ST. MARK
LUTHERAN

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St. Mark Lutheran School
Technology Handbook

GRADES 6-8

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SML TECHNOLOGY EDUCATION

Students will be prepared and motivated to meet the challenges of a dynamic global society in which they collaborate, think critically, and create through universal access to people, information and ideas.

21st Century Learning is lifelong learning, with technology. Students develop the capacity to locate, consume, analyze, and evaluate information; then to create knowledge. To be literate in the 21st century is no longer simply having the ability to read and write; rather, it must also include technological fluency and dispositional attributes such as creativity, teamwork, systems thinking, responsibility, self-assessment, and inquiry. We should expect students not only to master these skills but also to apply and demonstrate them through authentic and engaging activities and assessments.

8 CRITERIA FOR SUCCESS

1. Technology is seamlessly embedded into the fabric of the student learning experience.
2. All educators will use 21st century skills and knowledge to effectively embed educational technology as necessary to enable students to achieve.
3. SML will improve and maintain a user-focused technology infrastructure that is reliable, supported, and relevant to today.
4. All students and staff will have access to the tools of technology and information for learning.
5. Professional Development will be focused towards improving the learning process and providing relevance to the student's world.
6. Standards will exist to enable consistency in the provisioning of the educational process and facilities.
7. Innovative use of technology will be encouraged and supported.
8. Use of technology will be personalized to the extent possible, in order to address different learning styles/needs and rates of learning.

SML TECHNOLOGY PROGRAM POLICY

- I understand that masquerading, spoofing, or pretending to be someone else is forbidden. This includes, but is not limited to, sending out email, creating accounts, or posting messages or other online content (e.g. text, images, audio or video) in someone else's name as a joke.
- I will use technology resources responsibly. I will not retrieve, save, or display hate-based, offensive or sexually explicit material using any of SML's computer resources. I am responsible for not pursuing material that could be considered offensive. I understand that I am to notify an adult immediately if by accident I encounter materials which violate appropriate use.

- I will use technology resources productively and responsibly for school-related purposes. I will avoid using any technology resource in such a way that would disrupt the activities of other users.
- I will refrain from attempting to bypass, or circumvent, school security settings or Internet filters, or interfere with the operation of the network by installing illegal software or web-based services.
- I understand that vandalism is prohibited. This includes but is not limited to modifying or destroying equipment, programs, files, or settings on any computer or other technology resource.
- I will respect the intellectual property of other users and information providers. I will obey copyright guidelines. I will not plagiarize or use other's work without proper citation and permission.
- I will refrain from the use of or access of files, software, or other resources owned by others without the owner's permission. I will use only those school network directories that are designated for my use or for the purpose designated by my teacher.
- I will follow all guidelines set forth by the school and/or my teachers when publishing schoolwork online (e.g. to a website, blog, wiki, discussion board, podcasting or video server).
- I understand the Internet is a source for information that is both true and false; and that the school is not responsible for inaccurate information obtained from the Internet.
- I understand that school administrators will deem what conduct is inappropriate use if such conduct is not specified in this agreement.
- I agree to abide by all Internet safety guidelines that are provided by the school and to complete all assignments related to Internet safety.

CONSEQUENCES FOR VIOLATION OF THIS POLICY

I understand and will abide by the above Technology Program Policy. Should I commit a violation, I understand that consequences of my actions shall result in one or more of the following: suspension of computer privileges, disciplinary action, and/or referral to law enforcement, or other consequences specified in the SML Student Handbook.

SML 1 TO 1 TECHNOLOGY PROGRAM POLICY

Student Eligibility: All students in Grades 6-8.

1:1 Device: 10.2 iPad 7th Generation

GENERAL INFORMATION

IPAD DISTRIBUTION

The student's iPad and its assigned charger will be distributed at the beginning of the school year*. The teacher will record that the student received the assigned iPad and charger, and the student will sign showing they received both items. At that time, the student will inspect the iPad for any external damage, including but not limited to scratches, dents, chips, or any related damage, and report that damage to their Homeroom teacher. The teacher will then record that damage on the distribution list. Failure to report any damage could result in the student being held responsible for that damage.

***The student must have the electronically signed acknowledgment completed before the iPad can be issued to the student.**

IPAD PROTECTION

iPad Case and Keyboard

Your child's school issued iPad will include a protective case with a keyboard. Students are responsible for making sure the protective case stays on the iPad at all times, and to use it properly. To help keep the case in good condition, students are also to keep the case clean and void of any writings, drawings, stickers, or labels of their own. Students will be held liable for such instances. Keyboards must also be maintained properly by the student. It is the student's responsibility to report any issues with the case or keyboard immediately, to their teacher or the Technology Department.

iPad Identification

Students **must at all times** have their name or picture present on the iPad Home Screen for immediate identification. Students are not to put a passcode to lock their iPad.

iPad Collection and Inspection

For the purpose of assuring compliance with technology protocols, SML reserves the right to collect and examine any issued iPad at any time.

Installation of Software

Teachers in coordination with the Technology Department will initiate the installation of any needed applications (apps), and profiles. During the course of regular repairs, software upgrades and installation, and condition audits, the technology department will remove any detected unauthorized or illegal software installed on the iPad. This may result in the loss of files, data, personal settings, and any other data not backed up by the student beforehand.

Backup

Students are responsible for their own backup. Considering that a large portion of each student's schoolwork will be on the iPad, making sure this work is safe and readily accessible is vital to the program. SML recommends the following backup methods:

1. Backing up data to their Google Drive
2. Occasionally transferring files to a personal computer or Student Account on the School Server

DAMAGE AND REPAIR TO THE IPAD OR IPAD CHARGER

iPad

Students are expected to have an operational iPad at all times. Students are responsible for any damage to the iPad they are issued, unless an exception is made by St. Mark Lutheran School. If the iPad is not functioning properly, or becomes damaged in any way, they need to have their device inspected by a teacher or the SML technology department **as soon as they notice the occurrence**. If repairs are necessary on the device, the SML technology department will facilitate the process. **A fee of $150 will be assessed for the facilitation of repairs.** While iPads are undergoing service, a loaner will be provided **if available.**

iPad Charger

Students are to keep the Power Bank charger and cable at home where they are to charge their iPad. They are not to write on the Power Bank, nor remove the number that is on it, as this is the Asset Tag number that quickly identifies their issued charger. They are to turn this same charger in at the end of the year. If the charger becomes damaged in any way, please bring in for inspection, and if unrepairable, a new charger will be issued. An applicable **fee of up to $38** for replacement may be assessed depending on the circumstance.

LOST OR STOLEN IPAD

If a student should lose or have their iPad stolen, they are expected to report the loss/theft as soon as possible to the technology department. **If the iPad is not recovered, a fee of $500 will be assessed to the student.** While a replacement iPad is being purchased, a loaner will be provided**, if available.**

iPad Availability

Students are to have their iPad when they are at school. If your iPad is left at home, then a loaner can be provided **if available and at the discretion of St. Mark Staff.**

Recurring Incidences

If there is a record of recurring incidents, such as recurring repairs due to negligence, or the iPad continues to get misplaced, left at home, or stolen, then at the discretion of the teacher or

administration, the student may lose the privilege of taking the iPad home, not having an iPad, or be subjected to other alternative measures determined by the School.

IPAD RETURN

The iPad and its assigned charger are property of SML, and must be returned to SML each school year. Any internal or external damage not reported at the time of distribution at the beginning of the year, may result in a fee for which the student will be responsible. Failure to return the iPad and charger may result in being billed for replacement cost and labor, detention of transcripts, or other penalties.

STUDENT DATA

It is the student's responsibility to transfer or backup any student data, including but not limited to assignments, documents, projects, pictures, or videos, on the iPad to the student's Google Drive, a personal computer, or the_student's account on the School Server at the end of the year. St. Mark Lutheran School will not be responsible for the corruption or loss of student data.

CARE OF YOUR IPAD (TIPS FOR THE STUDENT)

To keep your iPad in the best working condition, you need to ensure that it is physically undisturbed. Even small dents in the casing can render certain essential components of your device unusable (i.e., the dock connector, headphone jack). So, you should make sure that your iPad is stored in a proper place (i.e., in a locked locker, or with you), is transported in a proper case, and kept away from technologically harmful materials (i.e., magnets, liquids, etc.).

APPROPRIATE STORAGE

Keeping your iPad in a protective case will protect it against most minor bumps and jolts; however, it is important to ensure that even with the case, there is no adverse pressure applied to it, such as heavy objects (ex. Books, notebooks, binders, etc.) being placed on it. Some components of your iPad will not function well after having been bumped around a great deal, and screens will break if enough pressure is applied to them.

You should also try to ensure that there are a minimal number of other objects in your bag alongside your iPad. Small, loose objects (such as paper clips or coins) could accidentally get stuck in openings in your device, if carried alongside it inside the backpack.

Please do not leave your iPad on the floor or in an area where conditions are unsafe for the iPad. If you are not using the iPad for a class, the iPad should be properly stored in an area in the classroom or on your desk or table in a safe manner. Do not keep your iPad near the edge on your desk, as very easily someone can come by and knock it down.

BATTERY AND POWER

You are to come to school with a fully charged battery on your iPad. Let it discharge while at school, and then before going to bed that night, plug in your iPad so that it charges fully through the night and is ready for the next day.

The power adapter takes about 3-4 hours to charge your battery from 0% to 100%. The USB cord is vulnerable to wear and tear. When unplugging the USB from the iPad or the charging brick, avoid pulling directly on the cord.

IPAD INTERNAL SECURITY

Keeping your iPad as well as ensuring the operational efficiency of your device requires you to safeguard it from any potential cyber threats. An unsecured device on the SML network is a danger to the entire network; not to mention that the individual unit is prone to malfunction. The functionality of your device is your responsibility and as such you must take precautions against any possible cyber-attacks and intrusion. This includes but is not limited to jailbreaking: the process of which removes any limitations placed on the iPad by Apple or the SML technology department.

You are also responsible for protecting the iPad from physical threats. Never leave your iPad unattended or take your device into environments that may prove harmful.

Do not exchange iPads or chargers with another student for any reason.

Stealing, borrowing without consent, altering another student's iPad, or taking another student's iPad home is strictly prohibited. If you do lend your iPad to another student, you **may** be responsible for any damages that occur to your iPad while under that student's care.

SML ELECTRONIC COMMUNITY

SML has implemented a series of electronic services that are a comprehensive communications and information system. This system is available to all students, staff, and families of the SML community. At the beginning of the year, students should ensure they can access each of the following systems: their SML Network account, email and Google Apps, IXL, and the Sycamore Grading System.

PASSWORDS

Your school network and e-mail password will be provided for you. You are to keep these passwords secure. You are not to share any password with anybody, with the exception of teachers, administrators, your parent(s), or guardian(s). If you have forgotten any of your passwords, please contact your teacher or the technology department.

INTERNET ACCESS AT SCHOOL

Access to the Internet is available through iPads or computers at any time of the day, via the SML wireless network. The SML network is password protected so that access is limited to school-provided devices. The password is preset; if a student loses access, try restarting the iPad and attempt to connect again. If asked for the password, please see a teacher or administrator.

CONTENT FILTERING AND MONITORING

St. Mark Lutheran School will monitor the online activities of minors and operate a technology protection measure ("filtering/blocking device") on the network and/or all computers and devices with Internet access, as required by law. The filtering/blocking device will be used to protect against access to visual depictions that are obscene, harmful to minors, as required by law. Because the SML technology is a shared resource, the filtering/blocking device will apply to all devices with Internet access. Filtering/Blocking devices are not foolproof, and SML cannot guarantee that users will never be able to access offensive materials using SML's equipment. Evasion or disabling, or attempting to evade or disable, a filtering/blocking device installed by the SML is prohibited.

The Director of Technology or the Network administrator may disable the SML's filtering/blocking device to enable an adult user access for bona fide research or for other lawful purposes. In making decisions to disable the filtering/blocking device, the administrator shall consider whether the use will serve a legitimate educational purpose or otherwise benefit SML.

STUDENT EMAIL

All students in grades 6-8 receive an "@smlstudent.org" email account. This email address is first initial, last name@smlstudent.org. It is important to note:

- Teachers and the school will only use "@smlstudent.org" accounts for email communications with the student. Personal accounts at Yahoo!, Hotmail, other Google accounts, etc. are strictly prohibited for student use during school hours and on school devices.
- Since this is a Google account, the student will have access to a Google Drive and other apps for storage and use. They cannot access this Drive or the apps without their account.
- Google Classroom and the student's Email accounts are for student use only. Google Classroom is a virtual classroom. It is imperative to protect the integrity of each class and to keep the responsibility of the class on the student. Therefore, please do not have Google Classroom on any of your own personal devices. To keep the communication open between parents and child(ren), students may log in to show parents their Google classrooms and email accounts as needed, but parents are not to have direct access. This will maintain a secure relationship and communication between student and teacher.
- SML Administration and Staff reserve the right to inspect and monitor any SML student accounts at any time for the purpose of safety and maintaining the integrity of the accounts.

- Accounts for 8th grade graduating students will occur with a gradual deletion process. Accounts will be suspended, not deleted, after a period of approximately six (6) months following the date of graduation. At that time, if access to the student's account is required by the student or the family of the student, then they are to contact the school, and access will be temporarily granted. After a period of one year from the date of graduation, accounts will be deleted from the St. Mark domain.

SML TECHNOLOGY AGREEMENT - ONLINE FORM