MESSAGE BOARDS



daily schedule  
birthdays  
lunch menus  
events  
announcements sports

# Pin to shelf

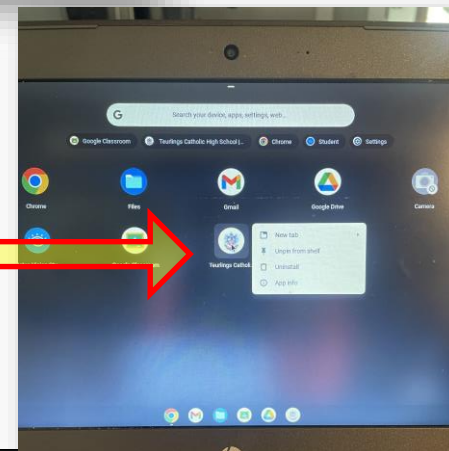
1. go to website you want to pin



2. click 3 dots >  
More tools >  
Create shortcut

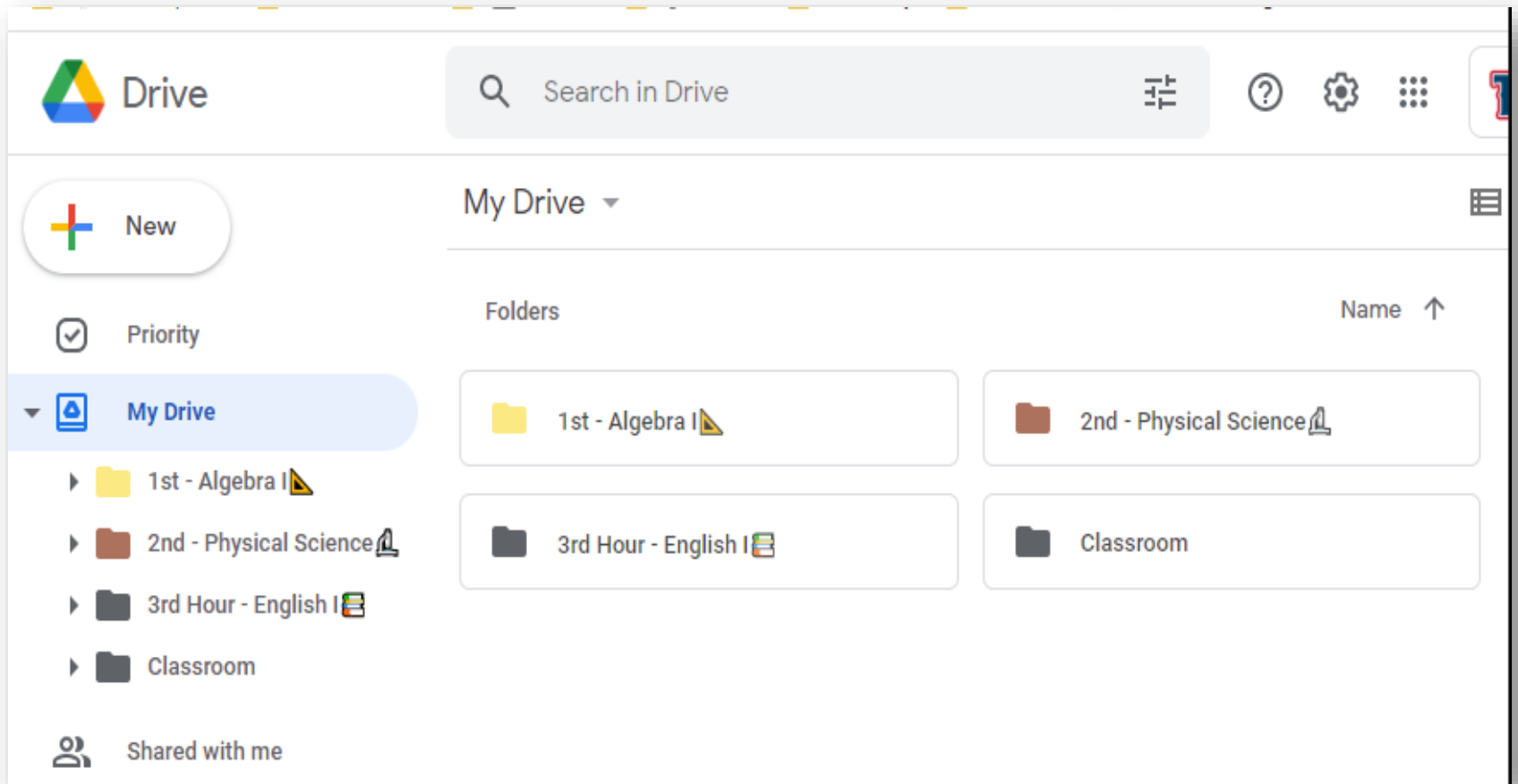
3. click apps  
launcher  
and up arrow

4. hover mouse over shortcut  
tap 2 fingers on mouse pad for options  
pin to shelf



# Add emojis to folder or files

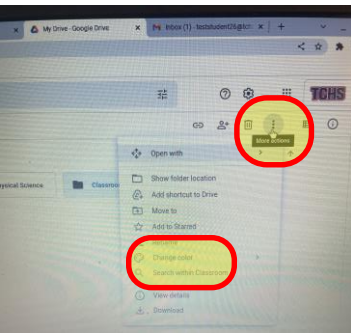
😊 FOR FUN!





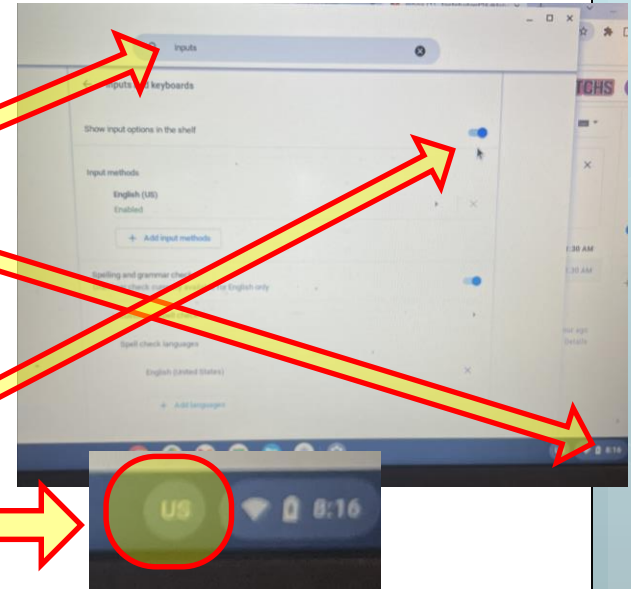
# How to add emojis to folder or files

1. Click on time at bottom right  
Settings  
type "Inputs" in search bar  
Languages and Inputs  
Inputs and Keyboards  
Toggle on "Show input options in the shelf"

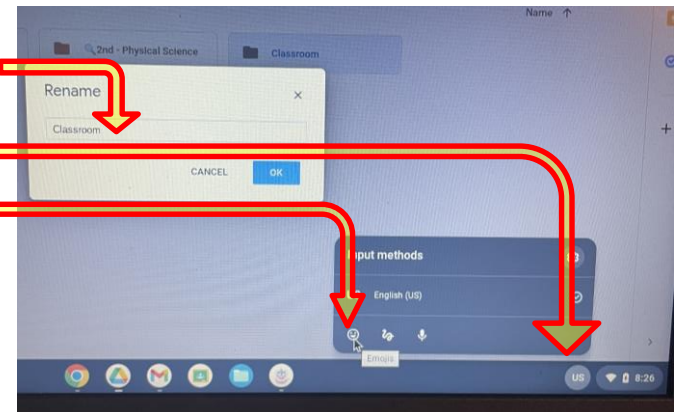


2. click on a folder  
in Google Drive >  
click on 3 dots >  
Rename

*US will appear at bottom*



3. click behind name  
click US on shelf  
click face  
choose emoji  
OK



I'm always available to help you!

Mrs. Leslie Bergeron  
Technology Director

[lbergeron@tchs.net](mailto:lbergeron@tchs.net)

Library/Media Center



**HAVE A GREAT YEAR!!!**