



**St. Mary's Catholic School
Technology Policy and Procedures
Student Handbook
2017-2018**

Contents

	Page
I. General Information	2
II. Student and Parent Expectations	5
III. PD Quick Tips	7
IV. Frequently Asked Questions	8
V. PD Basics and How to Care for the PD	9
VI. PD Equipment Requirements	11
VII. PD Incident Report	12
VIII. Parent Agreement/Signature Page	13-14

I. General Information

St. Mary's School provides wireless network access in each of its school buildings in order to provide students with 21st century learning opportunities. The purpose of this policy is to establish clear guidelines and procedures to ensure the integrity of the St. Mary's Technology program. This policy applies, but is not limited to all devices and accompanying media (e.g. USB thumb and external hard drives) that fit the following classifications:

Tablets

Netbooks

Laptop/notebook computers

Any personally-owned device capable of storing data and connecting to a network

The policy applies to any hardware and related software whether brought from home or issued from the school on a lease-to-own plan, which could be used to access organizational resources.

Grades 7th - 12th are charged a technology fee of \$175.00. This fee is for services such as instruction, tech support, Microsoft Office, internet use, various software programs, and hardware. The laptop they are issued are the property of the school and are expected to be treated as such. Please see the Technology Handbook for care instructions.

If the laptop is still under warranty SMS will repair minor damages. If not, IT will give a quote for any repairs needed and give to the student.

Definition of Users

The term *user* in the proceeding information is considered any student, employee or guest of St. Mary's School that brings a personal device to access St. Mary's campus network.

Guidelines for Use of Wireless Internet

Users must understand that the use of a personal device in the classroom is for instructional use only **AND** at the teacher's discretion. Users should have permission from the teacher to use a personal device in their classroom.

Use of personal devices in the classroom must support instructional activities.

Users must power off and put away personal devices if directed to do so by teachers or school administration.

Users must ensure that their personal device does not disrupt the learning of others. For example, audio should be muted unless directed otherwise by instructional staff.

During school time, students will refrain from using personal devices outside the classroom unless otherwise directed by the teacher.

Users must abide by the St. Mary's School Acceptable Use Policy when using personal computers.

Users are not allowed to access any network resources other than the Internet.

Users are responsible for the use of their personal device on the St. Mary's campus network at all times.

Users should practice caution when allowing others to access their personal device.

Users failing to comply with the above guidelines may receive the following consequences:

Device taken away for the period.

Device taken away and kept in school office until parent picks it up.

Student loses privilege of using personal devices at school.

Discipline Referral as noted in the student handbook.

Violations that will result in the immediate and permanent loss of access (and may be referred to civil authorities):

Accessing websites of a pornographic, sexual, illegal or otherwise considered inappropriate by St. Mary's School administration.

Activity involving cyber-bullying or harassment of another user or group of users.

Activity of a malicious and/or illegal intent.

Any other violations and misuses of a personal computer on school grounds will be subject to established discipline policies and procedures.

Disclaimers

Wireless access is available for the Internet only.

Technical support for personal devices is the sole responsibility of the user. St. Mary's Parish technology department personnel are not available to provide technical support for devices.

Technology support may guide and direct students as to how to find a solution to a problem. If time allows, technology support may repair a machine not under warranty, for a fee of \$20/hour plus parts.

St. Mary's School assumes no responsibility for malfunction, damage, theft, or loss of devices used on any of school campuses or in any of its school buildings.

II. Student and Parent Expectations

_____ **a. Read the Technology Policy and Procedures Student Handbook** and abide by user agreements contained therein.

_____ **b. Read and understand the Technology Acceptable Use Policy**, including consequences for failure to comply with the technology user agreement. The use of personal devices falls under this policy. The use of a personal device (“PD”) is not to be a distraction to teachers or students and must not disrupt class in any way.

_____ **c. Bring the personal device to school every day.** The purpose of the PD is to provide enhancement to the educational experience. Students will not have access to ‘loaners’ when equipment has been forgotten. Class work to be completed on the PD will be the responsibility of the student. Students will not be allowed to arrange for their PD to be delivered to school.

_____ **d. Bring the PD to school fully charged.** *No recharging at school.* Repeatedly bringing an uncharged PD to school may result in loss of PD privileges for a period of time.

_____ **e. Do not leave the PD unattended** except when approved by a teacher and stored in a safe, secure location. PDs found unattended in a public space will be brought to the SMS Principal’s Office. An incident report will result and the student will be notified. Students are responsible for securing the PD in their locker when not needed for classes, or while at lunch, etc.

_____ **f. Create “back up” files on a flash drive, or on the cloud.**

_____ **g. Keep the PD in the carrying/storage case at all times and put the PD in “sleep” mode between classes.** The carrying/storage case reduces damage to PDs. When not in use, power down the PD or put it in “sleep” mode to preserve battery power. Wrap power cord separately from the machine before storing, to prevent damage.

_____ **h. While at school, use the PD only when in a classroom supervised by SMS staff.** Do not use the PD in the lunchroom, playground, hallways, gym, or car. Students will not take PDs to lunch without permission.

_____ **i. While away from school, use the PD only in a location free from food, liquid, and debris.** Spilling food or drink on the PD could permanently damage the PD.

_____ **j. Do not slam or push on the lid, or set objects/books on top of the PD.** Setting heavy objects, like musical instruments, sports equipment, or books, on the PD may cause severe damage. The PD should not be placed under items like pillows or blankets, which may cause the PD to overheat. Do NOT leave the PD in a vehicle where heat or cold will damage the PD. The PD should not be transported in a backpack.

_____ **k. Do not delete the Internet browser history.**

_____ **l. Do not access inappropriate websites.** Report accidental incidents to a teacher or staff member immediately. Accessing inappropriate websites will be tracked on an Incident Report.

_____ m. Make the PD available for inspection by an administrator, teacher, or staff member upon request. The PD and its contents (including websites that have been visited, or content that has been created) may be monitored by SMS staff. Students are responsible for using the PD in accordance with school policies at all times and will be held responsible for inappropriate use, including accessing inappropriate websites or materials, while at school or at home. When students are logged onto the SMS network during the school day, the administrative staff has the ability to search directories for inappropriate content. At any time, a staff member of SMS may inspect a student's PD.

_____ n. Use appropriate and respectful language in all communications. As we encourage students to become life-long learners, we continually stress the need to participate in the school and greater community in a manner reflecting our Christian values. While using a PD, students must use appropriate and respectful language in all communications.

_____ o. Abide by copyright laws. Copyright material is protected by law. Any use of copyright material should be appropriately cited. Check with a member of the SMS faculty or administration if you have questions about using copyright material or how to cite copyright material.

_____ p. Do not use the PD to access social networking sites such as Instagram, Facebook, or Twitter while on school/church property. Because of security, safety, and content issues associated with social networking sites, students are not permitted to use PD to access these sites. Students are not permitted to send e-mail, instant messages, or other communications from the PDs unless such use is authorized or directed by SMS faculty or administration.

_____ q. Do not use or harm another student's PD. Do not loan your PD to others. Do not use or attempt to use another student's or an SMS staff member's subscriptions, logins, files, or personal information. Students must not intentionally spread or create a computer virus. The use of a PD is intended for educational purposes. Passwords and logins should remain confidential. Material on the PD obtained with logins or passwords is the responsibility of the student.

_____ r. Do not give out personal information, such as your name, address, photo, or other identifying information on the Internet. Do not misidentify yourself in online communication for any reason or to avoid detection for any misbehavior or rules violation. Students should only provide information if directed by an SMS staff member. Students may not share files except for school related projects.

_____ s. Do not travel with or use the laptop at locations other than home/school without my parent's/guardian's permission. Rather than set limits on the use of the PDs, we are relying on parents to be the best judges of where and how their child may use the PD. Ultimately, it is the parents who bear the financial responsibility for damages or loss related to the PD. Parents should decide and enforce limits of use to best fit their child while at home.

_____ t. Use caution regarding attempts to repair, alter, or make additions to the PD. If any repairs need to be made, it is advisable to return the device to the dealer for warranty repair work. Unauthorized repairs to the PD could invalidate its warranty.

_____ u. Do not leave the PD in your school locker overnight.

_____ **v. Report problems and damage immediately to the SMS Office.** Report loss/theft of the PD to your parents or legal guardians, SMS, and proper authorities within 24 hours.

_____ **w. Consequences for Misuse/Disruption (more than one may apply)**

- * Device taken away for the period
- * Device taken away and kept in the front office until parent picks it up
- * Student is not allowed to use personal devices at school
- * Disciplinary Referral as noted in the student handbook

_____ **x. St. Mary's School is in no way responsible for:**

- * Personal devices that are broken while at school or during school-sponsored activities
- * Personal devices that are lost or stolen at school or during school-sponsored activities
- * Maintenance or upkeep of any device (keeping it charged, installing updates or upgrades, fixing any software or hardware issues)

III. PD Quick Tips

- ALWAYS keep the PD in the carrying/storage case, when not in use.
- When not in use, put the PD in the “sleep” mode or power down to extend battery life.
- Do not leave the PD unattended!
- Do not store your PD in your locker overnight!
- Keep liquids and food away from the PD.
- Back up important documents to an external flash drive or on the cloud regularly. Organize and maintain files.
- If you accidentally access an inappropriate Internet site, notify an adult as soon as possible.
- The PD may be inspected at any time.
- “Chatting” (e.g., using IM) and file sharing (including via school network) are not allowed on the PD at school, unless as a class-directed activity.
- Never attempt to access another’s files, accounts, or hardware. Do not share passwords.
- Do not place anything between the screen and keyboard when you close the PD.
- Do not scratch, hit, or push on the screen. Do not put heavy objects on the PD!
- Do not attempt to repair the PD.
- Do not expose the PD to extreme temperatures.
- Do not leave the PD in any vehicle at any time of the year.
- Do not use the PD in a moving vehicle.

IV. Frequently Asked Questions

1. I am concerned about the fees for fixing a PD in use by my child. Can you describe the process in case of damage or loss?

The manufacturer's warranty generally covers defects in materials or workmanship that may occur. It does not cover damage as a result of abuse, neglect, misuse, repair by an unauthorized party, unauthorized modification, extreme environments, power surges, lightning, fire and the like. Damage as a result of exposure to extreme heat or cold will not be covered under the warranty. This includes damage as a result of a power surge, so we strongly encourage the use of surge protectors at home. The manufacturer and/or supplier has the final decision as to whether the damage is caused by "customer abuse" or "ordinary wear and tear." Examples of items not covered by manufacturer's warranties generally include: missing keyboard keys, cracked cases and screens, liquid damage, and damaged power adapters.

2. Does the school campus have "filters" to prevent access to inappropriate websites and content?

Yes, we have filters on our campus network. It must be remembered that these controls are not perfect. There is no guarantee that what you may consider inappropriate for your child will be blocked by these filters. Students must also be held accountable for accessing inappropriate websites, with the exception being accidental access (which should be reported to the teacher at the time or as soon as possible following the event). SMS will randomly check PDs for websites visited and materials accessed. Your child will be responsible for inappropriate use of the PC (whether at home or at school) in accordance with SMS Technology Acceptable Use policies.

3. Are students allowed to access e-mail accounts on the PC?

Yes. However, email should be connected to school-related assignments and activities. While on campus, SMS does not allow e-mail, instant messaging or other interactive communications, unless for school-related purposes.

4. May students put music on the laptops?

Teachers may choose to allow students to download appropriate music related to assignments and activities supervised by SMS faculty.

5. My child already has a laptop. Can we use it instead of buying a new one?

Yes. See section V for hardware requirements.

6. May I use my home printer with the PD?

Yes. Students will not have access to school printers.

11. How do I configure Internet access?

Contact your Internet provider for instructions.

V. PD Basics and How to Care for the PD

Tips for Getting the Most from your Battery

- Avoid applications that are “power-hogs” unless required for class, (e.g., playing CDs, screen savers, graphics intensive software). Even an unused CD in a drive uses power.
- When not in use, put it to sleep by closing the lid. Always put the PD to sleep if it will be used within the next two hours. Restarting within two hours uses more power than “sleeping”.
- Use light-colored, non-animated desktop wallpaper. Complex and dark images use more power.
- Use the PD in moderate temperatures. Extreme temperatures will diminish the battery’s capacity and can damage the PD. **DO NOT LEAVE THE PD IN THE CAR.**

Cleaning

Keep it in the storage/carrying (protective) case.

Cleaning the Netbook Screen

Take the PD out of its protective case. Use a clean, soft, lint-free cloth only and wipe the screen. Do not spray or apply any liquid directly on the screen.

Cleaning the Keys and the Track Pad

Keep the keyboard clean by cleaning your hands before each use! Clean the keys or the track pad by using a soft slightly damp cloth to gently wipe keys and pad. Do not spray cleaning products or water onto keyboard. Be careful when cleaning so that the keys do not pop off. Do not pick at the keys.

Plugging In the Power Adapter

It is your responsibility to charge the PD battery and bring it to school fully charged. Chargers should generally stay at home. Provide space around your power adapter. A surge protector can help prevent damage from power surge. **WARNING:** Use only the power adapter supplied with the PD.

Using the PD

When using a PD or when charging the battery, it is normal for the bottom of the device to get warm. Use the PD when it is on a flat, stable surface.

WARNING: Do not place your PD on a pillow or other soft material as the material may cause the PD to overheat. Never place anything over the keyboard before closing.

General Safety Instructions

Immediately disconnect the power plug and disconnect the Internet connection if any of the following conditions exists:

- The power cord or plug becomes frayed or otherwise damaged.
- You spill something onto the PD or case.
- The PD is exposed to rain or any other excess moisture.
- The PD has been dropped or the case has been otherwise damaged.
- You suspect that the PD needs service or repair.

WARNING: Be sure that you always do the following:

- Keep the PD away from sources of liquids, such as drinks, washbasins, bathtubs, shower stalls, etc.
- Protect the PD from dampness or wet weather, such as rain and/or snow.

Connectors and Ports

Never force a connector into a port. If the connector and port don't join with reasonable ease, they likely don't match. Make sure that the connector matches the port and that you have positioned the connector correctly in relation to the port. When removing the connector from the port, remove it by pulling on the connector, not the cable. Some types of connectors have a release clip that releases the connection. It's important to release these types of latches before removing the connector from the port. Failure to release this retention latch or abruptly pulling on the cord could cause damage to the connector or the laptop.

PD Assistance and Repair Process

Repairs to student-owned machines are the responsibility of the student. The SMS IT Department will not take responsibility for repairing non-SMS owned machines.

VI. Student BYOD Equipment Requirements

Where applicable, each computer must have un-expired and functioning antivirus protection installed.

Each computer must have wireless capability to access the internet (at least 802.11g).

Device must have at least a 10" screen, 2 GB RAM, 64 GB HDD, Windows-based operating system, and minimum 6 hour battery life.

Battery must be fully charged at the beginning of each day.

Protective case is recommended.



St Mary's Catholic School

BYOD Incident Report

Student Name _____ Date: _____

Incident:

- _____ Student left PD unattended in a public place
 - _____ Student left PD in an unlocked locker overnight
 - _____ Student used PD in class without teacher's permission
 - _____ Student mistreated his/her PD or another student's PD
 - _____ Student used PD in a manner other than directed by the teacher
 - _____ Student failed to charge the PD overnight
 - _____ Student accessed inappropriate websites
 - _____ Other: _____
-

Teacher/Staff Comments:

Teacher Signature: _____

Student Signature: _____



St. Mary's Catholic School

Parent BYOD Agreement

St. Mary's Catholic School (SMS) implements the BYOD program, to expand and personalize student learning opportunities. It is essential that the **Student BYOD Agreement**, the **Acceptable Use Policy** and other technology policies are followed by your student to ensure the safe, efficient, and ethical operation of the devices and network. In order for your child to use the PD in class and home, you must accept the following terms and responsibilities:

- I have read the **Acceptable Use Policy, BYOD Policy and Procedures Student Handbook, and Parent BYOD Agreement**
- I have discussed these documents with my child.
- I will discuss appropriate use of the Internet and will supervise my child's use of the Internet.
- Recognizing that I am the best judge of whether my child can responsibly/safely use the PD away from home, I understand that the School has not banned students from traveling with the PD or from using it in locations other than home/school. I further understand that I am responsible for damage/loss that may occur.
- I understand that the PD may be inspected by school staff upon request and that the PD and its contents (whether created at home or at school) can be viewed by school staff when my child is on the school network. I understand my child should not delete the browser history, cache, or cookies from the PD and will be held responsible for any inappropriate use of the PD at home or at school in accordance with the Acceptable Use Policy.
- My child or I will report all relevant damage and/or any other problems to the SMS office.
- I understand that my child will face consequences under the Discipline Policy after a specified number of incidents have been reported on an Incident Report Form.

- I will report loss/theft of a PD to the parents, the SMS office and other proper authorities within 24 hours. I will fill out a BYOD Incident Report Form for my student to turn in to the SMS office within 24 hours or the next school day.
- I understand that I am responsible for certain costs related to damage/loss to the PD, if not covered by warranty from the manufacturer or supplier.
- Families will be responsible for costs associated with the repair of PDs not covered under warranty. The warranty typically does not cover damage as a result of abuse, neglect, misuse, unauthorized repair/modification, power surges, lightning, fire, etc.

_____	_____
Parent Signature	Date
_____	_____
Student Signature	Date