

# **Grace Christian School 1:1 Program K-5 Technology Use Guidelines and Agreement 2020-2021**



The focus of the K-5 Tablet 1:1 program at Grace Christian is to provide tools and resources for the 21<sup>st</sup> century learner, especially during remote learning. Excellence in education requires that technology is safely integrated throughout the educational curriculum. Students are expected to follow the guidelines of this document and take common sense precautions to protect the assigned device. Loss or damage resulting in failure to abide by the details below may result in full-financial responsibility.

It is our desire to encourage Christ-honoring behavior while utilizing technology. The policies, procedures, and information within this document apply to all school-issued Tablets and accessories. Please read it carefully and discuss it with your student.

## **Acceptable Use Guidelines**

*As a STUDENT I will*

- Use school technology for school-related activities.
- Follow the same guidelines for respectful, responsible behavior online that I am expected to follow offline.
- Treat school resources carefully, and alert administration or teacher if there is any problem with their operation.
- Encourage positive, constructive discussion if allowed to use communicative or collaborative technologies.
- Alert a teacher or other staff member if I see threatening, inappropriate, or harmful content (images, messages, posts) online.
- Recognize that use of school technologies is a privilege and treat it as such.

- Be cautious to protect the safety of myself and others.
- Plug in the charger cord each evening to make sure the tablet is ready for the next day.
- When the tablet is sent home for remote learning, I will return the tablet and accessories when I return to campus or at the end of the school year, on a date to be provided.

### **Unacceptable Use Guidelines**

*As a STUDENT I will **not**:*

- Use school technologies in a way that could be personally or physically harmful.
- Attempt to find inappropriate images or content.
- Join a Google Meet without the teachers permission
- Engage in cyberbullying, harassment, or disrespectful conduct toward others.
- Try to find ways to circumvent the school's safety measures and filtering tools.
- Use school technologies to send spam or chain mail.
- Plagiarize content I find online.
- Post personally-identifying information, about myself or others.
- Use language online that would be unacceptable in the classroom
- Attempt to hack or access sites, servers, or content that isn't intended for my use.
- Download personal music on the device. Any music on the device should only be added at the request and discretion of the teacher.
- Download or play internet games on the Tablet If game apps are installed, it will be by the direction of Grace staff only.
- Download any apps, including social media, without permission from my teacher.
- Loan my device out.
- Deface my tablet or case in any way, including stickers.

### **I Understand that**

- Emails and passwords are private and not to be shared with anyone other than a parent or guardian
- Student accounts are restricted; they can send and receive email from only other gracelcms.net users.
- Siblings and other family members are not to use the device for personal use.

- Students/parents are responsible for the care and safekeeping of all devices and power cords. Any loss or damage to these items (outside of reasonable wear and tear), regardless of the cause, will be the strict financial responsibility of the students and parents. Students must immediately report damage, malfunction, or loss to Grace Christian School. Students are not permitted to repair, alter, modify or replace Tablets.
- If a student damages a Tablet they will receive an invoice for the repair/replacement of the device. The invoice must be paid within 30 days of the incident.
- Parents are encouraged to monitor their children's email account. The email system and all data stored on it are the express property of Grace Christian School.
- If a student transfers out of Grace during the school year, the Tablet with the charging cord, and any other peripheral devices/tools provided will be returned at that time. Failure to return these items will result in a theft report being filed with the Escondido Police Department.
- The ability of Grace Christian School to protect privacy is limited to the on-campus use of student e-mail for educational purposes and does not extend outside Grace Christian School. The student and parent specifically agree that Grace Christian School is not responsible or liable for any threatening, defamatory, obscene, offensive or illegal content or conduct of any other party or any infringement of another's rights.
- The student/parent will be responsible for any damage to the Tablet and must return the computer and accessories to Grace in good working condition. The student/parent will be charged a fee for any needed repairs, not to exceed the replacement cost of the Tablet.
- Any hardware/software repairs that are not due to misuse or damage will be covered without cost, however any accidental or intentional damage to the device will incur a cost.

### **General Precautions**

- The tablets are school property and all users will follow this policy and the Grace K-5 Technology Use Agreement.
- Only use a clean, soft cloth to clean the screen, no cleansers of any type.
- Cords and cables must be inserted carefully into the Tablet to prevent damage.

- Tablets and cases must remain free of any writing, drawing, stickers, or labels that are not the property of Grace.
- Tablets are kept in the classroom, except during remote learning
- Students are responsible for plugging in their Tablet to ensure the battery is charged for school each day.
- Do not stack any books, heavy materials, etc. on top of the device as it could cause the device to break.
- Cases should not be removed once they are placed on Tablet as it will greatly reduce the amount of protection on the device.
- Students may change the background image to add a little personalization to their school issued tablet. The image must be appropriate for school. The teacher can ask the student to change the image at any time.

### **Screen Care**

The Tablet screens can be damaged if subjected to rough treatment. The screens are particularly sensitive to damage from excessive pressure on the screen.

- Do not lean on the top of the device when it is closed.
- Do not place anything near the Tablet that could put pressure on the 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 Tablet against walls, car doors, floors, etc as it will eventually break the screen.

### **Printing**

- Printing will be available with the Tablet. Students will be given information and instruction on printing from the Tablet at school.
- Families may connect the tablet to their wireless printer for remote learning.

### **Device Storage:**

- Devices are to be stored at school. It is the students responsibility to make sure the tablet is plugged in properly at the end of each day.
- The tablet is not to be taken home.
- In case of school closure and a transition to remote learning, the device will be sent home for the student to use.
- The student is responsible for the care of the tablet at all times.

### **Home Internet Access- For Remote Learning**

- Students are allowed to set up access to home wireless networks on their Tablets. This will assist students with the ability to complete, retrieve, access, etc. educational content used in classes with the device successfully.
- Students may also set up home printing capabilities for their device. This will require a wireless printer and proper settings on the Tablet using Google Cloud Print.
- If parents/guardians are interested in providing content filtering at home, it is suggested that parents/guardians contact their Internet provider for details and support.

### **Parent/Guardian Responsibilities**

- Talk to your child about values and the standards that they should follow while using the Internet.
- Be aware of the sites your child is navigating to and what apps are being used and how they work.
- Assist your child in remote learning.
- The following resources will assist in promoting positive conversation(s) between you and your children regarding digital citizenship as it relates to Internet safety, conduct, and Netiquette.
  - NetSmartz: <http://www.netsmartz.org/Parents>
  - CommonSense Media: <http://www.commonsensemedia.org/blog/digital-citizenship>

### **Device Responsibilities**

- The tablet is the property of Grace Christian school.
- The tablet is given to the student as an educational tool to be used for class assignments and activities. The student and parents assume responsibility for the device while the student is in possession of the tablet. If the tablet is broken or lost, it is the parents' financial responsibility for repair or replacement.
- The tablet must be returned to school in the same condition that it was issued. Any repairs that need to be made will be covered by the parents. Total cost of the tablet is \$245. The Keyboard case for 4th/5th Grade is \$85.

**Grace Christian School 1:1 Program  
K-5 Technology Use Guidelines and Agreement  
2020-2021**



**We agree to the stipulations set forth in  
K-5 Technology Use Guidelines and Agreement document**

**Please Print Clearly:**

Student Name: \_\_\_\_\_

Grade: \_\_\_\_\_

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

Date: \_\_\_\_\_

Parent Name (Please Print): \_\_\_\_\_

Parent Signature: \_\_\_\_\_

Date: \_\_\_\_\_