

# St. Cecilia Catholic School

## Borrowed Device Policy Handbook

2020-2021

The mission of the St. Cecilia Catholic School Technology Department is to enable a collaborative learning environment for all learners. This environment will support students and teachers to implement transformative uses of technology while enhancing students' engagement with content and promoting the development of self-directed, responsible, lifelong learners. Students will transition from consumers of information to creative producers, owners, and disseminators of knowledge. St. Cecilia Catholic School will integrate professional development for teachers and students to enhance classroom environments by implementing high-quality instruction, assessment and learning through the use of technology and curriculum. Technology immersion does not diminish the vital role of the teacher; to the contrary, it transforms the teacher from a director of learning to a facilitator of learning.

### **Device Purpose**

St. Cecilia Catholic School is supplying students with a Borrowed Device. This device is property of and will be exclusively managed by St. Cecilia Catholic School. The supplied device will provide each student access to educational materials needed for each student to be successful. The Borrowed Device allows student access to Google Apps for Education, educational web-based tools and textbooks, as well as many other useful sites. The supplied device is an educational tool not intended for personal gaming or personal social networking.

**Phase 1** St. Cecilia Catholic School began with a pilot group of middle school students and provided each student with a Chromebook in the Spring of 2018. Based on this initial phase, St. Cecilia Catholic School has continued utilizing Chromebooks to improve the overall classroom learning environment for 4th-8th Grade.

**Phase 2** St. Cecilia Catholic School has continued our initiative and provided a Borrowed Device for 4th - 8th grade students in the Fall of 2018. St. Cecilia Catholic School will continue implementing and utilizing Borrowed Devices to improve the overall classroom learning environment. St. Cecilia Catholic School has complete ownership of Borrowed Device devices and they will be managed by the St. Cecilia Catholic School Technology Department. All families new to the program will attend a mandatory introductory meeting, and will receive and agree to a Care and Acceptable Use Policy (CAUP) and Handbook Policy Agreement. All current families in the program will be asked to update their policy and acceptable use agreements prior to issuance.

**Phase 3** St. Cecilia Catholic School has expanded our initiative due to the realities of the COVID environment, and has extended our Borrowed Device Program to PK3, with students in PK3-1st being assigned a school iPad, and 2nd-8th being assigned a school Chromebook.

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## 1. RECEIVING YOUR Borrowed Device

Borrowed Devices will be distributed within the first month after the start of school each year to eligible students. Parents/Guardians and students must attend a mandatory meeting and must sign and return the Borrowed Device Agreement and Acceptable Use Policy and Borrowed Device Handbook Policy documents before the Borrowed Device will be issued. This Borrowed Device Policy outlines the policies and procedures for student use and care to protect the Borrowed Device investment for St. Cecilia Catholic School. Borrowed Devices will be collected at the end of each school year and students will be reissued the same Borrowed Device every year while they are still enrolled at St. Cecilia Catholic School. **Students must provide their own protective carrying case with a strap or handle to transport their Borrowed Device to and from school and to and from classes.**

**\*Students in PK3-3rd grade, not beginning the year in a remote environment, will not receive their devices for take-home use unless the school pivots to a completely remote learning environment.**

### 1a: Repair Costs

**Families acknowledge repair and replacement fees that will be assessed if devices require servicing or replacement:**

Students and students' families will be responsible for all damages to their school issued Borrowed Device. If a device is lost, the student and student's family will be responsible to replace the Borrowed Device. Borrowed Devices are covered by a school purchased protection policy.

1st Repair Instance	\$50
2nd Repair Instance	\$100
3rd Repair Instance	\$150
<b>Total Replacement</b>	<b>\$350</b>

**Do not take St. Cecilia Catholic School owned devices to an outside computer service for any type of repairs or maintenance.**

## 2. RETURNING YOUR Borrowed Device

All St. Cecilia Catholic School owned Borrowed Devices must be returned through the following guidelines:

- All St. Cecilia Catholic School students must return issued Borrowed Devices and all issued accessories to the Technology Department by the Monday following eighth grade graduation.
- Any Borrowed Device not returned at the end of the year or when the student is no longer enrolled will be considered lost property and family accounts will be charged accordingly.
- Borrowed Devices will be examined for damage and fees may be issued if damage is found to be beyond normal wear and tear.

### 3. TAKING CARE OF YOUR Borrowed Device

Students are responsible for the general care of the Borrowed Device they have been issued by the school. Borrowed Devices that are broken, or fail to work properly, must be submitted to the Technology Department to be assessed as soon as possible so that they can be taken care of properly.

#### 3a: General Guidelines

- Borrowed Devices must have a St. Cecilia Catholic School asset tag on them at all times and this tag must not be removed or altered in any way. If the tag is removed disciplinary action will result.
- No food or drink is allowed next to your Borrowed Device while it is in use.
- Cords, cables, and removable storage devices must be inserted carefully into the Borrowed Device.
- Never transport your Borrowed Device with the power cord plugged in. Never store your Borrowed Device in your carry case or backpack while plugged in.
- Borrowed Devices must remain free of any writing, drawing, or stickers.
- Protective shells are optional and may be personalized.
- Vents must not be covered.
- Borrowed Devices should never be left in a car.
- Students are responsible for bringing completely charged Borrowed Devices for use each school day.

#### 3b: Carrying Borrowed Devices

- Transport Borrowed Devices with care.
- Borrowed Device lids should always be closed and tightly secured when moving.
- Never move a Borrowed Device by lifting from the screen. Always support a Borrowed Device from its bottom with the lid closed.
- A carrying case with a strap is required when transporting the Borrowed Device to and from the buildings and from classroom to classroom (not a backpack).

#### 3c: Screen Care

Borrowed Device screens can be easily damaged. The screens are particularly sensitive to damage from excessive pressure on the screen.

- Do not lean or put pressure on the top of the Borrowed Device when it is closed.
- Do not store the Borrowed Device with the screen in the open position.
- Do not place anything near the Borrowed Device that could put pressure on the screen.
- Do not place anything in a carrying case or backpack that will press against the cover.
- Do not poke the screen with anything that will mark or scratch the screen surface.
- Only touch the screen with your finger or a stylus.
- Do not place anything on the keyboard before closing the lid (e.g. pens, pencils, or disks).
- Do not place the device near magnets or anything with high electric current.
- Clean the screen with a soft, dry microfiber cloth or anti-static cloth. Do not use cleaning products or solvents.

### **3d: Borrowed Devices Needing Repair**

- Borrowed Devices needing repair will need to be given to the Technology Department to be assessed. Students can request a status update from the Technology Department on when they should anticipate their repair to be completed. All repairs will be handled by St. Cecilia Catholic School Technology Department, and may result in additional fees.
- Students and families should never attempt to fix a broken Borrowed Device nor should they have anyone else attempt to fix their Borrowed Device.
- Loaner Borrowed Devices may be issued to students when their Borrowed Device is being repaired.
- Students using loaner Borrowed Devices will be responsible for any damages incurred while in their possession.
- Students will be required to reimburse St. Cecilia Catholic School if a loaner Borrowed Device is lost or stolen.

### **3e: Storing Your Borrowed Device**

- When students are in school and are not using their Borrowed Device, they should store them in their carrying case within their locker.
- Use of the carrying case when not in use is encouraged to prevent damage.
- Nothing should be placed on top of the Borrowed Device when stored in the locker.
- Students are encouraged to take their Borrowed Devices home everyday after school for homework and charging purposes.
- Borrowed Devices should not be stored in a student's vehicle at school or at home for security and to prevent temperature related issues.

### **3f: Borrowed Devices Left in Unsupervised Areas**

- Under no circumstances should Borrowed Devices be left in an unsupervised area.
- Unsupervised areas include the school grounds and campus, the cafeteria, computer labs, unlocked classrooms, dressing rooms and hallways.
- If an unsupervised Borrowed Device is found, notify a staff member immediately.
- Unsupervised Borrowed Devices will be confiscated by staff and taken to the Technology Department. Disciplinary action may be taken for leaving your Borrowed Device in an unsupervised location.
- Borrowed Devices may be left unsupervised in areas designated by school personnel.

## **4. USING YOUR Borrowed Device AT SCHOOL**

- Borrowed Devices are intended for use at school each day.
- In addition to classroom use, school messages, announcements, calendars and schedules may be accessed using the Borrowed Device.
- Students must be responsible to bring their Borrowed Device to all classes, unless specifically advised not to do so by their class teacher.

**4a: Borrowed Devices Left at Home**

- If students leave their Borrowed Device at home, students can request a Borrowed Device loaner from the Technology Department should it be necessary and available.
- Repeat violations of this policy may result in disciplinary action.

**4b: Charging your Borrowed Device**

- Borrowed Devices must be brought to school each day fully charged.
- The provided charging cable is the only acceptable method for charging the Borrowed Device.
- A student bringing a Borrowed Device without an appropriate charge will be considered unprepared for class.
- Some charging stations may be available in the event a Borrowed Device needs to be charged at school. However, it is subject to outlet availability, and the discretion of the teacher to allow students to charge Borrowed Devices during class hours.

**4c: Passwords and Background Images**

- Take care to protect your password. Do not share your password.
- Password resets can be facilitated by the school. Please email [redwards@saintcecilia.org](mailto:redwards@saintcecilia.org)
- Inappropriate media may not be used as a screensaver or background.
- Presence of guns, weapons, inappropriate images and language, alcohol, drugs, or anything else deemed inappropriate by St. Cecilia Catholic School staff will result in disciplinary actions.

**4d: Audio Restrictions**

- Sound must be muted at all times unless permission is obtained from the teacher for instructional purposes.
- Headphones may be used at the discretion of the teacher but may not be provided by St. Cecilia Catholic School.

**4e: Printing from your Borrowed Device**

- In an effort to save on printing costs from paper to ink, St. Cecilia Catholic School is encouraging digital transfer of information by sharing and emailing information, papers, etc. Printing is available by obtaining teacher approval before printing and will only be allowed to print to the printers in the computer labs. Students should be able to install home printers as long as the printer is compatible with the wireless 'cloud-based' printing. Find the Google instructions here: <https://goo.gl/Dy88J3> Device specific instructions are available from Mr. Robert Edwards ([redwards@saintcecilia.org](mailto:redwards@saintcecilia.org))

**4f: Account Access**

- Students will only be able to login using their \*@saintcecilia.org email account.
- Make sure you are not in guest mode or you will not be able to access your Chrome extensions.
- Account login information can be supplied to a student by the Technology Department.

## **5. MANAGING & SAVING YOUR DIGITAL WORK WITH A Borrowed Device**

- Google Apps for Education is a suite of products which includes Gmail, calendar, sites, word processing, presentations, drawings, spreadsheets, forms, and more, which lets students create different kinds of online documents, collaborate in real time with other people, and store documents, as well as other files in the cloud.
- With a wireless Internet connection, you can access your documents and files from any computer/device, anywhere, at any time, no matter where you are.
- All items will be stored online in the Google Cloud environment.
- Prior to leaving St. Cecilia Catholic School, or graduating, students that want to save any work can use Google Takeout to transfer any work to a personal gmail account, or transfer to a personal account or storage device.
- Upon leaving St. Cecilia, student work stored on Google will be stored by St. Cecilia for a period of up to 3 years.

## **6. OPERATING SYSTEM ON YOUR Borrowed Device**

Borrowed Chromebook Devices run an open sourced free operating system called Chromium. It connects to web resources, apps and extensions provided on the internet. It does not natively run Windows application software or Mac application software. Borrowed Device integration with these applications will be based on user needs, in the form of extensions or apps. iPad devices run a school-owned iOS.

### **6a: Updating your Borrowed Device**

- Borrowed Devices update automatically with no need for interaction from the user.

### **6b: Virus Protections & Additional Software**

- With defense-in-depth technology, the Borrowed Device is built with layers of protection against malware and security attacks.
- Files are stored in the cloud, so there's no need to worry about lost homework.

### **6c: Procedures for Restoring your Borrowed Device**

- If your Borrowed Device needs technical support based on operating system error, then it needs to be submitted to the Technology Department for repair.

## **7. ACCEPTABLE USE GUIDELINES**

### **7a: General Guidelines**

- The St. Cecilia Catholic School Borrowed Device Care & Acceptable Use Policy applies to all students who use Borrowed Device devices.

- Students will have access to all available forms of electronic media and communication which is in support of education and research and the educational goals and objectives of St. Cecilia Catholic School.
- Students are responsible for the ethical and educational use of the technology resources of St. Cecilia Catholic School.
- Access to St. Cecilia Catholic School technology resources is a privilege, not a right, and can be revoked at any time.
- Transmission of any material that is in violation of any federal or state law is prohibited. This includes, but is not limited to the following: confidential information, copyrighted material, threatening or obscene material, and Borrowed Device viruses.
- Any attempt to alter data, the configuration of a Borrowed Device, or the files of another user, without the consent of the individual, school administration, or Technology Department, will be considered an act of vandalism and subject to disciplinary action in accordance with the Acceptable Use Policy, student handbook and other applicable school policies.
- **No student may download or utilize any VPN or URL-masking (virtualized private network) apps, extensions, or add-ons.**

#### **7b: Privacy & Safety**

- Do not go into chat rooms or send chain letters without permission. If applicable, teachers may create discussion groups for communication among students for educational purposes.
- Do not open, use, or change files that do not belong to you.
- Do not reveal your full name, phone number, home address, social security number, credit card numbers, passwords, or passwords of other people.
- Do not use your school email for personal email communication.
- Remember that storage is not guaranteed to be private or confidential as all Borrowed Device equipment is the property of St. Cecilia Catholic School.
- All data and information created, stored or transmitted through the parish IT infrastructure is subject to monitoring and access by St Cecilia Catholic School administration.
- Internet access will be strictly filtered and monitored by the St. Cecilia Catholic School Technology Department. If you inadvertently access a website that contains obscene, inappropriate or otherwise offensive material, exit the site immediately and let a teacher/staff member know.

#### **7c: Legal Property**

- Comply with trademark and copyright laws and all license agreements. Ignorance of the law is not immunity. If you are unsure, ask a teacher or parent.
- Plagiarism is a violation of the student policy. Give credit to all sources used, whether quoted or summarized. This includes all forms of media on the Internet, such as graphics, movies, music, and text.
- Use or possession of hacking software is strictly prohibited and violators will be subject to discipline. Violation of applicable state or federal law, including the Texas Penal Code, Computer Crimes, will result in criminal prosecution or disciplinary action by St. Cecilia Catholic School.

**7d: Google Account and Single Sign On**

Google accounts and access will be given to all students utilizing Borrowed Devices. This is a requirement that gives them access to sign into the device and participate in communication with peers and staff for educational use. Students under 13 ordinarily need parent permission to have gmail accounts, however COPPA (Children's Online Privacy Protection Act) allows St. Cecilia Catholic School to act as the parents' agent and approve the accounts on their behalf. To be COPPA compliant, we must provide an opt out process and have done that (see section 7e) so all students will have Google Apps accounts (including Gmail) built into the private student domain. Students will be enrolled in Classlink Single Sign On (SSO).

**7e: Google Opt-Out**

St. Cecilia Catholic School wants students to be interested and excited in learning and parents to be involved with their student's education. To discuss any concerns on how Google Apps for Education will be used at St. Cecilia Catholic School, please contact your homeroom teacher. If you still have concerns, a member of the administration will be happy to discuss your questions.

**7f: E-mail Electronic Communication**

- Students in Grades 4-8 will have access to school Gmail.
- Always use appropriate and proper language in your communication.
- Do not transmit language / material that may be considered profane, obscene, abusive, or offensive to others.
- Do not send mass emails, chain letters, or spam.
- E-mail & communications sent / received should be related to educational needs.
- E-mail & communications are subject to inspection by the school at anytime.
- Do not use email communication if an Email Communication Opt-Out form has been signed and submitted to St. Cecilia Catholic School by a parent or guardian.

**7g: Consequences**

- The student, in whose name a system account and/or Borrowed Device hardware is issued, will be responsible at all times for its appropriate use.
- Non-compliance with the policies of this document will result in disciplinary action.
- Electronic mail, network usage, and all stored files shall not be considered confidential and may be monitored at any time by designated school staff to ensure appropriate use.
- St. Cecilia Catholic School cooperates fully with local, state or federal officials in any investigation concerning or relating to violations of computer crime laws.
- Contents of email and network communications are governed by the Texas Open Records Act; proper authorities will be given access to their content.

**7h: At Home Use**

- The use of Borrowed Devices at home is encouraged.
- Borrowed Device care at home is as important as in school, please refer to the care section.
- Transport your Borrowed Device in a protective carrying case.

- School supplied filtering is provided for at home to ensure the device is used for educational purposes only.

## **8. REPAIRING/REPLACING YOUR Borrowed Device**

Students should submit Borrowed Devices that need repair to Robert Edwards at the front office, with notification by email to [redwards@saintcecilia.org](mailto:redwards@saintcecilia.org).

### **8a: Vendor Warranty**

- The equipment vendor has a three year hardware warranty on the Borrowed Device.
- The vendor warrants the Borrowed Devices from defects in materials and workmanship.
- This limited warranty covers normal use, mechanical breakdown or faulty construction and will provide normal replacement parts necessary to repair the Borrowed Device or Borrowed Device replacement.
- The vendor warranty does not warrant against damage caused by misuse, abuse, accidents or Borrowed Device viruses.
- All vendor warranty claims will handled by Director of Technology.

# St. Cecilia Catholic School

## Borrowed Device Policy and Handbook Agreement

### Student, Staff or Guest Agreement

I acknowledge receipt of the Borrowed Device Policy and Handbook, and I understand and agree to abide by the terms of the foregoing Borrowed Device Policy. Should I commit any violation or in any way misuse my Borrowed Device, I understand and agree that access privileges may be revoked and school disciplinary action may be taken against me. I understand that I am to treat this Borrowed Device no different than any other School owned piece of equipment. I will not alter it, make changes to it, or use it in a manner that is not aligned with the St. Cecilia Catholic School Borrowed Device Policy.

Student Name (print clearly) \_\_\_\_\_ Date \_\_\_\_\_

Student Signature \_\_\_\_\_

### Parent or Guardian Agreement

As the parent or legal guardian, I acknowledge receipt of the Borrowed Device Policy and Handbook, and I understand and agree to abide by the terms of the foregoing Borrowed Device Policy. I understand that the Borrowed Devices are a privilege and can be revoked if misused and that the school may take disciplinary action against me. I understand that if the Borrowed Device is damaged, lost, or stolen that my child or myself will be responsible to reimburse St. Cecilia Catholic School for the cost of the repair or replacement. I am signing this Policy and agree to indemnify and hold harmless the School that provides a Borrowed Device to my child, against all claims, damages, losses and costs, of whatever kind, that may result from my child's use of his or her Borrowed Device or violation of the foregoing Policy. Further, I accept full responsibility for supervision of my child's use of his or her Borrowed Device if and when such access is not in the School setting. I hereby give permission for my child to use a Borrowed Device authorized by St. Cecilia Catholic School and agree to the terms and Policy.

Parent or Guardian Name (print clearly) \_\_\_\_\_ Date \_\_\_\_\_

Parent or Guardian Signature \_\_\_\_\_ Date \_\_\_\_\_