

St. John XXIII Catholic School (SJ23)
Student Laptop and Stylus Usage Agreement (07/25)
Student and Parent Laptop Policy

****This is separate from and additional to the Responsible Use of Technology****

By the student accepting this device, the student and parent(s) agree to the following conditions:

1. The student will be the sole user of the device and stylus. It is not for use by your family or anyone else.
2. The student may not install software or apps on the device.
3. The student may not change the hardware configuration (i.e. add drives, memory, etc.)
4. The student should add their home printer to the device.
5. The student may use the wireless capability to connect to a wireless network at home and in other locations.
6. No audio, video, or photos of anyone unless assigned by a teacher.
7. The camera app may not be opened or accessed unless assigned by a teacher.
8. File sharing and gaming software are prohibited.
9. There is to be no computer to computer communication between students unless assigned by the teacher.
10. While every attempt is made to block access from inappropriate material, students and parents/guardians understand that St. John XXIII Catholic School does not have control over information found on the internet.
11. **This device is solely a tool for educational purposes and assignments given by SJ23 faculty.** The student may not attempt to access websites and/or content not assigned by a St. John XXIII faculty member on this device at any time on or off campus. These include but are not limited to: online gambling sites, pornography, hate and/or violent sites, and sites that allow illegal downloading. Additionally, students are prohibited from accessing social media sites (Facebook, Twitter, etc.), streaming sites (Netflix, Hulu etc.), as well as shopping sites on this device. Although this device contains filtering software, student's parents/guardians take full responsibility for monitoring usage outside of school hours.
12. There is to be no accessing of personal email accounts using the assigned school device.
13. The student may use the device and stylus while they are a student of SJ23. Devices and all peripherals must be returned to SJ23 at the end of the school year.
14. The device is owned by SJ23, therefore there should be no expectation of privacy while using the device. Administration and faculty have the authority to collect the device at any time to review device activity. Consequences of inappropriate use include but are not limited to: repayment for damages, loss of use of the device, suspension from school, expulsion from school, civil or criminal liability under applicable laws, other disciplinary actions.

Laptop Proper Care Policies

This document is intended to provide a series of guidelines for students and parents to help ensure the proper care of their devices. While this list is quite in-depth, it cannot serve as a complete list. In addition to following these guidelines, students are expected to use common sense and best judgment to protect all of the devices on and off school grounds. Failure to follow these guidelines will result in financial responsibility for loss or damage. Please note that these policies apply to loaner devices as well as the device assigned listed above.

General Care

1. Liquids and other debris can damage the device and stylus. Students should never eat or drink while using their device or stylus, or use their device/stylus near others who are eating and drinking.
2. Each device has several identifying decals. Under no circumstance is the student to modify or destroy these labels. In addition, the student is not to "decorate" their device in any manner with stickers, markers, paint, etc.
3. It is highly recommended that if/when transporting the device, it is placed in a device bag (laptop size is 12X8) and that the bag is fully closed. SJ23 is not providing such a bag; it is the responsibility of the student/parent.
4. Under no circumstances is anyone other than a SJ23 employee to open the housing of this device. Doing so will void the warranty.
5. Students should take care when coughing or sneezing and should wipe off any excretions that may end up on the device by not doing so.
6. Students should wash or sanitize their hands prior to using the assigned device.

Proper Care

1. Closing the cover sends the device into standby mode. For prolonged periods of inactivity, the student may want to shut down the device completely before closing to conserve the battery charge.
2. Students should only set the device on a sturdy surface where it cannot be knocked off. Charge the device in an area at home where the cord will not be a trip hazard which may cause the device to be pulled to the floor. The device should be charged on a hard surface like a table, not on a bed or upholstered chair. The device should not be left on the floor at any time. Keep the charger away from animals who may chew and damage the cord.
3. Take particular caution with the screen. The screens are very susceptible to damage from excessive pressure. Avoid grasping the device by the screen with any force, and never lift or carry the device by the screen.
4. Heavy objects (in excess of 10 lbs.) should never be placed or stacked on top of the device. This includes, but is not limited to, books, musical instruments, sports equipment, etc.
5. Students are responsible for keeping the device out of areas with extreme temperature or humidity changes. The device should not be stored in the sun, overnight in a car, etc. Devices should not be taken into restaurants or bathrooms (on or off-site).
6. The student may clean the screen as you would a camera lens or a good pair of glasses. In particular, the student may use anti-static cloths or lens cleaners designed specifically for camera lenses and glasses. Never spray any liquid directly on the screen.
7. Only the power cord provided with the device may be used to charge the device.

Privacy and Security

1. Students will be issued confidential login names and passwords that will allow them access to their device and email account - these login names and passwords may NOT be altered or changed by anyone but school administration. Parents will be given the student's login name and password so that they can supervise the student's use of the device at home. Students may never share their password with anyone other than a parent/guardian.
2. Students may NEVER use another person's username and password at any time nor are they permitted to use their username and password on another person's device.

3. Students are encouraged to help each other in learning to operate their device, however, such help should be provided verbally without touching the other person's device. Students should operate only their own device at all times.
4. Each device is assigned to an individual student. Students should never "swap" or "share" their device with another student.
5. Students should not give out personal information via the Internet or in emails while using their device.
6. Students may not digitally trespass in another person's folders or files by navigating to them on the network.
7. Students should follow technology safety guidelines.
8. Students may not use digital methods to communicate abusive or harassing messages NO MATTER the intent.
9. Students may not use digital methods to prank others or to misrepresent a situation. This includes, but is not limited to, changing the body of an email, sending excessive repetitive emails, sending email jokes to friends, sending false emails, using private tabs, using private windows, etc.
10. Students may not engage in any activity that may be harmful (in perception or reality) to the SJ23 environment or network, devices, printers, or programs. This includes, but is not limited to, creating viruses, damaging files, disrupting service, repeatedly hitting blocked sites, repeatedly searching for blocked search terms, or repeatedly visiting web sites suspected to contain viruses.
11. Students may not attempt to circumvent our filtering software by any means.

Daily Logistics

1. The device and the assigned stylus must be on the School's premises during each of the Student's normal school days.
2. Students are responsible for their device and stylus at ALL times, including before school, during lunch, and after school. The device and stylus must be in the student's immediate sight and possession unless it is in a locked or supervised space. Students will be provided locks for their lockers so that they can secure their device as needed.
3. Any inappropriate or careless use of a device or stylus should be reported to a teacher or other staff member immediately.
4. Students are responsible for bringing their device and stylus to school every day with a FULLY CHARGED BATTERY. Failure to do so will result in a missing assignment/lack of preparedness grade which will negatively impact the student's overall performance as well as disciplinary actions consistent with failing to do so. In most cases, students are not permitted to charge their devices at school.
5. Students in grades 6-8 will be assigned a stylus. Failure to appear in class with said stylus will result in a lack of preparedness grade which will negatively impact the student's overall performance, as well as disciplinary actions consistent with lack of preparedness and/or technology issues.
6. The device is pre-imaged with approved software. Updates will automatically run from the server, but users are responsible for checking their devices (using windows update service from the settings menu) to ensure updates are current.
7. Students are not allowed to print at school. To avoid earning a zero, any assignment that requires printing must be done outside of school.
8. Games are not permitted.

Email

1. Students will be issued a SJ23 log in account which is to be used for the sole purpose of education. Accounts are the property of SJ23 and are able to be accessed by school staff.
2. Sharing of music by email is prohibited.
3. Email should be used to appropriately communicate with others.
4. Students may not allow any other individual, including parents, to send email from the SJ23 account.
5. Students may not send an email to an email distribution list without the permission of a teacher or moderator.
6. Only the student's school email may be accessed on this device.

Issues, damages, lost/stolen

1. If the device, charger, or stylus is lost or stolen, the student/parents will be financially responsible for the replacement cost of \$955.36.
2. If there appears to be a physical/hardware issue with the device or stylus, DO NOT try to fix it. The device or stylus should be brought to the technology coordinator as soon as possible or within 48 hours of discovering the issue.
3. ALL repairs must be processed through SJ23.
4. At anytime during the year that a repair or replacement is required, it will be assessed as follows and is the financial obligation of the parent:
 - a. Missing/damaged stylus - \$50.00
 - b. Missing/damaged charger - \$52.00
 - c. Minor damage (cracked screen or cracked case) - \$50.00
 - d. Missing/major damage of device requiring replacement - \$955.36
5. It is not the responsibility of the school to track/locate/find student devices or stylus' that are misplaced during the school day or left on a school bus.
6. At the end of the school year, devices and styluses will be collected and inspected. Devices, including school issued chargers and stylus', must be returned. Incidental usage on these items is anticipated, however, if there is damage that will require repair (that is not incidental), the price of the repair, not to exceed Fair Market Value of the unit, will be assessed using the above method and a bill will be sent to the parent. Damage that does not impede the use of the device, charger, stylus, etc., will not be repaired and billed until the student leaves St. John XXIII Catholic School or such time that the damages do impede the usage of the device.
7. No records will be transferred and no laptop will be issued the following year until payment is received.

This agreement must be acknowledged by the
parent/guardian AND student before a device will be
issued to the student.

