

St. Paul's Student Technology Policy

2019–20

This policy is provided to make all parents and users aware of the responsibilities associated with efficient, ethical, and lawful use of technology resources. It also provides information for parental consent to student use of specified resources.

The use of St. Paul's School's devices and networks is a privilege, not a right. The privilege of using the technology resources provided by the school is not transferable or extendible by students to people or groups outside St. Paul's and terminates when a student is no longer enrolled in at St. Paul's School. If a person violates any of the terms and conditions named in this policy, privileges may be terminated, access to school technology resources may be denied, and the appropriate disciplinary action shall be applied.

St. Paul's reserves the right to monitor and log all use of its networks and devices.

Violations may result in disciplinary action up to and including suspension/expulsion for students. When applicable, law enforcement agencies may be involved.

1 ACCEPTABLE USE

1.1 Parent/guardian responsibilities

- Talking to your children about Christian values and the standards that your children should follow while using the internet, just as you do for all media/information sources such as television, telephones, movies, and radio.
- Student email accounts can only send and receive to/from specific addresses and domains at the discretion of students' classroom teachers. If you would like to email your student, requests must go through their teacher.

1.2 School responsibilities

- Providing internet access and content filtering of inappropriate materials on district networks.
- Issuing Google and Apple accounts (managed by St. Paul's) to its students as needed.
- Immediately reporting any inappropriate content to the principal.
- Providing guidance to aid students in use of the device and help assure student compliance of the acceptable use policy.

1.3 Student responsibilities

- Using computers/devices in a responsible and ethical manner.
- Obeying general school rules concerning behavior and communication that apply to device use.

- Using all technology resources in an appropriate manner to prevent damage to school equipment. "Damage" includes, but is not limited to, the loss of data resulting from delays, non-deliveries, mis-deliveries, or service interruptions caused by the student's own negligence, errors or omissions.
- Helping St. Paul's protect our computer system/devices by contacting a staff member about any security problems they may encounter.
- Monitoring all activity on their accounts/devices.
- Securing their computer/device when they are done working to protect their information and device.
- Immediately notifying an adult if they should receive or access inappropriate content.

1.4 Student activities that are strictly prohibited

- Illegal installation or transmission of copyrighted materials.
- Any action that violates existing public law.
- Sending, accessing or distributing offensive, profane, threatening, pornographic, obscene, or sexually explicit materials.
- Changing settings on shared devices, with exceptions for usability requirements, such as screen brightness or font size.
- Downloading or installing software on shared devices.

- Sending mass or inappropriate emails.
- Gaining access to other individuals' accounts, files or data.
- Possessing software for hacking or otherwise circumventing network or device security.
- Use of the school's network or accounts for financial or commercial gain or for any illegal activity.
- Use of anonymous or false communications.
- Giving out personal information over the internet, with the exception of teacher-directed instances.
- Vandalism (any malicious attempt to harm or destroy hardware, software or data, including, but not limited to, the uploading or creation of computer viruses or computer programs that can infiltrate computer systems and/or damage software components) of school equipment.
- Transmitting or accessing materials that are obscene, offensive, threatening, or otherwise intended to harass, demean, or bully recipients.

- Bypassing St. Paul's web content filter by any means.

1.5 Legal Propriety

Students must:

- Comply with trademark and copyright laws and all license agreements. Ignorance of the law does not provide immunity. If you are unsure, ask a teacher or parent.
- Give credit to all sources used, whether quoted or summarized, in order to avoid plagiarism. This includes all forms of media on the internet, such as graphics, movies, music, and text.

Upon request, give parents/guardians, teachers, and administrators account information and passwords for all accounts managed by St. Paul's or associated with a St. Paul's email address. St. Paul's reserves the right to monitor and log all use of its network and devices.

2 ST. PAUL'S STUDENT DEVICE POLICY

2.1 Device check-in and check-out

Devices may be checked out each fall to St. Paul's Lutheran School students.

In some classes, students will be permitted to take devices home with them. In these cases, parents and students must sign and return the Parent & Student Technology Agreement document before the device can be issued to a student. The Parent & Student Technology Agreement outlines options for families to protect the school's investment in student devices.

The devices are the property of St. Paul's Lutheran School, and students are responsible for returning them. Any loss of or damage to a device is the responsibility of the student and will be handled in a manner consistent with the Parent & Student Technology Agreement.

All devices, cases, chargers, and school-provided accessories must be returned at the end of each school year to be updated, serviced, and stored safely for the summer. Students who withdraw, are suspended or expelled, or terminate enrollment at St. Paul's Lutheran School for any other reason, must return their assigned school device on the date of termination.

If a student fails to return the device at the end of the school year or upon termination of enrollment at St. Paul's, that student may be subject to criminal prosecution or civil

liability. The student will also pay the replacement cost of the device. Failure to return the device may result in a theft report being filed with the Waverly Police Department.

2.2 Taking care of your assigned device

Students are responsible for the general care of their assigned device. Devices that are broken or fail to work properly should be reported to the student's teacher.

2.2.1 General precautions

- The device is school property and all users will follow this document.
- Cords and cables must be inserted carefully into the device to prevent damage.
- Devices and cases must remain free of any writing, drawing, stickers, or labels that are not the property of St. Paul's.
- When a device is not directly supervised by the student to whom it is assigned, the device must remain locked.
- Students are responsible for keeping their device's battery charged for school each day.

2.2.2 Carrying devices

The protective cases provided with the devices have sufficient padding to protect the device during normal use and provide a suitable means for carrying the device within the school. The guidelines below must be followed:

- Tablet devices must never be removed from the protective case provided by the school. Notebook computers may be removed from cases only during use, and must be returned before transport.
- Special care should be taken when carrying the device with other items to avoid excess weight or pressure on the screen or case. Sharp or abrasive object should be kept away from the device.

2.2.3 Screen care

The device screens and casings can be damaged if subjected to rough treatment. The screens are particularly sensitive to damage from excessive pressure.

- Do not lean on the top of the device.
- Do not place anything on the device that could put pressure on the screen.
- Do not place anything in the carrying case that will press against the screen.
- Only use a clean, soft cloth to clean the screen and exterior. If needed, dampen the cloth lightly with water. Do not use cleaners or other liquids of any type.
- Take care not to bump or drop the device on walls, doors, floors, etc.

2.2.4 Storing your assigned device

- When students are not using their devices, teachers will specify the storage locations. Nothing should be placed on top of the devices when it is not being used. In some classes, students may be encouraged to take their devices home every day after school, regardless of whether they are needed.
- Devices will remain at school over extended breaks as specified by teachers. Devices should never be left unattended in a vehicle.
- Devices must never be left in unsupervised areas of St. Paul's Church & School campus. Any device left in these areas is in danger of being stolen. If device is found in an unsupervised area, it will be dealt with as a disciplinary matter.

2.3 Using your assigned device at school

Have your assigned device ready for use at school each day. Teachers will establish expectations for device use.

2.3.1 Devices left at home

If students leave their device at home, they are responsible for completing course work as if they had their devices present. The classroom teacher may, but is not required to

make accommodations for students without a device. Students who repeatedly (as determined by their teacher) leave their devices at home may be required to leave their devices at school and check them out/in from their teacher at the beginning/end of each day, regardless of the choice made in the Parent & Student Technology Agreement.

2.3.2 Devices undergoing repair

Loaner devices may be issued to students when they leave their devices for repair. There may be a delay in getting a device should the school not have enough to loan. The classroom teacher may make accommodations when appropriate.

2.3.3 Charging the device's battery

Devices must be brought to school each day in a fully charged condition. Students need to charge their devices each evening. Students who repeatedly (as determined by their teacher) fail to bring their devices to school charged may be required to leave their devices at school and check them out/in from their teacher at the beginning/end of each day, regardless of the choice made in the Parent & Student Technology Agreement.

2.3.4 Screensavers/background photos

- Inappropriate media or images may not be used as screensaver or background photo.
- Presence of content in violation of St. Paul's Acceptable Use Policy will result in disciplinary action as defined in the policy.

2.3.5 Sound, music, games, or programs

- Sound must be muted during the school day unless permission is obtained from the teacher for instructional purposes.
- All software/apps/games/media must be school-provisioned and curriculum-integrated.

2.3.6 Home internet access

Students are not required to have wireless access at home. However, students are allowed to set up wireless networks on their devices at home, library, or other public access points.

2.4 Managing your files and saving your work

2.4.1 Saving to the device

Students may save work locally on their device. Limited storage space will be available on the device, **but it will not be backed up in case of re-imaging or at the end of the year.** It is the student's responsibility to ensure that work is

not lost due to mechanical failure or accidental deletion. Device malfunctions may not be an acceptable excuse for not submitting work. Teachers will instruct students on methods of managing workflow. Students should use online cloud-based storage associated with their Apple or Google accounts to store back up data.

2.4.2 Network connectivity

St. Paul's does not guarantee that its network will be up and running 100% of the time. In the case that the network is down, the school will not be responsible for lost or missing data.

2.5 Software on devices

2.5.1 Originally installed software

Some software applications will be installed by St. Paul's; these will be referred to as "managed apps" here. Managed apps must remain on the device in usable condition and be easily accessible at all times.

2.5.2 Additional software

In some cases, students may install additional software on their devices, referred to here as "unmanaged apps." Students must receive permission from their classroom teacher to load unmanaged apps on their devices. St. Paul's will provide the necessary apps for school work. If students install unmanaged apps without authorization from their classroom teacher, the app must be removed immediately. Any resulting disciplinary action is at the discretion of the teacher. Students may connect their device to computers only to copy media or documents.

2.5.3 Inspection

Students may be selected at random to provide their device for inspection. Devices are the property of St. Paul's Church & School, and any staff member may confiscate any device at any time for any purpose.

2.5.4 Procedure for re-loading software

If technical difficulties occur or any unauthorized, unmanaged apps are found, the device may be restored from a backup image. The school does not accept responsibility for the loss of any software or documents deleted due to a reformat and reimage.

2.6 Device Protection Fee and damage policy

2.6.1 Device care and responsibility

Just like any school property issued to a student for individual use, students will be held responsible for maintaining

their individual devices and keeping them in good working order. Students are responsible for any and all damage.

- Device cases furnished by the school district must be returned with only normal wear and no alterations to avoid paying the cost to replace the case.
- Devices that are stolen must be reported immediately to a teacher.
- Devices that malfunction or are damaged must be reported immediately. All repairs must be handled through the school. Students are responsible for cost of damages according to subsequent policies in this section.

2.6.2 Cost of repairs

For classes in which students take St. Paul's devices home for use off-campus, there is a need to protect St. Paul's investment and the interests of students and parents. Parents may choose to pay a non-refundable Device Protection, and agree to the schedule of repair/replacement costs defined below:

- First incident: up to \$100 (The device is returned to student only when paid in full.)
- Second incident: up to \$200 (The device is returned to student only when paid in full.)
- Third incident: up to full cost of repair or replacement. (The device must remain at school.)

Parents of these students who choose not to pay this fee will be responsible for the actual cost to repair any damaged incurred, as determined by St. Paul's.

2.6.3 Opting out of home use

While we encourage these students to take assigned devices home each day, parents may also designate that their student's device remain at school instead. Students will still be responsible for completing class work requiring the device as directed by the teacher.

Should a parent or guardian choose not to have their student take a device home, the parent must indicate this on the Parent & Student Technology Agreement and understand that their student is still responsible for meeting class requirements.

2.6.4 Intentional damage

In the case of intentional damage or gross negligence (conscious and voluntary disregard of the need to use reasonable care), students are responsible for full payment to repair damages to devices, regardless of where damage occurs or whether they paid the Device Protection Fee.

3 PARENTAL CONSENT FOR ONLINE SERVICES

3.1 Google G Suite

St Paul's uses G Suite for Education, and may provide and manage a G Suite for Education account for your child. G Suite for Education is a set of education productivity tools from Google including Gmail, Calendar, Docs, Classroom. St. Paul's students may use their G Suite accounts to complete assignments, communicate with their teachers and other students, and sign into Chromebooks.

By signing the Parent & Student Technology Agreement, parents/guardians give permission for St. Paul's to create/maintain a G Suite for Education account for your child and for Google to collect, use, and disclose information about my child only for the purposes described in the notice below.

3.1.1 G Suite for Education Notice to Parents and Guardians

This notice describes the personal information St. Paul's provides to Google for these accounts and how Google collects, uses, and discloses personal information from students in connection with these accounts.

Using their G Suite for Education accounts, students may access and use the following "Core Services" offer by Google: Gmail, Calendar, Chrome Sync, Classroom, Cloud Search, Contacts, Docs, Sheets, Slides, Forms, Drive, Groups, Hangouts Chat, Hangouts Meet, Jamboard, Keep, Sites, and Vault.

In addition, St. Paul's also allows students to access certain other Google services with their G Suite for Education accounts. Specifically, your child may have access to the following "Additional Services": Chrome Web Store, Google Books, Google Cloud Print, Google Maps, and Google Takeout.

3.1.2 What personal information does Google collect?

When creating a student account, St. Paul's may provide Google with certain personal information about the student, including name, email address, and password. Google may also collect personal information directly from students, such as telephone number for account recovery or a profile photo added to the G Suite for Education account.

When a student uses Google services, Google also collects information based on the use of those services. This includes: device information, such as the hardware model,

operating system version, unique device identifiers, and mobile network information including phone number; log information, including details of how a user used Google services, device event information, and the user's Internet protocol (IP) address; location information, as determined by various technologies including IP address, GPS, and other sensors; unique application numbers, such as application version number; and cookies or similar technologies which are used to collect and store information about a browser or device, such as preferred language and other settings.

3.1.3 How does Google use this information?

In G Suite for Education Core Services, Google uses student personal information to provide, maintain, and protect the services. Google does not serve ads in the Core Services or use personal information collected in the Core Services for advertising purposes.

In Google Additional Services, Google uses the information collected from all Additional Services to provide, maintain, protect and improve them, to develop new ones, and to protect Google and its users. Google may also use this information to offer tailored content, such as more relevant search results. Google may combine personal information from one service with information, including personal information, from other Google services.

3.1.4 Does Google use student personal information for users in K-12 schools to target advertising?

No. For G Suite for Education users in primary and secondary (K-12) schools, Google does not use any user personal information (or any information associated with an G Suite for Education Account) to target ads, whether in Core Services or in other Additional Services accessed while using an G Suite for Education account.

3.1.5 Will Google disclose my child's personal information?

Google will not share personal information with companies, organizations and individuals outside of Google unless one of the following circumstances applies:

- **With parental or guardian consent.** Google will share personal information with companies, organizations or individuals outside of Google when it has parents' consent (for users below the age of consent), which may be obtained through G Suite for Education schools.

- **With St. Paul's.** G Suite for Education accounts, because they are school-managed accounts, give administrators access to information stored in them.
- **For external processing.** Google may provide personal information to affiliates or other trusted businesses or persons to process it for Google, based on Google's instructions and in compliance with the G Suite for Education privacy notice and any other appropriate confidentiality and security measures.
- **For legal reasons.** Google will share personal information with companies, organizations or individuals outside of Google if it has a good-faith belief that access, use, preservation or disclosure of the information is reasonably necessary to:
 - meet any applicable law, regulation, legal process or enforceable governmental request.
 - enforce applicable Terms of Service, including investigation of potential violations.
 - detect, prevent, or otherwise address fraud, security or technical issues.
 - protect against harm to the rights, property or safety of Google, Google users or the public as required or permitted by law.

Google also shares non-personal information — such as trends about the use of its services — publicly and with its partners.