



## **AND Computer/Technology Use**

**STUDENT/PARENT HANDBOOK  
Sacred Heart School  
Information Technology Services**

## **School iPad/Chromebook Initiative**

Sacred Heart School has initiated a program to the use of mobile learning devices in and around the school. This program involves the use of Apple iPad/Chromebooks in the classroom.

All users of the iPad/Chromebook will be required to review this document, as well as sign an agreement with the school to protect the hardware and software inherent with this technology.

### **Goals for Student Users**

- To increase student's productivity in and outside of the classroom when completing assignments, projects and other activities assigned in all classes.
- To capitalize on the convergence of academic resources such as textbooks, scholarly sources, content rich media, and best practices.
- To facilitate mobile learning across the school campus and beyond.
- To promote leadership in one's own learning by establishing access to educational resources and providing a host of tools to craft information in ways that support specific curricular areas.

### **General Information**

Student use of the iPad/Chromebook in school falls under the guidelines of the school's Acceptable Use Policy for technology. Access to the internet is monitored through our school's content filtering software and all rules and expectations are applied to the use of the iPad/Chromebook. All applications, activity and documents stored on the iPad/Chromebook are the property of Sacred Heart School and subject to regular review and monitoring.

Students should **NOT**:

- Modify the iPad/Chromebook in any way other than instructed by the administrator or other school personnel.
- Exchange iPad/Chromebooks with another student unless otherwise instructed to do so
- Allow other students to retain or remove the iPad/Chromebook from their presence.
- Apply any permanent marks, decorations, or modifications to the iPad/Chromebook.
- Remove the supplied cover for the iPad/Chromebook.
- Remove the iPad/Chromebook from the school campus
- Synchronize the iPad/Chromebook with another computer outside of the school.
- Clear or disable browsing history or set password protection on the device.
- Disable the iPad/Chromebook or its applications.
- Exchange iPad/Chromebook with another student – students are responsible for the iPad/Chromebook that is signed out to them each day.

Failure to comply with these guidelines will be treated as failure to comply with the school's Acceptable Use Policy and will be dealt with as specified in the school's discipline code. All repairs to damaged iPad/Chromebooks will be charged back to the family of the student/s responsible for the damage.

## Using the IPAD/CHROMEBOOK

- Make sure hands are clean before using.
- Keep away from food and drink.
- Charge the iPad/Chromebook only within the cart
- Document any software/hardware issues to your teacher as soon as possible.
- Do not leave the iPad/Chromebook in a vehicle or location that is not temperature controlled.
- Do not remove the cover to the iPad
- Keep Chromebook in sleeve when not in use

## Applications

Sacred Heart School has researched key applications which will be preinstalled on each iPad/Chromebook. Through the course of the initiative, additional applications may be reviewed and added/deleted to facilitate academic situations. Purchasing and installing these applications is the responsibility of the school. The student user is not to install any applications. There will be a procedure reviewed in the classroom on how to recommend an application to be added by the school.

## Reporting Technical Issues

Any errors or problems with the iPad/Chromebook should be reported as soon as possible. This can be done by informing the office/administration about the issue so it can be addressed in a timely manner. All syncing of the device will be handled through the school to ensure like applications and configurations are found on every device to maximize the potential of the device.

Damage to an iPad/Chromebook screen will result in the student assuming the financial responsibility of replacement of the iPad/Chromebook screen, the cost of which is \$100. In some instances the cost may be higher depending on the damage. Each iPad/Chromebook is assigned to a student and any damage, regardless of possession, is the responsibility of the student assigned to the iPad/Chromebook. All students must provide a protective sleeve for the Chromebook that fits properly. Interior measurements must be

## Sacred Heart School

### Internet Acceptable Use Agreement/Image Permission

General Guidelines for use of the Internet:

- All users are required to take simple Internet training (how to sign on, log off, etc.) from the computer coordinator or his/her designee.
- Only students who have completed training and signed the contract may use the school's computers to access the Internet.
- Use of the Internet is limited to those who have a clear need for research, with a teacher assignment to back it up. Use will be limited if necessary.
- Transferring copyrighted material to or from a diocesan school without express permission of the owner is a violation of Federal Law. The user is deemed responsible to see that this does not occur.
- Use of electronic mail and other Internet facilities to harass, offend, or annoy other users is strictly forbidden.
- E-mail accounts through the schools computer may be restricted.
- Any attempt to circumvent system security, guess passwords or in any way gain access to secured resources is forbidden.
- Use of the Internet for commercial gains or profits is not allowed from an educational site.
- Users will not move, repair, reconfigure, modify or attach external devices to the systems.

- The system operator has the right to monitor all activities.
- Additional rules and restrictions may be added at any time.

**I am a faith-filled person who**

- recognizes God's presence in all creation
- demonstrates stewardship to all God's creations
- witnesses and practices Catholic values through words and actions
- participates in sacraments/liturgy of the church
- serves in the community

**I am a life-long learner who**

- seeks and implements information for continued academic growth
- is able to access and apply technology
- strives to imitate Christ in his/her whole person
- performs as confident individual as well as a team player

**I am a loving person who**

- respects differences of culture, beliefs, and individuality of others by practicing Christian values
- accepts responsibility for his/her actions and consequences of those actions upon others
- responds to community needs

Violations of these rules will be dealt with by the administration of the school.

1. For reasons of personal safety, students will NEVER post personal contact information about themselves or other people. This may include address, telephone number, school address, photos, etc.
2. Students will not access material that is profane or obscene (e.g. pornography) or that advocates illegal acts, violence or discrimination towards other people.
3. Students will not plagiarize works they find on the Internet. Plagiarism is taking the ideas or writings of others and presenting them as if they were one's own.
4. Students will not use obscene, profane, lewd, vulgar, rude or threatening language. Nor will they through means of the Internet, harass or annoy any other users.
5. Students will not knowingly or recklessly post false information about persons or organizations.
6. Students will not make deliberate attempts to disrupt computer systems, or destroy data by spreading computer viruses or by any other means. These actions are illegal.
7. The illegal downloading of copyrighted software for use on home and school computers is prohibited.
8. Students will not use the iPad/Chromebooks or computers to take photos not pertinent to the class, communicate with other students outside of google docs/classroom, or use email servers.
9. Students will not access social media sites including, but not limited to, Facebook, Instagram, SnapChat, Twitter, etc.
10. The school reserves the right to amend this policy.

Violation of these rules may result in any or all of the following:

- Loss of Internet/iPad/Chromebook access
- Disciplinary or legal action by the school or other involved parties.



## Student Chromebook/ Internet Access Contract

I understand that when I am using the Internet, iPad/Chromebook, or any other computer/telecommunications device, I must adhere to all rules of courtesy, etiquette and laws regarding the copying of information as prescribed by either Federal, State or local laws, the Diocese of San Bernardino, and Sacred Heart School.

My signature below and that of my parent(s) or guardians(s) mean that I agree to follow the guidelines of this Acceptable Use Policy for Internet access at Sacred Heart School.

Student Name (Printed) \_\_\_\_\_ Grade \_\_\_\_\_

Student Signature \_\_\_\_\_ Date \_\_\_\_\_

Chromebook number **(completed by SHS)** \_\_\_\_\_

Parent or Guardian: We ask that you review this policy with your child and sign this Student Access Contract.

I hereby release Sacred Heart School and the Diocese of San Bernardino, its personnel and any other institutions with which it is affiliated, from any and all claims and damages of any nature arising from my child's use of, or inability to use, the Internet Access, including but not limited to claims that may arise from the unauthorized use of the system to purchase products or services. **Damage to an iPad/Chromebook screen will result in my student assuming the financial responsibility of replacement of the iPad/Chromebook screen, the cost of which is a minimum of \$100 for iPad and \$500 for Chromebook. In some instances, the cost may be much higher depending on the damage or if full replacement of the iPad/Chromebook is needed.**

**ALL STUDENTS MUST HAVE A PROTECTIVE SLEEVE THAT PROPERLY FITS THE CHROMEBOOK.** If the student does not have a signed agreement on file AND a protective sleeve for his/her backpack, the student will not be issued a Chromebook.

I will instruct my child regarding any restrictions against accessing materials that are in addition to the restrictions set forth by this Acceptable Use Policy. I will emphasize to my child the importance of following the rules for personal safety.

As the parent or guardian of this student, I have read the Acceptable Use Policy for Sacred Heart School. I hereby give my permission for my child to use the Internet and will not hold Sacred Heart School or the Diocese of San Bernardino liable as a result of my daughter's/son's use of the Internet on school premises. I understand that my child has agreed not to access inappropriate material or material not pertinent to the assignment.

\_\_\_\_\_  
Parent/Guardian Name                      Parent/Guardian Signature                      Date