

New Family Frequently Asked Questions: Middle School

Congratulations, and welcome to the Nueva Community! Here's a list of commonly asked questions. Please don't hesitate to call the Admissions Office, 650-350-4528, or your buddy family if you have any other questions.

What is done to ease my child's transition to Nueva?

Attending new family events and connecting with your buddy family prior to the start of school will help your child find familiar faces when school begins. The teachers and Social and Emotional Learning specialists work as a team to help new students transition, and they explicitly engage the classes in activities designed to make the new students feel comfortable. Please speak with your child's teachers, advisor, or division head if you or your child needs extra support.

When and how often should I expect to speak with teachers?

Nueva teachers welcome open communication with parents. They have established a variety of methods to ensure a balance in meeting the needs of families in their classroom. If you have questions or need more information, contact your child's teacher about a specific class or advisor about the middle school experience in general. Back to School Night (BTSN) is the best way to meet your child's teachers. Please check the school calendar this summer for BTSN dates, start and end times. Parents should attend this important event.

When will I hear how my child is doing?

Nueva offers parent-teacher conferences three times a year. The first conference dates are November, the second in February, and the last are scheduled for June. Conferences are scheduled online.

The first conference is an opportunity for teachers and parents to exchange information about a child's progress thus far in the year and set goals for the rest of the semester. The February conferences are parent-advisor-student conferences and are led by the students as they reflect on their portfolio and their personal and academic goals. June conferences are between advisors, students, and parents, with one eye towards summer work and preparation for the next grade level. We also have four times where we share written feedback on student progress, twice informally at the midterm and twice formally at the end of each semester. These evaluations will be posted to your homepages.

When will I know who my child's teacher or advisor will be?

Advisory assignments will be provided to parents in late August via the website and students will spend their orientation with their advisors. Class placements are shared the first day of school.

Do students remain with the same group all day long, all year long?

Students are in multiple groupings throughout the day. Class groupings and schedules may change after winter break, allowing students the chance to be in class with various teachers and students. There are also curricular-based reconfigurations throughout the year.

When does school start, and what are the drop-off and pick-up times for school?

We have a staggered start time for Lower, Middle, and Upper School. Due to construction, these times will be confirmed and released in late June.

Children can be dropped off as early as 7:30 am; the latest pick-up time is 6:00 pm. Children arriving early or staying late must make arrangements to go to Extended Care, or in the afternoon, to Homework Club. Additional details and sign up for our Extended Care Program (for K and up) will be available in late August.

Drop-off/Pick-up: Additional information on traffic flow and pick-up/drop-off locations will be provided in late August. Please observe traffic guidelines to ensure a safe and steady flow of traffic. *Park in designated areas, and never on Skyline Boulevard or public streets adjacent to campus.*

Bus: We encourage anyone who can to ride the bus! Multiple routes (north and south) are offered to minimize trip time and maximize convenience. The bus is a safe, fun, cost effective, and environmentally friendly way for students and faculty to travel to and from school. Additional details and sign up for our bus service will be available in late August.

Carpooling: Parents arrange carpools informally by grade/region. Speak with your buddy family, or parent representative of your child's grade, to find out if you can join an existing carpool, or if you would like to coordinate a new group.

Is Extended Care the same as the afternoon enrichment classes?

No. Many enrichment classes are offered after school. Topics for the classes range from Dungeon and Dragons, to fencing, cooking and robotics. After classes, children can go to Extended Care to wait for their carpools or the late bus. Details and registration will be available this summer.

Are there opportunities to play after-school sports?

Yes! Nueva belongs to the West Bay Athletic League for grades 5–12. For a full list of sports offered, please go to our website. All Nueva athletics teams are formed on the basis of interest and participation. When participation is adequate, everyone is accepted on a team, and everyone can participate at their level of skill. Teams are generally formed through assessment, while groupings take into account age and developmental ability. In addition, depending on enrollment, teams may be all boys, all girls, or coed.

What are my child's lunch options?

Children may bring their own lunch, or sign up for the lunch program, which includes fresh, nutritious, organic ingredients. All children and their families are welcome to eat at the café by checking their names in at the register. Nueva is a nut-free campus.

Please do not pack any lunch or snack items containing ground or tree nuts, or their derivatives.

Details and registration for the lunch program will be available in late August.

What if my child gets hurt or is ill during school?

The Nueva School nurse attends to minor scrapes, injuries, and illnesses. If your child is unable to return to class, you will be called to come and pick him/her up from school. Children may return to school 24 hours after the cessation of fever or vomiting. We call emergency services as needed. All faculty and staff receive annual training in first aid/CPR. Parents must complete, sign, and submit Nueva's Emergency Information Sheet by May 15. We require an annual update of this information.

What's school policy on absences and lateness?

If a student is absent, email msattendance@nuevaschool.org. If your child arrives late or needs to leave early, s/he also needs to go to the Middle School Office to sign in or out. If an extended absence is unavoidable, please talk with your child's teachers or advisor ahead of time and email msattendance@nuevaschool.org along with their advisor.

Can I volunteer in the class or in other ways?

Yes! Ask teachers what the opportunities are for your child's grade. Volunteer jobs range from supporting lessons and helping with field trips to organizing special events and teaching in an area of expertise. The Nueva Parents Association (NPA) coordinates school-wide events. Please attend Tea on the Plaza on the first day of school to meet NPA representatives and discuss your interests and availability. Teachers will discuss other opportunities during Back to School Night.

Will my child have electives or choice in the academic program?

A variety of electives are available to students beginning in 5th grade. Students in grades 4 and above also participate in Academies. Academies, which meet on Friday afternoons, allow students to choose from a wide range of goal-oriented activities led by teachers, parents, or other students.

Nueva Middle School 2019-2020 Calendar

August 22	Orientation for All New Students
August 23	Orientation for 5 th and 6 th Grade Students
August 26	First Day of School/Tea on the Plaza at Hillsborough
August 30	Noon Dismissal
September 2	No School: Labor Day
September 5	Back-to-School Night
September 26 & 27	Advisory Camping Trips
October 9	No School: Yom Kippur
October 18	No School: Innovative Learning Conference
October 31	Halloween Parade
November 1 & 8	No Classes: Parent/Teacher Conferences
November 27	Grandparents' & Special Friends' Day: Noon Dismissal
November 28-29	Thanksgiving Break: Offices Closed
December TBD	6 – 8 Grade Arts & Electives Culmination
December TBD	7 & 8 Humanities Culmination
December 20	Holiday Concert: Noon Dismissal
December 23 – January 3	Winter Break: Offices Closed 12/24 & 12/25, 12/31 & 1/1
January 6	Classes Resume
January 20	No School: Martin Luther King Jr. Day
January 31	MS Advisor-Advisee-Parent Conferences
February 7	Parent Teacher Conferences: Half Day for Middle School
February 17	Presidents' Day: Offices Closed
February 17-21	February Break
February 24	Classes Resume
April TBD	8 th Grade Recital Night
April 13-17	Spring Break
April 20	No Classes: Professional Day
April 21	Classes Resume
May 25	No School: Memorial Day
June 12	Last Day of School: Noon Dismissal
June 15 & 16	Parent/Teacher Conferences

Website tip: please check www.nuevaschool.org for the full calendar and updates. To see future months not shown on the calendar, click on the latest month offered on the list, and additional months will appear.

April 3, 2019

Dear New Nueva Families,

Congratulations on your child's acceptance, and welcome to The Nueva Middle School! We are thrilled that you and your child chose to join the Nueva family, and the middle school faculty joins me in extending a warm welcome to our school community.

As you will quickly discover, middle school is a dynamic educational time that not only stimulates the minds of our gifted learners but also nurtures their hearts. We emphasize integrated studies, social emotional learning, and creativity, and are dedicated to creating a program that challenges, excites, and engages our students every day. We want our students to pursue their passions, learn from a dynamic faculty, and spend each day with a talented, intellectually curious peer group. We know as a Nueva student, your child will soak up all of the learning that takes place in academic classes, electives, academies, and on school trips. Together with the faculty, I look forward to getting to know you and your child and hope you will quickly feel at home here.

We will continue to keep you informed about upcoming events as you transition to becoming Nueva parents.

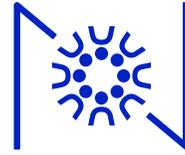
For now, please find the first round of information for a smooth transition enclosed.

Best Wishes,

Liza Raynal
Middle School Head
650.350.4517
lraynal@nuevaschool.org

Welcome to Nueva

Middle School



5th & 6th Grade New Family Information Checklist

Congratulations on your child's acceptance to the Nueva Middle School. We have created this checklist to help make this transition a smooth process. Please don't hesitate to contact us if you have any questions along the way. We are here for you!

APRIL

- Buddy Family Program contact list**—Families receive Summer Buddy Program Roster
- Become familiar with the New Parent Portal**—Visit www.nuevaschool.org
- Language Choice Form deadline**— April 12: Please find this Google form on the Parent Portal

MAY

- Summer Preparation** — May 9: From 3:00 to 5:30 / Parent Q&A from 5:00-5:30 pm
- Emergency Information Sheet Deadline**— May 15: Please find form on the Parent Portal

JUNE

- Student Information Sheet**—June 1: Google form on the Parent Portal
- Elective Deadline**—June 1: Google form on the Parent Portal
- PE Choice Deadline**—June 1: Google form on the Parent Portal
- Athletics Choice Deadline**—June 1: Google form on the Parent Portal
- Humanities and Writing Assignment**—Mail by mid-June

JULY

- Parent Portal Full Access**—Using your log-in, you will be able to view school directory, bus route and much more
- Summer Fun Event**—The Buddy Program along with Admissions will host a fun evening for kids and parents - Invite coming soon

AUGUST

- August Packet**—Please find your packet under the Parent Portal
- New Student & Family Orientation**—August 22 - Parents: 9-11:30/Students: 9-2:30
Pick-up and Drop-off at the Gymnasium
- MS Student Orientation**—August 23 - Students from 9:30 - 12:30
- First Day of School**—August 26: Tea on the Plaza - Welcome by Head of School

Welcome New 5th & 6th Nueva Students

Upcoming Deadlines, Tips for Success, and
Expectations for Summer Work

We are excited for you to join our community!

Below are some helpful instructions, guidelines, and expectations to help you in your transition. This document explains the following: math assessments, choices for PE, choices for Athletics and choices for world languages. There are also resources and tips for students to prepare for our one-to-one laptop program.

Language Choice Form: April 12 (6th Grade only)

*Find this form under www.nuevaschool.org/login

Nueva students entering sixth grade have an exciting choice to make about world language. As you know, we offer three options: Spanish, Japanese, and Mandarin. At the end of the eighth-grade year, the program culminates in a trip abroad to Spain, Japan, or China. All languages also have a group of exchange students who come to Nueva in early winter or spring. We hope you will consider hosting one next year. Hosting a student is truly the best way to prepare your child to travel abroad. Read more about the program in the [“Trips and Global Learning”](#) article on our homepage.

Math Assessment: May 9 from 3:30 to 5:30 pm

At Nueva, we seek to meet students where they are academically. In order to do this in math class, we like to gauge student content knowledge and problem-solving strategies before the school year begins. This assessment will include both open response questions and a multiple-choice section. The results of the assessment are one piece of information that will help us create our math classes for the fall. Students do not need to prepare for this and they can expect to see some familiar questions and some unfamiliar ones. There will be an opportunity for parents to ask questions and hear an overview of the process from 5:30 pm to 6:00 pm.

****Out of Area Families will have a makeup date during June/July timeframe.**

Electives Choice Deadline: June 1

*Find this form under www.nuevaschool.org/login

Middle school electives allow students to deeply explore interests in areas including visual and performing arts, engineering, and science. Electives begin in fifth grade and continue for all four years of middle school. These classes meet two or three times weekly for a quarter. Fifth graders choose four electives each year, while sixth graders choose two electives each year. Sixth graders will also take a required quarter of music and a required quarter of art.

PE Choice Deadline: June 1

*Find this form under www.nuevaschool.org/login

The middle school physical education program, which focuses on both physical fitness and sports, consists of individual and team-building activities that develop skills and confidence in a non-competitive and nurturing environment. Facilities include a multi-use blacktop court, a sports field, a state-of-the-art gymnasium, and a twenty-five-foot climbing wall. Our PE activities may include sports such as flag football, volleyball, basketball, soccer, badminton, table tennis, street hockey, paddle tennis/pickleball, softball, and climbing. Students choose PE classes each quarter from a variety of offerings.

Athletic Choice Deadline: June 1

*Find this form under www.nuevaschool.org/login

Our robust athletics program, which fosters the social, emotional, and physical benefits of healthy competition, offers choices of teams and individual sports in four seasons (fall, early winter, late winter and spring). Seasons run for six to eight weeks. Athletics teams are formed based on age and experience, and there are no cuts for teams, giving all student-athletes an opportunity to grow in skills and fitness. Nueva is a member of the Central Coast Section. Teams compete in the Private School Athletic League (PSAL) and the West Bay Athletic League (WBAL).

Student Information Sheet Deadline: June 1

*Find this form under www.nuevaschool.org/login

Please spend a few minutes sharing your child's current strengths and areas of growth. When making the class lists, teachers take into account a range of factors, and it's helpful for us to consider parents' points of view in addition to our own understanding of the child and knowledge of the group as a whole. These sheets will be used to inform next year's deans, advisors, and teachers about your child as well as to help with class placement. Providing clear, concise, and specific information is very helpful to all of us on the team.

Humanities/Writing Summer Assignment: Mailed by mid-June

Summer reading and assignments will be distributed in mid-June via mail. Fifth graders read the young reader's edition of *I am Malala*, and do summer work for writing and humanities using the text. There is also math homework for fifth graders. Sixth graders read one or two novels during the summer for writing and humanities and write reflections about those novels. Please let us know if you do not receive your child's summer homework by the third week in June.

Technology

Students receive instruction and guidance for online behavior, ergonomics, plagiarism, application proficiency, network basic, and on-campus SEL (social and emotional learning) skills during the summer orientation (held in late August). The reference listed below are great tools to help your child get familiar with computers and various software programs.

Once parents gain access to the Nueva website in July, students can visit <https://www.nuevaschool.org/tech> for other helpful technology resources – including instructions on how to log on to the server, access blogs, and other tips.

All middle school students must be very, very proficient in typing – aim to be a fluent touch typist by the fall.

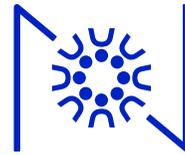
There are free or paid typing apps available.

- The BBC provides a free online app at <http://www.bbc.co.uk/schools/typing/>.
- Mavis Beacon Teaches Typing is another application – for a fee.
- Nueva will create a Custom Typing account for you to practice your skills. The log-in credentials will be provided to you after mid-June.
- Students also need to know all the MAC basics (from OS to the iLife and iWork suite).
- The best places to review are:
 - <http://www.apple.com/support/mac101/tour/>
 - <http://www.apple.com/findouthow/mac/> - scroll down to review ALL
 - <http://www.apple.com/findouthow/photos/>
 - <http://www.apple.com/findouthow/movies/>
 - <http://www.apple.com/findouthow/music/>
 - <http://www.apple.com/findouthow/iwork/>
 - <http://www.apple.com/ilife/video-showcase/>

For additional technology support, contact the Nueva Technology Team at techhelp@nuevaschool.org or 650-350-4545.

Welcome to Nueva

Middle School



7th & 8th Grade New Family Information Checklist

Congratulations on your child's acceptance to the Nueva Middle School. We have created this checklist to help make this transition a smooth process. Please don't hesitate to contact us if you have any questions along the way. We are here for you!

APRIL

- Buddy Family Program contact list**—Families receive Summer Buddy Program Roster
- Become familiar with the New Parent Portal**— Visit www.nuevaschool.org
- Language Choice Form deadline**—April 12: Please find this Google form on the Parent Portal

MAY

- Emergency Information Sheet Deadline** —May 15: Please find form on the Parent Portal
- Summer Preparation Session**— May 23: Parent Q&A from 3:30-6:00pm
 - World Language Assessment
 - Math Assessment
 - Recital Project Brainstorm

JUNE

- Student Information Sheet**—June 1: Google form on the Parent Portal
- Elective Deadline**—June 1: Google form on the Parent Portal
- Athletics Choice Deadline**—June 1: Google form on the Parent Portal
- PE Choice Deadline**—June 1: Google form on the Parent Portal
- Humanities and Writing Assignment**—Mail by mid-June
- Science Summer Assignment**—Mail by mid-June

JULY

- Parent Portal Full Access**—Using your log-in you will be able to view school directory, bus route and much more
- Summer Fun Event**—The Buddy Program along with Admissions will host a fun evening for kids and parents - Invite coming soon

AUGUST

- August Packet**—Please find your packet under the Parent Portal
- New Student & Family Orientation**—August 22 - Parents: 9-11:30/Students: 9-2:30
Pick-up and Drop-off at the Gymnasium
- MS Student Orientation**—August 23 - Students from 10:30 - 12:30
- First Day of School**—August 26: Tea on the Plaza - Welcome by Head of School

Welcome New 7th & 8th Nueva Students

Tips and Expectations for Summer Preparation

We are excited for you to join our community!

Below are some helpful instructions, guidelines, and expectations to help you in your transition. This document explains the following: math assessments, choices for PE, choices for Athletics and language. There are also resources and tips for students to prepare for our one-to-one laptop program.

Language Choice Form: April 12

*Find this form under www.nuevaschool.org/login

Nueva students entering seventh or eighth grade have an exciting choice to make about world language. As you know, we offer three options: Spanish, Japanese, and Mandarin. At the end of the eighth-grade year, the program culminates in a trip abroad to Spain, Japan, or China. All languages also have a group of exchange students who come to Nueva in early winter or spring. We hope you will consider hosting one next year. Hosting a student is truly the best way to prepare your child to travel abroad. Read more about the program in the [“Trips and Global Learning”](#) article on our homepage.

Choosing a World Language:

To help your child determine the best choice, I encourage you to sit down (or take a walk) together and discuss the choice. You might consider these points:

- Language choice is connected to the desire to learn more about a place, people, culture. Look at pictures of art, architecture, or cultural festivals. What your child is drawn to?
- What are your child’s learning preferences, styles, and needs?
- Does your family history factor in this choice?
- What is the ‘music’ of the language? This can sway a student—if a language sounds interesting, pretty, or challenging, that can be a rationale.
- The choice your child wants to make may surprise you! We would encourage students not to choose a language strictly for the reason that a large number of people speak it, or that it would be useful for business only; that can be a part of the choice, but not the sole reason as it will not sustain a student and deep interest in a language over three years.

All three languages emphasize learning about culture in addition to traditional grammar, vocabulary, and conversational skills. All make use of online language learning programs in conjunction with in-class exercises and project-based learning approaches. Know that whichever language your child chooses, the program teaches the necessary study skills for language acquisition. While each language presents unique learning challenges and

exciting experiential opportunities here in the Bay Area, we are intentional about creating equal projects and opportunities for all world language learners so there is parity. For example, all 7th graders might take a language scavenger hunt field trip on the same day, but to three different markets. All solar house projects are set in a country that speaks the language the child is studying and everyone learns the vocabulary of home and family simultaneously. This week, all 8th graders traveled to a museum, but some went to the Asian Art and others to the Legion of Honor.

Because we are building towards a trip, a child's language choice is a commitment from sixth to eighth grade; students do not change languages partway through middle school. While it is not necessary to think of this language as a "permanent" choice, most students do choose to continue with the same language in Nueva's Upper School. All three languages have an approximately equal number of students enrolled.

Due to the size of the middle school, we are only able to offer one level of language at each grade level. Students entering with significant language skills (heritage speakers, for example), choose another language to study at school or, in a small number of cases, arrange their own private language instruction. As Veronica, our Spanish teacher says, "the more languages, the better." After all, "this MS choice is a springboard to a lifelong relationship with languages and cultures. This second or third language choice opens the door to broader perspectives and understanding of the many ways of seeing the world. Language understanding contributes to brain plasticity and creativity."

If you have specific questions about any of the programs, please feel free to reach out to the language teachers:

- Spanish: Veronica Guevara vguevara@nuevaschool.org
- Mandarin: Weixia Han whan@nuevaschool.org
- Japanese: Valerie Minakawa vminakawa@nuevaschool.org

Choosing a language and traveling abroad is one of the hallmarks of a Nueva middle school experience. We are excited about the opening of minds and hearts that comes through this process.

World Language Choice Google Form – Please find this form under the www.nuevaschool.org/login. Form Deadline: April 12

Summer Preparation Session: May 23 from 3:30 to 6:00 pm

- Language Assessment: May 23

Students joining the middle school in seventh or eighth grade will need to meet with the teacher of their chosen course to create a summer plan (online work, tutoring, self-study) if they are not yet ready to enter at a seventh or eighth-grade level. We have done this successfully with many students and find it is necessary to make a connection in the spring so there is ample time to catch up.

- Math Assessment: May 23

At Nueva, we seek to meet students where they are. In order to do this in math class, we like to gauge student content knowledge and problem-solving strategies before the school year begins. This assessment will include both open response questions and a multiple-choice section. The results of the assessment are one piece of information that will help us create our math classes for the fall. Students do not need to prepare for this and they should expect to see some familiar questions and some unfamiliar ones. There will be an opportunity for parents to ask questions and hear an overview of the process from 5:30 pm to 6:00 pm.

- Recital Project: May 23

As a capstone experience in the middle school, all eighth graders engage in a mentored recital project. If you are entering eighth grade, we'd like to connect with you about the scope of this project and your ideas before the summer begins.

One of our I-Lab engineers will be available to help you brainstorm.

****Out of Area Families will have a makeup date in the June/July time frame.**

Electives Choice: June 1

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Humanities/Writing Summer Assignment: Mailed by mid-June

Summer reading and assignments will be distributed in mid-June via mail.

Science Summer Assignment: Mailed by mid-June

7th Graders – Summer assignments will be distributed in mid-June mail.

8th Graders – Students should review conceptual chemistry including the structure, function, and models of atoms, the periodic table, photosynthesis reaction equations, endo- and exothermic reactions, and balancing equations. A review of the organelles of a cell, including their function and structure is also recommended. You can research these topics online.

Technology

Students receive instruction and guidance for online behavior, ergonomics, plagiarism, application proficiency, network basic, and on-campus SEL (social and emotional learning) skills during the summer orientation. The reference listed below is great tools to help you get familiar with computers and various software programs.

Helpful tips and Resources

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 - o <http://www.apple.com/findouthow/movies/>
 - o <http://www.apple.com/findouthow/music/>
 - o <http://www.apple.com/findouthow/iwork/>
 - o <http://www.apple.com/ilife/video-showcase/>

For additional technology support, contact the Nueva Technology Team at techhelp@nuevaschool.org or 650-350-4545.

Dear Middle School Parents,

Welcome to The Nueva School's Middle School! I hope you are as excited as I am in joining this fantastic community of learners.

As faculty, parents and adults who value life-long learning, we have learned it takes an entire community to support the many programs made available to your student. One of these programs is the technology program within The Nueva School. At the foundation of the technology program are four core facets of the school: our esteemed Faculty, Social Emotional Learning team, our Design Thinking and Engineering team, and our Technology Office. These four groups work in tandem to guide your students in the proper use and behaviors needed within a digital learning environment and an increasingly digital world. At the core of the technology program is each individual Nueva family, especially your Nueva student, and what he or she contributes to the greater community.

Your middle school student will be involved in a 1:1 laptop program beginning in the Fall of 2019. Years of experience dealing with families within a 1:1 program have allowed us to create a set of best practices, which every family should seriously consider exercising within their home. We know 1:1 programs inevitably change the family dynamic at home, and it is important for parents to recognize and prepare for this shift. To this end, we have created a path for parents to ready their family for this change. It begins with creating written agreements between parents and their students on expected use and expected behavior. Parents often assume their student will know how to implicitly deal with an inappropriate situation when it arises. In our experience, this assumption can be better validated when parents go through the exercise of clarifying their family values within a specific circumstance or situation, and within daily practices. For some of you, this may seem repetitive or trivial; we would ask that you still go through the process together.

Following this letter is a document of *Suggested Laptop Agreements* for your home to help you craft clarifying statements addressing various elements of computer and/or online use with your student. The first step is to review this document with your spouse or parenting partner, and come to an agreement on how you would collectively like to structure these agreements with your student. The second step is to then include your student in further refining and building these agreements with their input, and to communicate the core family value underneath each agreement to them. The third step is to document and post the agreements as a daily reminder for your student and family, knowing that some agreements may require revisiting. A sample agreement document is included for your reference.

We encourage you to start this process today. As families are busy with everyday life, we know this process can easily be overlooked. We will be reminding you again in June, and again in July and August, to undertake this process so that your family is well prepared for the 1:1 program. If you have any questions about this document or process, please feel free to contact me at echen@nuevaschool.org.

Finally, also attached is a copy of this year's Technology Acceptable Use Policy as it is presented in our school's handbook for your reference. The school's handbook for 2019-2020 will be made available on your Nueva home page before laptops are distributed to students. You can log into your Nueva home page to digitally accept *The Nueva School Handbook for 2019-2020*, located under the 'Forms to be Signed' section. Families must accept the school handbook for their students to receive their school-issued laptops for the academic year.

Congratulations again and welcome to Nueva!

Edward Chen
Director, Technology

Suggested Agreements for Middle School Families

"If I had to do it over again, I would sit my child down at home the first day he brings home the computer and say, "This does not belong to you. This belongs to the school and you are to use it for school-related projects. To the extent that you use it for other purposes, we must have an agreement about how you are using it. Let's talk right now about instant messaging, games, iTunes ... "

- Nueva Parent

We naturally assume our child knows what the family standard for laptop/computer use is, but we find it extremely helpful when families explicitly talk about these standards and write these agreements down, so there are no misunderstandings. The Nueva School strongly encourages parents to talk about the topics below with their students over the summer, come to an agreement about what behavior is expected, and continue these conversations throughout the school year. As the school year progresses, parents may find themselves reviewing and/or changing agreements as the students demonstrate more, or less, responsibility. We strongly suggest parents create a written agreement based on this document. A written agreement helps because your student can refer back to it when they have a question, or need a reminder. We highly recommend families have these agreements between parents and students in place **before** laptops come home, and that they share this agreement with any caregivers. It is never too late to start this process.

GENERAL

- Agree the laptop does not belong to the student, but to the school, and should be used for academic learning purposes.
- Agree that parents can confiscate the laptop at any time.
- Agree on what the laptop should be used—and not—used for.
- Agree on being forthright. Discuss the importance and difference of being forthright versus being just honest. Honesty is accurately responding to a question of "What happened here?" versus forthrightness, when the student comes and tells you what happened before the question is asked.
- Agree on how students should report any issues dealing with friends, issues dealing with disturbing or uncomfortable content, issues dealing with threats, digital harassment, and/or cyber-bullying, or with issues dealing with insults and name calling online.
- Agree that laptop/computer usage can become addictive and discuss how to prevent this addiction through smart time management and focusing on existing (or new) non-technical passions.
- Agree to keep a healthy balance between using the laptop and not using it.
- Discuss the expectation of privacy (or lack thereof). Everything done online, or on a device, is NOT private, and can be tracked, traced, and copied. You are never anonymous.
- Agree not to create or use fake, alternative accounts to do harm - even as a prank or 'just for fun'. Again, you are never anonymous, and this can be considered cyber-bullying.
- Agree not to digitally harass anyone.
- Agree on what should happen when your student makes a mistake online, in an email or text, or somehow violates these agreements. Discuss the different consequences that might result from a forthright approach versus an honest

approach.

- Agree to make future adjustments to these agreements, or to create new agreements as needed.
- Agree on a backup solution for student data files. Students are responsible for backing up all their data.

CARE

- Agree to care for the laptop in the best way possible (no one-corner carries, no laptop bags lying flat on the floor, no squeezing laptops or their bags into tight spaces).
- Agree to always keep the laptop in its provided case. Alternate or personal cases are not allowed on campus.
- Agree that laptops should NOT be used on the bus, in the car, before or after school (unless in Homework Club), and during lunch recess (unless in Laptop Homework Time). Bus and car use put the laptop in jeopardy when a sudden stop is needed.
- Agree to come to school with a fully charged battery every day. This means the laptop must be plugged in the night before.
- Agree to place laptops (and other electronic devices, like cell phones) outside of the student's bedroom for charging purposes, preferably in a central charging area in the parent's bedroom.
- Agree on the time when laptops and other devices should be turned off for the night and brought to the charger, and/or given to a parent.
- Agree to contact the Technology Office when technical help is needed, or if a laptop is lost or stolen.
- Agree on using proper ergonomics and proper lighting. Discuss proper ergonomics to avoid carpal tunnel, wrist pain, neck pain, back pain, and eye strain.
- Agree not to use laptops during dinner, snack time, or family meals. Food & drink and electronic devices never mix!
- Agree to leave the laptop at home when going on vacation or trips. Let it be a digital vacation as well!

HOMEWORK TIME

- Agree that school-issued laptops (even including other electronic devices) should not be used in the student's bedroom. Working on the laptop on the bed sets the student up for bad ergonomic practices and can easily lead to carpal tunnel, and/or back and neck strain.
- Agree on when the laptop should be used at home.
The school suggests limiting laptop homework time to about two to three hours at night. Setting up time limits help students focus on their work and manage their time. Limitations and boundaries actually generate creativity and focus in your student.
- Agree on where homework will be done. The school suggests a central and public location with the screen facing outward towards an adult for casual monitoring, or at least where an adult can check at will.
- Agree on what happens during homework time (will personal, entertainment, email, or chat windows be open during homework use?)
- The school recommends that all personal, social, or entertainment applications and/or windows be turned off during homework time. Group or team projects are excluded, when a chat window might be necessary.
- Agree on how your student will handle 'break times' in between homework assignments. How long is each break? Will laptop use be allowed during break time?

- The school recommends laptop use should not be a part of “break time”. Laptops can be used for entertainment purposes only after all homework is completed, and, even then, only for a limited amount of time.
- Agree on how your student will prioritize homework over extracurricular activities and/or socializing, entertainment and/or ‘play’ time on the laptop.
- Agree that doing homework on laptop will also take up total allowed screen time, so entertainment time on devices may be reduced as homework time increases to keep total screen time the same. Remember, there are other, non-technology-related ways to be entertained - read a book, play an instrument, go outside and play, work on a hands-on project.
- Agree on a time limitation for socializing, entertainment or ‘play’ time on the laptop per day. Agree if playing on the computer is okay for “X” minutes after all homework is done. Will it be proportional to the amount of time spent on homework, or a set amount of time per day?
- Agree on what is allowed during socializing, entertainment or ‘play’ time on the laptop and what is not. Again, certain applications and features can be addictive, so help your student create a path to avoid addictive applications.
- Agree on what entertainment or ‘play’ time on the laptop should be during the weekends and vacation times.
The school recommends a minimal amount of time during these days, so students can go out and work on their other passions.
- Agree on what happens during physical visits with friends. Are laptops out or put away?
- Agree if and what network monitoring and/or controls the student will need to be effective.
- Agree to use self-regulating software focusing tools, like Isolator or Think (found on Self Service), if the student is having issues focusing.
- Agree not to use the laptop to cheat on homework or to plagiarize.
Discuss what plagiarism is (copying and changing certain phrases is still plagiarism). This can be a complex topic, so it will also be addressed during school.

INTERNET

- Agree to practice Internet safety and protecting your student’s reputation online.
- Discuss and agree on what sites are acceptable, especially social networking and streaming audio and video sites.
- Agree on what online accounts, if any, your student can create.
- Discuss and agree on what information can be given when creating online accounts, and who to notify, if anyone, when accounts are created.
The school encourages students to be ethical and law-abiding and therefore not create Facebook, Google+, Twitter, Snapchat or Instagram accounts, or any other website accounts that have age limits on who can create accounts.
- Agree on sharing account information with parents.
The school suggests placing account passwords in sealed envelope to be used only when needed.
- Agree not to share account information with friends or acquaintances.
- Agree not to create, or use, fake, alternative accounts to do harm, speak harm, or type harm - even as a prank or ‘just for fun’. Posing as real person would include identity theft and cyber-bullying. Posing as an imaginary person and doing these acts is still cyber-bullying. Again, you are never anonymous.

- Agree on not sharing personal information online (both the student and the parent's information, including last name, city of residence, birthdates, place of birth, phone number, address, Social Security number, etc.).
The school recommends this information should never be given out.
NOTE: Identity theft is high amongst minors because they have spotless credit records.
- Agree on what happens when students stumble across inappropriate or uncomfortable sites.
- Agree that a student's digital footprint or 'digital tattoo' is permanent, and discuss what can be posted.
- Agree to respect their friend's digital footprint or tattoo by never posting about them or uploading photos and tagging them without their written consent.
- Discuss how content that goes online stays online indefinitely and can be copied without their knowledge.
- Discuss that there is no way to distinguish friendly banter (a.k.a. friendly insults) from cyber-bullying because there is no tone, facial expression, or body language in typed text.
NOTE: Typed text only communicates about 20% of what you really want to communicate.
- Agree to keep negative comments away from any digital interaction.
- Agree to not respond to pop-up windows but close them using Command+W on a Mac or Ctrl-W on Windows.
- Agree that nighttime (after 7 pm) is not the best time to text, email, chat, or hold a digital conversation with friends. When students are tired, their ability to make good judgments diminishes; so excess drama can be unintentionally created.

SOCIAL

- Agree and discuss how to practice the Golden Rule 2.0 online (a.k.a. "Do unto others as they would like to be done unto them").
- Discuss that a good friend is good friend, whether online or in person.
- Agree to be their friend on their social networking accounts, if you allow them to have them.
- Agree to think about who the larger audience is in their communications. Remember, digital communication is NOT private, AND/OR can be forwarded or copied.
- Discuss Instant Messaging, Facetime, chat, and group chat usage, including random and/or seemingly anonymous sites. Discuss time limits & allowable solutions/apps that can be used.
- Discuss what content is appropriate in a text or chat session, and what is not.
- Discuss what the impact is, if any, of nighttime use of email and social sites.
Typically, fatigue and tiredness set in and inhibits good judgment, causing unnecessary drama and/or misunderstandings.
- Agree on how to handle social networking sites. (Google+, Facebook, MySpace, Twitter, Pinterest, Snapchat, Instagram).
- Agree and discuss video conferencing (are there time limits? forbidden locations and/or inappropriate dress/attire?).
- Agree on using privacy settings on all social networking sites.
- Agree to check these settings often as the sites frequently change settings, sometimes without actively informing account owners.
- Agree not to post photos/videos of friends, or tag or identify them, without their

permission. The school strongly suggests getting written permission from the friend's parents.

- Agree not to post photos/videos of themselves, or their friends, in a compromising or revealing pose.
- Discuss what is authentic online - is everyone who they say they are? Is what you read fact?

EMAIL/TEXT

- Agree on the uses of email and texts.
- Agree what content should be in an email or text, and what to leave out.
- Discuss how text or emails can foster misunderstandings because there is no tone, facial expressions, or body language in typed text. Remember, typed text only communicates about 20% of what you really want to communicate.
- Agree not to use 'Reply to All', unless extremely necessary.
- Agree to avoid forwarding chain mails, jokes, or funny or cute pictures.
- Agree not to try to be funny or sarcastic when typing a text or an email. It does not translate.

MUSIC/VIDEO

- Agree that not all videos, music, websites and games are appropriate for your student. Discuss how s/he will find out what is appropriate, and what is not.
- Agree on what music the student can listen to during writing times during class, or when doing homework. Parents need to approve these writing and/or homework playlists. The playlist for writing at school must also be approved by the teacher. The school recommends the student create the playlist in advance, so students are not spending time during their writing time to find songs.
- Agree on how to handle online purchases, especially with iTunes.
The school strongly recommends parents setup an iTunes account without a credit card and use iTunes gift cards to fund any purchases (if you want them to have an iTunes account). (Yes, this can be done! Please check the Parent Education blog on your Nueva home page for more information.)
- Agree to backup files and all music and video libraries, if necessary.
- Nueva does **NOT** backup any file data nor any data within iTunes, iPhoto, iMovie, GarageBand content. This is your student's responsibility.
- Agree on and discuss the types of music or videos that they can watch or listen to. What about music/videos with explicit content?
- Agree not to download or copy music and videos from friends, or from lesser-known websites that offer free content.
This is illegal, and a consortium of media companies can sue you or your student. This is already happening in many colleges. As their parent, you are legally and financially responsible for your minor's actions.

GAMES

NOTE: Entertainment games are NOT allowed during class and when school is in session, including during lunch and/or lunch recess.

- Agree on what games are acceptable and when (what is the curfew time and how long can they play?).
- Agree on whether or not online social games are acceptable.

- Agree that games can become addicting. Help your student create a path to avoid such addiction.

COMMUNITY

- Agree to share your agreements and limitations with other families, especially during a hangout session at a friend's house.
- Agree to have a common curfew, whereby friends and their families agree to exit chat, email, and/or social networking sites at 8 or 9 p.m. so everyone can finish their homework and/or get ready for bed.
- This is otherwise known '8 CCC' (Computer, Cell phone Curfew) or 9 CCC.
- Agree to an Internet and device day off. Select a day of the week when the entire family is computer-free and Internet-free, so the entire family can recharge for the upcoming week.

One final encouragement to parents: The most important message is: whatever your standards and agreements are, students care most that you, the parent, model the behavior you want at home.

Please share any additions to this list that have worked in your family with our Director of Technology, Edward Chen, at echen@nuevaschool.org.

SAMPLE FAMILY AGREEMENT ON HOMEWORK/NUEVA LAPTOP/SCREEN TIME AND RELATED ISSUES

1. **General Rules**

- a. We will review and agree to The Nueva School Laptop Acceptable Use Policy.
- b. Under Nueva's rules, "entertainment games are NOT allowed during class and when school is in session."
- c. The Nueva laptop does not belong to us, but to the school, and should be used primarily for academic learning purposes unless we agree otherwise.
- d. You will ask us before signing up for any social networking sites on any device and we will agree on acceptable use parameters.
- e. You will share all account information and passwords with us; you will keep this information up to date in the brown book in the office.
- f. Before giving out personal information other than name, email address and city of residence (such as address, birthdate, phone number, social security number, etc.), you will ask one of us.
- g. You will be forthright when you encounter harassment, cyber-bullying or otherwise disturbing activities or content online.
- h. You will use your laptop, desktop and cell phone responsibly, remembering that you are never truly anonymous. You will protect your online reputation.
- i. You will not harass or cyber-bully and you will keep negative comments away from digital interactions.
- j. Your laptop and desktop will not be used to cheat or plagiarize.
- k. You will be forthright when you make a mistake that you think may violate this agreement, Nueva's policies or your commitment to act responsibly.

2. **Laptop Maintenance**

- a. Your Nueva laptop (and cell phone) should be charged nightly overnight in the downstairs office.
- b. You will back-up your data regularly [using an external hard drive].
- c. You will not respond to pop-up windows.
- d. No food or drink is allowed near your laptop or desktop (other than water bottle).
- e. You will follow Nueva's instructions for caring for your laptop.

3. **Homework Practices/Laptop Usage**

- a. Homework will be done in the TV room (with the TV off), the kitchen island or the dining room table.
- b. You will have a plan for completing homework daily during the week and for the weekends, with reasonable break times (generally no more than 15 minutes per 45 minutes of homework) and a break time for dinner and John Oliver/Stephen Colbert or similar chill time with Mom or Dad.
- c. Your daily homework plan should incorporate a **10 pm cut-off time for use of any screen other than your Kindle**.
- d. Nueva "suggests limiting laptop homework time to about 2 to 3 hours at night." We will monitor this to see how this works for us in practice.

- e. During homework time, all personal/social/entertainment/email/chat windows and applications will be closed **unless** you need a chat window for a group or team project.
- f. You will be permitted to listen to music while doing homework if you want to. If, however, you have issues focusing on homework, we can suspend this permission at any time.
- g. During break times during homework time but before homework completed, laptop and desktop will not be used. TV (including video games) and cell phone may be used. If, however, you have issues focusing on homework, we can suspend this permission at any time.
- h. If you are having issues focusing on homework, you will explore and use self-regulating software focusing tools (e.g., Isolator or Think) and we will work with you and Nueva to find a tool that works best for you.
- i. After homework completed on a weeknight (and on weekends if not during your planned homework time), you may use laptop and desktop for personal/social/entertainment/email/chat windows and applications; subject to starting the year with "9CCC" (computer and cell phone curfew for social/email/chat), which we may reevaluate at any time and **10 pm cut-off time for use of any screen other than your Kindle.**
- j. At this time, we do not see a need for a time limitation on non-homework laptop use or total screen time per day or week. If, however, we feel like you are not maintaining a healthy balance between engaging in non-technology-related activities (e.g., reading, music, athletics, games, chores etc.) and screen time, we will revisit this.
- k. The Nueva laptop may not be used in your bedroom.

Student: _____

Parent1: _____

Parent2: _____

This sample comes courtesy of a very generous and thoughtful Nueva family.

Agreement for Use of Devices @ Home

Our family values: _____

When it comes to devices at home, I agree to the following checked items:

- Understand the Nueva laptop belongs to the school. It must be care for properly, and must be returned in good working order at the end of the school year.
- Use a case to protect the Nueva laptop.
- Keep food and drink away from devices.
- Surrender the devices whenever asked.
- Devices will not be used in: _____(locations).
- Know everything created, uploaded, viewed on devices is public information.
- Protect my private/personal information and not give out my private information (address, birthdate, phone number, etc.) to protect my identity.
- Create and protect my online reputation as I would (and have) in real life.
- I will pause before sending or posting anything - considering all possible consequences.
- I will not engage in bullying, deception, or exclusion.
- Keep all my account credentials (including social media accounts) in a known discrete location (e.g. an envelope).
- Protect my privacy by learning about, and using, privacy settings on any platform I am a part of.
- Protect the privacy of my friends by not posting/uploading/tagging photos of them without their parent's written consent, even if they are in the background.
- Protect my devices from malicious software by not responding to pop-ups, opening unexpected attachments, or clicking without reading carefully.
- Understand text only communicates 20% of what I really want to say.
- Understand fatigue and general tiredness inhibits good judgment and decisions, causing unnecessary drama and/or misunderstandings.
- Protect my body by being ergonomically safe when using devices.
- Will not violate copyright laws, plagiarize, nor cheat.
- Be my best and kindest self while online.
- Be forthright in reporting any issues with the devices (broken, lost, missing), including encountering uncomfortable issues like harassment, bullying, inappropriate or disturbing activities.
- Be forthright when I make a mistake/error that might violate this agreement, Nueva's policies or my commitment to act responsibly.

- Return devices to their central charging station to charge every night, especially at the computer/cell curfew of: _____(time).
- Exercise a healthy life balance and putting down devices when:

_____ (days/circumstances).

Homework

- Homework with devices will be done in _____(location), preferably not in bedrooms.
- To remain focused, only work-relevant apps and/or windows will be open when working on homework or projects.
- To be ergonomically safe, timed ___-minute breaks should be taken for every ___ minutes of focused homework time. Breaks will not include the use of devices.
- Having music playing in the background during homework requires a preset playlist.
- After homework has been completed, entertainment/social/personal use of devices will be limited to: _____(time).
 - (recommended: X number of hours or until the CCC curfew time, whichever is earlier)
- Use additional controls, limitations, and/or focusing apps may be used or installed if I am unable to focus well and be productive.

Other

- _____
- _____
- _____

We can make future adjustments to this agreement - adding or changing as needed. For now, I agree to uphold the items checked above to the best of my ability:

Student Signature

Parent Signature

Student Printed Name

Parent Printed Name

Date

TECHNOLOGY: Acceptable Use Policy (AUP)

Overview

Nueva provides a range of technology resources to enrich the academic experience of students, faculty, and staff. This Acceptable Use Policy (AUP) outlines the details for use of this technology.

Nueva offers students access to Nueva's internet connection, laptops, printers, video/audio equipment, wireless networks, data systems, computer systems, servers, networks, software, subscription services, and other equipment that comprise our Nueva-managed technology and services.

Beginning in 5th grade, through our 1-to-1 Laptop Program, Nueva assigns each student his or her own laptop. The 1-to-1 Laptop program is a natural extension of our history of innovation with technology and its emphasis on authentic and individualized learning experiences. Students in the Lower School have supervised access to laptops and other devices.

Use of technology at Nueva is a privilege, not a right. All technology users have a responsibility to utilize technology in an appropriate, authorized (by Nueva), lawful, and ethical manner, in accordance with this policy and Handbook. Violations of these policies may result in suspension or loss of this privilege and further disciplinary consequences. In addition, legal action may be taken in accordance with federal and state law and policies, and criminal charges may be filed against a student and/or parents, when appropriate.

Student Use of Nueva-Managed Technology:

Usage for Academic Purposes: Nueva-managed technology is available to Nueva students to promote Nueva's educational program. Nueva-managed technology should be used for academic purposes:

Prohibited Usage: Students agree never to use personal and Nueva-managed technology for the following prohibited purposes:

- To send a message that violates any law, policy, rule, standard of conduct, or is unacceptable behavior, including, but not limited to: any policy, rule standard of conduct, or unacceptable behavior set forth in this Handbook;
- To send messages using abusive, or otherwise objectionable language to send any messages that are prohibited by Federal or California law;
- To engage in personal attacks, including prejudicial or discriminatory attacks;
- To harass another person. (defined above);
- To knowingly or recklessly post false or defamatory information about a person or organization;
- To post, send or download copyrighted material without permission. Users are to respect the rights of and the intellectual property of others in accordance with Federal and California copyright laws;
- To transfer copyrighted material to or from any Nueva-managed computer or machine without license or the express written permission of the owner is a violation of Federal Law;
- To access, send, or retrieve pornographic material;

- To masquerade as another person or falsify one's identity to others with malicious intent;
- To gamble;
- To engage in any illegal act, including but not limited to: arranging for a drug sale or the purchase of alcohol, engaging in criminal gang activity, threatening the safety of a person, etc.;
- To circumvent security measures on Nueva-managed or remote computers or networks;
- To attempt to gain unlawful or unauthorized access to another's resources, programs, or data;
- To attempt to use another Nueva community member's security password or security credential for any Nueva account.

Additional Prohibited Usage for Lower School & Middle School Students: As a prekindergarten–grade 12 school, we are dedicated to technology use for its highest creative and academic purposes. We seek to develop a natural progression for the inclusion of technology in students' classroom activities, and have integrated technology experiences designed to teach healthy practices. As such, Lower School and Middle School student use of laptops is limited to direct supervision by a teacher. This includes prohibiting usage at the following times:

- Lunchtime and lunch recess because of the high value we place on healthy eating habits and time for play. Students will be advised of lunchtime options for supervised homework or school-related projects at the beginning of each school year.
- Before school begins and while awaiting pick-up.
- At Extended Day programs. Laptops can be used only during Homework Club, but for homework, not for recreational purposes or for video games.

We intend to establish protocols for students' safety during the elementary and middle school years. To that end, students in the Lower School and Middle School agree not use Nueva-managed technology, without permission from the school, for the following purposes:

- To Instant Message, chat or send texts;
- To access or use social networking websites of any kind, including but not limited to Instagram, SnapChat, Facebook, Google+, etc; Lower and Middle School students do not meet the minimum age requirements.
- To visit and post information and/or messages on social networking websites such as Instagram, SnapChat, Facebook, Google+, etc.;
- To access or use chat rooms or forums, unless directed by a teacher as part of a classroom activity;
- To agree to meet with someone he/she has met solely online;
- To enter contests, advertising, promotions, political lobbying, or personal commercial activities including online purchasing on sites such as eBay or Craigslist (which facilitates direct contact between an unknown seller and the student; in addition, online purchases should happen at home so parents are aware of monies being spent);
- To disseminate, view, or store commercial or personal advertisements, solicitations, promotions,

destructive code (e.g., viruses, Trojan horse programs, etc.), or any other unauthorized materials as determined by the school;

- To engage in the unauthorized exploration of the network operating system or to change any installed Nueva-managed software;
- To disclose personal information including but not limited to: address, phone number, birthdate, or age to third parties unless the student has written parental consent;
- To download or upload software, games, or shareware;
- To play video and/or other non-school related games, recreational videos, or movies for entertainment;
- To communicate any credit card number, bank account number, or any other financial information;
- To post chain letters or engage in “spamming.” Spamming is sending an annoying or unnecessary message to a large number of people, including sending “Reply All” messages;
- To falsely represent yourself as the School by using the school name on social media sites, unless authorized by the Head of School in advance and in writing;

Further Guidance on All Prohibited Usage Sections: The prohibited usage detailed above are meant to provide Nueva students and their families with examples of prohibited conduct, but are not intended to serve as an exclusive or all-inclusive list. All Nueva students may be disciplined for engaging in other conduct deemed, at the sole discretion of Nueva, as detrimental to the school, its mission, or to be a violation of school policies, rules, standards of conduct, unacceptable behaviors, law, and/or otherwise harmful to other students.

If a student mistakenly accesses inappropriate information, the student should immediately tell a teacher or an administrator, so the Technology Office can be notified to correct or remedy the issue. Additionally, to the extent parents inform the student that there is additional material they think would be inappropriate for the student to access, Nueva expects that the student will follow his or her parent’s instructions in this matter.

Safety: Students should promptly disclose to a teacher, school administrator, or staff member any message they receive that is inappropriate, that makes them feel unsafe, or that is a violation of any Nueva policy (including those stated above), rule, standard of conduct, law, or is unacceptable behavior, and/or otherwise harmful to other students.

Security: It is essential that Nueva computers and devices never be disrupted by any malicious software or computer viruses. Students should refrain from opening email attachments from individuals they do not know. If a student suspects that malicious software (malware) or a virus has been introduced into a Nueva machine device or Nueva’s network, that individual should notify the Technology Office immediately. When work must be transferred from home to Nueva-managed technology, it should be through Nueva’s official Google Apps for Education platform, Nueva’s file servers, or through Nueva’s email accounts, or other reputable services.

Vandalism: The entire community suffers when computer systems are disrupted. Students agree not to

engage in digital or network vandalism, including, but not limited to, the following acts:

- Attempting to access or edit the files, folders, or equipment without permission;
- Attempting to bypass security or management software;
- Revealing personal Nueva account passwords to others;
- Unauthorized (by the Technology Office) installation, removal, or copying of ~~any~~ software ~~or~~ (Upper School students are authorized to install software on their Nueva-issued laptops as they are administrators to the laptops; however, they do so at their own risk. The school assumes they have the proper documents for proof of purchase. Support and troubleshooting these software packages or apps are not within the scope of the Technology Office's services.);
- Circumventing device settings on any shared network or computer resources, or circumventing grayed out or locked settings on Nueva-issued laptops; or
- Changing or unplugging network or phone cabling from existing classroom or lab equipment.

Vandalism also includes but is not limited to: the spreading of code pranks, malicious or annoying malware, viruses, and Trojan software, or changing of Nueva-owned device settings that have been purposefully made unavailable. Nueva students should respect their fellow students and community members and not adversely or negatively impact or affect another Nueva computer, device, or account.

Passwords: Students agree to respect others' privacy and not use another person's account or password, even with that person's consent. Students must also not disclose or allow others to use their Nueva account passwords.

Copyright & Plagiarism: Students are responsible for producing their own work in completing school assignments. Downloading and copying another individual's work from the Internet without crediting the author is plagiarism. (Please see Nueva's policy regarding *Academic Integrity* in this Handbook.) Students are also responsible for complying with copyright law and applicable licenses that may apply to software, files, graphics, documents, messages, and other material that users wish to download or copy. Copyright violations include the copying of computer software, digital text, or written materials without the permission of the author. Students may not agree to a license or download any material for which a registration, installation or activation fee is charged to Nueva, while using a personal or Nueva-managed device, without first obtaining the express written permission of the Director of Technology.

Network Bandwidth and Frivolous Use: Nueva's technology resources are not unlimited. Network bandwidth and storage capacity have finite limits, and all students connected to the network have a responsibility to conserve these resources, avoid waste, and make sure not to place these resources at risk. Nueva students should not deliberately perform acts that waste computer resources or unfairly monopolize resources to the exclusion of others. These acts include, but are not limited to: printing large quantities of paper, sending mass mailings or chain letters, spending excessive, non-academic amounts of time on the Internet, engaging in non-academic online video or audio streaming, uploading or downloading extra large files, or otherwise creating unnecessary loads on network traffic associated with non-school-related uses of the Internet.

Rights of Nueva with Respect to School-Managed Technology

Nueva's rights with respect to student and/or guest use of technology and communications include but are not limited to the following:

Right to Monitor, Search and Seize Nueva-Managed Technology and Communications: Each student's online communication using Nueva-managed technology is a reflection of the school. Students have no expectation of privacy when using Nueva-managed technology or in any communication sent using Nueva-managed technology, including communications sent on personal electronic devices using Nueva-managed technology (i.e. school networks and equipment). Nueva has the right to monitor and log any and all aspects of its Nueva-managed technology, including, but not limited to, monitoring Internet sites visited by users, monitoring chat and newsgroups, monitoring file downloads and all communications to or from Nueva-managed technology, including communications that can be retrieved from Nueva's server/network and electronic equipment. The Nueva School also reserves the right to search and seize Nueva-managed technology and any privately owned devices connected to it or interfering with its proper function.

Cooperation with Authorities: Nueva will cooperate with copyright holders, law enforcement, and other authorities, as appropriate, if they learn of illegal or potentially illegal use of Nueva-managed technology by Nueva students or visitors.

Content Filter: Nueva has the right to utilize software that makes it possible to identify and block access to Internet sites containing explicit content or other material deemed inappropriate in a school or workplace.

Restrictions on Student Use of Personal Technology: Nueva asks that students use its school-issued laptops while at school, even if they have their own device at home, because teachers plan their courses with the assumption that students will have common technology capability, including access to Nueva-managed computers, hardware, connectivity, software, security, and online service subscriptions available through the 1-to-1 laptop program. If a student chooses to bring their own personal devices, in addition to using their Nueva-issued laptop, they are responsible for supporting and/or configuring their personal devices.

Personal Electronics

Personal electronics include but are not limited to laptops, cell phones, tablets, Kindles, MP3 players, smart watches, and game devices. In general, we discourage students from bringing personal electronic devices to school. Nueva is not responsible for loss or damage of any personal electronic device. Nueva provides computers and other devices for educational uses during the school day. If a student brings a cell phone or gaming device to school, it must be used in ways that are not disruptive to the educational programs or other individuals. In general, for LS and MS students, all non-Nueva electronic devices must remain turned off for the entire school day and kept out of sight in the student's locker or backpack. These devices may be used on the school bus or shuttle, but only if it does not create distraction for others and materials are

appropriate.

Amplified music may be allowed in class or on campus, if permitted and supervised by a teacher, but all music at school needs to be school-appropriate. Profanity or inappropriate language is not permitted.

Further Guidelines for Lower School and Middle School Students: If a student needs to make a call during the school day, s/he may get an adult's permission to use the phone in the Mansion Foyer, Middle School Office, or Front Desk Reception in the J Building. For Middle School students, personal electronics, including cell phones, may only be used after school is dismissed at 3:25 pm. For Lower School students, personal electronic devices should not be used on campus. We are intentional about our desire to have our students focus on their work, their play, their teachers, and their classmates and we review these expectations with students in class meetings at the beginning of the school year and as needed throughout the year. Cell phones and other devices may be confiscated if they are out or used without specific permission during the school day.

Social Media

Part of learning to be a successful citizen and Nueva community member includes understanding that social media and digital communication are essential parts of our world today. Social media are powerful learning, collaboration, and communication tools and should be judiciously employed in the pursuit of learning. Social media is any form of online publication or presence that allows interactive communication, including social networks, blogs, photo sharing platforms, Internet websites, Internet forums, and wikis. Examples of social media include, but are not limited to, Facebook, Twitter, Instagram, LinkedIn, YouTube, Vine, SnapChat, Google+, and Flickr.

It is important to recognize that access to information can result in tremendous advantages, and it can also create new responsibilities for students of which students and their families should be aware. The decision to embark on a social media presence is one that should be made jointly between students and their parents/guardians. Nueva's social media policy prohibits students in grades 8 and below from accessing social media sites, and all such sites are fully blocked on the Hillsborough campus.

For any Nueva student participating in social media, we encourage strict adherence to the rules and guidelines of each site, as well as to Nueva's guidelines for behavior. Most social media sites require individuals to be 13 or older to create accounts, e.g., Google+ and Facebook, so please check the rules for each site before joining and abide by them. We expect students to use appropriate language and model ethical behavior at all times in any online use, as students are part of the Nueva community even when not physically in school, and school guidelines regarding respectful and responsible treatment of others still apply.

Students should understand the following principles in order to create the kind of digital footprint and record with which they can feel comfortable. Many employers and colleges will search social media before making hiring and admissions decisions, and it is important to remember that online actions leave a permanent record. The following are our social media guidelines:

- Be your best self online—post accurate information and be accountable for what you say.
- Get your parents’ input about what information they feel should remain private and what is acceptable to post publicly. Your parents may provide guidance and supervision of your activities online. Please keep in mind that parents may be liable for your actions or misconduct online while you are a minor.
- Share your account credentials and passwords with your parents (in a sealed envelope, if preferred), so if there is an emergency, they are able to leverage social media as a way to help address the emergency.
- When you use social media for academic purposes, such as for a school assignment, treat the platform as a digital extension of your classroom—the same rules apply online as they do at school.
- Take a few extra minutes to think about whether a post will be hurtful or embarrassing to you or others or whether it could negatively affect a future opportunity.
- While at times, it is easy to tell whether a social media use is school-related or personal, at other times, it may be difficult to distinguish fully between different uses. Sometimes, personal social media use, including off-hours use, may result in disruption at school and the school may need to get involved. This could include disciplinary action such as a parent conference or suspension. It is important to remember that school rules prohibiting certain types of communication, like bullying and harassment, also apply to electronic communication.
- Privacy settings are automatically set by social media providers and these settings govern who can see your posts, how information is linked, and what data of yours is available to the public. Each social media platform has different privacy setting defaults and some change those settings without making it obvious to you. As a user of social media, you should be informed about your accounts’ levels of privacy, and consciously manage your privacy settings.
- Protect yourself online. Don’t post identifying information that could risk your safety or increase the chance of identity theft. Identity theft often happens to minors who have no credit history; thieves can easily start a history.
- Take cyberbullying and online harassment seriously. If you are being cyberbullied or harassed or hear about/observe someone else being cyberbullied or harassed, report the behavior and get help. You can tell a parent, school staff, another adult family member, or a trusted adult. If no adult is available and you or someone else is in immediate danger, call 911. It is important not to respond to, retaliate, or forward any harassing, intimidating, or bullying content. “De-friend,” block, or remove people who send inappropriate content. It may also be a good idea to save harassing messages, as this evidence could be important to show an adult if the behavior continues. If the behavior is school-related, print the messages and provide them to Nueva when you report the incident.
- Nueva community members (staff, faculty, parents, students, etc.) may not create public or password-protected pages and/or sites (outside of the Nueva website, Google Apps for Education and Canvas platforms) representing Nueva without prior written approval from the Communications Department. In addition, community members should refrain from tagging content with the Nueva,

Nueva School, or the Nueva School tag without prior written approval from the Communications Department. Contact Communications at communications@nuevaschool.org with any questions.

Data Back-Up

Students are responsible for backing up all of the data on their school-issued laptop and/or device. Nueva recommends students purchase an external hard drive that significantly exceeds the storage space of the laptop's hard drive and use Apple's Time Machine (found in System Preferences). Backups should be done regularly; our Technology Team recommends weekly. Students can also use their Google Apps for Education account to back up important files using Google Drive or Google Drive for Desktops. Students also have the option of using paid services, like Dropbox.com and Box.net, but the expense for such services is the responsibility of the student and/or family. Losing a file or experiencing file corruption and/or hard drive failure is not a valid excuse for not turning in homework and/or projects. Back up frequently!

Email, Network, and Other Educational Online Accounts

Beginning in third grade, students receive Nueva email addresses and are expected to use their Nueva email account to email their teachers and peers, and for all other school-related purposes. If students use another account at home such as Gmail, Yahoo, or Hotmail for communication within the Nueva community, the same rules of respect apply as if they used their school account. Using other email systems are not a way to get around Nueva's rules and standards for communication.

Students are responsible for their Nueva network, email, and other educational online accounts, including but not limited to Google Apps for Education, Rosetta Stone, Canvas, etc. Students are responsible for securing their passwords, and they must not reveal their passwords to anyone, except their parents, their teachers, school administration, and the Technology Office staff.

The following frequently asked questions are aimed to provide essential account guidance to students.

Q: What's a secure password?

A: A secure password is one that does not contain your name, your phone number, or your birthday.

Q: What if someone asks to use my Nueva account?

A: You should not share your passwords with others (except your teachers, parents, and the Technology Office). Accounts are considered private and are customized for you. It is sometimes difficult when someone asks to use your account, especially if it is your friend. You are the author of anything sent using your account. It is easier to keep your password secret than to try to prove that an inappropriate message sent from your account "was not from me."

Q: What if I want to use someone else's account?

A: You are not permitted to use other Nueva accounts at any time, whether those of students or teachers. This means that if you somehow learn someone's password, you may not use it at any time, and you should notify them so they can change their password.

Q: What if I think someone has used my Nueva accounts?

A: If you think someone has used any of your Nueva accounts without your permission, please tell a teacher or the Technology Office.

Q: Can I send chain mail?

A: You can send a personal email to someone, but forwarding a chain email to a list of people is not permitted. Also, please exercise good judgment before hitting “Reply All.” Does everyone really need to see your reply?

Q: Is my email or chat session private?

A: It may seem really private, but email and video or text chat have little privacy, not only at Nueva but also in the outside world. Anyone can forward your email or print it out, and it may lose the privacy you had originally intended. Before you forward an email someone sends you, consider whether the words are private and meant only for you. It is best to ask the person’s permission before you forward or re-post anything.

Q: What online communication platforms can I use at school?

A: When you are at school, you should use your school-provided account(s), such as your Nueva email or your Nueva Google Apps account, which are for academic purposes. Using other providers of communication platforms (or infrastructure) to get around the rules and standards for communication is not acceptable.

Q: What type of digital communication is not acceptable?

A: You should treat others the way others wish to be treated. Specifically, it is not acceptable to send messages or pictures that use obscene, racist, violent, or offensive language, or any other communication that could be considered harassing, insulting, derogatory, or hurtful to others. This is considered cyberbullying, which Nueva takes very seriously, whether the communication is generated on or off campus. In certain cases, it may be necessary for Nueva to report cyberbullying incidents to the proper authorities. Unacceptable communication will be addressed through the appropriate disciplinary process.

Q: What if I receive an online communication that makes me feel unsafe?

A: If you receive or see a harassing, offensive, or insulting online communication, or someone at school harasses you or insults you using the Internet, please tell a teacher or administrator. This can be considered cyberbullying, and it may be necessary for Nueva to report cyberbullying incidents to the proper authorities.

Software on the Nueva Laptop

Nueva has installed several programs on student laptops provided by the school. If Nueva students need to download or install additional software and/or update software, please do so cautiously as the software and/or update you install may negatively impact your Nueva laptop. Typically, first-day updates or new

software will cause conflicts or erratic behavior with other software. Please complete necessary due diligence in checking to make sure updates and/or new software will not conflict with existing software on your machine. The Technology Office cannot anticipate all conflicts and/or issues with software. If the new software and/or update conflicts with a standard piece of school-provided software, please completely remove it (search for specific directions on how to completely uninstall the product or to undo the update). If the student is unable to remove the software, please seek assistance from the Technology Office. This will be our first approach as well. If the Technology Office members are unable to resolve the conflict, they will need to reimage the laptop, unfortunately erasing all data from the laptop's hard drive during this process.

When installing paid applications and/or software on our Nueva laptop, document the purchase, and keep the proof of purchase and the installation and/or activation code. They will be needed in the following year to reload the applications.

The following frequently asked questions are aimed at providing students with additional application and software guidance.

Q: Can I install anything else on my laptop, like a game I really like to play?

A: Your laptop is your school computer, designed to help you get the most out of school. Games for entertainment or recreation are for home and not for school. Keep your academic life focused by refraining from installing entertainment games on your laptop or playing games during class. Your fellow students will also thank you for not distracting them in class.

Q: Can I install peer-to-peer file-sharing programs?

A: Programs like BitTorrent typically allow users to upload, download, and share copyrighted materials. Copyright infringement is breaking the law and students your age have had to pay up to \$4,000 for one illegally downloaded song or video. The Motion Picture Association of America (MPAA) and the RIAA (Recording Industry Association of America) have been known to sue students' families. For this reason, peer-to-peer file-sharing programs are strongly discouraged. You should own any music, video, or media you put on the Nueva laptop. You do not own a song or movie if you copy it from someone else; you have to own it yourself. Always retain a proof of purchase.

Q: Can I place personal media onto my Nueva laptop?

A: Before placing personal media (such as e-books, photos, videos, music, etc.) on your laptop, be strategic about how you are using your disk space. If you overload your laptop with personal media, you may quickly run out of space for your academic projects and assignments. Leave plenty of space for your academic files, as they will grow over time. The more you store, the more you have to back up.

Care of Your Nueva Laptop

Laptops and the installed software are very expensive and students need to treat them that way. The laptop you receive actually belongs to Nueva, not the student. At the same time, students take their laptops with

them and are responsible for taking good care of it.

The following frequently asked questions are aimed providing students additional guidance on caring for their Nueva laptops.

Q: Where can I leave my Nueva laptop?

The best place to leave your laptop is in its case. Your laptop case should be with you at all times or placed in a locked classroom or student locker. Please do not leave it in the hallways, unlocked rooms, or unattended, in the rain, the hot sun, on or near walkways or on or near stairs. Finally, when you pick up your laptop case, especially when it is near other cases, please make sure the laptop case and laptop are actually yours. Many laptop cases look alike. To help with this, you can place a keychain or decorated string on your laptop case handle to help you distinguish your case from others. Please do not decorate your case with ink drawings, stickers, duct tape, glitter, or glue.

Q: What is the best bag to use with my Nueva laptop?

The best bag to use with the Nueva laptop is the bag issued with the laptop. These Higher Ground bags allow you to carry your laptop and use your laptop within the bag itself, eliminating the risk of damaging your laptop when it is in your backpack. Middle School students are required to use the Higher Ground cases. If an Upper School student wants to purchase a different, but comparable case, the Technology Office recommends the Higher Ground (<http://hggear.com>) Flak Jacket Plus or Laptrap.

We strongly discourage students from placing their laptops into messenger bags or backpacks with laptop sleeves. If you look at where the highest pressure points are on a backpack or messenger bag when the laptop is in these types of cases, the highest pressure points will be on your laptop: in the center of the laptop if you are using a messenger bag, and on the sides if you are using a backpack with a laptop sleeve. The flimsy foam manufacturers use does not properly protect the laptop.

Q: How can I take good care of my Nueva laptop?

A: Keep it away from food and drinks. It is easy to spill something on your laptop. Always carry your laptop in its case with the case fully closed. Do not store anything hard in the main compartment of your laptop bag, including pencils, candy, headphones, or USB drives. Objects such as these are frequently responsible for cracked screens and trackpads. Use your laptop on a stable surface, not balanced on your lap, despite its name. Accidents happen when the laptop is not placed on a stable surface.

Q: Can I personalize the laptop?

A: Your laptop belongs to Nueva and you need to return it at the end of school year in the same “like new” condition you received it, taking into account normal wear and tear. The laptop’s exterior cannot be personalized with stickers or writing, removing screws, or physically altered in any way. In addition, students should never open the laptop’s bottom cover. Tampering with the bottom cover and/or keys is a physical safety issue and will result in disciplinary action.

Q: What happens if the laptop gets damaged?

A: If your laptop gets damaged, take it to the Technology Office right away. Nueva reserves the right to charge your family the direct costs of repairing your laptop if you repeatedly and/or purposefully damage it. If you notice missing keys or screws, please let the Technology Office know right away. These are easy to repair early, but can get worse or cause more problems over time. We have a very limited supply of loaner laptops you can use while your laptop is being serviced. Also, they are older MacBook models, so there is a noticeable difference in performance.

Q: What happens if a laptop is lost or stolen?

A: Please contact the Technology Office at (650) 350-4545 or email techhelp@nuevaschool.org right away, and report where it was last seen. Families will need to fill out a police report, send the certified police report to the Technology Office along with a written and signed letter stating what happened, when, and details about the loss or theft, and will need to work with the Technology Office to fill out other insurance paperwork. Nueva reserves the right to charge the family the replacement cost of a lost laptop.

Data Location Acknowledgement

In order for Nueva to continue to be able to provide your student with the most effective web-based tools and applications for learning, we need to abide by federal regulations that require a parental approval as outlined in *Parental Responsibilities* below.

The Nueva School utilizes several computer software applications and web-based services not operated by The Nueva School, but by third parties. These include Google Apps for Education, Canvas, Rosetta Stone Online, Typing Training, Noteflight, Raiser's Edge, Naviance, Scratch Online, ALEKS, Khan Academy, Nueva's Website, and similar educational programs.

In order for our students to use these programs and services, certain personal identifying information, generally only the student's name and Nueva email address, must be provided to the website operator. Under federal law, these websites require Nueva to provide parental notification and obtain parental consent before collecting personal information from students, especially from those with students under the age of 13.

The law permits schools such as Nueva to consent to the collection of such information (student name and Nueva email address) on behalf of all of its students, thereby eliminating the need for individual parental consent given directly to the website operator.

By agreeing to this Handbook, parents/guardians provide consent for Nueva to provide personal identifying information for your student consisting of their first name, last name, email address, and username to the following web-operators: Google Apps for Education, Canvas, Rosetta Stone Online, Typing Training, Noteflight, Raiser's Edge, Naviance, Scratch Online, ALEKS, Khan Academy, the Nueva website, and to other online operators of any additional web-based educational programs and services which Nueva may add (after performing our due diligence) during the upcoming academic year.

THE NUEVA SCHOOL

Nueva Student Account Information – Middle School

Welcome to The Nueva School! As a Nueva student, you will have access to the portion of the Nueva website reserved for our community members, and a Nueva-issued email account.

Please note: Accounts are still being provisioned, and may not be available until **after April 8, 2019**. If you are unable to log in, please try again after this date.

Your student account information is as follows:

- Username: **First 3 letters of first name + first 4 letters of last name**
(eg. "johsmit" for John Smith)
NOTE: If your first or last name is shorter than the required 3 or 4 letters, use your entire first or last name. Example: Bo Fet = "bofet"
- Password: **student19**
- E-mail: **<username>@nuevaschool.org**

The Nueva School community website is the communication center for Nueva students. Later this summer and once school begins, you will be able to:

- Look up names and contact information of Nueva community members
- View your class schedule
- Access class blogs and wikis
- Discover news and additional information about Nueva

To access your custom home page on the Nueva School website:

Go to: <https://my.nuevaschool.org>

- Enter your user name and password as shown above. The first time you log in to the website, you will also be prompted to change your password.

To access your Nueva School e-mail account:

Go to: <https://mail.nuevaschool.org>

- Enter your user name and temporary password as shown above.
- You will be prompted to change your password the first time you sign in. This will become your **Single Sign-On (SSO)** password, which you will use to sign into your Nueva laptop, Wi-Fi, and other services.

When changing your passwords for both the Nueva School website and e-mail/SSO, please be aware these passwords can be the same for convenience, or they can be unique from each other. Passwords must be at least 8 characters. Please do remember your password(s) for each resource!

If you need additional assistance, or have questions about the website or your email account, please feel free to contact The Nueva School's Technology Office via e-mail at: techhelp@nuevaschool.org, or call us at 650-350-4545.



THE NUEVA SCHOOL

The Nueva School Community Website – Parent Account

Welcome to The Nueva School! As a new Nueva parent, you now have access credentials to the portion of the website reserved for our community members. Currently, you have limited access to the community website as the system awaits the start of the school year when your student is fully enrolled. In the first half of July, you will receive full access to a wealth of information and features.

The Nueva School community website is the communication center for Nueva parents and students. Within The Nueva School's community website, you will be able to:

- Maintain your contact information
- Look up names and contact information of faculty, staff, and other Nueva families
- Register for after-school programs and the school's bus service
- Look for families who may live close by to arrange carpools
- Volunteer for classroom and extracurricular activities
- Order lunch for your student
- Sign up for conferences with teachers or advisors
- Discover news and additional information about Nueva

Again, not all of these features will be available to you now. In the first half of July, you will receive full access to the website's features and functions.

The Nueva School community website is also where you will maintain your personal contact information. It is important you keep this information up-to-date as the school community relies on its accuracy. In the case of an emergency, this information will be used to contact you. **We ask you to update this information by May 15, 2019 in addition to your student's emergency information sheet and media release form.** We also strongly encourage you to post a photo of you and your student, so faculty and staff can readily recognize your family at the beginning of the school year.

To access your parent home page on the Nueva School website:

Go to: <https://my.nuevaschool.org>

- Enter your parent username: **firstname.lastname** Example: johnny.rocket
Note the period between first and last name.
Parents and students have separate accounts
- Enter your password: **parent19**

The first time you log in to the website, you will be prompted to change your password. You will also need to read and accept the website's Acceptable Use Policy.

Once you've completed the login process, you should:

- Update your contact information using the "My Personal Information" link in the "Welcome to the Nueva website" section of the home page.
- Complete your student's Emergency Information Sheet under the Profile section.
- Agree to the Media Release Form for 2019-2020 under 'Forms to be Signed'.
- Add photos for you and your student under the links with your student's name.

If you need additional assistance, or have questions about the website, please feel free to contact The Nueva School's Technology Office via e-mail at: techhelp@nuevaschool.org, or call us at 650-350-4545.

