ST. ANTHONY SCHOOL

MIDDLE SCHOOL DEVICE GUIDE

2022-2023

Introduction

The following handbook provides students and their parents/guardians with information about the general use of technology, "ownership", rights and responsibilities for possession of the digital device, and care of the digital device. All students and their respective parents/guardians must agree to all policies listed in this handbook in order to receive and utilize a digital device, school network, and all other St. Anthony owned technology-related items.

With this privilege and the extraordinary opportunity to explore digital resources, come responsibilities for each student and his/her parents/guardians. St. Anthony Catholic School will ensure that all students use the digital device and its access to other resources as an essential part of their learning experiences. Along with the efforts of parents/guardians, St. Anthony Catholic School will follow its policies in maintaining an environment that promotes ethical and responsible conduct in all electronic resource activities and uses.

Ownership

St. Anthony Catholic School retains sole right of possession and ownership of the digital device and grants permission to the student to use the device according to the rules and guidelines set forth in this document. St. Anthony Catholic School lends the device to the student only for educational purposes during the academic year. Failure to follow the terms of the policies will result in disciplinary action, including but not limited to, confiscation of any and all devices and accessories lent to the student and revocation of student access to St. Anthony technology, as well as any other disciplinary action deemed appropriate by school administration. St. Anthony Catholic School reserves the right to monitor and log users' (students') use of the school's technology and network and to examine user (Student) files and materials as necessary. Moreover, St. Anthony administrative staff remains the right to collect and/or inspect the device at any time,

including via electronic remote access; and to alter, add, or delete installed software or hardware. There is no reasonable expectation of privacy while using St. Anthony computers, networks, or other technology.

Lost or Stolen Equipment

If any equipment is lost, the student or parent/guardian must report the loss to the school within 48 hours. The circumstances of each situation involving lost equipment will be investigated individually. Parent/Guardian will be billed for lost equipment. Please refer to the User Misuse and Abuse section for replacement costs. St. Anthony Catholic School will not be obligated to replace a student device in the case of neglect and failure to use diligence with school property.

If the equipment is stolen, a police report must be filed and a copy of the report that lists the stolen device must be provided to the school by the student or parent/guardian in a timely manner. The student and parent/guardian will be responsible for the full cost of replacement.

User Misuse and Abuse

Students will be responsible for the entire cost of replacement or repair of the digital device damaged through misuse, neglect, or intentional damage. Incidents of negligence or repeated incidents become the financial responsibility of the family, up to the full replacement cost of the device. The repair costs below may be applied:

CHROMEBOOK

- Broken Screen - $150
- Keyboard/Top Cover - $50
- Screen Bezel - $30
- AC Adapter with Power Cord - $30
- Battery - $75
- Hinge - $20
- LCD Back Cover - $35
- Base Enclosure - $45
- Device Carrying Case - $35
- Full Replacement Chromebook - $300

CHROME TABLET

- Broken Screen - $150
- Keyboard/Top Cover - $30
- Power Adapter - $15
- Power Cable - $15
- Device Carrying Case - $30
- Full Replacement Chrome Tablet - $250

Distribution of Device

Before the St. Anthony Catholic School device can be issued, a copy of the St. Anthony Digital Device Agreement and the Acceptable Use Policy must be signed by a parent or guardian. Each student in grades fifth through eighth will be issued a device, a protective case, and power adapter with cord.   Devices will be issued to students following an orientation that includes expectations for students and digital citizenship.

Each device will be labeled in the manner specified by St. Anthony Catholic School. The digital device can be identified by serial number and the St. Anthony inventory label. The inventory label and any other label should not be removed from the device.

Collection of Device

The student's device and accessories must be returned during a device check-in day, which will be set by St. Anthony Catholic School, for maintenance over the summer. If a student transfers out of or leaves St. Anthony Catholic School during the school year for any reason, the student must return the device, including power cords and any other school-issued accessories, before leaving the school. All items must returned with only normal wear and no alterations.   Cords and accessories should be maintained and returned in working order. Failure to return items may result in the device being reported stolen and police involvement to recover the device.

Student Responsibilities

The rules and regulations are provided here so that students and parents/guardians are aware of the responsibilities students accept when they use a school-owned device. In general, use of technology requires efficient, ethical, and legal utilization of all digital resources. Violations of these rules and guidelines will result in disciplinary action.

The student will assume responsibility for the following:

1. **Bringing the device to school**
    *   Students must bring devices to school every day that classes are in session.
    *   Students are responsible for ensuring their device is charged prior to school each day. Students who leave their device at home may be issued another device for that day, depending on availability. However, repeated instances of leaving the device at home many result in no loaner device. In those cases, students will be responsible for all missed activities and assignments due to lack of a device.
    *   St. Anthony Catholic School will allow headphones and a USB optical mouse to be used while at school. Students who choose to bring any personal accessories such as a wireless mouse or earbuds are aware that St. Anthony Catholic School assumes no responsibility in the provision or maintenance of these personal devices.

2. **Carrying Device in a Safe and Secure Manner**
    *   Always transport the device in the case provided by St. Anthony Catholic School.
    *   Always transport the device with care and with the screen closed.
    *   Never lift a device by the screen.

3. **Device Security**
    *   Under no circumstances should devices or accessories be left in unsupervised areas. Unsupervised areas include the bathrooms, hallways, library, cafeteria, or any other area deemed insecure. Any device left in these areas is in danger of being stolen or tampered with by unauthorized individuals.

4. General Care

- Never loan the device or its accessories to another student.
- Never set books or stack heavy objects on top of the device.
- Never set food or drink next to the device.
- Never leave the device exposed to extreme temperatures or moisture sources for extended periods of time.
- Always carefully insert cords, cables, and removable storage into the device.
- Always carefully remove cords, cables, and removable storage from the device.
- Never deface the device and its accessories through the use of writing, drawing, stickers, labels, or by any other means.

5. Screen Care

The device screen can be damaged if subjected to heavy objects, rough treatment, some cleaning solvents, and other liquids. The screens are particularly sensitive to damage from excessive pressure, heat, and light.   The student is responsible for ensuring the following screen precautions:

- Never put pressure on the top of a device when it is closed.
- Never store a device with the screen open.
- Always make sure there is nothing on the keyboard before closing the lid (i.e., pens, pencils, …)
- Only clean the screen with a soft, dry microfiber cloth or anti-static cloth.

6. Device Problems/Repair

If the device is not working properly, the student immediately needs to fill out a Technology Request Form (Google Form) or Device Repair/Assessment Request Form.   The student will then bring the device to the Technology Lab during designated office hours.   If outside of the office hours, the student will be contacted within 24 hours of the request being sent and an appointment will be made to bring the device to the Technology Lab. If the device cannot be fixed immediately, the student may be issued a loaner device on a temporary basis (based on availability).   All policies listed in this handbook apply to the student during the loaner period. The student is responsible for ensuring the following:

- The student will never attempt to repair or reconfigure the device.
- The student will not attempt to open or tamper with the internal components of the device; nor should the student remove any screws.
- The student and parent/guardian will NEVER take school-owned devices to an outside computer service for any type of repairs or maintenance.

7. Asset Tags

An asset tag is a barcode-like sticker placed on the device for inventory and monitoring purposes. All devices will be labeled with an inventory and asset tag. Tags may not be modified or tampered with in any way. A student may be charged up to the full replacement cost of a device for tampering with a school asset tag logo or turning in a device without a school asset tag.

8. Appropriate Classroom Routines

When at school, the student will use the device and/or any of the school's technology equipment strictly for educational purposes. Using the device for recreational use during class time, or while in the Library is prohibited. Students are expected to fully participate in all classroom activities as directed by their teacher. School staff and technology personnel may inspect the device without warning or probable cause. In addition to the rules and guidelines set in this handbook, students must abide by all rules and guidelines set by the classroom teacher. Violation of this responsibility will result in disciplinary action.

Student Accessibility

1. **Logging into a device**
    *   The student will log into his/her device using their school issued account.
    *   The student will not share account passwords with other students.

2. **Managing and saving digital work**
    *   The majority of student work will be stored in internet/cloud-based applications and can be accessed from any computer with an internet connection and most mobile internet devices.
    *   The student may elect to store a small number of files on the device's hard drive.
    *   The student should always remember to save frequently when working on digital media. Not all Google tools/apps automatically save.
    *   St. Anthony Catholic School will not be responsible for the loss of any student work.
    *   St. Anthony Catholic School strongly encourages the student to maintain backups of important work on a portable storage device or by having multiple copies stored in different internet storage solutions.

3. **Device Cameras**
    *   Cameras on the devices are to be used for educational purposes only, as determined under the direction of the teacher.
    *   The use of cameras outside of classroom instruction is strictly prohibited.
    *   Students may not post or share pictures or videos of other students using school-owned devices.

4. **Backgrounds and Themes**
    *   Inappropriate media may not be used as backgrounds or themes. Presence of guns, weapons, violence, pornographic materials, inappropriate language,

alcohol, tobacco, drugs, gang-related symbols, or any other content deemed inappropriate by administration will result in disciplinary action.

5. **Printing**
   - Students will be encouraged to share their work with their teachers and peers through digital methods such as Share and e-mail.
   - If printing is necessary, students should use the computers in the Technology lab or a device at home.

6. **Chrome Web Apps and Extensions**
   - Students will not install any web app or extension on their school-issued device unless explicitly asked to by their teacher or IT personnel.

G Suite for Education

G Suite for Education is a suite of secure web-based programs for document creation, collaboration and classroom management tools. St. Anthony Catholic School will provide students with user accounts for G Suite for Education. Teachers will be using Google Apps for lessons, assignments, and communication.

G Suite for Education will also be available anywhere that has internet access. Google Accounts can be accessed from personal devices such as home computers, tablets or phones. School staff will monitor student use at school. Parent/Guardian(s) are responsible for monitoring their child's use of G Suite when accessing programs outside of school. G Suite for Education is intended for educational purposes only. Student behavior expectations as outlined in this handbook will apply.

Discipline/Violations

The use of any technology is a privilege and not a right. Students are expected to use technology in accordance with classroom rules, guidelines in this handbook, and any applicable local, state, and federal laws. Students are expected to follow all copyright laws pertaining to all media, including text, images, programs, music, and video. Downloading, sharing and posting online illegally obtained media is against the Acceptable Use Policy. Inappropriate use and violations of these policies will result in disciplinary action and/or repossession of the device and its accessories. Administration may also refer the matter to law enforcement if the violation involves an illegal activity.

System users do not have any expectation of privacy on the contents of their personal files on the school system. An individual search will be conducted if there is suspicion that the user has violated the law or the school disciplinary code. The investigation will be in the context of the nature of the alleged violation. St. Anthony Catholic School will cooperate fully with local, state, or federal officials in any investigation concerning or related to any illegal activities.

Parent/Guardian Responsibilities

St. Anthony Catholic School makes every effort to equip parents/guardians with the necessary tools and information to ensure safe use of the devices in the home and community. There are several responsibilities assumed by the parent/guardian, which are outlined below.

1. Sign the Student and Parent/Guardian Digital Device Agreement. In order for students to be issued a Chromebook or tablet, a student and his/her respective parent/guardian must sign this agreement.

2. The parent/guardian and the student are responsible for the cost of repair or replacement at the date of loss if the property is any of the following:

    •   intentionally damaged

    •   not returned

    •   lost because of negligence

    •   stolen, but not reported to school and/or police in a timely manner

3. The parent/guardian must agree to monitor student use at home and in any setting that is not the school.   The best way to keep a student safe and on-task is through parent/guardian presence and continuous involvement, which can be done by completion of the following actions:

    •   investigate and apply parental controls available through the home's internet service provider and/or wireless router

    •   develop a set of rules/expectations for Chromebook/tablet use at home and in the community

    •   only allow Chromebook use in common areas of the home

    •   demonstrate a genuine interest in what the student is doing on the Chromebook/ tablet. Ask questions and request they show you his/her work often.

4. Support Internet Safety and Etiquette

    •   Internet safety is about helping your child use the internet productively and practice safe, responsible online behavior.

    •   Follow your family's rules about when and where to use the internet.

    •   Be polite, kind, and respectful in all digital forums and whenever accessing technology.

    •   Understand a website's rules, and know how to flag other users for misbehavior.

- Recognize "red flags", including someone asking personal questions such as your name and address. Encourage your child to never share his/her name, the school's name, his/her age, phone number, email, or home address with any stranger.

- Never send pictures to strangers.

- Keep passwords private (except from parents, school technology staff and school administrators).

- Never open a message from a stranger. It may contain a virus that can harm a computer.

- Immediately tell an adult if something makes you feel uncomfortable or something suspicious happens.

- Visit Common Sense Education Connection Families (www.commonsensemedia.org) which is a website designed to support and empower families in raising kids who think critically, participate responsibly, and behave ethically in their online lives.

Appendix A - Student and Parent/Guardian Digital Device Agreement

Student Agreement:

1. I will take proper care of my digital device.

2. I will not loan my digital device or charger and cords to others.

3. I will be accountable for my digital device at all times.

4. I will charge my digital device's battery as prescribed.

5. I will not leave my digital device in an unsecured location.

6. I will keep food and beverages away from digital device.

7. I will not disassemble any part of my digital device nor attempt repairs.

8. I will not remove school-required applications.

9. I will not change any school settings or try to bypass content filtering.

10. I will protect my digital device by carrying it in the case provided.

11. I will not stack objects on top of my digital device.

12. I will not leave my digital device outside, or use it near water.

13. I will save school-related data to the school-assigned storage.

14. I will not write or draw on the device. I will not place decorations (such as stickers, markings, sharpie, etc.) on my digital device or case.

15. I will not deface the serial number, manufacture labels or school labels on any digital device.

16. I will follow school policies outlined in the Digital Device Guide and School's Acceptable Use Policy.

17. I will file a police report in case of theft, vandalism or other violation within 48 hours. I will also notify the school principal within 48 hours.

18. I will be responsible for all damage and loss caused by negligence or abuse.

19. I agree to return my digital device and power cords in good working order.

20. I agree to return my digital device and power cords on the designated date.

Parent/Guardian Agreement:

1. I will be responsible for the repair or replacement costs in the event of loss or damage of the digital device, accessories or case if damage or loss is negligent or deliberate.

2. I will be responsible for monitoring my child's use of the internet when he/she is not at school.

3. I acknowledge that fraudulent reporting of theft will be turned over to the police to prosecute.

4. I agree to immediately return the device and accessories in good working condition upon request.

5. I acknowledge that my student and I are to follow the expectations in the St. Anthony Catholic School Device Guide and Acceptable Use Policy and that my student is subject to discipline for violation of the expectations outlined in these documents.

Appendix B - St. Anthony Catholic School Technology Acceptable Use Policy for Middle School Students

St. Anthony Catholic School is committed to the effective use of technology to enhance both the quality of student learning and the staff efficiency of school operations. It also recognizes that safeguards must be established to ensure the protection of our staff and students.   Safeguards also protect the school's investment in hardware and software, ensure the benefits of technology and prevent negative side effects.

The provisions of this policy and associated guidelines and agreements are subordinate to school, local, state, and federal law. School computers are to be used in a responsible, ethical, and legal manner in accordance with the mission and rules of St. Anthony Catholic School. The school reserves the right to investigate any suspected violations fo this policy.

This policy applies both on-campus and off-campus (including, but not limited to, sporting events, field trips, class trips, academic competitions, etc.)

1. Access to the Internet must be related to a student's class work responsibilities, or for the purpose of education or research and be consistent with the educational objectives of the diocese and school.
2. The use of technology is a privilege, not a right. Inappropriate use may result in a suspension or cancellation of those privileges, disciplinary action (up to and including expulsion) and/or appropriate legal action.   Whether the use is considered inappropriate or violates this policy is a matter within the discretion of the principal.
3. Some examples of unacceptable use include but are not limited to:
    • Using the network for any illegal activity, including violation of copyright or other contracts, or transmitting any material in violation of an U.S. or State law;

- Unauthorized downloading of software (i.e., applications, images, music, videos, etc.), regardless of whether it is copyrighted;

- Accessing any site (games, etc.) without teacher permission; using any equipment without teacher permission;

- Invading the privacy of individuals;

- Using/Sharing another user's password/account or sharing one's own password/account;

- Using pseudonyms or anonymous sign-ons;

- Accessing, submitting, posting, publishing, or displaying any defamatory, inaccurate, abusive, obscene, sexually-oriented, gambling, threatening, racially offensive, harassing, illegal material or other information and/or materials that are inconsistent with objectives and/or teachings of the diocese and/or school;

- Using inappropriate language;

- Use of any proxy sites/servers to access sites that are restricted by the normal course of the network; the school will limit the network using filters and/or additional software to keep inappropriate information away from users, but cannot guarantee this in all situations, particularly given the inappropriate use of proxy site/servers;

- Damaging computer hardware, computer systems, files, programs, or networks;

- Vandalizing or damaging the property of another individual, including data files;

- Employing the network for commercial purposes (i.e., to buy or sell items);

- Unacceptable use also includes online activities occurring outside the school that may be detrimental to the school environment (defamation, threats, harassment, cyber-bullying, etc.)

4. Students may not post any photograph, image, likeness, video or personally identifiable information regarding any employee, student, parent or parishioner on any Internet or web-based site, or in any electronic communication without his/her knowledge and approval.

5. Creating a website or social media presence (i.e., Facebook, Instagram, SnapChat, Twitter, LInkedIn, etc.) that represents the school or transmits the likeness, image, photograph, video or personally identifiable information about any employee, student,

parent or parishioner is prohibited, except with the express permission of the principal.

6. Students may not allow a non-employee or non-student to use a school computer, account, or other equipment unless the person is specifically authorized to do so by the principal.

7. The school reserves the right to monitor student use of school computers including Internet use and e-mail use and content.

These policies and measures are designed to protect both students and employees and to ensure the integrity of the electronic information systems used for educational and administrative purposes in this school. Inappropriate use of St. Anthony Catholic School's computers may result in a loss of access to use them as well as other disciplinary and/or legal actions.

All parents/guardians MUST sign and return the St. Anthony Catholic School Student and Parent/Guardian Digital Device Agreement Signature Page.

St. Anthony Catholic School Student and Parent/Guardian Digital Device Agreement Signature Page

I have read, understand and agree to the stipulations set forth in the Device Guide, St. Anthony Catholic School Technology Acceptable Use Policy, and the Student and Parent/Guardian Digital Device Agreement.   I understand my digital device is subject to inspection at any time without notice and remains the property of St. Anthony Catholic School.

I understand that Internet access is intended for educational purposes and that the diocese and school prohibit the access of inappropriate materials and have filters and/or other software in place to keep inappropriate material away from users, but that it is impossible for the diocese and school to restrict access to all controversial and inappropriate materials. I will hold harmless the diocese, school, their employees, and/or agents from any harm caused by materials or software obtained or observed by my child via the Internet. I also agree, on my child's behalf, to the terms of the Technology Acceptable Use Policy.

I hereby affirm my child's obligations pursuant to that Policy and this Authorization and accept all responsibilities and/or liabilities arising from my child's compliance or non-compliance with this Policy and/or use of the Internet. I have discussed the terms of this Policy and Authorization with my child(ren), and I hereby request that my child(ren) be allowed access to technology and the Internet in school."

Student Name (print) _____   Grade _____

Student Signature _____ Date _____

Parent/Guardian Name (print) _____

Parent/Guardian Signature _____ Date _____