

St. Sylvester School Device Loan Agreement

The policies, procedures and information within this document apply to all school-owned Chromebooks, iPads, or other devices considered property of the school. Individuals or teams of teachers may set additional requirements for use as part of their instruction.

Technology will be integrated throughout the educational program in a seamless and timely fashion. This 1:1 Device Program empowers students and teachers to use purposeful technology-based tools anytime the task calls for them.

Please read this document carefully. This agreement is made effective upon receipt of the iPad/Chromebook, between St. Sylvester School (the "School"), the student receiving the device ("Student"), and his/her parent(s) or legal guardians ("Parent"). The student and parent(s) in consideration of being provided with a technology device, software, and related materials for use while a student at St. Sylvester School, hereby agrees as follows:

1. DEVICE CHECK-IN AND CHECK-OUT

1.1 Device Check-Out: Devices will be checked out each school year to incoming students. Parents and students must sign and return the Student Pledge and Student/Parent Acknowledgement and Acceptable Use documents before the device can be issued to a student.

1.2 Device Check-In: All devices, cases, chargers, and school-provided accessories must be returned at the end of each school year to be updated, serviced, and stored safely for the summer. Students who graduate early, withdraw, are suspended or expelled, or terminate enrollment for any other reason must return their individual school device on the date of termination.

If a student fails to return the device at the end of the school year or upon termination of enrollment, that student will be subject to financial or civil liability. The student will also pay for the replacement cost of the device, or, if applicable, any insurance deductible. Failure to return the device may result in a theft report being filed with the local police. Just like a textbook, the devices are the property of the School, and students are responsible for returning them in good, working condition. Any loss of or damage to a device is the responsibility of the student and will be handled in a consistent manner. Students will be charged the actual cost of any needed repairs, not to exceed the replacement cost of the device.

2. CARE OF DEVICES

Students are responsible for the general care of the device they have been issued by the school. Devices that are broken or fail to work properly should be taken to the student's teacher or advisor.

2.1 General Precautions:

- The device is school property and all users will follow this policy and the acceptable use policy for technology.
- Only use a clean, soft cloth to clean the screen. No cleansers or liquids of any type.
- Cords and cables are to be inserted carefully into the device to prevent damage.
- Devices must remain free of any writing, drawing, stickers, or labels that are not the property of the school.

- A device should always be locked or supervised directly by the student to whom it is assigned. For instance, devices should never be left in an unlocked locker, unlocked car, or any unsupervised area.
- Students are responsible for keeping their device's battery charged for each school day.

2.2 Carrying Devices

The guidelines below should be followed:

- Devices should always be within a protective case provided by the student.
- No other items should be stored or carried within the device case to avoid pressure and weight on the screen.

2.3 Screen Care

The device screen can be damaged if subjected to rough treatment. The screens are particularly sensitive to damage from excessive pressure on the screen.

- Do not lean on the device when it is closed.
- Do not place anything on the device that could put pressure on the screen.
- When carrying a device in a book bag or other case, do not place anything in the bag/case that will place excessive pressure against the cover.
- Clean with a soft, dry cloth or anti-static cloth.
- Take care not to bump the device against lockers, walls, car doors, floors, etc. as it may break the screen.

3. USING DEVICES AT SCHOOL

Devices are intended for educational purposes. In addition to teacher expectations for device use, school messages, announcements, calendars, and schedules may be accessed using the device. Students are responsible for bringing their device to all classes when participating in in-person learning and having their device at home to access remote learning materials and video conferences.

3.1 Devices Left at Home During In-Person Learning: If students leave their device at home, they are responsible for getting their course work completed as if they had their device present. Students who repeatedly (as determined by any staff member) leave their devices home may need to check their device in and out from his/her teacher daily and leave the device at the school.

3.2 Device Undergoing Repair: Loaner devices may be issued to students when they leave their device for repair. There may be a delay in issuing a loaner device should the school not have enough to loan.

3.3 Charging Your Device's Battery: Devices must be brought to school each day fully charged. Students need to charge their devices each evening. Students who repeatedly (as determined by any staff member) fail to bring their devices to school charged, will be required to leave their devices at school and check it out/in from their teacher at the beginning of each day.

3.4 Screensaver/Background Photos

- Inappropriate media may not be used as a screensaver or background photo.
- Presence of guns, weapons, pornographic materials, inappropriate language, alcohol, drug, and gang related symbols or pictures (or anything else determined inappropriate by a staff member) will result in disciplinary action.
- Passwords/passcodes may not be changed without permission from the Principal.

3.5 Sound, Music, Games, Social Media, etc.

- Sound must be muted or headphones used at all times unless permission is obtained from the teacher for instructional purposes.
- ***STUDENTS MAY NOT USE AIRPODS/WIRELESS HEADPHONES WHILE IN SCHOOL FOR IN-PERSON LEARNING.***
- All software, apps, games, etc. must be school provided. Students may not download these items on their own.
- Social media sites have been blocked on all devices. Social media sites do change rapidly so the school must be informed if there is a new social media site that a child has access to that has not been blocked.

3.6 Printing

- Printing will be available on all devices. Students should talk with teachers about when and how to print.

3.7 Home Internet Access

- Devices will only connect to the internet through a wireless connection
- Students may select the home wireless network they have available on their devices.
- If a family needs help in accessing wireless internet at home, they should contact the school.

3.8 Photos/Videos Taken With Device

- Students may not take photos or videos of other students, staff, or anyone else without their permission. The possession, forwarding, or uploading of unauthorized photos or videos to any website, network storage areas, social media site, or person is strictly prohibited. In addition, photos and videos taken with the device may not be used to slander, bully, or denigrate any other person.

3.9 Videoconferencing

- Videoconferencing via Zoom, Google Meet, Microsoft Teams, etc. must be used strictly for educational purposes.
- Inappropriate use of videoconferencing tools will result in disciplinary action.

4. Managing Files and Saving Work

4.1 Google Drive All students have a gmail account ending in @stsyvesterschool.org. As a result, each student is connected to Google Drive, a cloud based system that allows students to save items on the internet in a secured account. Students should utilize Google Drive to save work and share items with their teachers.

4.2 Learning Management Systems Students in PK-5th grade will be set up with a SeeSaw account. This account should be used to save and turn in assignments. Students in 6th-8th grade will be set up with a Google Classroom account. Students will save and turn in assignments via Google Classroom. Teachers will instruct students on methods of managing work flow.

4.3 Network Connectivity The school makes no guarantee that their network will be up and running 100% of the time. In the case that the network is down, the school will be responsible for lost/missing data.

4.5 Memory For the purposes of updating apps and operating software, students may not download materials to the device that will clog the memory. Teachers can assist students in saving school materials to other locations.

5. SOFTWARE ON DEVICES

5.1 Originally Installed Software The software/apps originally installed must remain on the device in usable condition and be easily accessible at all times. From time to time, the school may add software applications for use in a particular course. The licenses for software require that the software be deleted at the completion of the course. Periodic checks of devices will be made to ensure that students have not removed required apps.

5.2 Additional Software Students may NOT load extra software/Apps on their devices. The school will synchronize all devices so they contain the necessary apps for schoolwork. Students will not synchronize devices or add apps to their assigned device including synching to home or personal accounts.

5.3 Inspection Student devices may be selected at random for inspection. Devices are the property of the school and any staff member may confiscate any device at any time if there is a reasonable suspicion that the device is being used inappropriately or is in violation of the policies listed in this document.

5.4 Reloading Software The device will be restored from backup when technical difficulties occur, illegal software is found, or non-St. Sylvester installed apps are discovered. The school does not accept responsibility for the loss of any software or documents deleted due to reformat or reimage.

5.5 Software Upgrades Upgrade versions of licensed software/apps are available from time to time. Students may be required to check their devices for periodic upgrades and synching.

6. ACCEPTABLE USE

The use of the School technology resources is a privilege, not a right. The privilege of using the school technology resources provided by the school is not transferable or extendible by students to people or groups outside the district and terminated when a student is no longer enrolled at the school. This policy is provided to make all users aware of the responsibilities associated with efficient, ethical, and lawful use of technology resources. If a person violates any of the User Terms and Conditions named in this policy, privileges may be terminated, access to the school district technology resources may be denied, and the appropriate disciplinary action shall be applied. The School handbook rules and consequences shall be applied to student infractions.

Violations may result in disciplinary action up to and including suspension/expulsion for students. When application, law enforcement agencies may be involved.

6.1 Parent/Guardian Responsibilities

- Talk to your children about values and the standards that your child should follow on the use of the internet just as you do on the use of all media information sources such as television, telephones, movies, and radio.

- Monitor student use of the device and inform the school immediately of any violations of the policies included in this agreement.
- Should you want your child to opt out of taking a device home, you will need to sign a form indicating this and understand that your child is still responsible for completing the course requirements.

6.2 School Responsibilities are to:

- Provide internet access.
- Immediately report any inappropriate digital content to the building principal.
- Provide guidance to aid students in use of the device to help assure student compliance of the acceptable use policy.

6.3 Students are Responsible for:

- Using all devices in a responsible and ethical manner.
- Obeying general school rules concerning behavior and communication that applies to device use.
- Using all technology resources in an appropriate manner so as to not damage school equipment. This “damage” includes but is not limited to the loss of data resulting from delays, non-deliveries, mis-deliveries or service interruptions caused by the student’s own negligence, errors or omissions. Use of any information obtained via the school-designated internet system is at your own risk. The school specifically denies any responsibility for the accuracy or quality of information obtained through its services.
- Helping the school protect our computer/device system by contacting any staff member about any security problems they may encounter.
- Monitoring all activity on their account(s)/device.
- Students should always secure their device after they are done working to protect their work information and device. Students must also purchase a protective case or carrier for their device.
- If a student should receive inappropriate digital content, he/she should immediately notify an adult.
- Returning their device at the end of each school year. Students who graduate early, withdraw, are suspended or expelled, or terminate enrollment for any other reason must return their individual school device on the date of termination.

6.4 Student Activities Strictly Prohibited

- Illegal installation or transmission of copyrighted materials
- Any action that violates existing school policy or public law.
- Sending, accessing, uploading, downloading, or distributing offensive, profane, pornographic, obscene, or sexually explicit materials.
- Use of outside data disks or external attachments without prior approval from the administration.
- Changing device settings
- Downloading apps
- Spamming--Sending mass or inappropriate messages or emails.
- Gaining access to other students’ accounts, files, and/or data
- Use of the school’s internet/email accounts for financial or commercial gain or for any illegal activity.
- Use of anonymous or false communication.
- Students are not allowed to give out personal information over the internet--with the exception of teacher-directed instances.
- Participating in credit card fraud, electronic forgery, or other forms of illegal behavior.

- Vandalism (any malicious attempt to harm or destroy hardware, software or data, including but not limited to the uploading or creation of computer viruses or computer programs that can infiltrate computer systems and/or damage software components) of school equipment will not be allowed.
- Transmission or accessing materials that are obscene, offensive, threatening, or otherwise intended to harass, demean, or bully recipients.
- Bypassing the web filter through a web proxy.

6.5 Device Care Just like any school property issued to a student for individual use, students will be held responsible for maintaining their individual devices and keeping them in good working order. Students are responsible for any and all damage.

- Devices that malfunction or are damaged must be reported immediately. All device repairs must be handled through the school. Students are responsible for the actual cost of damages--not to exceed the cost of replacement.
- Device batteries must be charged and ready each day.
- Students must purchase a protective case for their device.
- Devices that are stolen must be reported immediately to the building principal.

6.6 Legal Property

- Comply with trademark and copyright laws and all license agreements. Ignorance of the law is not immunity. If you are unsure, ask a teacher.
- Plagiarism is a violation of school policy. Give credit to all sources used whether quoted or summarized. This includes all forms of media on the internet such as graphics, movies, music, and text.
- Use or possession of hacking software is prohibited. Violation of applicable state and federal law may result in criminal prosecution or disciplinary action by the school.

6.7 Student Discipline Any student that violates any part of this policy will be subject to disciplinary action.

7. PROTECTING & STORING DEVICES

7.1 Device Identification Student devices will be identified by serial number.

7.2 Storing Your Device When students are not using their devices, they should be stored in a safe location. Nothing should be placed on top of the device. Devices should not be stored in a vehicle.

7.3 Devices Left in Unsupervised Areas Under no circumstances should devices be left in unsupervised areas. Unsupervised areas include the school grounds and campus, the lunchroom, computer lab, unlocked classrooms, bathrooms, hallways, etc. Any device left in these areas is in danger of being stolen. If a device is found in an unsupervised area, it will be taken to the office.

8. COST OF REPAIRS

Students will be held responsible for damage* to their devices including but not limited to: broken screens, cracked plastic pieces, inoperability, etc. Should the cost to repair exceed the cost of purchasing a new device, the student will pay for full replacement value. Lost items such as cases and cables will be charged the actual replacement cost.

*Each case will be reviewed at the discretion of the school administrator.