STUDENT DEVICE HANDBOOK

As opportunities spread further in Indiana and across the country, school districts are improving the academic experience for the student by beginning to integrate improved technology into their classroom practice. During this school year, Saint Patrick School will continue its growth and development of student learning by distributing to students in Kindergarten through grade 3 their own Tablet and students in grades 4-8 their own Chromebook.

1. SAINT PATRICK SCHOOL DEVICE CARE

Taking Care of the Saint Patrick School (SPS) Device

Students are responsible for the general care of the Saint Patrick School (SPS) device which they have been issued by the school. Students who have SPS devices that are broken or fail to work properly must notify a staff member or report to the school's Computer Lab. If a loaner SPS device is needed, one will be issued to the student until their SPS device can be repaired or replaced.

General Precautions

     1. No food or drink is allowed next to the SPS device while it is in use.

     2. Cords, cables, and removable devices must be inserted carefully into the SPS device.

     3. Students should never carry their SPS device while the screen is open unless directed to do so by a teacher.

     4. SPS devices should never be shoved into a locker or wedged into a backpack, as this may break the screen.

     5. Do not expose the SPS device to extreme temperature or direct sunlight for extended periods of time. Extreme heat or cold may cause damage to the device.

     6. Always bring the device to room temperature prior to turning it on.

Carrying the SPS Device

     A protective case for the SPS device is provided. It will provide basic protection from everyday use. It is not designed to prevent damage from drops or abusive handling.

<u>Screen Care</u>

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

1. Do not lean on top of the SPS device.

2. Do not place anything near the SPS device that could put pressure on the screen.

3. Do not place anything in the carrying case that will press against the cover.

4. Do not place anything on the keyboard before closing the lid (e.g. pens, pencils, notebooks).

5. Clean the screen with a soft, dry anti-static, or microfiber cloth. Do not use window cleaner or any type of liquid or water on the SPS device. Students can also purchase individually packaged pre-moistened eyeglass lens cleaning tissues to clean the screen. These are very convenient and relatively inexpensive.

2. USING THE SPS DEVICE

<u>At School</u>

SPS devices must be brought to school each day fully charged. Students must be responsible for bringing their SPS device to all classes, unless specifically advised not to do so by their teacher.

<u>At Home</u>

When taking the SPS device home at night, it is expected that students return the device fully charged.

Students who fail to bring their device to school may be allowed, at the discretion of school staff, to make arrangements to have their devices delivered. Repeat violations of this policy will result in referral to administration and potential disciplinary action.

Students who fail to charge their device fully may, at the discretion of school staff, charge their devices at any available power outlet. Students may also, at the discretion of school staff, use a classroom device.

While at home, student's internet activity will be subject to filtering by Saint Patrick School, in accordance with the Child Internet Protection Act (CIPA). Internet filtering will be less restrictive than if the students were in school but will still block obscene or harmful material.

3. MANAGING FILES AND SAVING WORK

All Students may save documents to their Google Drive, or directly to the student device. Saving to Google Drive or iCloud will make the file accessible from any computer with internet access. Students using Google Drive to work on their documents will not need to save their work, as Drive will save each keystroke as the work is being completed. It will be the responsibility of the student to maintain the integrity of their files and keep proper backups. In the event that a student damages, loses, or needs to receive a loaner device, SPS will not be responsible for any lost or unrecoverable material. It is always in the best interest of the student to save their materials to a service such as Google Drive or iCloud. Staff will work with students on proper file management procedures and/or given resources to assist in file transfers.

<u>PERSONALIZING THE SPS DEVICE</u>

> SPS devices must remain free of any decorative writing, drawing, stickers, paint, tape, or labels that are not the property of Saint Patrick School. Spot checks for compliance will be done by teachers, administration, or SPS Technicians at any time.

> SPS devices are subject to inspection and must follow the Saint Patrick School acceptable use policy.

4. ORIGINALLY INSTALLED SOFTWARE

SPS device software is delivered via Saint Patrick Computer Lab. Some applications, such as Google Drive, and Google Docs, require an internet connection to function properly. The software originally installed on the SPS device must remain on the SPS device in usable condition and easily accessible at all times.

All SPS devices are supplied with the latest Microsoft Windows. Other applications useful in the educational environment may also be installed based on the student's grade and/or teacher. All SPS devices will periodically have installed updates when scheduled by the IT department.

From time to time the school may add software applications for use in a particular course. This process will be automatic with virtually no impact on students. Applications that are no longer needed will automatically be removed by the school as well.

5. VIRUS PROTECTION

Anti-virus software will be installed on all SPS devices. This software is used as a precautionary measure but cannot not protect against all threats. It is important for both students and parents to understand that malicious software can gain access to the operating system despite the installation and functional level of anti-virus software.

6. ADDITIONAL SOFTWARE

Students are unable to install additional software on their SPS device other than what has been approved by Saint Patrick School.

7. INSPECTION

Students may be selected at random to provide their SPS device for inspection. The purpose for inspection will be to check for proper care and maintenance as well as inappropriate material being carried into the school.

8. PROTECTING AND STORING SPS DEVICE IDENTIFICATION

SPS devices will be labeled in the manner specified by the School.

SPS devices can be identified in the following ways:

- Record of serial number

- SPS asset tag

- Individual's Student Account username

Under no circumstances are students to modify, remove, or destroy identification labels.

9. STORING THE SPS DEVICE

When students are not monitoring their SPS device, they should be stored as directed by the teacher. Nothing should be placed on top of the SPS device. Students need to take their SPS device home with them every night. The SPS device is not to be stored in their lockers or anywhere else at school outside of school hours. The SPS device should be charged fully each night at the student's home. SPS devices should never be stored in a vehicle.

STORING SPS DEVICES AT EXTRACURRICULAR EVENTS

Students are responsible for securely storing their SPS device during extra-curricular events.

SPS DEVICES LEFT IN UNSUPERVISED / UNSECURED AREAS

Under no circumstance should a SPS device be stored in unsupervised areas. Unsupervised SPS devices will be confiscated by staff and taken to the office. Disciplinary action may be taken for leaving a SPS device in an unsupervised location.

10. REPAIRING OR REPLACING SPS DEVICES

> • Students and/or parents will be charged for SPS device damage that is a result of misuse, negligence, vandalism, abusive handling, or considered to be in excess of normal wear and tear.

> • Students will be issued one (1) charging assembly. If this charging assembly is lost and/or damaged, students must purchase their own.

> • Loaner SPS devices may be issued to students when they leave their SPS device for repair at the Computer Lab.

> • If a repair is needed due to malicious damage, the school may refuse to provide a loaner SPS device.

> • Repaired SPS devices will be returned with the original factory image as it was first received. It is important that students keep their school data synced to Google Drive so documents and class projects will not be lost. Personal information that cannot be replaced should be kept at home on an external storage device.

11. LOSS OR THEFT OF A SPS DEVICE

Saint Patrick School will require a police report be submitted in cases of theft. Fraudulent reporting of theft will be turned over to the police for prosecution. A student making a false report will also be subject to disciplinary action as outlined by the school discipline code. Parents/Students will be charged for the full replacement cost of a device that has been lost, subject to misuse, negligence, vandalism or abusive handling.

12. SAINT PATRICK SCHOOL RULES FOR COMPUTER USE

Violations of these rules or policies stated under Saint Patrick School Policy may result in disciplinary action, including suspension and/or expulsion, restitution, loss of computer privileges, or removal from a class. Where conduct which violates these rules may constitute a crime under state and federal law, referral to law enforcement will be made.

- Students will not use the computer for illegal activities.

- Students will not tamper with, harm, or destroy computer hardware.

- Students will not tamper with, harm, or destroy computer software.

- Students will not access or send obscene, profane, violent or pornographic materials.

- Students will not abuse or harass another user through electronic means.

- Students will not access any unauthorized area of the computer network.

- Students will not alter any system software or another's personal work, either locally or remotely.

- Students will not download, copy, or install software.

- Students will not download, copy, save, or use any file that is obscene, profane, violent, or pornographic.

- Students will not download, copy, or install illegal software.

- Students will not tamper with, degrade, disrupt, or destroy computer data and information at any computer terminal.

- Students who violate the following rules are subject to discipline, including after school detentions and restricted internet use. Students who continually violate these rules are subject to suspension and/or expulsion.

- Students will not copy and paste answers from the Internet or from other student's work and submit as their own.

- Students will not share their work on Google Drive with other students unless specifically authorized by a teacher.

- Students will not access the Internet during class time except when directed by a faculty member.

- Students will not access personal email accounts during class time except when directed by a faculty member.

- Students will not lend their network or email passwords or privileges to others.

- SPS administrators, teachers, IT Staff, or media specialists reserve the right to monitor and inspect all activity on the network system, storage devices, CD's, files, and emails.

- Sound must be muted at all times unless permission is obtained from the teacher for instructional purposes or if the student has permission to use earbuds\headphones.

13. VANDALISM

Vandalism is defined as any malicious or reckless attempt to harm or destroy data of another member of the school computer network, the school computer network itself, and /or school equipment or software. Deliberate attempts to degrade or disrupt system performance of the computer network or workstation or any computer system or network on the Internet by spreading computer viruses is considered criminal activity under state and federal law and appropriate referrals to law enforcement will be made.

14. HARASSMENT / PROFANITY

Do not abuse or harass another user through electronic means. Profanity or obscenity is not permitted at any time. Avoid offensive or inflammatory speech. Be courteous and polite. In this context, any and all use of the SPS Device shall be consistent with the philosophy of St. Patrick School as outlined in the school handbook, and as more specifically set forth in such handbook regarding the use of social media.

15. FREQUENTLY ASKED QUESTIONS (FAQ)

WILL EVERY STUDENT HAVE A COMPUTER DEVICE?

Students in grades Kg - 8 will have a device provided for them. Students in grades Kg - 3 will receive a Tablet and students in grades 4-8 will receive a Chromebook.

WILL THE SCHOOL PROVIDE THE COMPUTER DEVICE?

Saint Patrick School will provide students in grades Kg - 8 with a device. If a student loses or damages the device they may be subject to repair/replacement costs of that device.

WHAT IS THE RATIONALE OF THE SCHOOL CHECKING OUT SPS DEVICES?

Students will only be allowed to "check out" a SPS device if there is a specific curricular need that is not addressed by the SPS student device provided.

CAN A STUDENT BRING THEIR OWN DEVICE?

No. All SPS students will be provided a device at the start of the school year.

WHAT OTHER ACCESSORIES WILL A STUDENT NEED FOR THEIR COMPUTER?

A student will need headphones/earbuds for use with the computer. A headset with a microphone may be necessary for some subjects. A computer case is an optional accessory for each student in grades 4-8.

CAN I BUY A SPS DEVICE FROM THE SCHOOL?

No, SPS devices are not available for purchase.

WHAT WEB BROWSER WILL WORK BEST FOR SCHOOL?

The Google Chrome browser is best for using the school learning management system and Google applications.

CAN APPLICATIONS AND EXTENSIONS BE "PUSHED" TO PERSONALLY-OWNED DEVICES?

No. Applications can only be pushed to School owned devices and to SPS user accounts. Personal devices are not supported for curricular use by students.

WILL A STUDENT HAVE THE SAME DEVICE DURING EACH SCHOOL YEAR?

Students in grades K-8 will keep the same device for each academic year.

WHAT SOFTWARE APPLICATIONS WILL A STUDENT NEED ON THE COMPUTER?

All required student software will be installed by the IT department.

WHAT IF A STUDENT DEVICE IS DAMAGED?

If a student's device is damaged, the student's family will be billed accordingly. While a device is being repaired the student will be provided a loaner device, if available, to continue the learning process.

DURING THE SCHOOL YEAR

SPS devices assigned to a student that incur minor chips, cracks, and small dents to the case and continue to be fully functional are not sent in for repair. Damage more severe such as missing keys, damaged screen, large cracks in the cover or bezel, or loss of functionality, must be repaired immediately. Large cracks in the case are defined as anything big enough to allow damage to the circuit board or screen.

AT THE END OF THE SCHOOL YEAR

For grades Kg - 8, the student's SPS device will be assessed for major damage and refurbished, if necessary.

Note: If the device is going to be assigned to a new user, this ensures that the next recipient receives it in good condition and eliminates the possibility of paying for damage by an earlier user.

For students being assigned the same computer the following year, minor damage will not be repaired at the end of the school year.

WITHDRAWALS DURING THE SCHOOL YEAR

Upon a student withdrawal from school, the student's device will be assessed for damage and refurbished, if necessary. The charge to refurbish will be incurred by the parent.

WHAT IF A STUDENT FORGETS TO BRING THE DEVICE TO SCHOOL?

It is the responsibility of the student to bring the fully charged computer device to school every day. If a student forgets to bring the device to school, the student may be provided a loaner device for use during the day. Students who frequently forget to bring their SPS Device may not be issued a loaned device.

WILL MY CHILD BE ABLE TO ACCESS OUTSIDE INTERNET SOURCES WHILE AT SCHOOL?

Only the Internet gateway provided by the school may be accessed while in the school. The SPS filtering and management systems include the following:

- Internet sites are filtered using a category-based system and customized lists.

- Webpages are analyzed for inappropriate content while loading.

- Inappropriate student activity is flagged.

- Real-time alerts occur when inappropriate content is accessed.

Saint Patrick School Device Use Agreement

• I will take good care of my SPS device and know that I will be issued the same SPS device each year.

• I will never leave my SPS device unattended in an unsecured or unsupervised location.

• I will never loan out my SPS device to other individuals.

• I will know where my SPS device is at all times.

• I will charge my SPS device's battery to full capacity every night while I have it at home.

• I will keep food and beverages away from my SPS device since they may cause damage to the device.

• I will not disassemble any part of my SPS device or attempt any repairs.

• I will not willingly attempt to bypass SPS restrictions and/or security while using my device.

• I will protect my SPS device by always carrying it in a secure manner to avoid damage.

• I will use my SPS device in ways that are appropriate for education.

• I will not place decorations (stickers, markers, writing, etc.) on the SPS device.

• I understand that the SPS device I am issued is subject to inspection at any time without notice and remains the property of Saint Patrick School.

• I will follow the policies outlined in the SPS Device Handbook while using my SPS device.

• I will file a police report in case of theft.

• I will be responsible for all damage or loss caused by neglect or abuse.

• I agree to pay the full replacement cost of my SPS device, power cord and charger in the event that any of these items are lost or damaged, per policies outlined in the SPS device handbook.

• I agree to return the SPS device, power cord/charger in good working condition at the end of each school year.

My Signature below affirms I have read and agree to the conditions of use as set forth in the "Student Device Handbook". Please sign and return this page to the school in order that your student may receive his/her device.

Student:_____   Device:_____

Parent:_____   Date:_____