Mission Statement and Benefits of the Middle School Educational Technology Program

Technological innovations are changing our world and our lives. To be true to Visitation School's motto, *"Non Scholae, Sed Vitae: Not for School, but for Life,"* it is necessary to continually, and very intentionally integrate technology into the life of our school. Visitation faculty and administration believe that effective implementation of technology transforms the teaching and learning process and helps students become thoughtful citizens in a global community. Authentic technological integration is done in service of educational goals and objectives and is student-centered. We believe that a truly transformative and mission-driven device program must be done intentionally and thoughtfully. **We prioritize people first, learning second and devices third.**

Visitation believes that the Middle School Educational Technology Program will only enhance the outstanding learning experiences Visitation students currently enjoy in the following ways:

1. The MS Ed Tech program will enhance the strong and vibrant relationships between teachers and students and provide for greater interactive learning as well as the freedom to innovate and create.

2. The MS Ed Tech program will challenge students to think differently and critically as they engage in problem- solving and project-based learning.

3. The MS Ed Tech program will allow teachers to teach and students to learn in ways that are not possible without technology.

4 The MS Ed Tech program will enhance their access to information and enable students to share their learning more easily & authentically outside the boundaries of the classroom.

5. The MS Ed Tech program will further connect classrooms with other people and cultures around the world.

6. The MS Ed Tech program will encourage students to utilize technology wisely and ethically for the good of others.

7. The MS Ed Tech program, with dedicated devices for each student, allows for both timely and responsive use of technology to meet learning needs on demand.

8. The MS Ed Tech program will engage students in a collaborative learning environment with real time access to information.

9. The MS Ed Tech program allows for formative assessment and enhanced access to student learning.

Welcome to the Visitation Middle School's Device Handbook!
We hope you are excited to use your device and the digital tools Visitation provides. While we have some guidelines about your usage of your device, we look forward to seeing what you can do with this powerful tool! Please read this handbook thoroughly to find out how to best care for your device and ensure it stays in good shape for your time in the Vis Middle School. In addition to the tips in this handbook, you are expected to follow the Acceptable Use Policy outlined in the Visitation student handbook.

Classroom Use
1. Each classroom teacher will direct device use in their classroom. This means that students will only use their devices when their teacher instructs them to do so.
2. Students are expected to bring their device, *fully charged*, to school every day. Each student should charge their device at home at night to prepare the device for the next school day. Students who do not have their devices with them, or whose device is not able to operate because of a low battery, will face consequences as determined by the teacher.
3. Technology cannot be used as an excuse for late/missing coursework. Visitation teachers do not accept device or technical malfunctions as excuses for late work. A student should visit or contact the Tech Help Desk for assistance with device issues as soon as possible.
4. Students must mute sound or use earbuds unless instructed otherwise by a teacher.

Email Communications
1. All Middle School students are issued a Visitation School email address and are expected to use this account when communicating to other Visitation students and adults. Additionally, students should use this account when representing themselves as Visitation students in any capacity.
2. Students should not use their Vis email address for their personal use or for any work unrelated to school work (ex. business, political or activist work . . . .) unless directed by their teacher for a course related project.

Student Device Monitoring and Acceptable Use While On Visitation Network (*ON Campus*)
1. Students should be aware that their device use can be monitored or reviewed when used on school grounds. If an infraction of the Visitation Acceptable Use Policy is suspected, Visitation Technology Team members and Administrators reserve the right to check, collect and/or re-image a student device.
2. Students should not share passwords, log on to other student's devices, or attempt to gain administrator rights or circumvent device monitoring. As stated in the Visitation Acceptable Use Policy, the primary purpose of the device is educational. If an infraction of the Visitation Acceptable Use Policy is suspected, Visitation Technology Team members and Administrators reserve the right to check, collect and/or re-image a student device.
3. Social media, and other sites that are a distraction to the learning process are blocked by Visitation's web content filter and will not be accessible by students from the Visitation campus. Students who need a site for school purposes may request the site to be opened by emailing the Tech Help Desk at helpdesk@vischool.org or stopping by the Tech Help Desk.

Student Device Monitoring and Acceptable Use While *Not* on Visitation Network (*OFF Campus*)
1. Device use outside of the Visitation network is at the discretion and the responsibility of the parent(s), and still must be in line with the Visitation Acceptable Use Policy. If an infraction of the Visitation Acceptable Use Policy is suspected, Visitation Technology Team members and Administrators reserve the right to check, collect and/or re-image a student device.

2. When off the Visitation network, it is the parent's responsibility to monitor device use, web browsing, etc. Parents may purchase a third party software product to monitor web browsing at home, if they desire. Visitation does not pay for or provide tech support for third-party monitoring or parental control software.

Accessing the Internet from Home
1. Students are encouraged to set the device up to access the Internet at home. If changes need to be made to the device in order for this process to be successful, please see the Tech Help Desk or email helpdesk@vischool.org for assistance.

Backing Up Data or Saving Files
1. Students are expected to save work frequently as a network or service interruption could cause loss of data.
2. Visitation students are issued G-Suite accounts to store their classwork. Information saved in G-Suite is available from a web browser on any device.
3. Data loss due to improper saving or backup cannot be used as an excuse for late/missing coursework.

Tech Help for Repairing or Replacing the Device
1. If a student is having a problem with their device they should either go to the Tech Help Desk in the Library and Learning Center or email helpdesk@vischool.org. Do not bring the device to an outside repair facility.
2. Students are expected to be proactive in reporting damage to their device.
3. In the event that the device needs prolonged service, the student will be issued a loaner until their device has been fixed, subject to availability.

Reporting a Lost or Stolen Device
1. Call the police department that is closest to the incident and report the stolen device and file a report.
2. Contact the Tech Help Desk at helpdesk@vischool.org or 651-683-1774. See #3 under "Fees, Insurance, Warranty, and Device Protection" for costs and coverage if the device is not recovered.
3. Bring a copy of the police report to a member of the tech team at Visitation and find out the next course of action.

Labels and Decorating
1. Each device is labeled with Visitation Asset Tag for identification purposes. These labels should not be removed, tampered with or defaced in any way.
2. Devices and chargers are assigned to students for the school year and are returned at the end of the school year. As such, students may not decorate or alter their device in any way.

Device Maintenance, Cleaning and Battery Care
1. Student devices may need to be turned in for maintenance periodically.
2. It is the student's responsibility to keep their device clean. Students are expected to wipe down the keyboard, screen and case with a damp cloth.
3. Refer to the link below if you would like more information about caring for your device: Device Manual

Precautions and Damage Prevention
1. Carefully insert accessories (headphones, power cords, etc.) into the device ports to prevent damage to the ports.
2. Students are expected to attend to their device at all times to prevent theft or vandalism. Students should not leave their device in an unlocked and/or unsupervised area. If a device is stolen due to student negligence, the school is not responsible.

3. Visitation recommends using a bag intended for devices. To prevent overheating, please make sure the device is off (shut down completely) before putting it away in a bag. Adding books, pens, etc. to this bag could cause damage to the device by adding pressure and weight that the bag is not designed to handle, so use caution when transporting the device.
4. Take good care of the device screen, for example, by not applying undue pressure or carrying the device by its screen. Do not put books or other heavy objects on top of the device.
5. Keep food and drink away from the device. Devices are not allowed in the dining room during lunch.
6. Before closing the lid to the device, make sure that there are no objects resting on the keyboard.
7. Do not leave the device outdoors, in a car, or anywhere where the temperature is below -4 degrees Fahrenheit or above 113 degrees Fahrenheit.

Software Updates, Additions and Personal Files
1. Updates and additional software requests are handled by the Technology team. New application requests must be approved by a technology team member before installation.
2. Visitation does not accept responsibility for the loss of any software or documents deleted due to a reformat and/or re-image. Please refer to the instructions in the backup section of this manual for information and assistance in saving personal data files before this process occurs.

Fees, Insurance, Warranty, and Device Protection
1. Each student will be charged an annual $100 technology fee. This fee will cover the device, manufacturer's warranty, software licensing, annual re-imaging and the maintenance of the device.
2. If a student's device is damaged or in need of repair, families will cover 50% of the replacement value or repair costs on the first instance and families are responsible for 100% thereafter unless the cost is covered under warranty. If damage is caused by a student's gross negligence as determined by Vis personnel and/or the manufacturer, students may be responsible for 100% of the cost. Faulty chargers are covered by the warranty, but physical damage such as stripped wires and bent pins require replacement and are the responsibility of the family.
3. If a student's device is lost or stolen, families will pay 100% of the cost of replacement.
4. The manufacturer warranty does not cover accidental damage, or theft. It is recommended families contact their home insurance provider for a rider. In many cases, 4 years of this rider is much cheaper than a single uncovered repair incident.
5. For more detailed information on warranty coverage, please contact the helpdesk at helpdesk@vischool.org

Training for Students & Parents
1. Parent and student signatures are required to state that they have read and understand both the Acceptable Use Policy (see page 11 in the student handbook) and the contents of this device handbook. Student devices will not be distributed until this is submitted to the school.
2. Parents will receive information about the program at the Middle School Parent Orientation in the fall prior to the start of school.
3. Student devices will be distributed after the start of the school year. During the first few days with their device, training and workshops will be held to train them on the use of their devices, including the content of this handbook and the acceptable use policy.
4. Students will receive training throughout the year on hardware, software and digital citizenship.
5. Students may also visit the Tech Help Desk for assistance.

Device Acceptance Form
Please sign the Device Acceptance Form stating that you have read and accept the conditions outlined in this handbook.