

Mrs. Leslie Bergeron
Technology Director
lbergeron@tchs.net

Mr. Dexter Bergeron
Systems Director
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Library/Media Center

TCHS Tech Talk



Chromebooks

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



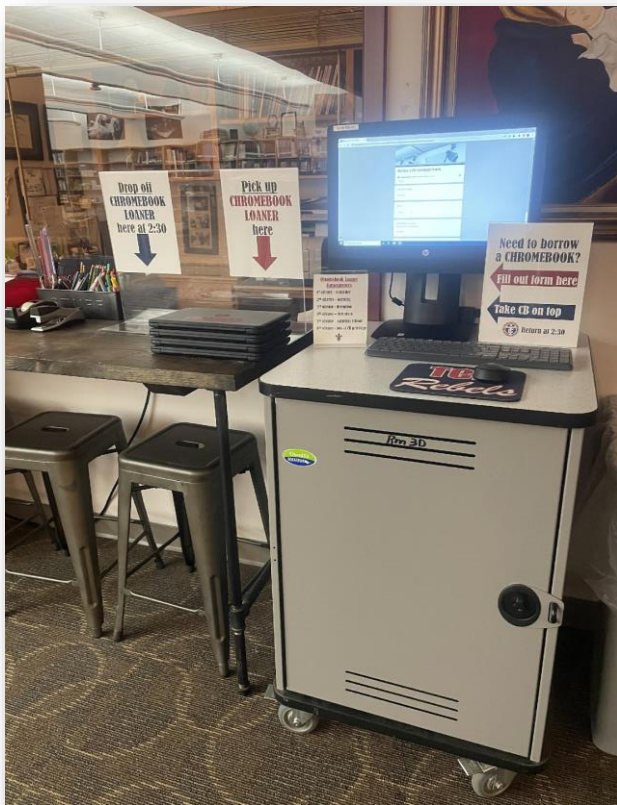
- for use for entire time at TCHS
- Classes of 2026, 2027 and 2028 keep upon graduation
- Seniors have the option to purchase upon graduation
- **MUST** be kept in carrying case
- straps available
- no personal devices allowed



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:

- 1st offense - reminder
- 2nd offense - warning
- 3rd offense - detention
- 4th offense – detention
- 5th offense – ½ Day In-school Suspension
- 6th offense - loss of chromebook privilege

Clean slate after each report card.

**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:

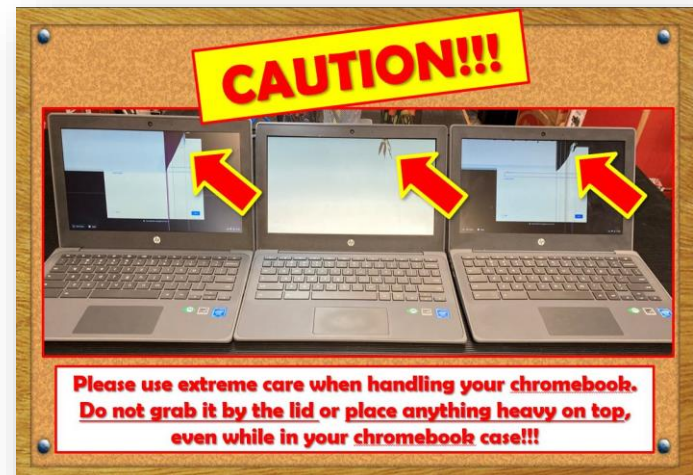
- Do not carry the chromebook by the screen
- Always transport chromebooks with care, in the school-issued protective case
- Never leave chromebooks unsecured
- Do not pile backpacks (protective case) on top of one another
- leave backpacks unprotected from the weather
- Never place heavy objects on 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 - \$25.00**
- chromebook keyboard/touchpad replacement - \$55.00
- **chromebook power cord - \$15**
- carrying case - \$23





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 devices are not to be used for the direction of a faculty member.
4. **Cell phones or personal devices, including wearable devices** (ex: Apple watches, FitBit watches, wireless headphones, etc.) and devices that provide internet connectivity are NOT allowed to be used or worn in the classroom during the school day. Devices may be used by students in the library or in designated areas for the direction of a faculty member. Cell phones and other electronic devices are to 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 to be used in the classroom, locker, or in restrooms. Students may be subject to search by a metal detector if suspected of having a cell phone or other electronic device on campus. Cell phone use is not permitted in locker rooms or restrooms. Students may be subject to search by a metal detector if suspected of having a cell phone or other electronic device 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. The username is TCHS/RENWEB1. 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 is required for all students. 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 files from the school network or 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 Facebook, Twitter, Instagram, Snapchat, blogs, or any Internet posting sites. This includes posting any information that is defamatory, obscene, or otherwise inappropriate. The use of the name of Teurlings Catholic High School on Facebook, Twitter, Instagram, Snapchat, blogs, or any Internet posting sites is strictly prohibited on Facebook, Twitter, Instagram, Snapchat, blogs, or any Internet posting sites. This includes posting any information that is defamatory, obscene, or otherwise inappropriate.
9. Students are prohibited from posting any information that is defamatory, obscene, or otherwise inappropriate on any Internet posting site. This includes posting any information that is defamatory, obscene, or otherwise inappropriate.
10. Inappropriate use of the name of Teurlings Catholic High School on any Internet posting site is strictly prohibited. Posting any information that is defamatory, obscene, or otherwise inappropriate on any Internet posting site is strictly prohibited and it is the right of school officials to determine what is inappropriate.
11. Posting any information that is defamatory, obscene, or otherwise inappropriate on any Internet posting site is strictly prohibited.
12. Posting any information that is defamatory, obscene, or otherwise inappropriate on any Internet posting site is strictly prohibited.
13. Posting any information that is defamatory, obscene, or otherwise inappropriate on any Internet posting site is strictly prohibited.
14. Student appearance, controls, or any other management function of any Teurlings Catholic High School computer. Posting any information that is defamatory, obscene, or otherwise inappropriate on any Internet posting site is strictly prohibited.
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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 otherwise processed by a student using school or personal devices (including but not limited to cell phones, tablets, laptops) is NOT 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, however, the school cannot guarantee that access to all Internet sites will be blocked. Students should notify a teacher if they accidentally access an inappropriate site. Students should not post, publish, or disseminate any defamatory, obscene, or otherwise inappropriate 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, installing unauthorized 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

DON'T OPEN CB YET

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

VISION FOR CHROMEBOOKS

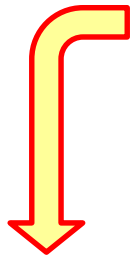
This will pop up
on your screen eventually



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

Login Credentials

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



Used for
everything!

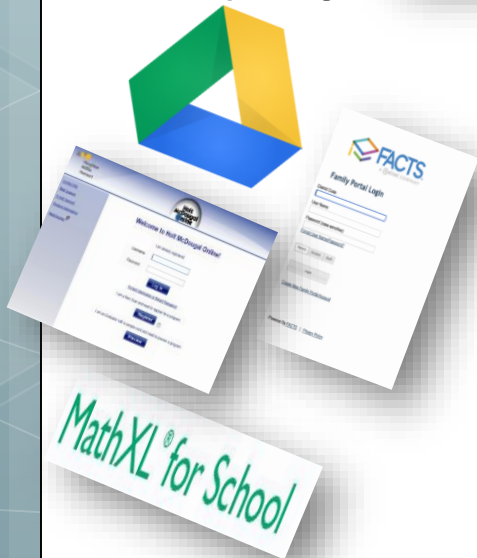
Mouse, Mickey
9

USERNAME: mickeymouse27@tchs.net
PASSWORD: ABcdeF.27

**For any technology questions, see Mrs. Bergeron
in the Library or email lbergeron@tchs.net.*

Log In

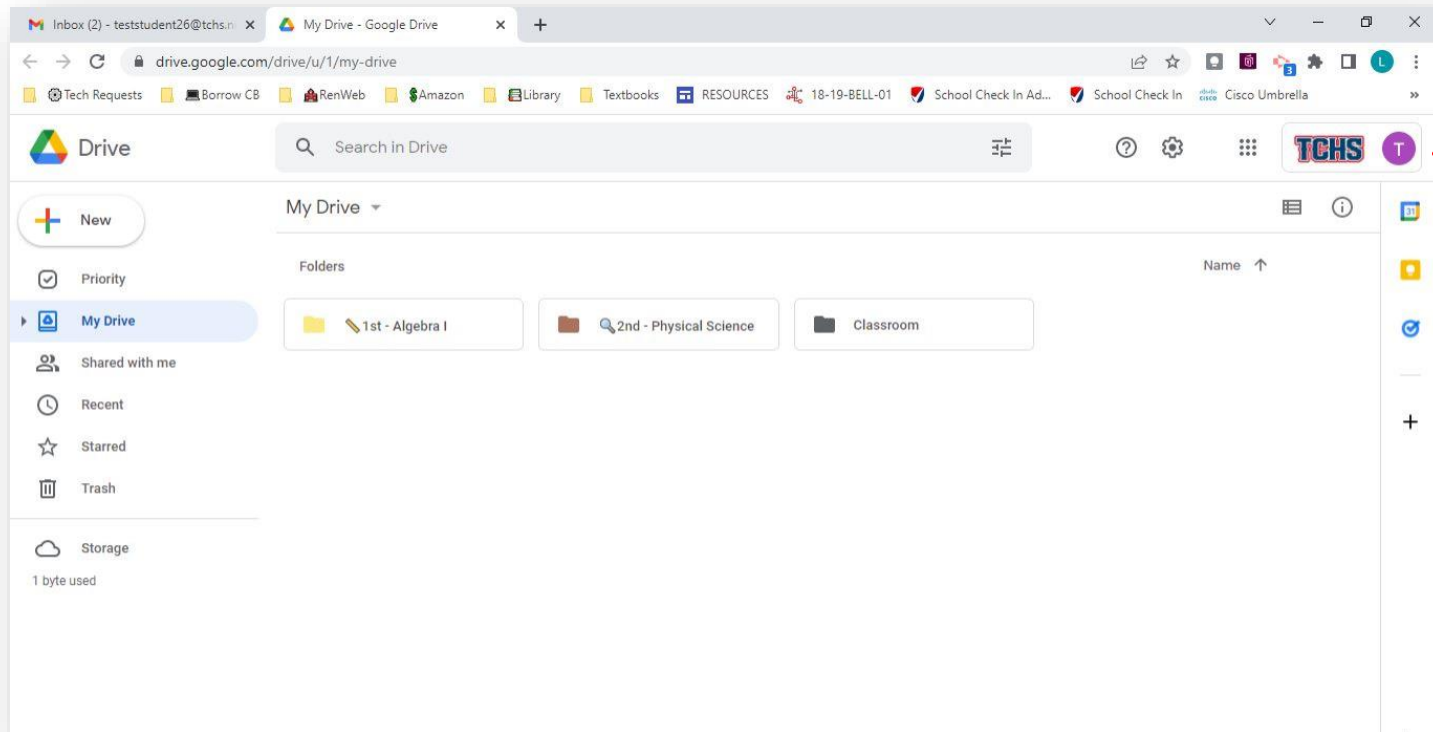
Welcome to new account ...
Accept/I understand



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

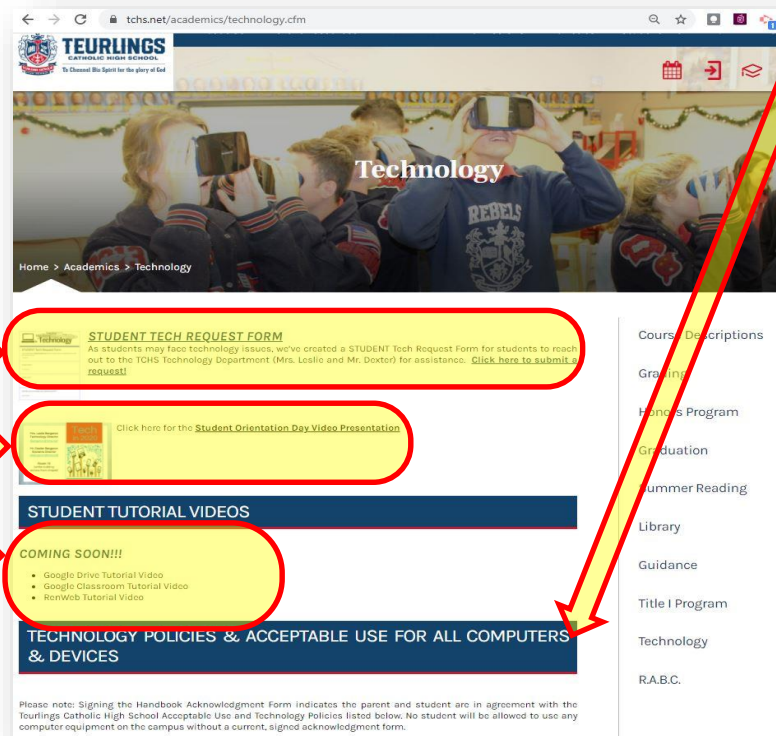
Academics

Technology



TCHS TECHNOLOGY POLICY

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



STUDENT TECH
REQUEST FORM

THIS PRESENTATION

TUTORIAL VIDEOS

You will sign an acknowledgement form verifying that you have read and are familiar with this policy.

Technology Policy can be found on website:

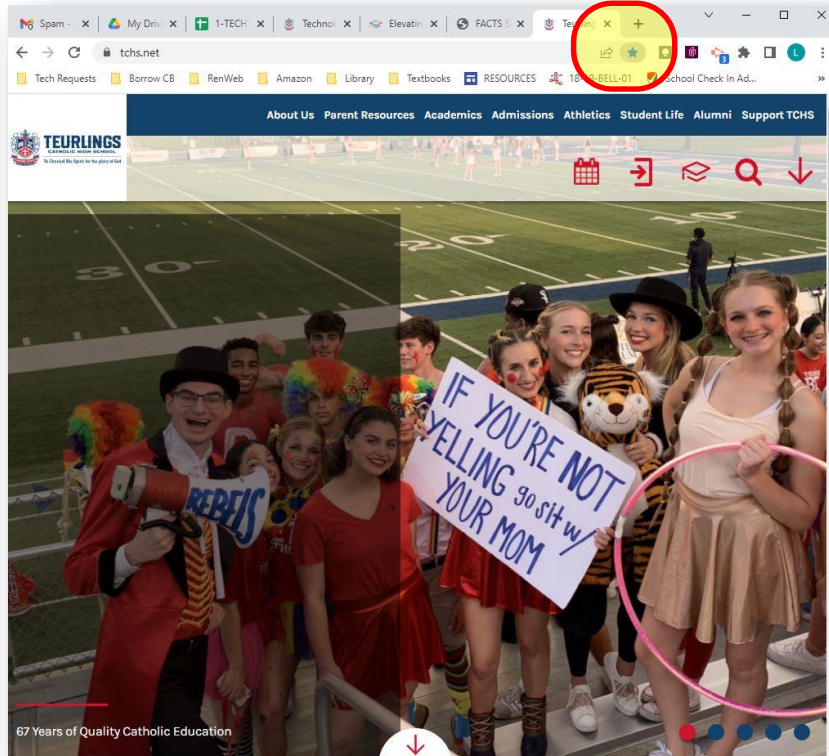
- 1) Parent Resources Tab > Student/Parent Handbook
- 2) Academics Tab > Technology

Add Bookmarks

1. go to website you want to bookmark

tchs.net

2. click the star

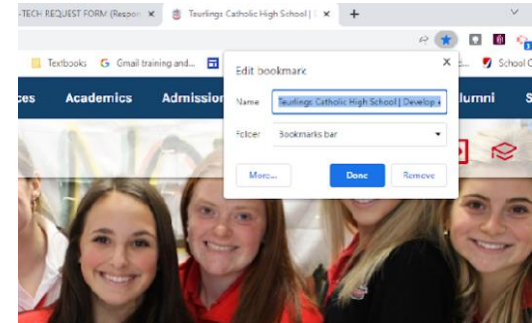


MORE ORGANIZATION

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

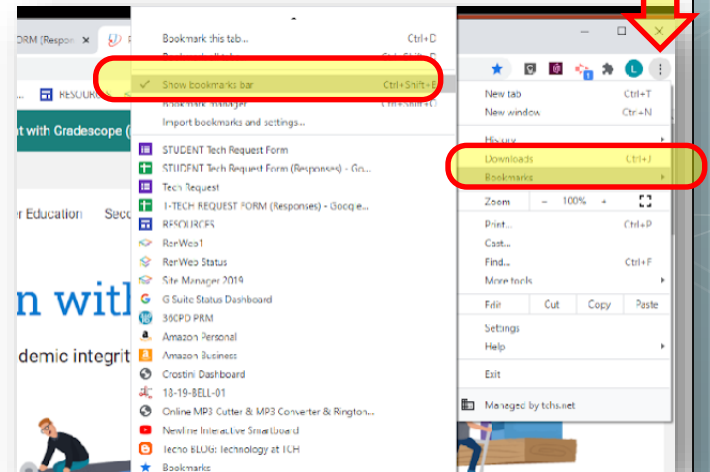
TCHS Website



4. Do this only once
click 3 dots >

Bookmarks >

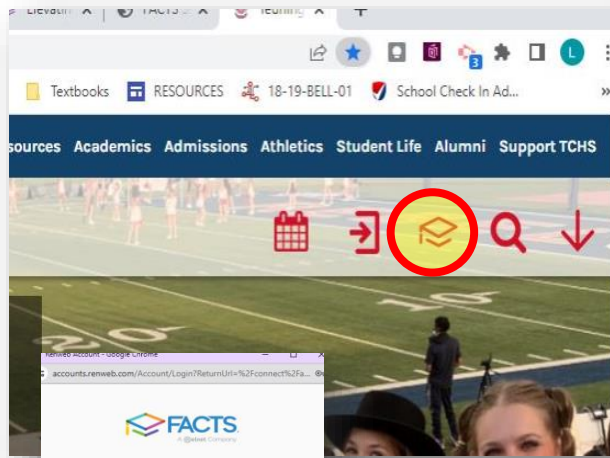
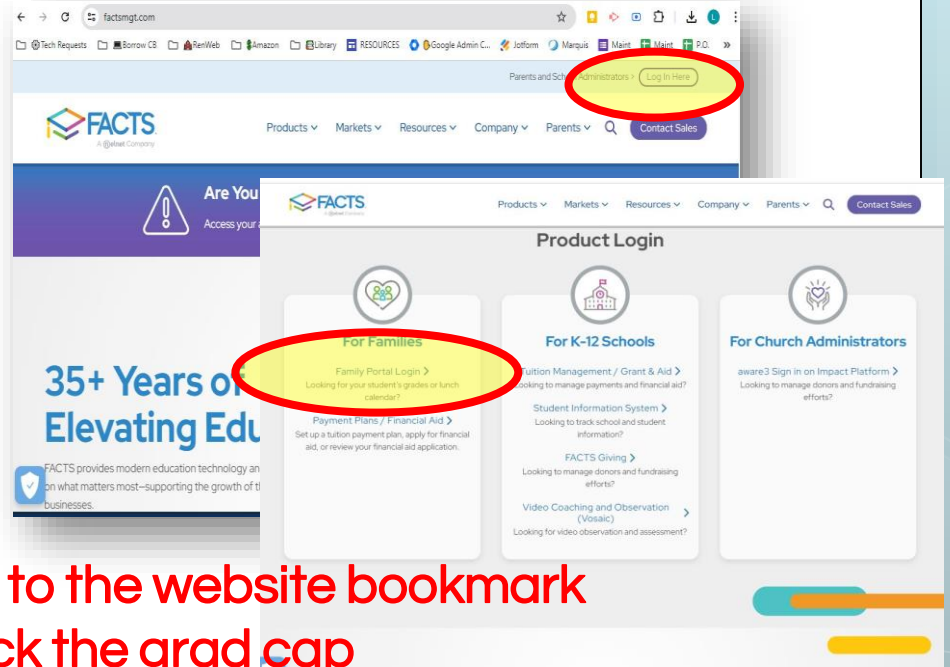
Show bookmarks bar



www.factsmgt.com

>Log In Here

>Family Portal Login



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

A screenshot of the 'Family Portal' login form. It includes a 'District Code' field with 'tchs-la' entered, a 'Username' field with 'gavinaalexander28@tchs.net' entered, and a 'Password' field. There is a 'Forgot password?' link and a 'LOG IN' button. At the bottom, there is a 'Create new account' link.

TCHS-LA

← **Student**

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



Student Schedule Teurlings Catholic High School

Year: 2024-2025: Q1
Grade: 09

Homeroom:

Course

Algebra I
English I
Health, Half Year
PE I Boys, Half Year
Physical Science
Religious Studies I
Spanish I
World Geography

Section

ALG I-3
ENG I-7(2)
HEALTH *-5(B)
PE I (B)*-5
PHY SCI-1
REL ST I-2
SPAN I-6
W GEOG-4

Room

4
27
Gym
Gym
10
44
23

Instructor

Taylor, Brad
St. Marie, Sydney
Dueitt, Jake
Dueitt, Jake
LeBlanc, Joy
Sonnnett, Jordan
Hebert, Meredith
Plauche, Candace

	Day 1	Day 2	Day 3	Day 4	Day 5	Day 6	Day 7	Straight 7
P1 7:35-8:45	PHY SCI-1 1 10	SPAN I-6 6 23	W GEOG-4	REL ST I-2 44	ENG I-7(2) 27	HEALTH *-5(B) PE I (B)*-5	ALG I-3 4	PHY SCI-1 07:30 AM-08:25 AM 10
P2 8:50-10:00	REL ST I-2 2 44	ENG I-7(2) 7 27	HEALTH *-5(B) PE I (B)*-5	ALG I-3 4	PHY SCI-1 10	SPAN I-6 23	W GEOG-4	REL ST I-2 08:31 AM-09:21 AM 44
P3 10:15-11:25	ALG I-3 3 4	PHY SCI-1 10	SPAN I-6 23	W GEOG-4	REL ST I-2 44	ENG I-7(2) 27	HEALTH *-5(B) PE I (B)*-5	ALG I-3 09:27 AM-10:17 AM 4
P4 12:05- 1:15	W GEOG-4 4	REL ST I-2 44	ENG I-7(2) 27	HEALTH *-5(B) PE I (B)*-5	ALG I-3 4	PHY SCI-1 10	SPAN I-6 23	W GEOG-4 10:23 AM-11:13 AM
P5 1:20-2:30	HEALTH *-5(B) 5 PE I (B)*-5	ALG I-3 4	PHY SCI-1 10	SPAN I-6 23	W GEOG-4	REL ST I-2 44	ENG I-7(2) 27	HEALTH *-5(B) 11:49 AM-12:39 PM PE I (B)*-5
								SPAN I-6 12:45

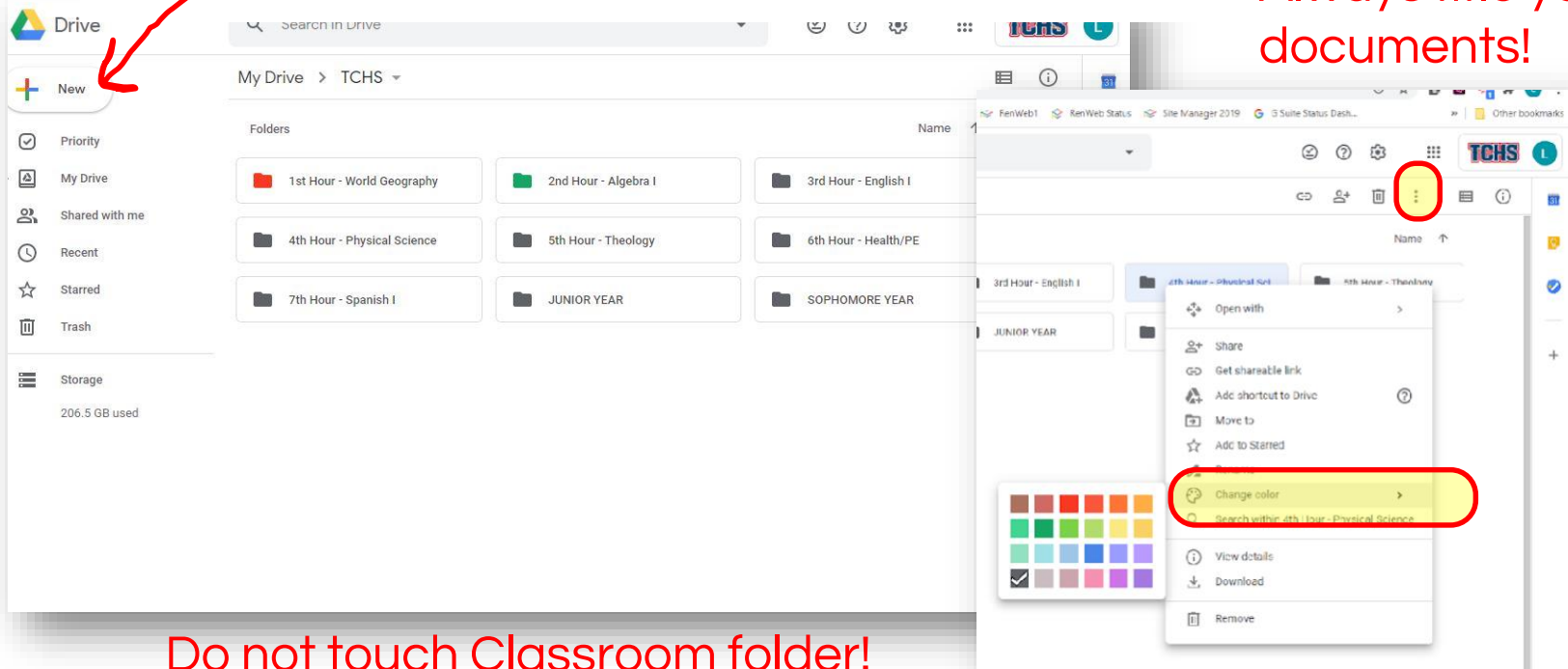
Use this to create Google Drive folders. (Ex: 1st Hour – Art I)



ORGANIZE YOUR GOOGLE DRIVE

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

Always title your documents!



The screenshot shows the Google Drive interface. On the left, the 'New' button is highlighted with a red arrow. The main area displays a grid of folders: '1st Hour - World Geography' (red), '2nd Hour - Algebra I' (green), '3rd Hour - English I' (grey), '4th Hour - Physical Science' (grey), '5th Hour - Theology' (grey), '6th Hour - Health/PE' (grey), '7th Hour - Spanish I' (grey), 'JUNIOR YEAR' (grey), and 'SOPHOMORE YEAR' (grey). A context menu is open over the '4th Hour - Physical Science' folder, with the 'Change color' option highlighted in yellow. A color palette is visible at the bottom left of the menu.

Do not touch Classroom folder!

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

Restore/Maximize

Boutte, Addison
Year: 2022-2023_Q1
Grade: 11

Homeroom:

Course	Section	Room	Instructor
Algebra II	ALG II-2	9	Farris, Danielle
Chemistry	CHEM-7	11	Berard, Chasty
English III	ENG III-6	36	Bradley, Rena
Psychology	PSYCH-3	20	Boyd, Liz
Religious Studies II	REL ST III-1		Yeager, Chris
Sociology	SOC-4	20	Boyd, Liz
US History	US HIST-5	25	Lemo...

	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	
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

Size it with double sided arrow

My Drive - Google Drive

drive.google.com/drive/my-drive

Drive

Search in Drive

My Drive

New

Priority

My Drive

1st - Algebra I

Classroom

Shared with me

Recent

Starred

Trash

Storage

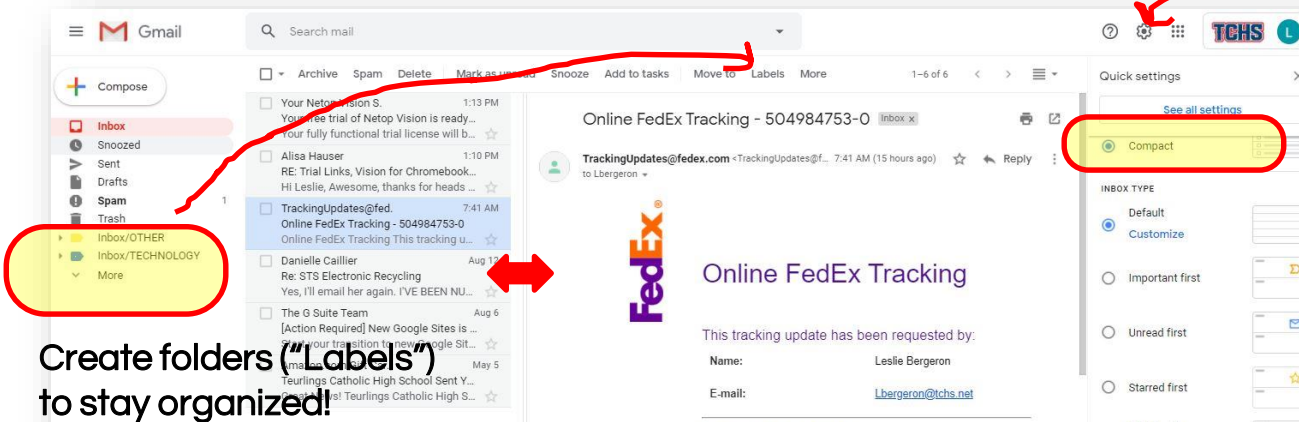
1 byte used

Make folders within folders!

Drag tab back with other tabs
Maximize screen

1242

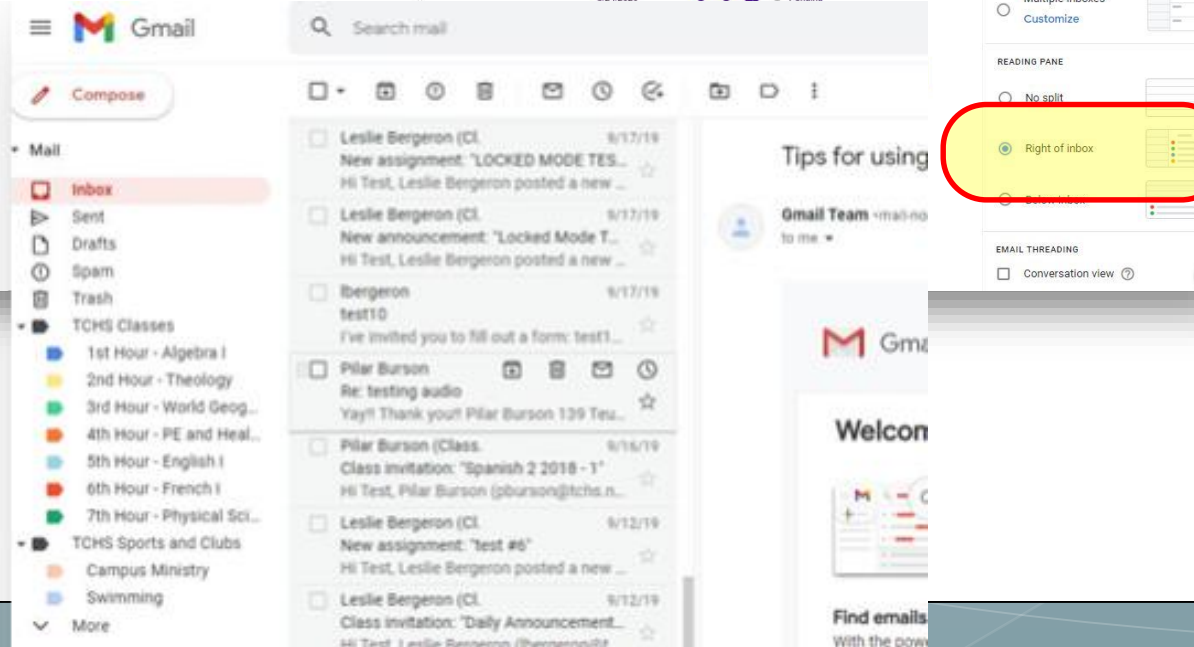
GOOGLE MAIL - GMAIL



Create folders ("Labels") to stay organized!

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

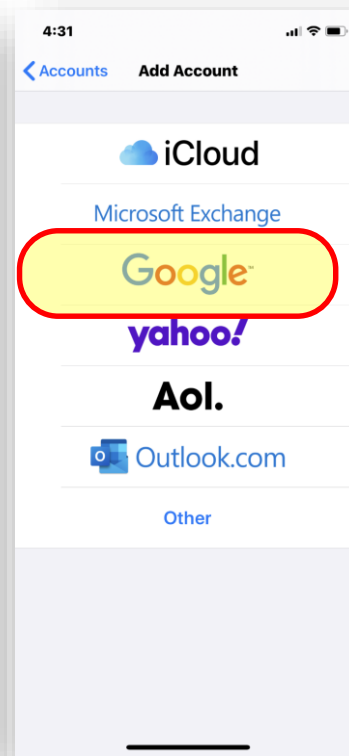
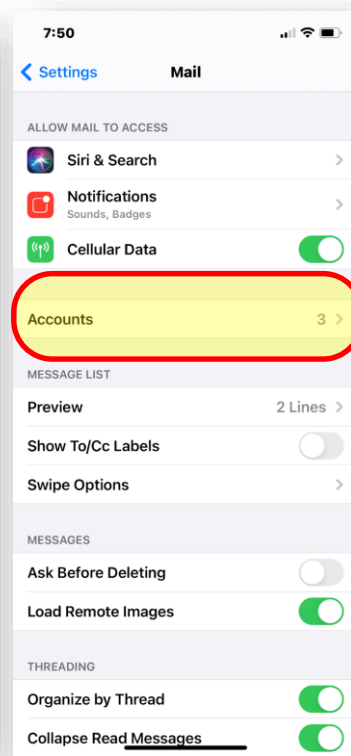
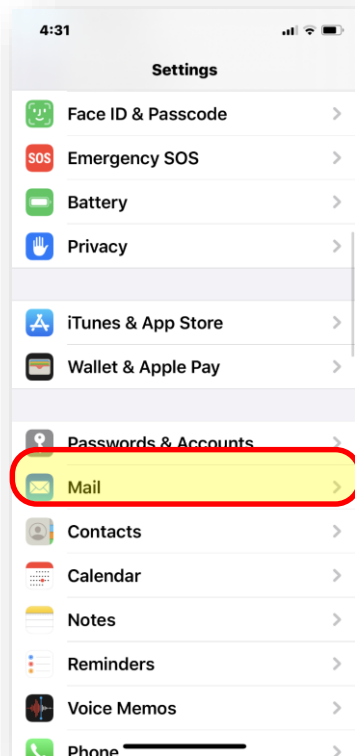
Under **Reading Pane**, select **Right of Inbox** to see message on right side



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

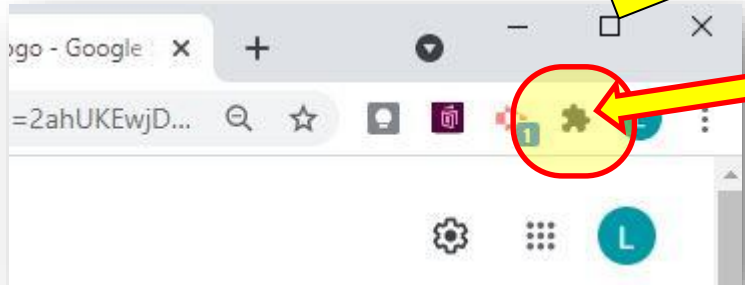


- You will be able to **print to copier queue** from your chromebook
- All print jobs will be **stored and available for release** at the copier when you **swipe your ID**.
- Students will be given an **annual budget** for prints which will appear on the display (**200 pages**).
- When the number of 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 200 more copies

Library Printing Times – anytime!

Set up Printer ...

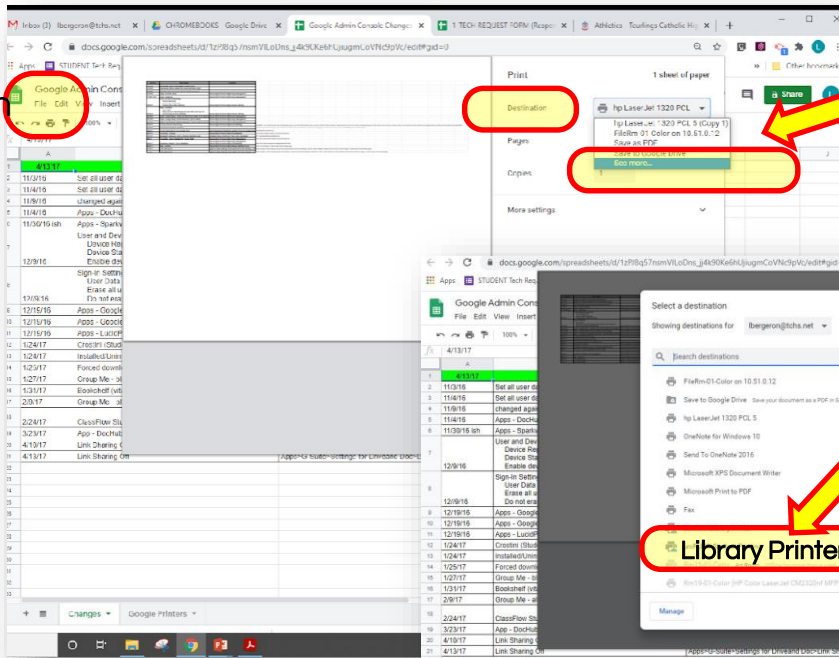
One time only



Set up printer
Click on **Extensions** (puzzle icon)
Select **uniFLOW**
Sign in
Teurlings Google Log In
Sign in – follow prompts

How to Print ...

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



Click **Destination**
> **See more**

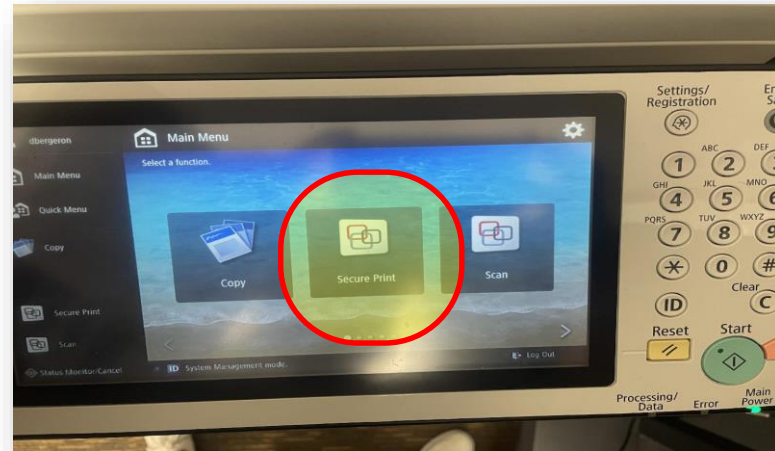
Select Library Printer

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

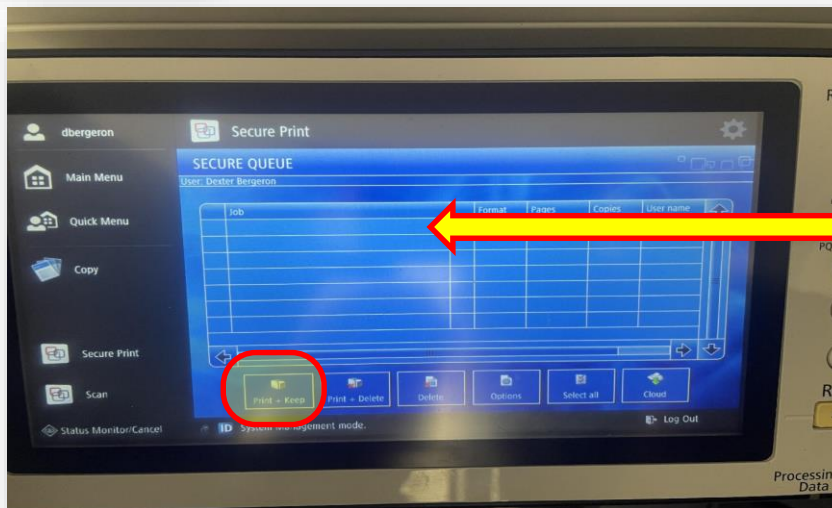
Retrieve your Print Job from Printer



Swipe ID



Secure Print



Tap on job
Click Print & Keep

Stay Connected



DIGITAL MESSAGE BOARDS

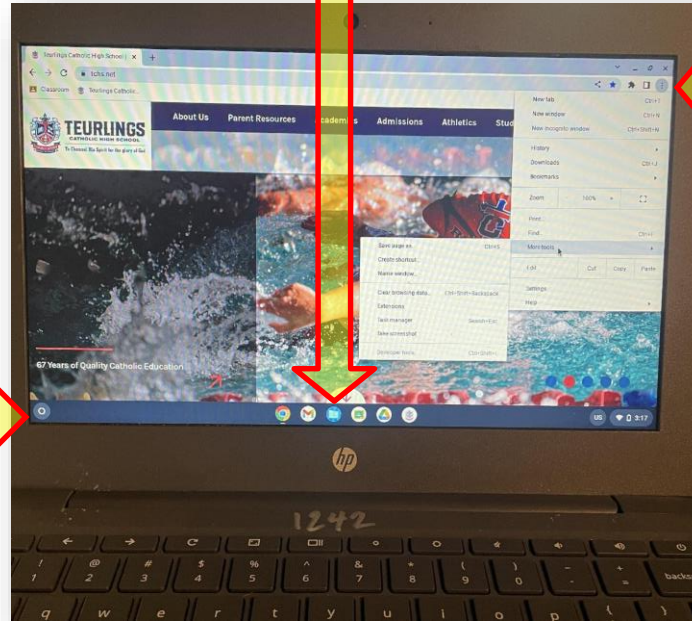


- daily schedule
- birthdays
- lunch menus
- events
- announcements sports

IF INTERESTED...

Pin to shelf

1. go to website you want to pin

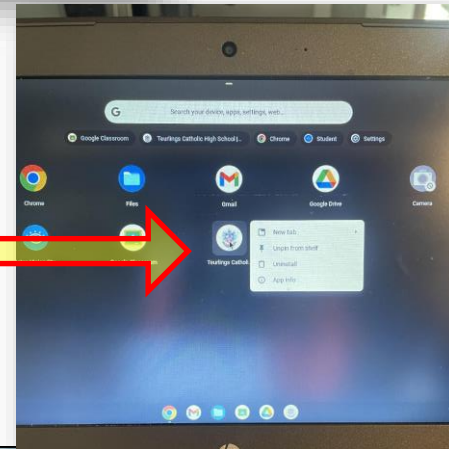


2. click 3 dots >
More tools >
Create shortcut

3. click apps launcher
and up arrow



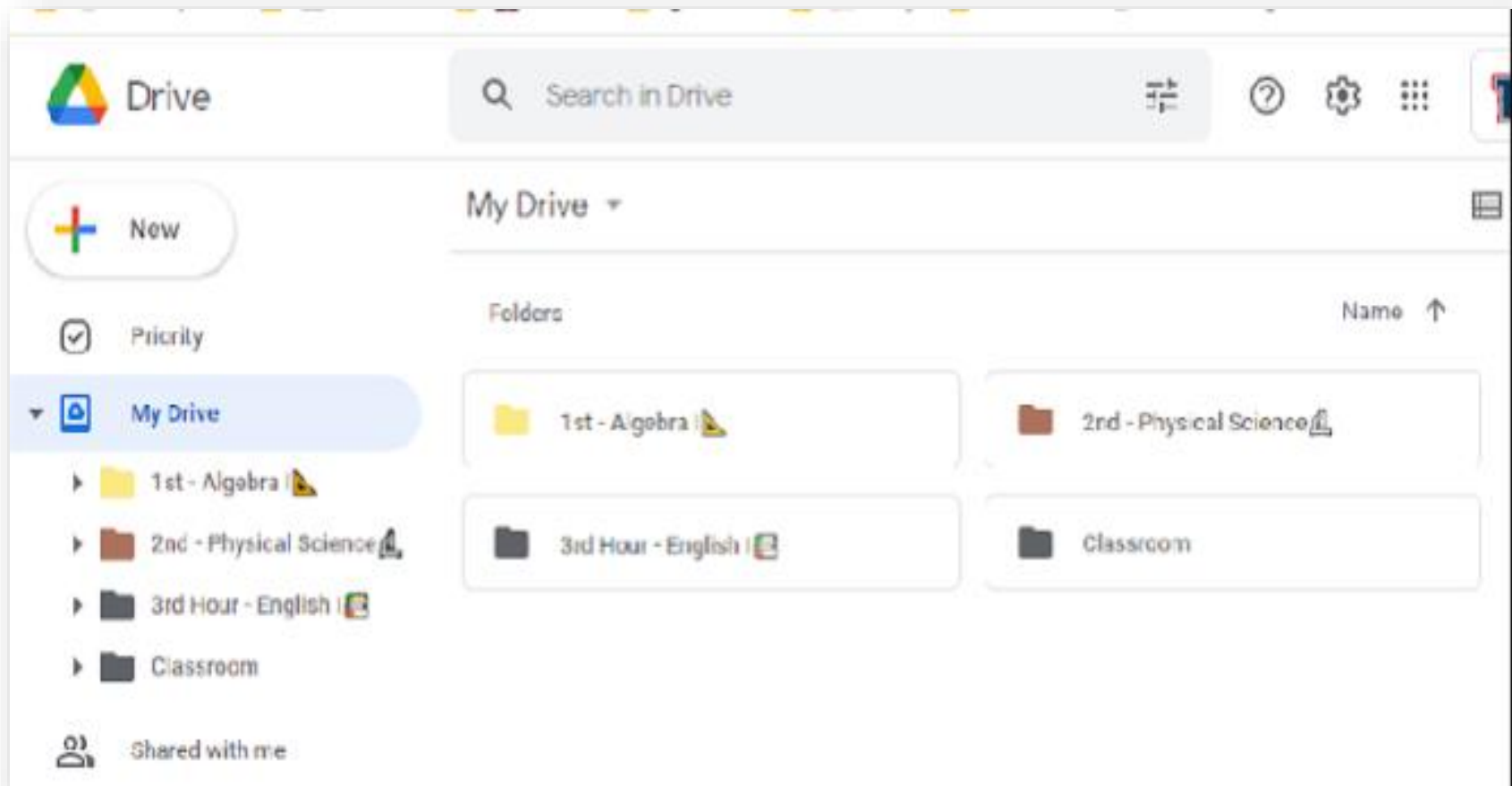
4. hover mouse over shortcut
tap 2 fingers on mouse pad for options
pin to shelf



IF INTERESTED...

Add emojis to folder or files

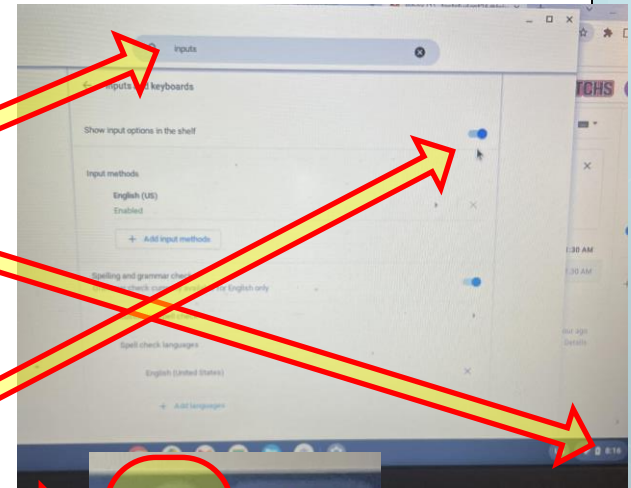
😊 FOR FUN!



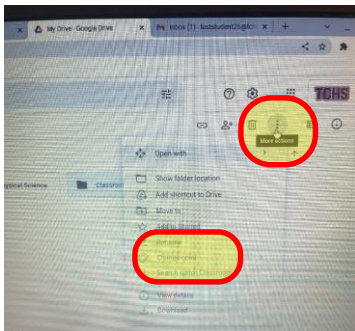
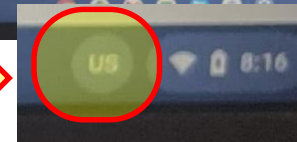
IF INTERESTED...

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"

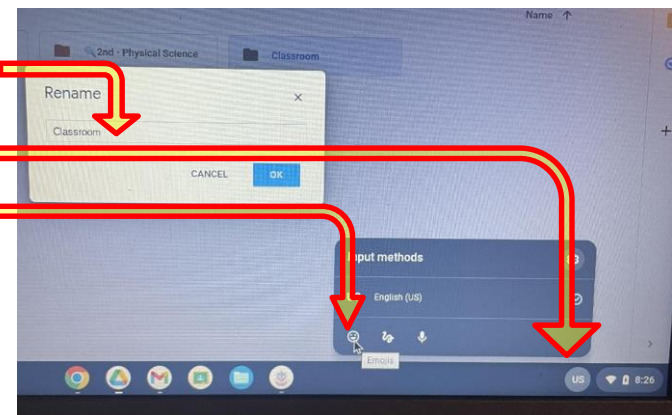


US will appear at bottom



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

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

Library/Media Center



HAVE A GREAT YEAR!!!