



Student Technology Use Guidelines and Expectations

Acceptable Device Use

All K-3 grade students are issued an iPad for their educational use. Students in grades 4-9 are issued Chromebooks. Students are expected to follow the specific guidelines listed below and take any additional common sense precautions to protect the device.

- Your 1:1 device is managed by The Bement School. It is school property and must be returned at the end of the school year.
- Devices are for educational use only.
- If the device is brought home, be sure it is fully charged before returning to school.
- Do not download programs, change the settings, or modify the device in any way.
- Alert a teacher immediately of any concerns for safety or security.
- Be a good digital citizen. Follow the same rules for behavior and respectful conduct online as you would face to face.
- Report any loss, damage, or malfunction to the technology department immediately. Do not attempt repairs yourself.
- Loss or damage to the device may result in full financial responsibility.

Bmail Expectations (Grades 3-9)

Please follow these guidelines:

- Your Bement BMail account is for school purposes only.
- As part of the G Suite, it is administered by the school. The school has access to your account.
- Use your BMail account, not a personal email account, to communicate with teachers.
- Check your BMail each school day.
- BMail messages requiring a response should be replied to within 24 hrs.
- Email correspondence with a teacher is considered a formal communication. Be sure to always:
 - Use the subject line
 - Use a salutation (Dear Ms. Keddy,)
 - Use capital letters as required
 - Use punctuation
 - Spell correctly
 - Be clear about what you are asking

- o Sign your name
- Keep your password safe and private. If you forget your password, contact [Mr. Blackburn](#) to reset it.
- Our tiers of access:
 - o Students in grades 3, 4 and 5 may send and receive mail from their teachers
 - o Students in grade 6, 7, and 8 may send and receive mail from teachers and other students in grades 6-9.
 - o Students in grade 9 have open access.
- Do not attempt to access other students' accounts.
- Notify a teacher if you receive anything that is inappropriate or makes you feel uncomfortable.

Violation of the Acceptable Use Policy can result in loss of the privilege to use the G Suite and possible disciplinary action.

Expectations for Students when participating in Meet/Zoom calls

Be Present

- If you have a scheduled class meeting, please be on time.
- If you are unable to attend, you must email the teacher in advance.
- Stay for the duration of the class.
- If possible, have your camera on, so you can be fully engaged.
- Don't multitask. Refrain from side conversations, texts, chats, and using other devices.

Appropriate Dress

- Be sure to dress appropriately for work with a group of other students and your teacher (this does not mean regular school dress is required--following our dress down guidelines is fine--casual, neat dress). However, on Fridays, all students whether in person or remotely should be dressed in Friday Dress. No Pajamas!

Location and Background

- Choose a suitable location in your home that is quiet and free of distractions such as a desk or kitchen table. Sit or stand rather than lounging on a couch or bed.
- Don't walk around with your device. It is distracting and results in loss of connectivity.
- Be sure that whatever is visible in your background is not distracting while sharing video.
- Do not add a virtual background unless your teacher has given permission.

Speaking and Listening

- By default, students will be muted upon entering the call. When it is your turn to speak, simply unmute.
- Use the raise hand button, or actually raise your hand for permission to speak.
- Using headphones can help remove background noise and allow you to hear your classmates better.

Chat Rules

- If the chat feature has been enabled, use it to ask and answer questions as instructed by your teacher. Don't engage in "side conversations" that will distract from the ongoing conversation.
- This is your virtual classroom! Be respectful and courteous. All school rules apply.

Please [sign this Google form](#) to acknowledge that you have read and understand the guidelines and expectations outlined in this document.