ST. MARY'S
EPISCOPAL SCHOOL

Third, Fourth and Fifth Grade Lower School Policies 2019-2020

Please read the following Lower School policies for the upcoming school year.

Parent and Student Handbook

Please read and understand the guidelines of the St. Mary's student handbook.

_____

Permission for Art

There are times during the school year that St. Mary's art teachers submit student work to various off-campus exhibits or contests. We are usually required to include the student's name, address and phone number on the application form. Students and their parents are notified when any work is accepted to an off-campus exhibit or contest. Please sign this form if you agree to allow your daughter's work to be used in this way. Thank you!

_____

LS Makerspace Responsible Use Policy

1. **Safety -** It is your first responsibility to use the tools and space in a safe way. Never use a tool unless you have permission from a teacher, they have demonstrated how to properly use it, and you are being supervised.
2. **Cooperation** – Projects in a makerspace require group work.   Respect other student's opinions, speaking to others in a positive, appropriate manner.
3. **Task Commitment** – You are responsible for contributing to your group's project. Everyone needs to contribute for the success of the project.
4. **Time Management** – Use your time wisely while in the makerspace. If you finish early, see if you can help someone else.
5. **Improve or "Plus" Projects -** Contribute to other's projects only if feedback is welcome - offer helpful suggestions, tips, and assistance when you see a way other students' projects could benefit from what you have to offer, while respecting their ideas and thoughts.
6. **Clean Up** – You are responsible for your own workspace. Materials and tools are to be put away as soon as you are finished with them. You should always leave the makerspace looking better than you found it!

A loss of privileges in the makerspace may occur if any policy is not followed while working in the makerspace. Safety is our number one priority!

_____

St. Mary's Episcopal School Technology Responsible Use Policy *3rd, 4th & 5th* Grade

1. I will only use the Internet and technology equipment with the teacher's permission. I understand that technology equipment at school is not for any recreational games and that technology is to be used only to promote learning.
2. I will only use search engines, such as Google and Yahoo, under the direct supervision of a teacher.
3. I will be a responsible Digital citizen, and I will help others be responsible citizens. I will not send, write, access, or collect material that can be hurtful or offensive to someone or inappropriate for a minor. If I see anyone that is not following this rule, I will immediately tell the teacher or a supervising adult.
4. I will never give out my personal information without permission from a teacher, parent, or the owner. Personal information includes my name, age, school, address, etc.
5. I promise to access only my digital files, respecting the work and ownership rights of students, teachers, and others within and outside of my school. I understand that any St. Mary's administrator, staff, or faculty member may review files, bookmarks, and communications or any other file located in Google Apps, Haiku or on the server, student computers, iPads or other technology equipment. I understand that I have no expectation of privacy for any information created or stored on St. Mary's electronic resources at school.
6. I promise to use all the technology equipment carefully and respectfully, showing proper care and handling, while being environmentally conscious. This includes only printing with the teacher's permission, handling equipment gently, carrying equipment properly, placing equipment in the appropriate slot on the cart, and plugging it in to recharge.
7. I will only download information (documents, movies, etc) onto school technology equipment under the direction and supervision of my teacher.
8. In order to respect copyright laws, I will make sure to show where I found information and will not copy or share it without permission. I will not plagiarize other people's words or images.
9. I will always leave technology equipment how it was set up when I first received it, such as never adding any new programs, never moving applications out of my hard drive, and never downloading or installing any software or files (including screen savers and widgets). Any changes that are made to a computer will be done with the direct guidance of a teacher or staff member of St. Mary's. I am aware that the laptops will be inspected on a random basis during the school year. I will never clear the history on my Internet browser.
10. I promise to never access my personal email accounts, log on to my online networks, Instant Message through a personal account, or access personal websites that I have created while at St. Mary's.
11. I will only use my Google Apps account for school purposes. I will not use my Google email address to create accounts or log on to any personal sites for social networking, gaming, chatting or any other non-school activity.

12. I will always be a representative of St. Mary's while participating in Cyberspace. This includes participating as a respectful citizen, being mindful of what I say and how I say things to other cyber citizens, and never publishing information that I would be embarrassed to show my parents and teachers. In particular on student-created web pages, blogs, or other social networks, I will comply with St. Mary's rules, standards and expectations and will honor the agreements I have signed.

_____

Student Email Permission Form

St. Mary's will be using Google Apps for Education for the third through fifth grade students. This web-based tool will enhance your daughter's learning experience. She will utilize digital media and digital social environments to communicate and work collaboratively, thus enhancing her learning and personal contribution to the learning of her peers. Google Apps also enables students to connect to others globally. This type of technical competence adheres to the National Education Technology Standards as well as skills needed to live and work in a global society.

No student will be assigned an email account without parental or guardian approval. The domain is @*stmarysmemphis.net*. As with any educational endeavor, we feel that a strong partnership with families is essential to your daughter's successful experience. Therefore, not only are we asking your permission to provide an email account, we would encourage you to ask your daughter for her password so that you may participate in how she uses this technological tool. Please read and complete the online forms. Once the parents' permission is received, your daughter will have a training session on how to access and use her new account. If you have any questions please email Jessica Lancaster, Integrated Curriculum and Technology Coordinator, at jlancaster@stmarysschool.org.

Philosophy
St. Mary's Episcopal School encourages the use of student email as an effective and efficient way to improve communication and learning between students, faculty members and administrative staff. The sole purpose of the student email is to support the education of your child. This email account also grants student access to Google Applications such as an online word processor, spreadsheet, and presentation software. It allows teachers and students to share information housed in these file areas with others and to create projects independently or collaboratively.

1. **Official Email Address** The student email account will be considered the student's official email address until such time as the student is no longer enrolled in St. Mary's Episcopal School.

2. **Prohibited Conduct** Student email may not be used in the following ways:
• Social purposes (All email subjects are to be about student learning only.)
• Unlawful activities
• False identity in email communications
• Misrepresentation of St. Mary's Episcopal School
• Distribution of electronic chain letters and or jokes

3. **Access Restriction** Access to and use of student email are considered privileges. St. Mary's Episcopal School maintains the right to immediately withdraw the access and use of student email when there is reason to believe that violations of our policies have occurred. In such cases, the alleged violation will be referred to the Lower School Division Head and technology coordinator for further investigation and consequences.

4. **Security** St. Mary's Episcopal School cannot and does not guarantee the security of electronic files located on the Google Mail system. Although Google does have a powerful content filter in place, St. Mary's cannot assure that users will not be exposed to unsolicited information. Spam received should be deleted from the student account. The student should also notify the technology coordinator that she received spam in order to improve the filter process.

5. **Privacy** System administrators (St. Mary's Episcopal School's Technology Department, grade level teachers, and the school's administration) have the right to check student's accounts to ensure the proper use of all resources found within a Google Apps for Education account. The Technology Department may have to examine activities, files, and electronic mail to gather sufficient information to diagnose and correct problems with system software or hardware. Users of student email are strictly prohibited from accessing files and information other than their own, unless the owner of the content has shared his files. St. Mary's reserves the right to access and examine the student's Google Mail system, including current and archival files of user accounts, at any time.

_____

St. Mary's Lower School   e-Reader Responsible Use Policy & Agreement Form

Electronic readers, simply called "e-Readers", are digital devices that can store books, periodicals, magazines, and other electronic media. e-Readers like Amazon's Kindle, Barnes & Noble's Nook, Apple's iTouch, and Apple's iPad are quickly becoming ubiquitous in our digital culture, and they simply cannot be ignored. St. Mary's Episcopal School, in striving to maintain technological relevance in education, is providing the opportunity for students to use these devices in accordance with our e-Reader Responsible Use Policy. The privilege of using personal e-Readers at school requires extra caution and responsibility both on the part of the students and their parents.

While using personal e-Readers is an opportunity, it is not an expectation. The Lower School library has a comprehensive collection of fiction and nonfiction books available for checkout at any time.

 e-Reader Acceptable Use Policy

The wide variety of hardware and software capabilities of available e-Readers makes them challenging to monitor and control in a school environment. Therefore, our e- Reader Responsible Use Policy needs to be specific and clear. A student who violates any portion of the e-Reader Acceptable Use Policy may immediately lose the privilege of using her e-Reader at school for a length of time commensurate with the nature of the violation.

1. All e-Readers must be registered with the St. Mary's Lower School librarians and accompanied by the Responsible Use Agreement Form signed both by the parents and the student.

2. e-Readers are to be used only for the reading of school approved material (books, etc.) and not for other purposes such as web browsing, communication, entertainment, music, gaming, etc.

3. e-Readers must be used at appropriate times in accordance with teacher instructions. The e-Reader must not be a distraction for the student or those around her nor be a source of any classroom disruption.

4. e-Readers are not to be used during lunch or on the playground.

5. The student is responsible for knowing how to properly and effectively operate her e-Reader. This should not be considered a teacher responsibility.

6. The student is not allowed to share her personal e-Reader with other students.

7. The student assumes the responsibility for taking care of her personal e-Reader. St. Mary's is not responsible for lost or damaged personal devices.