

St. Catherine of Siena School

Electronic Device Acceptable Use and Care Policy

This policy is for the specific acceptable use and care of student laptops and electronic devices owned and managed by St. Catherine of Siena School. This does not include personal devices that students may bring to school such as the I-Pad, Kindle, Nook, or Android tablet for reading. These are included in another policy.

The use of a school issued laptop or other electronic device requires care and responsibility both on the part of the students and their parents. Therefore, a student who violates any portion of this Acceptable Use and Care Policy may immediately lose the privilege to use the device for a specified amount of time or be subject to other loss of privileges or financial charges to repair damages to the device.

The stipulations for use of any of these devices are as follows:

1. All devices are to be registered with the St. Catherine of Siena Technology Coordinator prior to issuance to a student at the beginning of the school year. This form must be submitted prior to student issuance of the laptop or other school device. The device number will then be registered to the student. The Acceptable Use Agreement Form must be signed by both the parents and the student.
2. After the receipt of the device, care of the device is the student's responsibility. This includes proper carrying of the device with two hands, keeping keyboard and screens clean, storing in the media cart with charger when not in use for class, preventing drops and bumps of cases, and screens. Eating food or drinks around or during use of the device is prohibited. Students may carry a sealed, leak proof water bottle when transporting or using the device but must keep bottle away when opened.
3. School devices are to be used only for the assignments, sites and activities given to students by teachers and staff. They are not for personal use, games outside of those educational sites assigned by teachers, or personal videos, photos or other social media sharing sites or apps.
4. Students will be connected to the school WIFI network only. They will not join or change connections to school-public or other WIFI network at school.
5. Devices must be used at appropriate times in accordance with teacher instructions. The classroom teacher has the final say when and for what the device may be used for in his/her classroom. This is so educational processes are not disrupted by outside electronic distractions.
6. Devices are not to be used during lunch, breaks, or during playground/recess time unless specifically permitted by a teacher.
7. Should a situation arise where the student needs to take the laptop or device home or to a school sponsored event, the same rules of care and appropriate use apply EXCEPT he or she may add an additional WIFI network from home or other educational venue. The technology coordinator or homeroom teacher should be notified that the student will need to take the device from the school building and when it will be returned to the classroom.

-----Keep the first page for your records-----Return this completed page to school-----

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Parent/Guardian Agreement

I authorize my child to receive a laptop or other device owned by St. Catherine of Siena School with the understanding that it is to be used in compliance with the Acceptable Use and Care Policy. I agree that St. Catherine of Siena School is not responsible for any damage or loss associated with student use of the laptop or other device. I also understand that a violation of this policy will result in my child losing privileges, or costing fees for repairs of the device.

Parent/Guardian Name: (Print) _____

Parent/Guardian Signature: _____ Date: _____

Student Agreement

I agree to follow all of the guidelines in the St. Catherine of Siena School's Electronic Device Acceptable Use and Care Policy. I understand that a violation of this policy will result in losing privileges, or costing fees for repairs.

Student Name: (Print) _____

Student Signature: _____ Date: _____

Office USE:

Laptop #: _____ Laptop Serial #: _____ Laptop Top Make/Model: _____

School Year Issued: _____ Initials: _____