

The Basilica School of Saint Mary

1:1 Device Program and Responsible Use

The procedures and information within this document apply to all 5th -8th grade students' iPad or Chromebook use at The Basilica School of Saint Mary. Teachers may set additional requirements for use in their classrooms, which they will communicate to students and parents/guardians.

iPad/Chromebook Cost and Parts: The school has established a Lease to Own arrangement through FACTS for parents/legal guardians to purchase their child's iPad/Chromebook system with monthly, annual, or one-time payment cover for a 3-year period. The iPad/Chromebook system purchased through the school includes an iPad or Chromebook, charging cable, power adapter, case-keyboard combination, and accidental damage insurance.

iPad/Chromebook Distribution: Once administration and teachers confirm student readiness, iPads/Chromebooks ("devices") will be distributed at the beginning of the academic year. A parent/legal guardian and the student must read the *1:1 iPad/Chromebook Program and Responsible Use Form* and sign the agreement at the end of the document before the device can be distributed for the academic year.

iPad/Chromebook Setup: Setup considerations include maximum transparency and integration of the technology, as well as maintaining a safe and Catholic environment. The school will install, approve, and oversee the installation of software and apps.

iPad/Chromebook Identification: Devices will be labeled as specified by the school. All devices can be identified by a record of the serial number.

End of year: Students will retain their original iPad or Chromebook during the remaining years while enrolled at the Basilica School of Saint Mary. Any student who transfers from the school must return the iPad/Chromebook, charging cable, and case. Parents/guardians of these students will also be allowed to complete payment on the iPad to keep it.

1. Care of the iPad or Chromebook

The iPad or Chromebook is the school's property, and all users will follow the Responsible Use Policy in the Parent-Student Handbook. Students are responsible for the general care of the iPad or Chromebook, including promptly returning it to the school if it is damaged or not working properly. See Section 4, Loss or Damage, for more details.

General Precautions

- iPads or Chromebooks must never be left in an unlocked locker, unlocked car, or any unsupervised area.
- iPads or Chromebooks must never be exposed to extreme temperatures.
- Keep food and drink away from iPads or Chromebooks.
- Students are responsible for fully charging their devices at home each school night.
- Cords and cables must be inserted carefully into the iPad or Chromebook to prevent damage.

Transporting iPads

- Students must keep their iPads in the provided case-keyboard combination for protection.
- Students must keep iPads or Chromebooks in their backpacks or designated locations when participating in after-school activities.
- Students are to take their iPad or Chromebook home every day after school, regardless of their need.

Screen Care

- The iPad or Chromebook screen can be damaged if subjected to rough treatment and is particularly sensitive to excessive pressure.
- Avoid placing too much weight (such as textbooks) on the iPad or Chromebook screen.
- Do not place anything in the carrying case that will press against the cover.
- Clean the screen with a soft, dry cloth or anti-static cloth.
- Do not bump the iPad or Chromebook against lockers, walls, car doors, floors, etc., as it will break the screen.

Parent /Guardian Monitoring

Talk to your children about the values and rules when on the internet, just as you would when using all media information sources. Parents should monitor their child's usage. The school recommends the following actions for monitoring iPad or Chromebook use:

- Routinely check the search and URL history to view the sites your child has visited. If the history is being deleted, discuss the importance of leaving it available for you to monitor.
- Require the child to use the device in a common area of the house so you can monitor the websites he/she is viewing.

- Require the child to use the device at a table or desk to reduce the chance of being dropped or stepped on.
- Charge the device in a common area of the house each evening.
- Know all passwords that the school has provided to your child.
- Remind your child of the importance of keeping private information and passwords confidential. They should not share their information with anyone except you.
- Remind your child they are responsible for what is on their device, even if someone else put it there. Devices should not be shared.

2. Using the iPad or Chromebook

Devices are intended for use at school each day and should be used only for school purposes when students are off campus. Requirements for responsible and ethical use include:

- Students must bring their device to all classes unless instructed not to do so by their teacher.
- While in class, students will use their device for that class unless the teacher provides specific permission to do other work.
- **At no time can a student take a picture, record a voice, or record a video of any person in school unless it is for an assignment and the student has received permission from the teacher and the individual being recorded.**
- Students will contact a teacher or administrator if they encounter any security problems.
- Students will lock and secure their device after they are done working to protect work and information.
- If a student receives an electronic message containing inappropriate or abusive language or questionable subject matter, he/she will immediately bring it to the teacher's or administrator's attention.
- Devices that are stolen must be reported immediately to a teacher and administration.
- Students will comply with trademark and copyright laws and all license agreements. If unsure, students will ask a teacher or parent.

iPad/Chromebook Left at Home: Students who leave their devices at home are responsible for completing the coursework as if they had their devices present. If a student repeatedly leaves their device at home, the school will contact parents and possibly invoke disciplinary action.

iPad/Chromebook Undergoing Repair: When a student's assigned device needs repair, a loaner device may be issued. If the school does not have enough to loan, there may be a delay in getting a device. The student's parent/guardian should promptly notify the school to process the repair. Steps are outlined in Section 4 of this document.

Charging your iPad/Chromebook's Battery: Devices must be brought to school each day with a battery that is 100 percent charged. Students need to charge their device each evening. The school will contact parents and possibly invoke disciplinary action for repeat violations.

Passwords for G Suite Account: The school will provide each student with a password for his/her G Suite account. Students are prohibited from sharing this password with anyone else except their parents, and the student may not change it.

Screensavers, Background Photos, and Other Media: The school will do all it can to ensure that the material on the device conforms to our values and mission. Inappropriate media may not be used, and violations will result in disciplinary action.

Sound, Music, and Photos: Sound must be muted at all times unless permission is obtained from the teacher for instructional purposes. Students may use earbuds for this purpose. Music and photos are prohibited unless specifically instructed by a teacher for classroom use during a lesson.

Home Internet Access: Students can connect to other wireless networks on their devices when not at school.

Content Filter: The school uses a content filter on all devices. The filter will also apply to at-home use and be strictly enforced.

iPad/Chromebook Inspection: The school monitors all device activity, including communications, internet history, or other uses. Faculty and staff may inspect and, if necessary, confiscate any student's device at any time without prior notice. Offending material will be deleted, and disciplinary action will be taken if warranted.

3. Software/Apps on iPads/Chromebooks

School-Installed Software: The school-installed software must remain on the device and be easily accessible at all times. From time to time, the school may add or remove software for use in a class or because of a change in curriculum. Periodic checks of devices will be made to ensure that students have not removed required apps or added apps that are not in accordance with school policy.

Procedure for Reloading Software: If a device needs to be restored to factory settings, it must be submitted to the Technology Department for resetting and app installation.

Software Upgrades and Syncing: Upgrade versions of the licensed software/apps are available from time to time. Upgrades may be done remotely during the school day, or students may be required to check in their device for periodic updates and syncing.

4. Loss, Damage, Replacement

Parents/guardians are responsible for the loss or damage of their child's device and case and should follow these steps:

- 1) Promptly contact the child's teacher or administrator if the device is lost, damaged, or not working properly.
- 2) Return the damaged or poorly functioning device to the school to process the insurance claim, which applies only to the device.
- 3) Pay a possible fee applied by the school to process the claim.
- 4) If the damage is not covered under insurance, replace the device according to the specifications given by the school. Insurance does not cover intentional damage or if the device is lost or stolen.

5. Warranty agreement specified

iPad/: The iPad (excluding the charger, keyboard, and case) **is covered** under an accidental damage and extended warranty plan while the student is enrolled at the Basilica School. If the device is damaged, the student will be directed to bring the device to the front office or homeroom teacher. A loaner device will be supplied while the broken device is being repaired. Any loaner device must be returned immediately once the original device is back from repair. If a device is sent out for repair near the end of the school year, the loaner device must be returned before school is dismissed for the summer, even if the original device is not back from repair.

Keyboard/ Case (iPad): The keyboard/case combination **is not covered by the accidental damage and extended warranty plan.** If the keyboard/case is damaged and needs to be repaired, a replacement can be purchased from the Basilica School for \$100.

Case (Chromebook): The Chromebook case **is not covered by the accidental damage and extended warranty plan.** If the keyboard/case is damaged and needs to be repaired, a replacement can be purchased from the Basilica School for \$30.

Charger and cable: The charger and cable **are not covered by the accidental damage and extended warranty plan.** The family must purchase a replacement if the charger is lost or damaged.

5. 1:1 Device Program Agreement

The 1:1 Device Program supplements the Arlington Diocese Responsible Use Policy. Students may not take their devices home until this agreement is signed and returned to their homeroom teacher. Responsibility for the care of the device falls on the student. While teachers spend class time preparing students for appropriate and safe use of the device, the school has no liability for damage or loss of any personal items brought to school, including their school-issued device.

Student Section

I have read The Basilica School of Saint Mary's *1:1 Device Program*. I agree to follow all its guidelines. I understand that failure to adhere to this agreement may result in my participation in the program being suspended or revoked.

Student name: _____

Student signature: _____ Date: _____

Parent/Guardian Section

I have read The Basilica School of Saint Mary's *1:1 Device Program*. I give permission for my child to participate in this program. I understand that failure to follow this agreement may result in my child having their participation in the program suspended or revoked.

Parent/guardian name: _____

Parent/guardian signature: _____ Date: _____