ST. MARK
LUTHERAN

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St. Mark Lutheran School
Technology Handbook

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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 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.

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 will monitor the online activities of minors and operate a technology protection measure ("filtering/blocking device") on the network and/or all computers 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.

SML TECHNOLOGY PROGRAM POLICY GRADES K-5

1. I will always be myself online. I will not pretend to be someone else when I send messages, make accounts, or post pictures, videos, or words — even as a joke.

2. I will make good choices about what I see and share. I will not look for or save mean, hurtful, or inappropriate pictures or words on school computers. If I accidentally see something like that, I will tell a teacher right away.

3. I will use school technology to learn. I will use computers and devices for schoolwork. I will not do things that bother or distract other students.

4. I will not try to break school computer rules. I will not try to get around school filters or safety settings, and I will not download games, apps, or programs without permission.

5. I will take care of school equipment. I will not break, damage, or mess up computers, tablets, programs, or files that belong to the school.

6. I will give credit to others for their work. If I use someone else's words, pictures, or ideas, I will say where they came from and ask permission when needed. I will not copy others' work and call it my own.

7. I will respect what belongs to others. I will only use files, folders, and programs that are mine or that

my teacher says I can use.

8. I will follow my teacher's rules for sharing work online. When I post my schoolwork on a website, blog, or video site, I will follow my teacher's directions.

9. I know not everything online is true. The internet has both true and false information, and I understand the school can't control what is on the internet.

10. I will ask if I'm not sure what's okay. If something isn't covered by these rules, I understand my teachers and principal will help me know what's right.

11. I will learn how to stay safe online. I will listen to internet safety lessons and finish any related assignments.

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.

IPAD ACCEPTABLE USE POLICY

GENERAL INFORMATION

Caring for the iPad

1. Students are to keep the protective case on the iPad at all times.
2. Never drop the iPad, nor place heavy objects (books, backpacks, etc.) on top of the iPad.
3. Students are not to leave the iPads on the floor or ground at any time.
4. Defacing of the iPad, or the case, including the asset tag, in any way is prohibited (stickers, markers, etc.)
5. If the iPad is damaged, the student is to notify a St. Mark staff member immediately, and may be held responsible as determined by St. Mark Lutheran School.

Using the iPad

1. The volume is to remain on mute unless headphones are attached and/or permission is obtained from the teacher.

2. iPads being used by other students are not to be tampered with in any manner. 3. The use of the camera on the iPad must be in compliance with the St. Mark's Acceptable Use Policy

4. Jailbreaking – Jailbreaking is the process of which removes any limitations placed on the iPad by

Apple. Once jailbroken, users are able to download additional applications, extensions and themes that are not otherwise available. Jailbreaking results in a less secure device and is strictly prohibited.

IPAD DISTRIBUTION, USE, AND COLLECTION

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.

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. While a replacement iPad is being purchased, a loaner will be provided**,** if available.

DAMAGE AND REPAIR TO THE IPAD

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.**

RECURRING INCIDENCES

If there is a record of recurring incidents, such as recurring repairs due to negligence, or the iPad continues to get misplaced, or stolen, then at the discretion of the teacher or administration, the student may lose the privilege of not having an iPad, or be subjected to other alternative measures determined by the School.

CARE OF YOUR IPAD

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 your Charging Station slot, on your desk, etc.), is transported in its proper case, and kept away from technologically harmful materials (i.e., magnets, liquids, etc.).

BATTERY/POWER

Store and plug your iPad in the assigned slot in the Charging Station in your classroom before you leave for the day, or when your teacher directs you to. You are responsible for a charged iPad every day.

IPAD 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.

(Grades 1-5) Do not exchange iPads with another student for any reason or let another student use your assigned iPad. Stealing, borrowing without consent, altering another student's iPad 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.

iPads are to remain on campus **at all times.** If you accidentally take your iPad home, please have your parent or guardian notify your homeroom teacher as soon as possible.

PASSWORDS

A Google Account and password (Grades 1-5), will be provided for you by the school. You are to keep this password 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.