

# VisionWay Christian School Elementary

## Digital Device Informational Packet/Agreement



VisionWay Christian School (VCS) strives to prepare students for an ever changing world that sees technological advancements happening at a rapid rate. The mission of the 1:1 program at VCS is to create a collaborative learning environment for all learners. This environment will enable and support students and teachers to implement transformative uses of technology while enhancing students' engagement with content and promoting the development of self-directed and lifelong learners. Students will transition from consumers of information to creative producers and owners of knowledge.

## **1. Receiving Your Digital Device**

### **a. Student Distribution**

Third-fifth grade students will receive a Digital Device for in classroom use. Students must sign the VCS Digital Device Agreement before the time they receive their Digital Device. Device are not allowed to be taken home and failure to comply will result in disciplinary action and/or the student being charged for the full replacement cost.

## **2 Taking Care of Your Digital Device**

Students are responsible for the general care of the Digital Device they have been issued by the school. Digital Devices that are broken or fail to work properly must be reported to the classroom teacher as soon as possible so that they can be taken care of properly. Students should never leave their Digital Devices unattended except in a secured location.

### **a. General Precautions**

- Cords, cables, and removable storage devices must be inserted carefully into Digital Devices. .
- Digital Devices should not be used with the power cord plugged in when the cord may be a tripping hazard.
- Digital Devices and cases must remain free of any writing, drawing, stickers, and labels other than those provided by the school.
- Heavy objects should never be placed on top of the Digital Device.

### **b. Carrying Digital Devices**

- Always transport Digital Devices with care and in the closed position. Failure to do so may result in disciplinary action.
- Never lift Digital Devices by the screen.
- Never carry Digital Devices with the screen open.

### **c. Screen Care for Chromebooks**

The Chromebook 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.

- Do not put pressure on the top of a Chromebook when it is closed.
- Do not store a Chromebook with the screen open.
- Make sure there is nothing on the keyboard before closing the lid (e.g. pens, pencils, or disks).
- Only clean the screen with a soft, dry microfiber cloth or antistatic cloth.

### **d. Asset Tags**

All Digital Devices will be labeled with a VCS asset tag.

- Asset tags may not be modified or tampered with in any way.
- Students may be charged up to the full replacement cost of a Digital Device for tampering with a VCS asset tag or turning in a Digital Device without a VCS asset tag.

## **4 Using Your Digital Device at School**

### **a. Backgrounds and Themes**

- Students are not permitted to change Digital Device backgrounds or themes. Doing so will result in disciplinary action.

### **b. Sound**

- Sound must be muted at all times unless permission is obtained from a teacher.
- Headphones may be used at the discretion of the teachers.
- Students should have their own personal set of headphones for sanitary reasons.

### **c. Printing for Chromebooks**

- Students will be encouraged to digitally publish and share their work with their teachers and peers when appropriate.
- All student work will be stored in an Internet/cloud application. Students will not print directly from their Digital Devices at school. When printing is needed, teachers will facilitate this on a case by case basis.

### **d. Logging into a Digital Device**

- Students will log into their Digital Devices using their school issued gmail account username and password.
- Students should never share their account passwords with others, unless requested by an administrator.

### **e. Managing and Saving Your Digital Work with a Digital Device**

- Student work will be stored in an Internet/cloud application and can be accessed from any computer with an Internet connection and most mobile Internet devices.
- Some files may be stored on the Digital Device's hard drive.
- VCS will not be responsible for the loss of any student work.
- Students are encouraged to maintain backups of their important work on Google Drive. Additional backups could be saved on a portable storage device or another Internet cloud storage service.

## **5 Operating System and Security**

Students may not use or install any operating system on their Digital Device other than the current version of ChromeOS that is supported and managed by VCS.

### **a. Updates**

- The Digital Device operating system, ChromeOS, updates itself automatically. Students do not need to manually update their Digital Devices

### **b. Virus Protection**

- Digital Devices use the principle of "defense in depth" to provide multiple layers of protection against viruses and malware, including data encryption and verified boot.
- There is no need for additional virus protection.

## 6. Content Filter

VCS utilizes an Internet content filter that is in compliance with the federally mandated Children's Internet Protection Act (CIPA). All Digital Devices, regardless of physical location (in or out of school), will have all Internet activity protected and monitored by the school. If a website is blocked in school, then it will be blocked out of school. If an educationally valuable site is blocked, students should contact their teachers to request the site be unblocked. All school issued devices are monitored and filtered 24/7. Any attempts to access inappropriate content will constitute a violation of the VCS Acceptable Use Policy. **The student logged into the Digital Device is responsible for all Internet searches, whether on or off school grounds so students should not allow others to use their Chromebook.**

## 7. Software

### a. Google Apps for Education

- Digital Devices seamlessly integrate with the Google Apps for Education suite of productivity and collaboration tools. This includes Google Docs word processing, spreadsheets, presentations, drawings, and forms.
- All work is stored in the cloud.

### b. Chrome Web Apps and Extensions

- Some web apps will be available to use when the Digital Device is not connected to the Internet.

## 8. Digital Device Identification

### a. Records

- VCS will maintain a log of all Digital Devices that includes the Digital Device serial number, asset tag code, and name and ID number of the student assigned to the device.

### b. Users

- It is the intention of VCS that each student will be assigned the same Digital Device and case for the duration of the use of that device. Take good care of it!

## 9. Repairing/Replacing Your Digital Device

### a. Tech Support

- Student should notify his/her teacher immediately if the Digital Devices is not working properly.
- The student and teacher will enter an IT Support Ticket (help ticket) as soon as possible.

### b. Vendor Warranty

- Digital Devices include a one year hardware warranty from the vendor.
- The vendor warrants the Digital Device from defects in materials and workmanship.
- The limited warranty covers normal use, mechanical breakdown, and faulty construction. The vendor will provide normal replacement parts necessary to repair the Digital Device or, if required, a Digital Device replacement.
- The vendor warranty does not warrant against damage caused by misuse, abuse, or accidents.

### **c. Out-of-Warranty Repairs**

- Once the vendor warranty has expired or the repair is not covered by the vendor warranty, the cost of repairs are the responsibility of the student's parents. We do our best to keep these costs as low as possible, however, pricing of parts will vary according to availability and current market value.
- In the event that a device cannot be repaired due to damage or loss, the student's parents are responsible for the full cost of replacement at current market cost.

## **10. No Expectation of Privacy**

Students have no expectation of confidentiality or privacy with respect to any usage of a Digital Device, regardless of whether that use is for school related or personal purposes, other than as specifically provided by law. VCS may, without prior notice or consent, log, supervise, access, view, monitor, and record use of student Digital Devices at any time for any reason related to the operation of the school. By using a Digital Device, students agree to such access, monitoring, and recording of their use.

Teachers, school administrators, and the technology department staff may use monitoring software that allows them to view the screens and activity on student Digital Devices.

## **11. Appropriate Uses and Digital Citizenship**

School issued Digital Devices should be used for educational purposes and students are to adhere to the Acceptable Use Policy and all of its corresponding administrative procedures at all times. While working in a digital and collaborative environment, students should always conduct themselves as good digital citizens by adhering to the following:

### **1 Respect Yourself**

I will show respect for myself through my actions. I will select online names that are appropriate. I will use caution with the information, images, and other media that I post online. I will carefully consider what personal information about my life, experiences, or relationships I post. I will not be obscene. I will act with integrity.

### **2 Protect Yourself.**

I will ensure that the information, images, and materials I post online will not put me at risk. I will not publish my personal details, contact details, or a schedule of my activities. I will report any attacks or inappropriate behavior directed at me while online. I will protect passwords, accounts, and resources.

### **3 Respect Others**

I will show respect to others. I will not use electronic mediums to antagonize, bully, harass, or stalk people. I will show respect for other people in my choice of websites: I will not visit sites that are degrading to others, pornographic, racist, or inappropriate. I will not enter other people's private spaces or areas.

### **4 Protect Others**

I will protect others by reporting abuse and not forwarding inappropriate materials or communications. I will avoid unacceptable materials and conversations.

### **5 Respect Intellectual Property**

I will request permission to use copyrighted or otherwise protected materials. I will suitably cite all use of websites, books, media, etc. I will acknowledge all primary sources. I will validate information. I will use and abide by the fair use rules. 6 Protect Intellectual Property. I will request to use the software and media others produce. I will purchase,

license, and register all software or use available free and open source alternatives rather than pirating software. I will purchase my music and media and refrain from distributing these in a manner that violates their licenses.

Learn more about your Chromebook

<http://www.google.com/Digital>

<http://www.techrepublic.com/blog/google-in-the-enterprise/ten-ways-to-maximize-your-google-drive/1989>

<http://www.teachthought.com/technology/10-google-drive-tips-and-tricks-for-students/>

<http://www.teachthought.com/technology/52-tips-and-tricks-for-google-docs-in-the-classroom/>

## Responsible Use Guidelines

VisionWay Christian School (VCS) believes that the use of computer networked services, email, and the Internet have become, if used appropriately, an integral part of an engaging, student-centered, and collaborative learning environment. It is understood that all of our computer networked services are provided exclusively for educational purposes. VCS filters all internet traffic for the purpose of safeguarding staff and students from harmful content. VCS also provides supervision and education related to appropriate online behavior, including interacting with other individuals on social networking websites and in chat rooms, and regarding cyberbullying awareness and response. However, it is still the responsibility of all computer users to make sure they comply with providing a safe and secure learning environment when using technology. VCS encourages parents/guardians to supervise their child(ren) when using technologies from home.

**CLEAR** highlights the important points contained in VCS Responsible Use Policy.

**CLEAR:** Considerate, Legal & Ethical, Appropriate and Responsible

**Considerate:** People in our community reflect a diverse set of customs, values and points of view. Digital communication should be respectful, polite and considerate of others.

**Legal & Ethical:** Respect copyright laws by copying media including text, music and videos only with permission and by crediting and citing the source where the information was found. It is a good general practice to link to others' work rather than reproduce it. Respect the privacy of others, ask permission before taking photographs, video or audio recordings. Illegally copied or downloaded software, files, pictures, music or games may not be used on VCS issued devices/computers.

**Appropriate:** School technology is used for educational purposes and only appropriate words and images may be used and viewed. If inappropriate material are viewed or received, it is the responsibility of the recipient to delete them.

**Responsible:** Ensure that care is taken with all hardware, software, shared resources (i.e. printers, scanners) and use of the school network, so as to prevent damage or misuse whether intentional or not; your actions should not inhibit the work of others. Personal information and passwords will be kept private. If you see someone not being CLEAR report the abuse/misuse to a responsible adult.

# Digital Device Agreement

By signing the Device Agreement, I acknowledge that I have been provided by VisionWay Christian School (VCS) Administration/staff documentation regarding VCS Digital Device policies and expectations. We understand that use of TECHNOLOGY is a privilege and not a right and that everything done on any device, network, or electronic communication device may be monitored by the school authorities. Inappropriate use of the TECHNOLOGY can result in limited or banned computer use, disciplinary consequences, removal from VCS, loss of credit, receiving a failing grade, and/or legal action. As a family, we agree to follow the outlined guidelines and rules as outlined in those documents and below.

## OWNERSHIP of the Digital Device

VCS retains the sole right of possession and ownership of the Digital Device. The Digital Devices are RENTED to the students for educational purposes for the academic year. Moreover, VCS administrative staff and faculty retain the right to collect and/or inspect Digital Devices at any time, including via electronic remote access and to alter, add, delete installed software or hardware.

## RESPONSIBILITY for the Digital Device

Students are solely responsible for the Digital Devices issued to them and must adhere to the following: Students

- must comply with the Responsible Use Policy and all policies of the school corporation when using their Digital Devices.
- must treat their device with care and never leave it in an unsecured location.
- while at school when the device is not being used in a class or during lunch break, keep the device in a closed position in a secure place in the classroom designated by your teacher.
- at the end of the day return your device to the charging cabinet, plug it in to charge and check to be sure the charging light comes on. If it does not, notify your teacher immediately.
- must keep their device in a closed position when transporting.
- must promptly report any problems with their Digital Device to the teacher or office staff or IT.
- may NOT remove or interfere with the serial number and other identification.
- may not attempt to remove or change the physical structure of the Digital Device, including the keys, screen cover or plastic casing.
- may not attempt to install or run any operating system on the Digital Device other than the ChromeOS operating system supported by the school.
- must keep their device clean, free of stickers or markings and must not touch the screen with anything (e.g., your finger, pen, pencil, etc.) other than approved computer screen cleaners
- the case provided is for transportation of the Chromebook and the power adapter, it is NOT to be used as a bag to carry notebooks, calculators, or various other school supplies or personal items
- any costs incurred due to damage to the device, the power adapter, or case resulting in repair or replacement is the responsibility of the student

## RESPONSIBILITY for ELECTRONIC DATA

The students are solely responsible for any apps or extensions on their Digital Device that are not installed by a member of the school staff. Students are responsible for backing up their data to protect from loss. Users of school technology have no rights, ownership, or expectations of privacy to any data that is, or was, stored on the Digital Device, school network, or any school issued applications and are given no guarantees that data will be retained or destroyed.

## COPYRIGHT AND FILE SHARING

Students are required to follow all copyright laws around all media including text, images, programs, music, and video. Downloading, sharing, and posting online illegally obtained media is against the Responsible Use Policy.

## SPARE EQUIPMENT and LENDING

If a student's Digital Device is inoperable, the school has a limited number of spare devices for use while the student's Digital Device is repaired or replaced. This agreement remains in effect for loaner computers. The student may not OPT to keep an inoperable Digital Device to avoid doing class work due to loss or damage. If a student does not bring his/her Digital Device to school, the student may be required to borrow a device from the school based on the direction from his/her teacher. Disciplinary action may result for failure to bring a fully charged Digital Device to school.

#### DIGITAL CITIZENSHIP

Students must follow the six conditions of being a good digital citizen:

1 RESPECT YOURSELF: I will show respect for myself through my actions. I will select online names that are appropriate. I will consider the information and images that I post online. I will consider what personal information about life, experience, experimentation or relationships I post. I will NOT be obscene. I will not visit sites that are degrading, pornographic, racist, or inappropriate.

2 PROTECT YOURSELF: I will ensure that the information, images, and materials I post online will not put me at risk. I will not publish my personal details, contact details, or schedule of my activities. I will report any attacks or inappropriate behavior directed at me. I will protect passwords, accounts, and resources. 3 RESPECT OTHERS: I will show respect to others. I will not use electronic mediums to antagonize, bully, harass or stalk other people. I will show respect for other people in my choice of websites. I will not abuse my rights of access and I will not enter other people's private spaces or areas.

4 PROTECT OTHERS: I will protect others by reporting abuse, not forwarding inappropriate materials or communications; I will moderate unacceptable materials and conversations.

5 RESPECT INTELLECTUAL PROPERTY: I will request permission to use resources. I will suitably cite any and all use of websites, books, media, etc. I will acknowledge all primary sources. I will validate information. I will use and abide by the fair use rules. 6 PROTECT INTELLECTUAL PROPERTY. I will request to use the software and media others produce. I will use free and open source alternatives rather than pirating software. I will purchase, license, and register all software. I will purchase my music and media, and refrain from distributing these in a manner that violates their licenses. I will act with integrity.

## DEVICE AGREEMENT / SIGNATURE FORM

By signing below, the student and their parent/guardian agree to follow, understand, and accept:

- a. Responsible Use of technology policy.
- b. Device Agreement
- c. Internet Usage Guidelines (Below)
- d. That the Digital Devices, software, and issued peripherals are owned by the school.
- e. If the student ceases to be enrolled, the student agrees to return the Digital Device in good working order or pay the full replacement cost (app. \$300).
- f. In no event shall VisionWay Christian School be held liable to any claim of damage, negligence, or breach of duty.
- h. Any cost for repairs for damage to devices or replacement of devices and chargers are the responsibility of the student.

Internet Guidelines:

Guideline	Student Initials	Parents Initials
Follow the school's code of conduct when writing online. It is acceptable to disagree with other's opinions; however, do it in a respectful way. Make sure that criticism is constructive and not hurtful. What is inappropriate in the classroom is inappropriate online		
Be safe online. Never give out personal information, including, but not limited to, last names, phone numbers, addresses, exact birthdates, and pictures. Do not SHARE your password with anyone besides your teachers and parents		
Linking to other websites to support your thoughts and ideas is recommended. However, be sure to read and review the entire website prior to linking to ensure that all information is appropriate for a school setting.		
Do your own work! Do not use other people's intellectual property without their permission. Be aware that it is a violation of copyright law to copy and paste other's thoughts. It is good practice to hyperlink to your sources.		
Be aware that pictures may also be protected under copyright laws. Verify that you have permission to use the image or that it is under Creative Commons attribution.		
How you represent yourself online is an extension of yourself. Do not misrepresent yourself by using someone else's identity.		
Online work should be well written. Follow writing conventions including proper grammar, capitalization, and punctuation. If you edit someone else's work, be sure it is in the spirit of improving the writing.		
If you run across inappropriate material that makes you feel uncomfortable or is not respectful, tell your teacher right away.		

PRINT STUDENT NAME: \_\_\_\_\_ Grade \_\_\_\_\_

SIGNATURE: \_\_\_\_\_ Date: \_\_\_\_\_

PRINT PARENT NAME: \_\_\_\_\_ SIGNATURE \_\_\_\_\_

Date: \_\_\_\_\_

