



## ST. MARY SCHOOL 4<sup>th</sup> & 5<sup>th</sup> GRADE ONE-TO-ONE DEVICE USER AGREEMENT

The use of the Devices in the classroom is a privilege. Students are required to keep the Device in working order at all times and to follow the “Technology Responsible Use Policy” in the handbook on and off campus. Devices that are broken, damaged, or not functioning must be brought to the Technology Coordinator immediately for evaluation. The policy, procedures and information in this document applies to all school-owned Devices used at St. Mary School. Teachers may set additional requirements for use in their classrooms.

### **APPROPRIATE USAGE**

Devices are intended for ACADEMIC use only. In addition to teacher expectations for Device use, school messages, announcements, calendars, textbooks, schedules, and other communication may be accessed using the Device. Students are responsible for their Device in all classes.

- Digital Citizenship
  - As a community of faith that embraces technology, we recognize the following:
    - Words transmitted using the Internet and related technologies are published materials, available for worldwide access, and are public documents
    - The values of dignity and respect for every person apply to all of our interactions with each other, be they in person or by virtual means
    - Using technology to publish opinions which are obscene, work against the values of dignity and respect of each person, or bring harm to the individual as well as to our school community are contrary to the mission of St. Mary School
- Usage
  - Using any social networking programs including but not limited to Facebook, instagram, vine, airdrop or youtube is in violation of the Technology Responsible Use Policy and is not permitted on the school device on or off campus.
  - Students cannot access a personal email account on campus.
  - If a student violates the technology responsible use policy they will lose their Device privilege according to the principal’s discretion. Multiple violations could lead to suspension or expulsion.
- Background images
  - Inappropriate media may not be stored/used on the Device at any time. This includes, but is not limited to the background images. Inappropriate media includes, but is not limited to, the following: weapons, sexually provocative or explicit images, inappropriate or offensive language, alcohol, drugs, gang related symbols or pictures. Violation of this policy will result in disciplinary actions.
  - Students caught changing background images during academic work time or using inappropriate backgrounds will lose their device privilege.

- Sound, Music, Games
  - Sound must be used in a respectful manner at all times. Music and sounds will only be added to the Device at the direction of the teacher.
  - Installation of games or playing any on line games is not allowed on the Device.
  - The school is not responsible for the loss of music, videos, games, images, programs, and documents that the student has installed on the Device.
  
- Software on Devices
  - The software installed by St. Mary School must remain on the Device in usable condition and remain accessible at all times. Students may not uninstall any program.
  - Students cannot install programs.
  
- Inspections
  - S.t Mary School reserves the right to inspect student Devices at any time during the school year. Students having unauthorized programs, images and other unauthorized material on their Device or have accessed inappropriate sites will be considered in violation and subject to consequences set forth by the “Technology Responsible Use Policy” stated in the Student Handbook and will receive consequences according to the principal’s discretion, including possible suspension or expulsion.
  - Students who do not maintain the device in a clean and functioning manner, will lose their device for an indefinite period of time at the discretion of the principal.
  
- Procedure for Resetting the Device
  - If technical difficulties occur or unauthorized software are discovered, the Device will be restored from backup. Students are not permitted to reset the Device themselves. The school will not accept any responsibility for the loss of any software or data deleted due to the reset and restore process. Disciplinary action may be taken in the event of unauthorized resetting of a St. Mary School Device.
  - Students are responsible for keeping their documents saved in google docs and to clean out their google drives every trimester. Students need to back up their devices for storage and update purposes and should use flash drives.
  
- Software Upgrades
  - Devices will be updated by tech staff.
  
- Devices undergoing repair
  - Loaner Devices will be available to those students whose Device is undergoing investigation and/or repair in the Technology Lab due to normal wear and tear. If a student damages a device, they will not get a replacement and will be responsible for the financial repair and/or replacement of the inoperable device.
  - All policies and acceptable use standards that are applicable to Device use will apply to the loaner for the duration of the loan period. The Technology Coordinator will assist the student with retrieving their backup and restoring software. The school is not responsible for lost data during repair/ replacement of Devices.

### **Handling your Device:**

- To pick up your Device use two hands and hold in the middle of the edges. NEVER pick up your Device by the corners. NEVER pick up your Device by the display. Be extremely careful with these valuable tools.
- Do not move your Device while it is open or still logged on. Make sure the device is turned off, there should be NO LIGHTS showing on the outside of the Device.
- Do not touch the screen with any sharp or pointed objects.
- Do not touch the camera or voice recording areas.
- Do not put anything on top of the Device when it is closed.
- Never block the air vents on the device.
- Do not use the Device in wet or dusty environments.
- Keep all food, liquids and dirt away from the device!
- Students must use their assigned Devices at all times. They are responsible for reporting any problems or breakage.
- Do not “bump” the Device against lockers, desks, floors, etc
- Do not put the Device on the floor under your desk
- Only use a clean, soft cloth to clean the screen, no cleansers of any type.
- Never leave Devices unattended on or off campus.

### **Protecting and Storing**

- Students must store their Device in the cart properly and make sure it is plugged in.
- Students must make sure all cords are not hanging out.
- Students must be logged out and the device shut down at the end of the day.
- Students cannot decorate the device.
- No liquid of any kind should be used on the Device screen.
- Students should not pick at or pop off the keys on the keyboards as this is damage to school property and the student will face serious consequences.

### **Logging into your Device:**

Laptop log ins: graduation year, first initial, last name (For example: 19msanders)

Password: smab

### **Trouble shooting your Device**

- Fill out a trouble sheet when encountering issues and give as much detail as possible: what were you doing and error message. Place the trouble sheet on the Tech Coordinators in-box in the lab or in card slot on the wall.
- Refer to the Device trouble shooting document on the computer lab website under tech documents to review the steps to be taken to trouble shoot your device.
- When opening up the Device, wait until the green light goes on before logging in.
- If your wireless connection drops you will have to rejoin the “smchrome or smstudent” network using the WPA2 password- please see your teacher.
- If the wireless is down or the server is not connecting, then use the device off-line.
- When you save, your files will go automatically to a folder that the Device will set up for you. When looking for a file you have two choices:
  - 1- Look for the folder that says documents or drive.
  - OR 2 – go up to the search bar and type in your file name.
- Create subject folders for better organization of your files.

### **Printing with your Device**

- When printing on laptops, choose the brother printer in the hall
- Always **print preview** first to make sure you have only one page and that your name is on your work, etc.
- Choose **double sided** to save paper.
- If your document does not print right away, **DO NOT HIT PRINT AGAIN** – troubleshoot by checking that there is paper or that you are still on the network. Let your teacher know if the issue persists.

### **Managing Your Files and Saving your work**

- Students may save work directly on the Device.
- Students should use a flash drive to back up their work.
- It is the student's responsibility to ensure that work is saved so as to avoid losing data due to mechanical failure or accidental deletion.

### **Cleaning your Device**

- Use a soft, lint-free cloth to clean the Device's exterior (provided). Do not use ANY cleaners, especially acetone, alcohol, or any alcohol-based on your Device. Irresponsible care for the Device could lead to losing the privilege.

### **Storing your Device and charging the battery**

- When you aren't using your Device, store it in the cart.
- SHUT DOWN your Device at the end of the school day, wait for the screen to turn black, and then close the lid.
- CHARGE your Device every night by making sure it is plugged into the cart. Students who have a Device that has less than 30% battery power will be considered unprepared for class.
- If your charger does not light up when you plug in the Device, it is not charging! Please see your teacher.

### **Responsibility and Liability**

1. All Devices purchased by St. Mary School are covered by the manufacturer's extended service support coverage. St. Mary School will handle all repairs directly with the manufacturer.
  - a. St. Mary School is responsible for software updates, general maintenance and, repairs and replacement of parts. Any additional costs due to student caused damaged Devices will be covered by the student.
2. What happens if a student leaves a Device unattended within the campus buildings i.e. classroom, library etc.?
  - a. Student is responsible for finding the Device by checking with the technology coordinator or office immediately.
  - b. First time left unattended: student will lose the privilege of taking the Device home for 1 week. Student will retrieve and turn in their Device daily to the lab.
  - c. Upon the second time a student has left their Device unattended, they will lose the privilege to take the Device home for 2 weeks. Student will retrieve and turn in their Device daily to the lab.
  - d. Upon the third offense, student's consequence is up to the discretion of the Principal.

3. What happens when the Device is left outside?
  - a. Student is responsible for finding the Device and notifying the technology coordinator and office immediately.
  - b. The student's consequence is up to the discretion of the Principal.
  
4. What happens when Devices are damaged and/or lost?
  - a. Students are responsible for the replacement of any severely damaged or stolen Devices.
  - b. Students will pay the full cost of the replacement depending on the year of purchase.
  - c. Students will pay the full cost of the repair if the Device can be repaired and the damage is not under warranty.
  
5. What if a student already has Device?
  - a. To ensure consistency, software parity and to address maintenance as well as internet accessibility, all students will use a Device provided by St. Mary School.

## Tips for Parents

- Pay attention – know passwords & monitor!
- Model good behavior
- Establish limits – collect devices each night
- Encourage balance
- Make kids accountable
- Impart your values
- Communicate what's at stake
- Stay informed

### Helpful Websites:

<http://www.common sense media.org/>

<http://www.net smartz.org/Parents>

## Google Apps Responsible Use Policy – 4<sup>th</sup> - 8<sup>th</sup> Grade

St. Mary School provides google accounts, with restricted access, to 5<sup>th</sup>, 6th, 7th, and 8th grade students. Access to google services is a privilege not a right.

St. Mary School has set up Google email accounts for students. This account will be available as long as the student is at St. Mary School. Student email accounts are restricted; email may only be sent and received to and from other St. Mary School student accounts, or to and from teacher accounts. This means anyone outside of St. Mary School (including parents) cannot email St. Mary School students. Accounts will also not be accessible in the summer.

Students will be able to access their email, documents and drive at school or at home. They may communicate with teachers and other students as required for academic reasons. Because these are school accounts they will be monitored periodically by the administration. Violating rules in this policy may result in a suspended or deactivated account, or expulsion.

### Prohibited Conduct

Student email may not be used in the following ways:

1. Revealing one's password to anyone else, using anyone else's password, or pretending to be someone else when sending information over the Device network. (Passwords and IDs are provided for each user's personal use only and should not be shared with anyone.)
2. Using profane, vulgar, threatening, defamatory, abusive, discriminatory, harassing or otherwise objectionable or criminal language in a public or private message.
3. Violating copyright laws. (Users should assume that all materials available on the Internet are protected by copyright.)
4. Sending inappropriate images, messages or unidentifiable files to lists or individuals.
5. Seeking, accessing, or downloading material that is not relevant to assignments or course work or against the responsible use policy.
6. Attempting to harm, modify or destroy data of another user.
7. Posting, distributing or intentionally accessing materials that are obscene, sexually explicit, or without redeeming educational value.

### **Access Restriction**

Access to and use of student google account is considered a privilege accorded at the discretion of St. Mary School. The school maintains the right to immediately withdraw the access and use of student account when there is reason to believe that violations of law or school policies have occurred. The range of sanctions for unacceptable use of student account includes expulsion from the school and is at the discretion of the principal.

### **Privacy & Passwords**

Users of student email are strictly prohibited from accessing files and information other than their own. The school reserves the right to access its Device and network systems, including current and archival files of user accounts when there is reasonable suspicion that unacceptable use has occurred. Student cannot change passwords. Passwords can only be changed at the request of the student or parent. This should be done immediately if someone other than the student gains access to this information.

### **Access**

By accessing the St. Mary School google account, you agree to the terms of this Policy, the St. Mary School handbook responsible use policy. You agree that St. Mary School and its staff shall not be liable for any damages or costs of any type arising out of or in any way connected with your use of this service. Email accounts will not be available to students in the summer.

### **Academic Integrity**

Honesty is expected of students in the performance of all academic work. Cheating, plagiarism (such as, but not limited to, copying or sharing the work of another and submitting it as one's own, plagiarism from the Internet, etc.), or doing another person's homework assignments are all forms of academic dishonesty.

Academic dishonesty also includes digital dishonesty including but not limited to sharing of on line homework and/or turning in a group shared google doc as your own work when the assignment was not approved as a group assignment.

Anyone who violates the policy of academic honesty may immediately receive a failing grade on that exam or assignment. Academic dishonesty may lead to other disciplinary procedures including suspension. Refer to the Junior High Handbook for specific guidelines.

