

Mrs. Leslie Bergeron
Technology Director

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Systems Director
dbergeron@tchs.net

TCHS **Tech Talk**



Technology Office

Room 18

across from the chapel



TCHS Tech Talk



Chromebooks

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



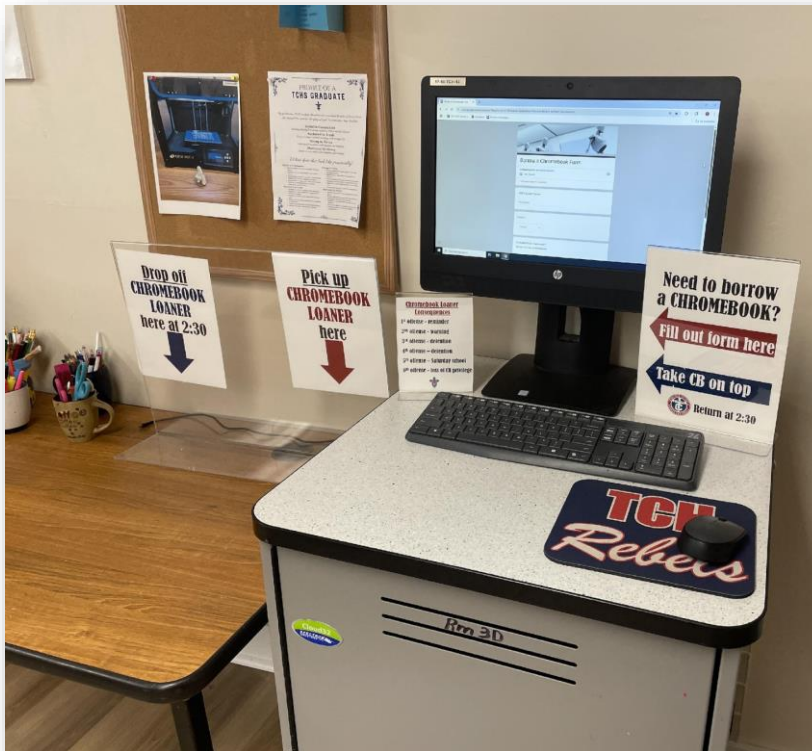
- for use for entire time at TCHS
- Students keep upon graduation
- CB **MUST** be kept in carrying case
- straps available
- no personal devices allowed

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 Tech Office

- 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 – 3 lunch detentions
- 6th offense - loss of chromebook privilege

Clean slate after each report card.

We do not loan out chargers!
Charging stations in
Tech Office and Library!



Borrow a Chromebook Form

Ibergeron@tchs.net [Switch account](#)

Not shared

* Indicates required question

FIRST & LAST Name *

Your answer

Grade *

Choose

CHROMEBOOK # borrowed *

(4-digit # on top of chromebook)

Your answer

Reason for having to borrow *

☐ need a loaner

☐ need a repair

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 [Switch account](#)

Not shared

* Indicates required question

MORE INFO PLEASE

What's your issue? *

*leave YOUR chromebook with Mrs. Bergeron 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 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:

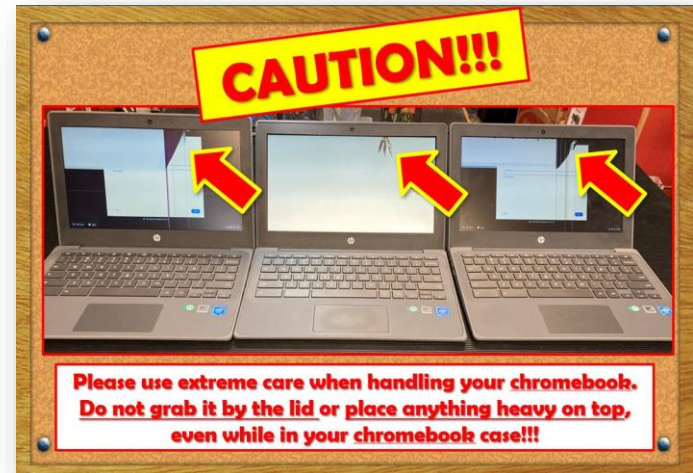
- Do not carry the chromebook by the screen
- Always transport chromebooks with care, in the school-issued protective case
- Never leave chromebooks unsecured
- Do not pile backpacks (protective case) on top of one another
- Do not leave backpacks unprotected from the weather
- Never place heavy objects 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)

Damage due to improper handling/care or lost devices will be the responsibility of the student/parent.

- chromebook replacement - \$280.00
- **chromebook screen replacement - \$25.00**
- chromebook keyboard/touchpad replacement - \$55.00
- **chromebook power cord - \$15**
- carrying case - \$23



Chromebooks

DON'T OPEN CB YET

- match name & #'s (*CB, charger*)
 - inspect unit
 - get card in front pocket
-

Login Credentials

Verify your name spelling and year.

Keep in a secure place! Private!

Discard when memorized!

Mouse, Mickey

9



USERNAME: **mickeymouse30@tchs.net**

PASSWORD: **ABcdEf.2030!**

*Find tech info at

<https://www.tchs.net/academics/student-resources>

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

Log In

Welcome to new account

↓↓ I understand

↓ Accept and Continue

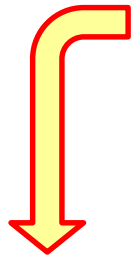


TEURLINGS
CATHOLIC HIGH SCHOOL

To Channel His Spirit
for the Glory of God

Logins

USERNAME: **mickeymouse30@tchs.net**
PASSWORD: **ABcdEf.2030!**



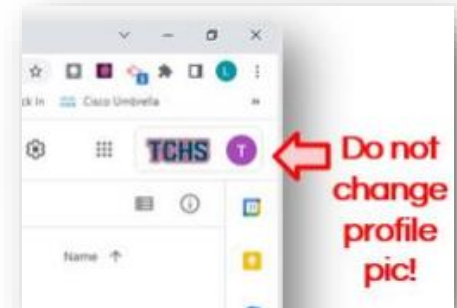
Used for everything!



Some apps will
allow you to
Sign in with Google!

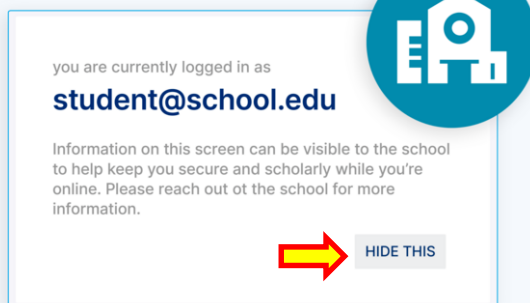


Open Chrome



All things GOOGLE

GoGuardian



-  Monitored at school and home.
-  Non-educational use, games, email, even music with inappropriate language will be flagged to tech office and disciplinarian which is then forwarded to parents.



PIN sign in

6 digits - use your birthday

Example: July 4, 2012, use 070412

- Click the **Time** in the bottom-right corner of the Chromebook screen and select the **Settings Gear**.
- In the left-hand sidebar, click **Privacy and security**
- Click on **Lock screen and sign-in**.
- Enter your current Google Account password to confirm your identity.
- Under **PIN**, click **Set up**.
- Type in a 6-digit PIN, click **Continue**, re-enter it to verify, and confirm.

Close lid, reopen and type in pin! 😊



Power OFF chromebook each week to allow updates.
You'll have to sign in using your password at first sign in.
You can then use your PIN after opening your lid.



tchs.net

Academics

Student Resources

TCHS TECHNOLOGY POLICY

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

Technology

Technology is an essential part of learning at TCHS. These resources are available to help students use school technology responsibly and get support when issues arise.

Student Tech Request Form

If you are experiencing a technology issue, submit a request using the Student Tech Request Form. This allows the Technology Department to track and respond to issues efficiently.

[SUBMIT A TECH REQUEST](#)

Student Technology Policy

Students are expected to follow school technology policies and best practices while using devices, software, and online platforms.

[2025-2026 TECHNOLOGY POLICY](#)



More Tech Resources

[TCHS TECH TALK PRESENTATION](#) >

[GOOGLE DRIVE TUTORIAL](#) >

[GOOGLE CLASSROOM TUTORIAL](#) >

[RENWEB TUTORIAL](#) >

STUDENT TECH
REQUEST FORM →

TECH POLICY →

THIS PRESENTATION → *Coming soon!*

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



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

1. In order to maintain a consistent learning environment for all students and to provide the best protection for Teurlings infrastructure and data, 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 a camera or audio recorder under the direction of a faculty member. No student may open chat or social media programs on any computer or electronic devices.

4. **Cell phones or personal devices, including wearable devices** (ex: Apple watches, FitBit watches, wireless earbuds, etc.) may be used for photos or provide internet connectivity are NOT allowed to be used or worn in the classroom during the school day. 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 locker. Cell phone use is not permitted in locker rooms or restrooms. Students may be subject to search by a metal detector if they are carrying a cell phone.

5. Students will be issued a TCHS username and password to access the school network (e.g., email, etc.) and FACTS/RenWeb1. This same username and password should be used for online textbooks/programs. Students are not allowed to create a second account.

6. The G-Suite for Education & Additional Services Parental 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 for the duration of the student's enrollment at Teurlings Catholic High School.

7. Downloading, uploading, sending, or receiving files from a personal device on campus is a serious violation of the school's policies of both Teurlings Catholic High School and the Diocese of Albany.

8. The inappropriate use of a social media symbol associated with TCHS is strictly prohibited. Posting, sharing, or using a symbol associated with TCHS is strictly prohibited on social media sites, including but not limited to Facebook, Snapchat, blogs, or any Internet posting.

9. The inappropriate use of a social media member's social media site. It is the right of school officials to monitor a student's social media site. It is the right of school officials to monitor a student's social media site. It is the right of school officials to monitor a student's social media site.

10. The inappropriate use of a social media member's social media site. It is the right of school officials to monitor a student's social media site. It is the right of school officials to monitor a student's social media site. It is the right of school officials to monitor a student's social media site.

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15. Browsing, deleting, adding to, or editing some of the school's policy on cheating.

16. All student work should be stored on students' personal devices.

17. Sharing information with other students through shared Google docs is prohibited.

18. **Wired headphones** are only allowed with express permission of the teacher/faculty member. Chatting or messaging through Google email and/or other email services is prohibited.

19. Teurlings Catholic High School does not guarantee the network is down, neither Teurlings Catholic High School nor its employees will be responsible for lost or missing data.

20. Information created, received, transmitted, stored, or accessed 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 school officials to monitor a student's social media site. It is the right of school officials to monitor a student's social media site. It is the right of school officials to monitor a student's social media site.

21. **User activity on the TCHS network is monitored and logged.** School officials also actively monitor student activity using remote student monitoring applications. Teurlings Catholic High School utilizes a filtering system, however, the school cannot guarantee that access to all inappropriate sites will be blocked. Students should notify a teacher if they accidentally access an inappropriate site. Students should never use or transmit anything with racist, abusive, threatening, demeaning, slanderous, 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.

[illegible]

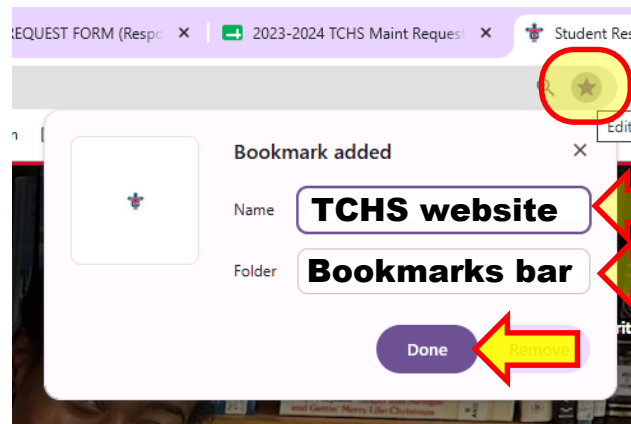
Monitoring of non-educational sites/activities by tech office & disciplinarian office. Notifications will be sent to tech office, disciplinarian and parents!

Add Bookmarks

1. go to website you want to bookmark

tchs.net

2. click the star in address bar

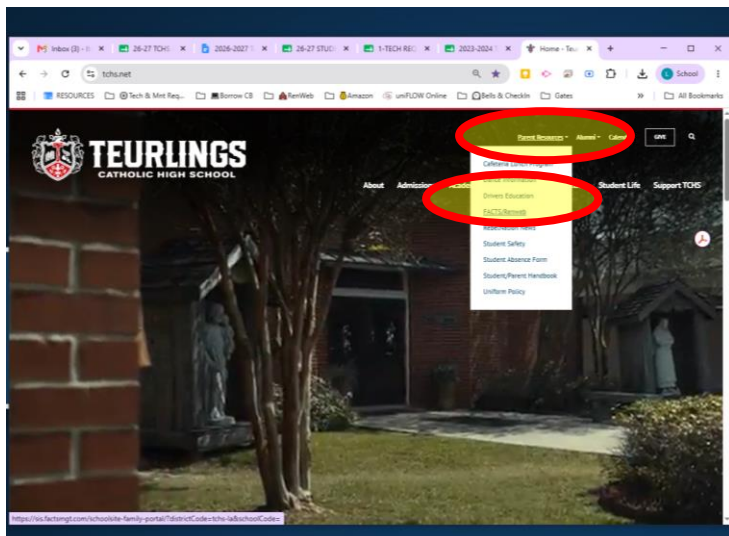


**Be sure it says Bookmarks Bar and not Other bookmarks*

OPTIONAL...

3. click 3 dots >
Bookmarks >
Show bookmarks bar

4. 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)



On website

>Parent Resources

>FACTS/RenWeb

Log In

District Code: TCHS-LA

Next

Username (should populate)

Password

BOOKMARK IT!!! ★

Click on Student
Scroll down
Schedules

**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
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
P2 8:50-10:00	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	REL ST I-2 08:31 AM-09:21 AM
P3 10:15-11:25	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) PE I (B)*-5	ALG I-3 09:27 AM-10:17 AM
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) 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 PM

The red # is the room #.

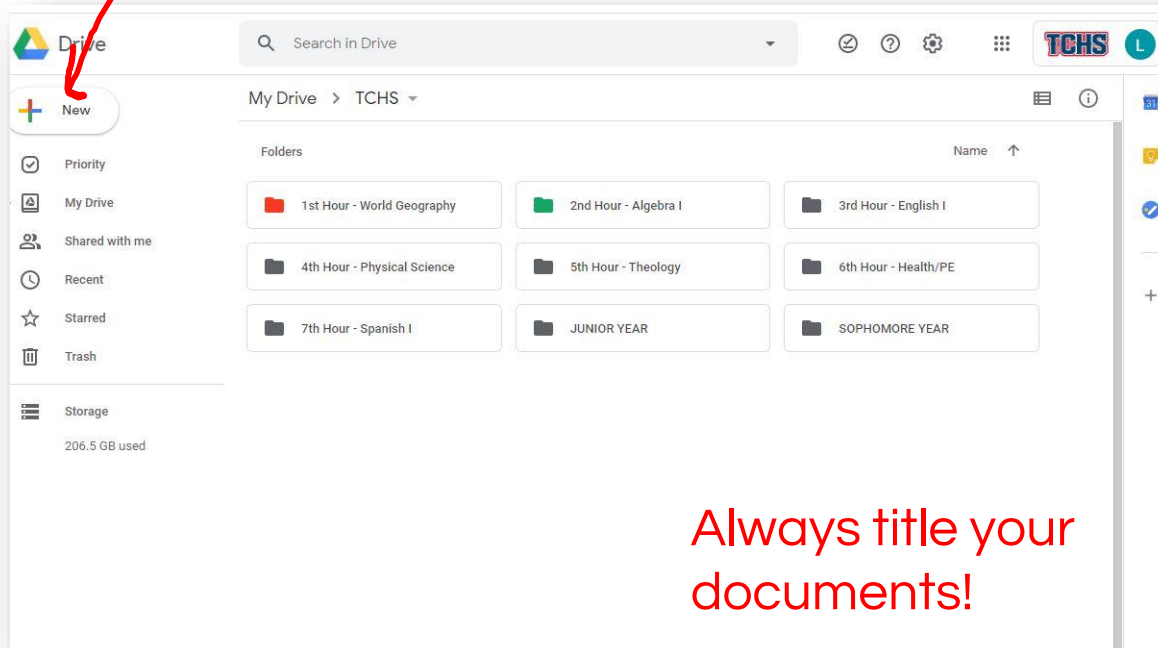
Use this to create Google Drive folders. (Ex: 1st Hour – Art I)

HOMework!

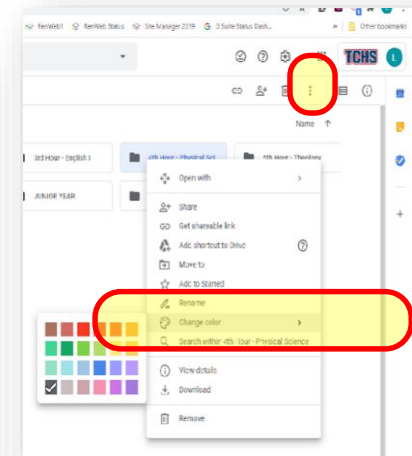


ORGANIZE YOUR GOOGLE DRIVE

Open Drive, Click My Drive, **BOOKMARK IT** ★
Click  **New** in top left corner & create folders for each subject AND for each year. You can color code them using 3 dots, change color, ...



Always title your documents!



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

HOMework!



GOOGLE MAIL - GMAIL

BOOKMARK IT



Compose

Search mail

Archive Spam Delete Mark as unread Snooze Add to tasks Move to Labels More

1-6 of 6

Quick settings

See all settings

Compact

INBOX TYPE

Default

Customize

Important first

Unread first

Starred first

Priority inbox

Customize

Multiple inboxes

Customize

READING PANE

No split

Right of inbox

Below inbox

EMAIL THREADING

Conversation view

Create folders ("Labels") to stay organized!

Online FedEx Tracking

This tracking update has been requested by:

Name: Leslie Bergeron

E-mail: lbergeron@tchs.net

Tracking # 504984753-0

Ship date 8/24/2020

Scheduled delivery Pending

HAWTHORNE, CA, US

LAFAYETTE, LA, US

No scheduled delivery date available at this time.

Shipment Facts

Tracking number 504984753-0

Master tracking number 5049847530

Purchase order number 59387-155841A

Ship date 8/24/2020

Scheduled delivery Pending

Click Settings
Select Compact for
condensed look.

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

No split

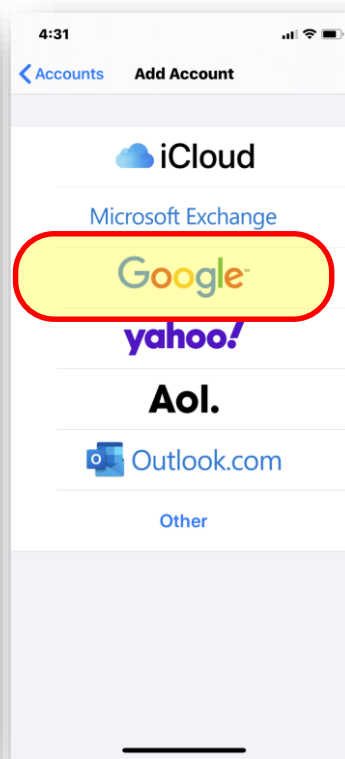
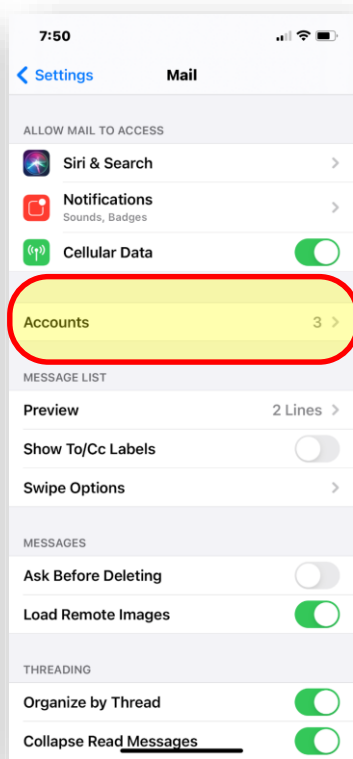
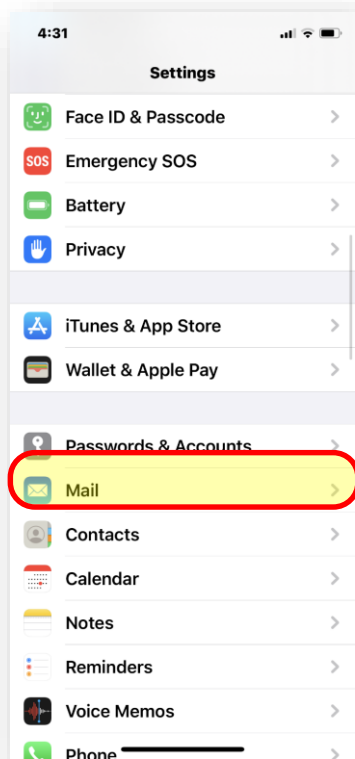
Right of inbox



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



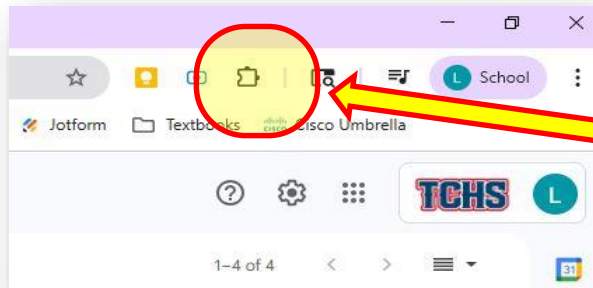
Type in your
school
username
and
password

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 **scan 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

Set up Printer ...



Set up printer

Click on **Extensions** (puzzle icon)

Select **uniFLOW online**

Sign in

Teurlings Google Log In

Sign in – follow prompts

*You might need to get a code from your email.

One
time
only

How to Print ...

Go to Drive

Click **NEW** and open a google doc

Type hello

Click printer icon

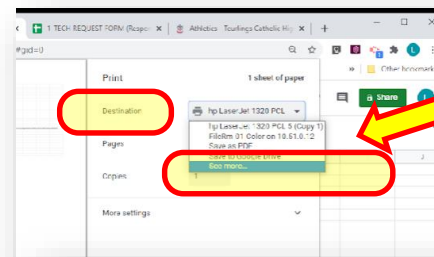
(DELETE DOC)

Click **Destination**

See More

Student Printer

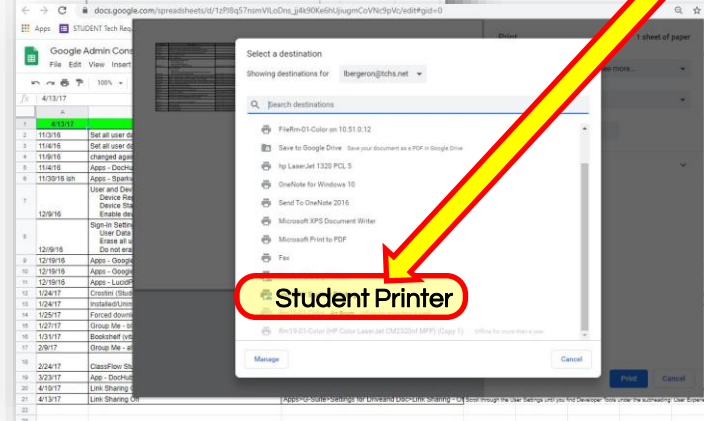
(SHOULD STAY AS DEFAULT)



Click **Destination**

>See more

Select **Student Printer**

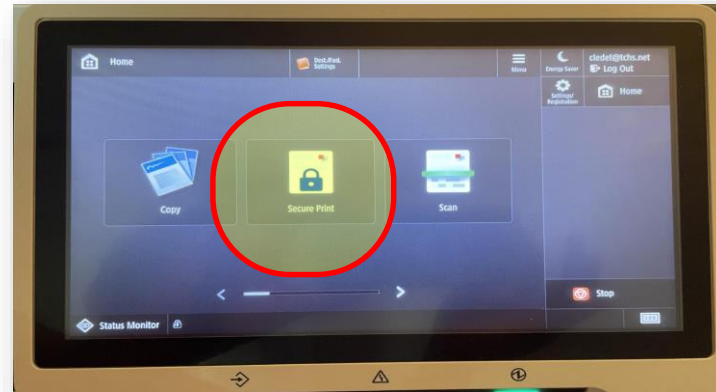


Your print job was sent to the Tech Office and is stored in the queue until you scan your ID to retrieve it.

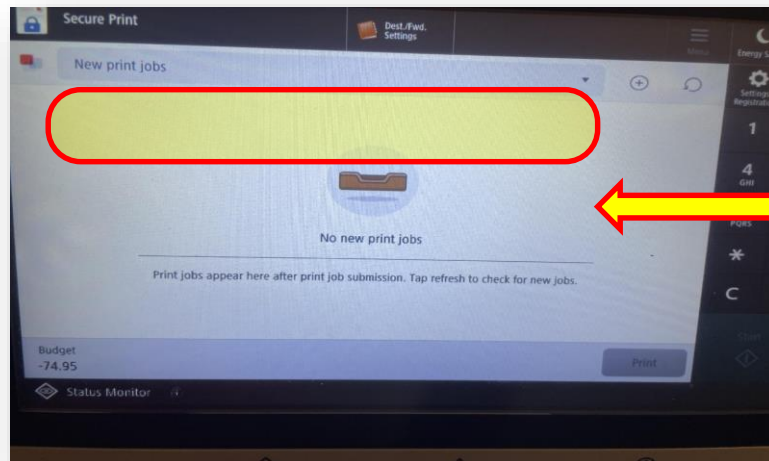
Retrieve your Print Job from Printer



Swipe ID



Secure Print



Tap on job
Click Print & Keep

Stay Connected



facebook/instagram



DIGITAL MESSAGE BOARDS

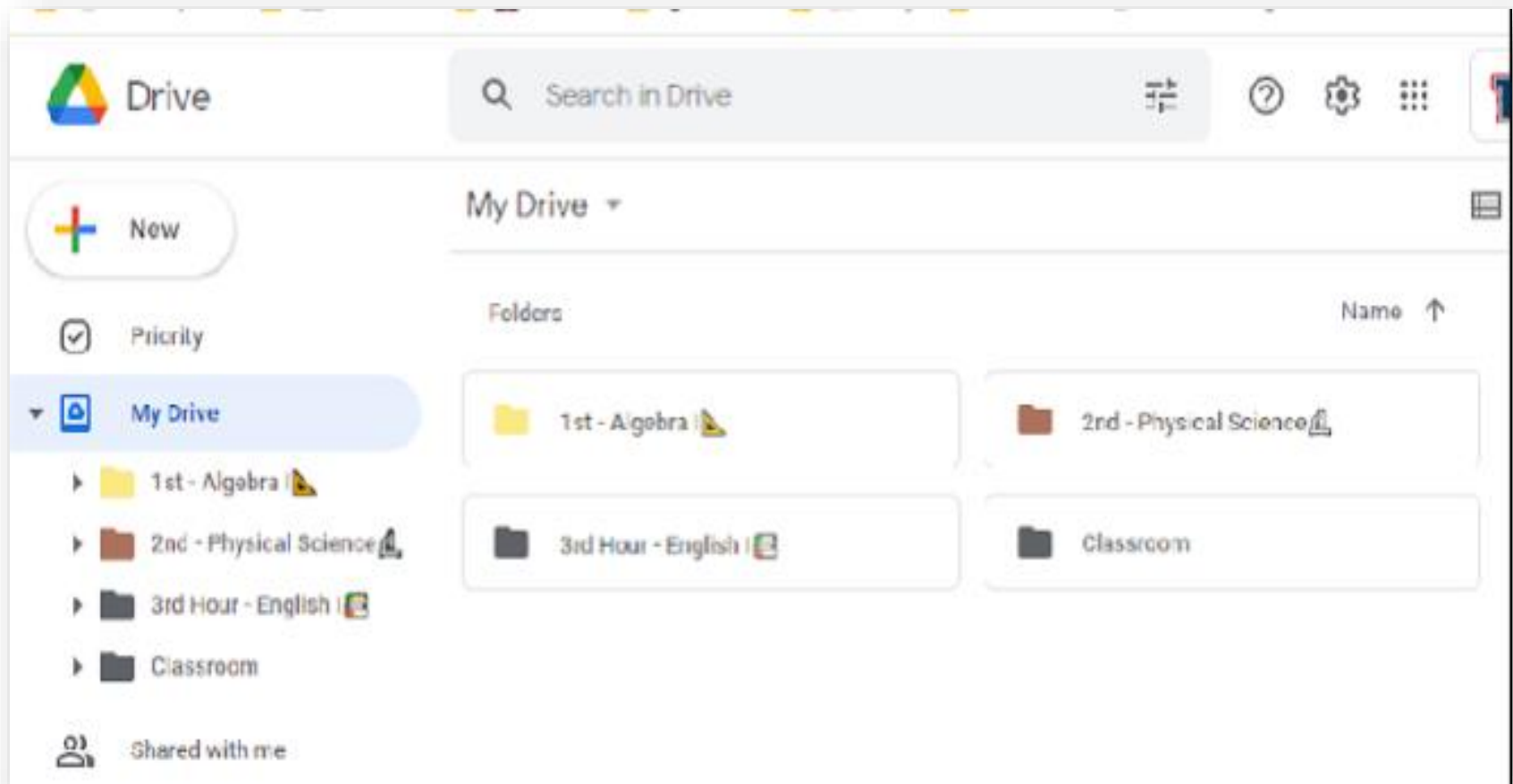
ANNOUNCEMENTS		THURSDAY - MAY 15
COMMUNION • TRUTH • VIRTUE • MERCY		
TODAY Academic Awards 9 th -11 th	ATTENTION Summer Reading info available now.	2 7:35-8:25
FRIDAY Junior Commissioning	TODAY Exam stress??? Join Common Ground in the library at 11:05 today for a 10-minute guided meditation. All faculty and students are welcome!	3 8:30-9:15
RETURN Chromebook loaners @ 2:30!		4 9:50-10:50
		5 10:50-11:25
		6 11:30-12:25
		7 12:25-1:25
		8 1:25-2:30
		9 2:30-3:30
		10 3:30-4:30
		11 4:30-5:30
		12 5:30-6:30

daily schedule
birthdays
lunch menus
events
announcements
sports

LAGNIAPPE...

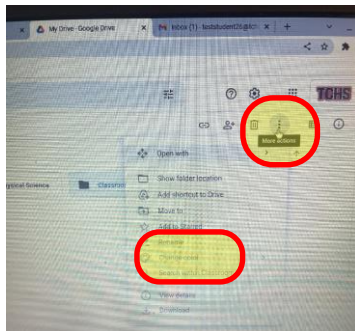
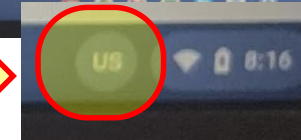
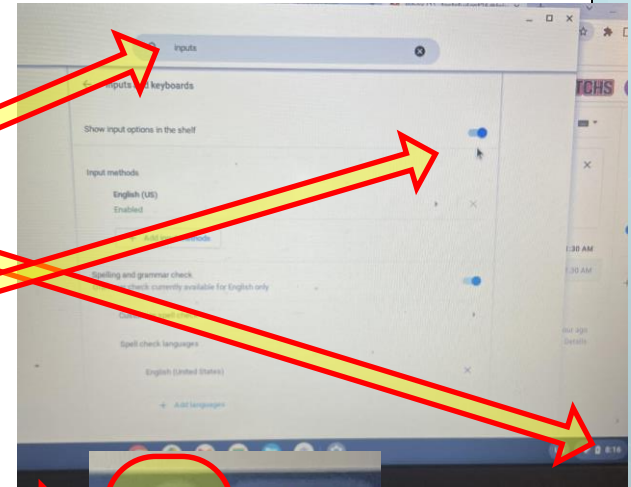
Add emojis to folder or files

😄 FOR FUN!



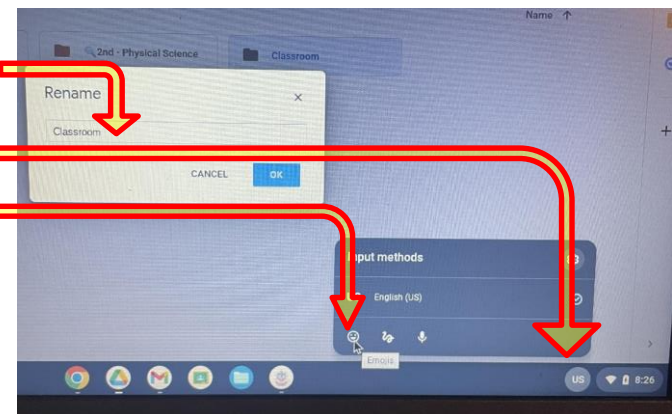
How to add emojis to folder or files

1. Click on time at bottom right
Settings
type "Inputs" in search bar
Show input options in the shelf, toggle on
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

Technology Office – across from the chapel



HAVE A GREAT YEAR!!!