

Technology and Internet Handbook



St. Joseph School, Martinsburg, MO

Dear St. Joseph School Parents:

The students of St. Joseph School are given the opportunity to expand their learning opportunities online and with a school device. The Diocese of Jefferson City requires that all diocesan schools provide a handbook discussing the policies of internet and device usage. Please take time to read and discuss the following information with your child(ren).

Internet usage will be presented to the students at school at a level appropriate to their understanding. Please read and discuss the Internet Usage agreement at the end of this handbook with your child. This handbook is lengthy and a bit legal, but the safety of your child and the security of the school computer system are important issues.

We realize that younger students will not fully understand all the information, but with your help we want them to realize they are making an important promise to the school. We ask that the agreement form at the end of this handbook be signed and returned to school in the family envelope.

Thank you for your cooperation.

Sincerely,
Michelle Hombs, Principal

Chapter 1

Statement of Intent

St. Joseph School Innovation Initiative intends to provide 21st century tools and resources necessary for our students to be successful and engaged learners. In order to achieve academic excellence, today's students require access to educational experiences that seamlessly integrate technology throughout the educational program. This initiative seeks to provide our students with access to technology through the use of Chromebooks and the Apple iPad.

Individual use of technology provides a way to empower our students by maximizing their full potential as well as preparing them for all future endeavors wherever their educational journeys may take them. This program is about learning, and that learning results from dynamic and engaging interaction among students, parents, educators, and the community as a whole. The vital role of the teacher is not diminished as a result of the immersion of technology; it is actually transformed from being that of teacher-directed learning, to learning that is teacher-facilitated. Teaching and learning through the integration of technology not only increases student engagement and ownership of learning, but allows for effective transformation of curriculum that can take place anywhere and at any time..

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The policies, procedures, and information within this document apply to all St. Joseph School technology. The information and agreements found here represent a clear and comprehensive attempt to explain to our parents, students, and teachers the level of responsibility necessary to participate in this initiative. St. Joseph School reserves the right to make any additions or alterations to this policy necessary in order to insure the effectiveness of this initiative as well as the safety and well-being of all of our students.

Goals for Student Users:

- To become more engaged in their learning by actively being involved in learning and thinking critically
- To increase student productivity and organization both in and out of the classroom when completing assignments, projects, and other activities assigned in all classes
- To promote leadership in one's own learning by establishing access to educational resources and providing a host of tools to craft information in ways that support specific curricular areas
- To encourage discussion and collaboration among both teachers and peers

All users of the school's technology will be required to review this document, as well as sign an agreement with the school to protect the hardware and software inherent with this technology. Participation in this initiative also requires frequent review with the administration and Technology Department to assess the included components of use through the course of the instructional day.

Chapter 2 - Using the Devices

All device use shall be consistent with the school's goal of promoting educational excellence. These procedures do not attempt to state all required behavior by users; however, some specific examples are provided. Student conduct is always being evaluated by the school's staff, which includes, but is not limited to, principal, teachers and staff. All staff can make recommendations regarding whether or not a user has violated procedures. The failure of any user to follow these procedures will result in the loss of privileges, disciplinary action, and/or appropriate legal action.

Section 1 - Acceptable Use of Devices

Disclaimer St. Joseph School makes no warranties of any kind, whether express or implied, for the service it is providing. The school will not be responsible for any damages the user suffers. This includes the loss of data or service interruptions. Use of any information obtained via the Internet is at the user's own risk.

Privileges The use of the school's devices is a privilege, not a right, and inappropriate use may result in those privileges being denied, revoked, or suspended at any time. The school's devices are subject to routine monitoring by staff. The school reserves the right to supervise all device

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use, or to confiscate and search a student's school-owned device to ensure compliance with the Acceptable Use Policy. In the event of disciplinary action, completion of all class work remains the responsibility of the student.

Security

Network security is a high priority. If a user can identify a security problem, the user must notify the school's staff immediately. Do not demonstrate the problem to others. Keep your account and passwords confidential at all times. You should never use another individual's account. Any user identified as a security risk may be denied access to the school's devices.

Software Application (Apps)

The apps and operating system originally installed must remain on the iPad in usable

condition and be easily accessible at all times. Students will be granted permission to customize certain aspects of the iPad; however, appropriate media must be used.

Vandalism

Vandalism is any attempt to harm or destroy hardware, software, or data of another user, the Internet, or any other network. This also includes modifying the school's devices in any way other than instructed by school's staff and applying any permanent marks, decorations, stickers, or modifications to the devices. Vandalism may result in replacement or repair costs and/or disciplinary action.

Unacceptable and Strictly Prohibited Use

The user is responsible for his or her own actions and activities involving the school's devices. Some examples of unacceptable use are as follows:

- Using the device for any illegal activity, including violation of copyright, or transmitting any material in violation of a state or federal law
- Unauthorized downloading of apps or any other media such as videos, music, or images
- Hacking or gaining unauthorized access to files or resources
- Invading the privacy of individuals, that includes the unauthorized access or disclosure of information about anyone that is of personal nature including a photograph, video, or audio recording
- Accessing, submitting, posting, publishing, or displaying any defamatory, inaccurate, abusive, obscene, profane, sexually oriented, threatening, racially offensive, harassing, or illegal material
- Use of online resources selling term papers, book reports, and other forms of student work
- Sending mass or inappropriate emails

Receiving Your Device (Check Out in the Event that the device goes home)

1. In order to receive a device, the student and parent/guardian must carefully read this Student Technology and Internet Handbook, sign the Parent/Students Technology User Agreement and complete all relevant paperwork. The student Device User Agreement must be signed and turned in or the student will not be assigned a device.

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2. All devices remain the property of the St. Joseph School. The school reserves the right to collect and/or inspect your device at any time and to delete any material or applications deemed inappropriate.

All tasks listed below must be completed before the device can go home.

- Sign out the charger and device with case
- Download the Device Handbook
- Sign The Device Agreement
- Sign The Acceptable Usage Policy (for Internet access)

Returning Your Device (Check-In)

The device, case, charger box, and charging cable must be returned at the end of each school year in good condition for maintenance, cleaning, and software installations. Students will most likely receive the same device at the beginning of the next school year. All devices, cases, charger boxes, and charging cables will be checked in prior to summer break.

****If enrollment at St. Joseph School is terminated for any reason (e.g, transfer, graduation, expulsion), all of these items must be returned on the date of termination or withdrawal.**

Failure to return the device will result in a theft report being filed. If a device is returned damaged beyond repair, the student will be responsible for the full replacement cost of the device.

Replacement costs for damaged/missing items:

Chromebook or iPad - the device replacement cost will be determined by current value, using depreciation calculations.

iPad Case - \$35.00

Charger and Charging Cable - \$20.00 each (Must be a Chromebook or Apple Charger, not an off brand.)

Chapter 3 - Responsibilities

Section 1 - Parent/Guardian Responsibilities

As a parent or guardian of a student with an iPad be sure to take time to

- Talk to your children about the values and standards of all media such as television, telephones, movies, music, and radio
- Remind your children that misuse or damage to school-owned technology is the financial responsibility of the family and that great care should be taken to treat the equipment properly and with respect.
- Review the student Device User Agreement with your child and make sure they understand fully the expectations on the use of the device at all times.

Section 2 – Student Responsibility

Student responsibilities regarding the use of the device include

- Use all technology devices and apps/media in a responsible, ethical, and safe manner
- Proper care and maintenance for the device and all provided accessories
- Obeying general school and diocesan rules concerning behavior and communication
- Helping St. Joseph School protect its technology and systems by contacting a staff member about any security problem they may encounter
- If a student receives an email containing inappropriate or abusive language or if the subject matter is questionable, he/she should inform the principal as soon as possible
- Return their device to the school at the end of the school year or at time of un-enrollment/transfer to another school. Students who withdraw, are suspended or expelled, or terminate enrollment in St. Joseph School for any other reason must return their school-owned device on the date of termination.

Section 3 – School District Responsibilities

As part of the 1:1 (one device to one student) program St. Joseph School assumes the following responsibilities:

- Provide devices for students
- Provide Internet and email access to students at school
- Educate students and staff on the appropriate use of technology tools, including but not limited to apps and social media such as Facebook, Twitter, and Youtube
- Provide Internet blocking of inappropriate materials while on the school district's network
- Provide network data storage areas. These will be treated similar to school lockers. The school district reserves the right to review, monitor, and restrict information stored on or transmitted via school-owned equipment and to investigate inappropriate use of resources.

Chapter 4 – Device Care and Maintenance

Section 1 – General Care

The Chromebook and iPad is the property of St. Joseph School and all users must follow all rules and regulations outlined in this policy. Students are responsible for the general care of the school's device and the charger they have been issued.

- Do not attempt to gain access to the internal electronics or repair your device. If your device fails to work or is damaged, report the problem to the staff as soon as possible. The staff will determine the repair/replacement options. You may be issued a temporary device, or other materials, until the device is working properly or replaced.

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- Each device has a unique identification number as well as student identification label and at no time should the numbers or labels be modified or removed.
- Keep your device off of the floor where it could be stepped on or tripped over.
- Never leave your device unattended.
- Unless an assignment requires the device to be brought out in public, like at a store or at a restaurant, or at the park, the school's devices should only be used in school or at home. They should not be left out in plain sight or where they can easily be stolen or lost.

Section 2 – Battery and Charging

Proper charging and care for the battery of your device will prolong your battery life.

- Your Chromebook comes with ports for charging and other accessories. Care must be exercised when plugging and unplugging accessories.
- A charger and charging cord will be issued to each student with his/her device. Cords that are broken or frayed must be replaced.
- The device is designed for daily use; therefore, each device must be charged at home, using the provided wall charger, and brought to school ready for use each school day.
- Fully charged batteries will typically last 8-10 hours in use. Waiting to charge the device until the charge is low (less than 20% battery life or red indicator light) will extend the battery life.
- The school's devices should never be left in a hot car or similar environments, as damage to the battery will result.
- Use only the issued charger and cord. Other off-brand cords can cause damage to the charging port and/or battery. Also, using other chargers can cause damage to the battery.

Section 3 – Storage and Carrying

The school's iPad comes with a case. The protective case provides the iPad with sufficient padding to protect it from normal treatment and provides a suitable means for carrying the device in and out of school. Leave the iPad in its case at all times. If an iPad is removed from the case, the technology waiver becomes void and the student will be responsible for the full repair cost.

- iPad cases furnished by the school must be returned with only normal wear and no alterations to avoid paying a replacement fee.
- Students are responsible for replacing damaged/broken iPad cases. Replacement iPad cases are available for purchase for \$35.00.
- Chromebooks, iPads and iPad cases must remain free of any writing, drawing, stickers, or labels. Only labels placed on the devices by St. Joseph School are allowed.
- Never expose the device to long-term temperature extremes or direct sunlight. An automobile is NOT a good place to store technological devices. Devices have been known to stop functioning outside when the temperature rises too high or too low.
- The Chromebook and iPad is an electronic device, and care must be exercised when handling them. Do not throw or slide on the device. Never throw a book bag that contains a Chromebook or iPad. Never place the device in a backpack that contains food, liquids, heavy, or sharp objects.

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- Chromebooks and iPads should not be used outside on the playground or in any bathrooms.

Section 4 – Device Screen

The screen is the most sensitive piece of the device. However, it is also designed to withstand daily tapping, swiping, and other gestures made when using the Chromebook or iPad. Proper care of your device can prevent damage.

- Electronic devices do not respond well to liquids. Avoid applying liquids to the device. The device can be cleaned with a soft, slightly water-dampened, lint-free cloth. Avoid getting moisture in the openings. If you need a cloth, ask the teacher.
- Do NOT use window cleaners, household cleaners, aerosol sprays, solvents, alcohol, ammonia, or abrasives to clean the device. Use of unapproved cleaners may remove the protective film covering the screen of the device.
- While the device is scratch resistant, it will scratch. Avoid using any sharp objects on the device.
- The screen is glass and is vulnerable to cracking. Never place heavy objects on top of the Chromebook or iPad and avoid dropping your device. Careful placement in your backpack is important.

Chapter 5 – Technology Protection

Registration fees for the school year include extra funds to provide protection in the event of a device needing repair. In the event that major and costly repairs are needed due to student neglect, it may be asked that the student/family pay a deductible of \$35.00. The deductible will cover repairs such as screen and/or button replacement. The deductible must be paid before the device will be allowed to go home again. A loaner device may be issued, if available, while the student's device is being repaired.

Device Replacement

In the event that the Chromebook or iPad is damaged beyond repair, the student/family will be responsible for paying the full replacement cost of the device. Students are also responsible for replacing the device if it is not returned at the end of the school year or at the time of unenrollment. Replacement cost will be determined by current value, using depreciation calculations.

Technology and Internet Handbook Acknowledgement Form

I have read the terms and conditions laid out in the St. Joseph School’s Technology and Internet Handbook. I understand it, and agree to follow the principles and procedures listed within. I also understand that additional rules and regulations may be added from time to time, and that they become part of this agreement.

This form must be signed by each individual student and returned to the school office.

_____	_____
Student Signature	Date
_____	_____
Student Signature	Date
_____	_____
Student Signature	Date

I have read the “St. Joseph School Technology and Internet Usage Handbook and Agreement” and discussed it with my child(ren). We accept the policy and will abide with the guidelines.

_____	_____
Parent/Guardian Signature	Date

Please keep the handbook and return this sheet only in the family envelope, thank you.