



Digital Learning Technology Handbook Student 1:1 Devices and Responsible Use Agreement

St. Michael Catholic School defines a Student 1:1 Device as HP Chromebook, IPAD or other portable computing device.

Rationale:

St. Michael Catholic School recognizes that for students to further experience success in the ever-changing global society they must learn to collaborate with others, communicate effectively, become critical thinkers, be adept at problem solving, and expand their knowledge of new technology and digital tools.

Teaching and Learning Goals:

- Create engaging, rigorous student-centered learning experiences
- Develop competent digital citizens
- Prepare students for success in a fast paced technologically driven society

Responsible Use Agreement

Introduction

St. Michael Catholic School recognizes that access to technology in school enhances students' opportunities to develop skills, learn new strategies and engage in technology opportunities that will help prepare them for future work, life, and citizenship.

This Responsible Use Policy outlines the guidelines and behaviors that all users are expected to follow when using school technologies:

- The St. Michael Catholic School network is intended for educational purposes.
- All activity over the network may be monitored, documented and retained.
- Access to online content via the network may be restricted in accordance with our policies and federal regulations, such as the Children's Internet Protection Act (CIPA).
- Through internet filters and other technologies, St. Michael Catholic School makes reasonable effort to ensure students' safety and security online but will not be held accountable for any harm or damages that result from use of school technologies.
- Students are expected to follow the same rules for good behavior and respectful conduct online as offline.
- Misuse of school resources can result in disciplinary action.

- Users of the St. Michael Catholic Parish and School network or other technologies are expected to alert teachers or administrative staff immediately of any concerns for safety or security.

Technologies Covered

This Responsible Use Agreement applies to any school-owned technology equipment including school-owned devices utilizing the St. Michael Catholic Church and School network or internet connection and school-owned devices utilizing private networks/internet connections. This Responsible Use Agreement also applies to privately owned devices accessing the network or internet connection, and/or private networks/internet connections while on school property. The policies outlined in this agreement cover all technologies provided by SMCS or used on parish/school property or network, not just those specifically listed or currently available.

Usage Policies

All technologies provided by SMCS are intended for education purposes. The use of technology is a privilege, not a right. Users should be safe, kind, careful and demonstrate respect that will reflect the Christian principles upon which the school is founded, in support of its mission and goals. Users should use good common sense; and ask if they don't know.

Web Access

SMCS provides its users the privilege of access to the internet, including web sites, resources, content, and online tools. Access to the internet will be restricted as required to comply with CIPA regulations and school policies. Web browsing may be monitored, and web activity records may be retained indefinitely.

Users are expected to respect the web filter as a safety precaution and shall not attempt to circumvent the web filter when browsing the internet. The determination of whether material is appropriate or inappropriate is based solely on the content of the material and the intended use of the material, not on whether a website has been blocked or not.

Email

SMCS may provide users with the privilege of email addresses and other educational accounts to improve staff/student communications and for collaboration on school projects. All accounts should be used for educational purposes only. Availability and use may be restricted as to promote safety and ensure proper use.

If users are provided with email accounts, the accounts should be used with care. **Users should not send personal information and should not attempt to open files or follow links from unknown or untrusted origins.** Users should use appropriate language and should only communicate with other people also on the school network or as approved by the teacher.

Users are expected to communicate in a manner that is respectful, safe, and demonstrates Christian morals and values. Email usage may be monitored.

Social Media Policy

SMCS and its tech support will filter public facing social media for students on our network or school issued devices. Students/Staff should not attempt to bypass these filter settings. There are social media guidelines in place for staff and student for use on internal educational activities that stimulate the collaborative nature of social media.

- Be aware of what you post online. Do not post anything you wouldn't want friends, enemies, parents, teachers, or a future employer to see.
- Follow the school's code of conduct when writing online. It is acceptable to disagree with someone else's opinions; however, do it in a respectful way. Make sure that criticism is constructive and not hurtful. What is inappropriate in the classroom is inappropriate online.
- Be safe online. Never give out personal information, including, but not limited to, last names, phone numbers, addresses, birthdates, and pictures. Do not share your password with anyone besides your teachers and parents.
- Do your own work! Do not use other people's intellectual property without their permission. It is a violation of copyright law to copy and paste others' thoughts without giving credit. When paraphrasing another's idea(s) be sure to cite your source with the URL. It is good practice to hyperlink to your sources.
- How you represent yourself online is an extension of yourself. Do not misrepresent yourself by using someone else's identity.
- Blogs, e-mails, and posts should follow proper writing conventions including proper grammar, capitalization, and punctuation. If you edit someone else's work, be sure it is in the spirit of improving the writing.
- If you run across inappropriate material that makes you feel uncomfortable or is not respectful, tell your teacher right away.
- Students who do not abide by these terms and conditions may lose their opportunity to take part in the project and/or access to future use of online tools.

Security

Users will have individual passwords or passcodes. For safety and security purposes, users not share that password with others. Users should never share personal information. Users should immediately report any suspicious information or activity to a teacher or an appropriate administrator.

A user shall never use another user's password, or account, even with the permission from the user. Any need to have access to another user's account should be addressed through the teacher or administration.

Downloads

Users should not download or attempt to download or run programs over the school network or onto school resources without express permission from the IT team.

Search of Technology or Devices

By entering into this agreement, the user agrees that any device subject to the agreement, including school-owned devices used anywhere and personally-owned devices used on the school network or on school property is subject to search by an appropriate school staff member. Users shall have no expectation of privacy technology subject to this agreement.

If a user creates a password or code to restrict access to email, files, a device or other technology subject to this agreement, the user will provide access to that information when requested to do so only by administration, teacher, or IT personnel.

An appropriately-trained staff member or IT tech support may examine a device and search its contents if the administrator has reasonable suspicion to believe that the device contains evidence of unlawful conduct or conduct that is in violation of school rules. The search, however, will be limited in scope based upon the limitations of the Fourth Amendment and any other applicable legal restrictions. SMCS staff members or IT support may also use software or other techniques to search for the location of a device subject to this policy if the device is reported missing or stolen.

Netiquette

Users should always use the internet, network resources, and online sites in a courteous and respectful manner.

Users should recognize that among the valuable content online there is also unverified, incorrect, or inappropriate content. Users should only use known or trusted sources when conducting research via the internet.

Users should remember not to post anything online that they wouldn't want students, parents, teachers, or future colleges or employers to see. Once something is online, it cannot be completely retracted and can sometimes be shared and spread in ways the user never intended.

Cyberbullying

Cyberbullying will not be tolerated. Harassing, flaming, denigrating, impersonating, outing, tricking, excluding, and cyberstalking are all examples of cyberbullying. Users should not be mean or send emails or posts comments with the intent of scaring, hurting, or intimidating someone else.

Engaging in these behaviors, or any online activities intended to harm (physically or emotionally) another person, will result in disciplinary action and loss of privileges. In some cases, cyberbullying is a crime. Remember that online activities may be monitored and retained.

Plagiarism and Copyright

Users should not plagiarize (or use as their own, without citing the original creator) content, including words or images, from the internet. Users should not take credit for things they didn't create themselves or misrepresent themselves as an author or creator of something found online. Information obtained via the internet should be appropriately cited, giving credit to the original author.

Users will respect the rights of copyright owners including in their use of materials found on, disseminated through, or posted to the Internet. Copyright infringement occurs when you reproduce a work that is protected by a copyright without explicit permission from the copyright holder or outside the limitations of copyright law.

Personal Safety

Users should never share personal information, including phone number, address, social security number, birthday, or financial information, over the internet without adult permission. Users should recognize that communicating over the internet brings anonymity and associated risks and should carefully safeguard the personal information of themselves and others. Users should never agree to meet in real life someone they meet online without parental permission.

If users see a message, comment, image, or anything else online that makes them concerned for their personal safety, they should immediately bring it to the attention of an adult or supervisor.

All students and those staff members who work directly with students shall receive annual training on social media safety, cyber bullying, and appropriate responses.

Limitation of Liability

SMCS will not be responsible for damage or harm to persons, files, data, or hardware.

While we employ filtering and other safety and security mechanisms, and attempts to ensure their proper function, it makes no guarantees as to their effectiveness.

SMCS will not be responsible, financially or otherwise, for unauthorized transactions conducted over the school network.

Violations of this policy may have disciplinary consequences, including:

- Suspension of network, technology, or computer privileges;
- Notification of parents;
- Detention or suspension from school and school-related activities;
- Employment disciplinary action, up to and including termination of employment;
- Cancellation of the contract of a contractor or subcontractor.
- Legal action and/or prosecution.

Confidential Information Communicated or Stored on Technology

Users of St. Michael Catholic School technology are expected to protect the integrity of data, comply with data-privacy regulations, and protect the personal privacy of other people when using this technology.

Users should not access confidential information in the presence of others who do not have authorization to have access to the information and should not leave confidential information visible when a user is away from a screen.

School staff also should not provide any student education records (covered by FERPA) to any third-party service or app unless SMCS has a contract with the vendor for the third-party tool that is approved by administration.

Staff, Students and Parents/Guardians shall be required to sign St. Michael Catholic School Responsible Use Agreement annually before Internet or network access shall be allowed.

Terms

Users will comply at all times with the SMCS Student Digital Learning Technology Handbook policies. Any failure to comply may terminate user rights of possession effective immediately and the district may repossess the electronic device. **Any lost, stolen and damaged devices must be reported to school authorities immediately.**

Title

St. Michael Catholic Church and School has legal title to the property at all times. The user's right of possession and use is limited to and conditioned upon full and complete compliance with this agreement and the SMCS Student Technology Handbook policies.

Loss, Theft or Damage

Should a device be damaged, lost, or stolen the student or parent/guardian should immediately notify the school administration. If a Student 1:1 Device is stolen the student/guardian should file a police report as soon as possible. If the Student 1:1 Device is lost, stolen, or totally damaged as a result of irresponsible behavior, the parent may be responsible for the full replacement cost.

Students who cease to be enrolled at St. Michael Catholic School must return the electronic device, along with any other accessories, at the time they leave the corporation. The device and all accessories should be returned to the teacher or school office. Any fees collected as a part of this initiative will not be refunded.

Repossession

If the user does not fully comply with all terms of this Agreement and the SMCS Student Technology Handbook, including the timely return of the property, SMCS shall be entitled to declare the user in default and come to the user's place of residence, or other location of the property, to take possession of the property.

Terms of Agreement

The user's right to use and possession of the property terminates not later than the last day of the school year unless earlier terminated by SMCS or upon withdrawal from SMCS.

Unlawful Appropriation/Theft

Failure to timely return the property or the continued use of it for non-school purposes without the school's consent is considered unlawful appropriation of the school property. This may constitute theft, a felony, or conversion, for which parents and students could be liable for three times the cost of the property plus attorney's fees.

Financial Terms of Mobile Technology Use

Student 1:1 Device Cost – for Lost, Stolen or Full-Cost Damage

If the Student 1:1 Device, power cable or carrying bag is lost, stolen, or totally damaged because of theft, loss, or irresponsible behavior, the parent may be responsible for the full replacement cost.

Damaged Student 1:1 Device

Any damage must be reported to school authorities immediately. At that time school authorities will determine if damage is accidental or due to irresponsible behavior.

Parents may be responsible for the replacement or repair costs due to damage, theft, fire, power surge, vandalism or natural disaster. Students will not be given a replacement device until payment is made/received.

Mobile Technology Precautions

Handling and Care of the Student 1:1 Device

- Keep the Student 1:1 Device in school-issued carrying case.
- Keep Student 1:1 Device and carrying bags must be free of any writing, drawing, stickers, or labels that are not applied by St. Michael Catholic School.
- Use the Student 1:1 Device on a flat, stable surface.
- Do not set books or other heavy objects on the Student 1:1 Device.
- Do not have food or drinks around the Student 1:1 Device.
- Wipe surfaces with a clean, dry soft cloth.
- Avoid touching the screen with pens or pencils.
- Do not leave the Student 1:1 Device exposed to direct sunlight or near any heat or moisture sources for extended periods of time.

Power Management

- It is the user's responsibility to recharge the Student 1:1 Device's battery so it is fully charged by the start of the next school day.
- Student 1:1 device with no battery life may be charged in supervised classrooms or IT room at school. The student forfeits use of the Student 1:1 Device for the entire time it takes to re-charge.

- **All class work missed because of uncharged batteries must be made up on students' own time.**
- The Student 1:1 Device must always remain on (awake or sleep mode) at school, with no exceptions.
- Replacement of lost, stolen or damaged power cord and/or brick are at student's expense.

Transport

- Transport Student 1:1 Device in its protective computer bag at all times.
- Do not leave the Student 1:1 Device in a vehicle for extended periods of time or overnight.
- Do not leave the Student 1:1 Device in visible sight when left in a vehicle.

Monitoring and Supervision

- Do not leave the Student 1:1 Device unattended in an unlocked classroom or during an extracurricular activity.
- Do not lend the Student 1:1 Device to a classmate, friend, or family member.
- Any attempt to remove the SMCS profile could result in suspension.
- Students are expected to respect the web filter as a safety precaution and shall not attempt to circumvent the web filter.
- Students are responsible for the safety and security of the Student 1:1 Device and any activity on the device.
- District may disable the Student 1:1 Device remotely to protect the device and/or data on the device.

NOTE: Failure to follow these precautions could result in a student being charged full replacement cost in the event of a lost, stolen or damaged Student 1:1 Device.

Resources Used to Compile This Handbook

<http://noblesvilleschool.org/Page/813> - multiple documents

Greenfield –Central Community School Corporation Technology Handbook

**St. Michael Catholic Church & School
Student/Parent Technology Agreement 2019 - 2020**

Student Name: First		Student Name: Last	
Parent Name: First		Parent Name: Last	

Address: _____ Parent Email Address: _____

The St. Michael School Responsible Use Agreement allows students to use technology inside and/or outside of the classroom.

I have reviewed the SMCS Digital Learning Technology Handbook and understand the rules and guidelines for the following:

1. Responsible Use Agreement
2. Financial Terms for replacement of Mobile or peripherals
3. Mobile Technology Precautions
4. Student 1:1 Device Loan Agreement
5. Student Pledge for Use of Student 1:1 Device

Terms of Agreement

The student is responsible at all times for the care and appropriate use of technology. I understand if my child violates the guidelines agreed to in the **St. Michael Digital Learning Technology Handbook**, his/her privilege to use technology may be restricted or removed and he/she may be subject to disciplinary action.

I understand that I may be held responsible for reimbursement for loss, theft, damage, or repair of my child’s mobile device, which may have occurred at school or at home, or while the mobile device was being transported.

The mobile device remains the property of St. Michael Catholic Church and School. At the end of the school year or upon transfer from the school, parents and students agree to return the mobile device to the school in the same condition it was issued to the students less reasonable wear. Failure to return the mobile device constitutes theft of St. Michael Catholic School’s property.

Signatures

Parent or Guardian Signature *Student Signature* *Date*

Student 1:1 Device Acceptance Form

This form will be signed by students before 1:1 Device deployment

I understand that the Student 1:1 Device, equipment, and/or accessories that SMCS has provided to me are the property of St. Michael Catholic Church and School. I agree to the terms outlined in the St. Michael Catholic Church and School User Agreement and the St. Michael Digital Learning Technology Handbook.

I understand that I will report any damage, loss, or theft of the Student 1:1 Device to SMCS personnel immediately. In addition, I understand that my parent/guardian may be held responsible for reimbursement for loss, damage, or repair of the Student 1:1 Device, carrying bag, and cords issued to me, which may have occurred at school or at home, or while the mobile device was being used or transported. I understand that failing to return the Student 1:1 Device, equipment, and/or accessories that have been provided to me when I cease to be enrolled as a Student of SMCS constitutes Theft, a felony under state law.

I understand that I am responsible for the return of the Student 1:1 Device charger in good working condition less normal wear.

I will participate in a training session about appropriate online behavior, including interacting with other individuals on social networking websites and in chat rooms, and cyberbullying awareness and response.

I understand that a violation of the terms and conditions set out in the Student 1:1 Device User Agreement and the St. Michael Digital Learning Technology Handbook will result in the restriction and/or termination of my use of an SMCS Student 1:1 Device, equipment, and/or accessories.

Items Received:

Item	Loaned		Condition	
	Yes	No	New	Used
Student 1:1 Device	Yes	No	New	Used
Power Supply and Cable	Yes	No	New	Used
Solo Computer Bag	Yes	No	New	Used
Other	Yes	No	New	Used

Student Name (Printed)

Student Signature

Date

Student Device #: _____ (Students P – 2nd will not receive 1:1 take home devices)