

**Grace Christian School**  
**K-5 Technology Use Guidelines and Agreement**  
**1:1 Program**  
**2023-2024**



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. Excellence in education requires that technology is safely integrated throughout the educational curriculum. It is our desire to encourage Christ-honoring behavior while utilizing technology. 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.

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 technology carefully, and alert administration or teachers 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 are a privilege and treat it as such.

## 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.
- Engage in cyberbullying, harassment, or disrespectful conduct toward others.
- Take unauthorized photos or videos
- 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 or play internet games on the Tablet. If game apps are installed, it will be under the direction of Grace staff only.
- Download any apps
- Deface my tablet or case/keyboard 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 emails from only other gracelcms.net users.
- 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.
- 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 email 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.
- Grace Christian School monitors all school devices and any documents and/or communications created by students under the Grace domain.

## 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.
- 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 the 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.

## Device Storage:

- Devices are to be stored at school.

## Final Reminders

- The tablet is the property of Grace Christian school.
- The tablet is loaned to the student as an educational tool to be used for class assignments and activities. **If the tablet is broken or lost, it is the parent's financial responsibility for repair or replacement.**
- 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.