



## ST. MARY SCHOOL ONE-TO-ONE DEVICE USER AGREEMENT

The use of the Devices in the classroom is a privilege. Students are required to keep the Device in working order at all times and to follow the “Technology Responsible Use Policy” in the handbook. Devices that are broken damaged, or not functioning must be brought to the Technology Coordinator immediately for evaluation. The policy, procedures and information in this document apply to all school-owned Devices. Teachers may set additional requirements for use in their classrooms.

### **APPROPRIATE USAGE**

- Devices are intended for ACADEMIC use only.
- If a student violates the technology responsible use policy and the one-to-one policy they will lose their Device privilege according to the principal’s discretion. Multiple violations could lead to suspension or expulsion.
  
- Students are expected to follow the Diocese code of conduct:
  1. Treat others with respect and compassion in all interactions, including online communication
  2. Care for school devices and systems, and not vandalize or intentionally damage them
  3. Respect others privacy and work, by protecting and not sharing or using passwords, messages, photos, recordings, or personal information of someone without their permission
  4. Use school technology resources for educational purposes only
  5. Use personal technology only as directed by staff while at school
  
- Inspections
  - St. Mary School reserves the right to inspect student Devices at any time.
  - Students, who do not maintain the device, will lose their device for an indefinite period of time at the discretion of the principal.

### **RESPONSIBILITY AND LIABILITY**

St. Mary School is responsible for software updates and general maintenance.

**Students are responsible for repair and/or replacement of any damaged Devices caused by the student.**

- If technical difficulties occur Students need to fill out a Fix-it-Ticket.
- The school will not accept any responsibility for the loss of any software or data deleted due to device repair.
- Students are responsible for keeping their data saved.
- Students cannot access personal accounts on campus.
- Inappropriate media may not be stored/used on the Device at any time, including background images or inappropriate videos and music, programs etc.
- Students may not uninstall or install programs.

To ensure consistency, software parity and to address maintenance as well as internet accessibility, all students will use a Device provided by St. Mary School. No personal devices are allowed on campus unless sanctioned by a teacher for a special project.

Students will lose their Device privileges for any of the following device management issues:

- Left unattended inside the school building
- Left at home (for 6th-8th grade only)
- Left outside or off campus (6th and 8th grade only)
- Not charged properly
- Not stored properly
- Took the Device home during Thanksgiving, Christmas, Easter and summer vacation. (6th and 8th grade only)

Leaving St. Mary School:

- Students who withdraw or leave the school for any reason must return the Device and any accessory components immediately and in acceptable condition.
- Students who do not return a school device will be held liable for the replacement for that device.

Devices undergoing repair

- Loaner Devices will be available to those students whose Device is undergoing investigation and/or repair.
- If a student damages a device, they will not get a replacement and will be responsible for the paying for the repair and/or replacement of the inoperable device.

### **Handling your Device:**

- To pick up your Device use two hands and hold in the middle of the edges. NEVER pick up your Device by the corners. NEVER pick up your Device by the display. Be extremely careful with these valuable tools.
- Do not move your Device while it is open or still logged on. Make sure the device is turned off, there should be NO LIGHTS showing on the outside of the Device.
- Do not touch the screen with any sharp or pointed objects.
- Do not touch the camera or voice recording areas.
- Do not put anything on top of the Device when it is closed.
- Never block the air vents on the device.
- Do not use the Device in wet or dusty environments.
- Keep all food, liquids and dirt away from the device!
- Students must use their assigned Devices at all times.
- Students can not handle another student's device or data
- Do not "bump" the Device against lockers, desks, floors, etc
- Do not put the Device on the floor under your desk
- Cords and cables must be inserted carefully into the Device to prevent damage.
- Devices and bags must remain free of any writing, drawing, stickers, or labels.
- Never store Devices in sunlight or in extreme temperatures.

### **Protecting and Storing**

- Jr High students must carry the device and bag across their shoulders
- Students cannot decorate the device bag with any wet or sticky substances or labels.
- Device must stay in the Device bag at all times for 6<sup>th</sup>-8<sup>th</sup> grade.
- Students must store their Device in the cart or in their device bag properly.
- Students should not place the Device in a backpack that is full of other objects.
- Students must be careful when putting the Device in their locker and/or cart.

### **Printing with your Device**

- Always **print preview** first to make sure you have only one page and that your name is on your work, etc.
- Choose **double sided** to save paper.
- If your document does not print right away, **DO NOT HIT PRINT AGAIN** – troubleshoot by checking that there is paper or that you are still on the network. Let your teacher know if the issue persists.

### **Storing your Device and charging the battery**

- When you aren't using your Device, store it in the Cart or Device bag.
- SHUT DOWN your Device at the end of the school day, wait for the screen to turn black, and then close the lid.
- CHARGE your Device and Students who have a Device that has less than 30% battery power will be considered unprepared for class.
- If your charger does not light up when you plug in the Device, it is not charging! Please see your teacher.

## **Google Apps Responsible Use Policy**

St. Mary School provides google accounts and access to google services is a privilege not a right. This account will be available as long as the student is at St. Mary School. Student email accounts are restricted; email may only be sent and received to and from other St. Mary School student accounts, or to and from teacher accounts. This means anyone outside of St. Mary School (including parents) cannot email St. Mary School students.

Students will be able to access their email, documents and drive at school or at home. They may communicate with teachers and other students as required for academic reasons only. Violating rules in this policy may result in a suspended or deactivated account, or expulsion.

### **Access Restriction**

The school maintains the right to immediately withdraw the access and use of student account when there is reason to believe that violations of law or school policies have occurred.

### **Academic Integrity**

Honesty is expected of students in the performance of all academic work. Cheating, plagiarism (such as, but not limited to, copying or sharing the work of another and submitting it as one's own, plagiarism from the Internet, etc.), doing another person's homework assignments or turning in a group shared Google doc as your own work are all forms of academic dishonesty.

Academic dishonesty may lead to other disciplinary procedures including suspension. Refer to the Junior High Handbook for specific guidelines.