

The Franciscan School

1:1 Device Program Contract

This document outlines the policies and procedures that are in place for the one to one device program at The Franciscan School. Terms of this contract are subject to change. Families will be notified in writing of any changes.

1. Deployment
 - 1.1. By enrolling students at The Franciscan School, parents/guardians agree to the terms and conditions of the Student Device Program.
 - 1.2. Each student will be issued a device that will be catalogued by user name and serial number.
 - 1.3. Students will be responsible for the device at school and at home.
 - 1.4. Carrying Case
 - 1.4.1. Students will be issued a carrying case when they receive their device but may purchase their own if they would like.
 - 1.4.2. The Franciscan School will provide students with one carrying case. If a student needs a new case, it must be provided by the student's family.
 - 1.4.3. Students are encouraged to appropriately customize cases as long as glitter is not used.
2. Terms
 - 2.1. Devices are the property of The Franciscan School.
 - 2.2. Students should use the devices for school purposes only.
 - 2.3. Maintenance and Repair
 - 2.3.1. Do not attempt to repair or reconfigure the device.
 - 2.3.2. Do not attempt to remove any of the programs that have been added to the device by the system administrator.
 - 2.4. Identification
 - 2.4.1. Devices will be assigned to individual students with the device serial number linked to the student name.
 - 2.4.2. School IT staff will label each device with an identifying name.
 - 2.4.3. Students should not share their passwords with others. Students should inform their teacher immediately if they believe another person knows their password. Students should use the password assigned by IT staff.
 - 2.5. Misuse of the Device
 - 2.5.1. Examples of misuse and consequences can be found in Addendum I of this contract.
 - 2.5.2. Consequences for misuse will be determined based on the severity of the action. These consequences may include infraction reports, grade reductions for assignments, or loss of device or access to Google account.
 - 2.5.3. Cyberbullying behavior will not be tolerated at The Franciscan School.

- 2.5.3.1. Any student who exhibits this behavior will return the device immediately.
 - 2.5.3.2. Students should report any instances of cyberbullying that they are aware of to a teacher, administrator, or IT staff member.
 - 2.6. Lost, Damaged, or Stolen Devices
 - 2.6.1. Students are responsible for reporting a lost, damaged, or stolen device as soon as possible. If stolen, a copy of the police report must be provided to the school.
 - 2.6.2. Normal wear and tear is covered by the device warranty. Any damage covered by the warranty must be reported to the school as soon as possible.
 - 2.6.3. Parents/guardians will be responsible for any damage that is not covered under warranty including, but not limited to dropping or stepping on the device, damage from liquids, or damage to the screen.
- 3. Caring for Your Device: Students should treat chromebooks as a delicate device and not use them in ways that they are not intended to be used. Additionally, students should never deface in any way their device or anyone else's, nor attempt to access another student's account or device. Any violations of this policy, as determined by the school administration, will result in severe consequences.
- 4. Reporting an Issue
 - 4.1. Students should report any damage, loss, or problems promptly.
 - 4.2. Getting a Loaner
 - 4.2.1. Student will fill out a Help Desk ticket to explain what is wrong with the device.
 - 4.2.2. IT staff will assess the problem and troubleshoot.
 - 4.2.2.1. If a repair can be done quickly, the problem will be fixed and the device will be returned.
 - 4.2.2.2. If it is not a quick fix, the student will be issued a loaner computer until the assigned device can be repaired or replaced.
- 5. Privacy
 - 5.1. There is no expectation of privacy when using devices/accounts owned by The Franciscan School.
 - 5.2. The Franciscan School has the right to manage and monitor all school-owned devices/accounts in the following ways:
 - 5.2.1. Teachers can access student accounts/devices during class through the device management program.
 - 5.2.2. School and network administrators may search the account/device for inappropriate materials at any time.
 - 5.2.3. Network administrators may access student accounts/devices in order to troubleshoot issues. They will report any inappropriate device usage to administration.

- 5.2.4. All internet traffic on campus will pass through the firewall set up by The Franciscan School. Internet traffic travelling through the firewall is monitored and routinely checked.
 - 5.2.5. In addition, GoGuardian will be used as the student device monitoring service. This service allows the TFS firewall settings to travel home with the school-issued device.
- 6. GSuite Student Accounts
 - 6.1. General Account Information
 - 6.1.1. Student accounts are set up and managed by administrators and IT staff members.
 - 6.1.2. Students may not sign in to other Google accounts while on campus. All work and communication should be done through their school assigned account.
 - 6.2. Emails
 - 6.2.1. Each student will receive a school-issued email account.
 - 6.2.2. Students will only be able to communicate via email with others in the @franciscanschool.org domain. Outside emails will be blocked.
 - 6.2.3. Emails may be monitored and can be accessed by IT staff at any time.
 - 6.3. Apps and Add-ons
 - 6.3.1. Students and teachers will be using the Google suite of office tools:: Docs, Slides, Sheets, and others.
 - 6.3.2. Students may not delete apps or extensions that have been loaded by IT staff.
 - 6.3.3. Add-ons may be necessary for students to increase functionality of the applications.
 - 6.3.4. Teachers may ask students to download apps for educational purposes. All apps must be preapproved before students are able to download them.
- 7. Returning the Device
 - 7.1. Devices will be collected at the end of the school year and will be stored on campus. Student accounts will remain active over the summer.
 - 7.2. Students will be asked to return their device when they leave TFS.
 - 7.3. Devices must be returned in good condition.
- 8. Financial Responsibilities
 - 8.1. Repairs
 - 8.1.1. Devices will no longer be repaired on campus. Instead they will be sent to a certified Lenovo repair facility.
 - 8.1.2. If the device can be repaired under warranty, the school will handle the warranty processing. Students will receive a loaner device until theirs is returned.
 - 8.1.3. If the device cannot be repaired under warranty, a new device will be issued to the student and an invoice for the damaged device will be sent home.

- 8.1.4. Parents/guardians will be responsible for paying for all repair fees.
- 8.2. Parents/guardians will be responsible for paying the full retail price of the device (depends on model) if the child voluntarily or involuntarily leaves the school and the device is not returned or if the device is damaged beyond repair.
- 9. Please refer to The Franciscan School Acceptable Use Policy for guidelines on Internet use on campus. This can be found in Addendum II of this contract.

If you have questions or to report damages, please contact:

Kayla Dellinger

Technology Coordinator

kayla.dellinger@stfrancisraleigh.org

Device Program Contract Addendum I: Examples of Misuse and Consequences

Example of Misuse	Consequence
<ul style="list-style-type: none"> ● Playing games during inappropriate times ● Editing another student's or teacher's documents without permission or in an inappropriate manner ● Using Google Apps to communicate about things not related to school ● Accessing unapproved* game sites ● Accessing unapproved* websites ● Sharing unapproved* websites or unapproved* game sites with other students ● Being off task during class as a result of using chromebook ● Inappropriate** background images ● Writing on or putting stickers on Chromebook ● Transporting Chromebook without a case ● Changing Google password ● Leaving Chromebook on the floor ● Being careless with devices (dropping, kicking, etc.) 	<p style="text-align: center;">Infraction Report</p> <p style="text-align: center;">(Students will receive a warning or reminder before an infraction report is issued.)</p>
<ul style="list-style-type: none"> ● Purposefully attempting to bypass the firewall ● Taking or hiding another student's chromebook or case ● Using chromebook and online resources to look up answers during tests/quizzes (may also affect grade) ● Changing settings on chromebook (including wifi) ● Accessing inappropriate** (as determined by the AP) websites ● Taking or having pictures of other students that are not related to a school project 	<p style="text-align: center;">Consequences to be determined by the Assistant Principal</p>
<ul style="list-style-type: none"> ● Intentionally damaging a chromebook (including pulling off rubber bumpers, magnets, ThinkPad logos, and keyboard keys) ● Continued efforts to bypass the firewall ● Accessing another student's account ● Tampering with another student's chromebook or settings ● Accessing extremely inappropriate** (as determined by the AP) websites 	<p style="text-align: center;">Consequences to be determined by the Assistant Principal</p>
<ul style="list-style-type: none"> ● Participating in cyberbullying behaviors ● Continued infractions 	<p style="text-align: center;">Consequences to be determined by the Assistant Principal</p>

***unapproved** - not on the Symbaloo or related to the lesson; content may not be inappropriate

****inappropriate** - content that is violent, sexual, illegal, defamatory, or offensive

Acceptable Use Policy
The Franciscan School
Grades K-8

Rules for Internet Use

Students Should:	Students Should NOT:
<ul style="list-style-type: none">● Use the provided resources for school work only.● Notify a teacher immediately if, by accident, materials are encountered which violate the Acceptable Use Policy.● Investigate resources approved by teachers or IT staff members.● Recommend new educational resources to be evaluated by teachers or IT staff members.● Create projects for educational purposes.● Express creativity in an appropriate manner through approved resources.● Show pride in their work.● Give credit when they use work created by others.● Use devices carefully and responsibly.● Notify a teacher immediately if a device is broken or damaged.	<ul style="list-style-type: none">● Search for, view, or send inappropriate or offensive material.● Attempt to bypass the school firewall.● Use a computer to harm other people or their work.● Damage the computer or the network in any way.● Interfere with the operation of the network.● Violate copyright laws.● Share passwords with other people.● Trespass in another student's account.● Access outside emails without permission.● Use the school name or logo on any social media without permission of the principal.● Communicate threats, harass, or insult other people.● Change computer settings without permission.

Firewall

A firewall has been put in place to protect students from inappropriate material and to keep content limited to what is appropriate for learning. Students need to respect the limitations of the firewall and not attempt to bypass the system.

Internet Access

The Franciscan School provides internet access to students, teachers, and staff members. The use of the network is a privilege, not a right, and may be revoked if abused. The user is personally responsible for his/her actions in accessing and utilizing the school's computer resources.

The internet is a vast, global network that provides users with the ability to search, communicate, share, and learn. Accessing the internet will enable students to explore thousands of libraries, databases, museums, and other repositories of information around the world. While the use of internet resources is intended for constructive educational goals, students may find ways to access other materials.

Families should be aware that some material accessible via the internet may contain items that are illegal, defamatory, inaccurate, or potentially offensive. Ultimately, parents and guardians of minors are responsible for setting and conveying the standards that their children should follow when using media and information sources.

The Franciscan School will not be liable for the actions of anyone connecting to the internet through this network. All users shall assume full liability (legal, financial, or otherwise) for their actions.

Inappropriate Materials or Language

Profane, abusive, or impolite language should not be used to communicate online, and materials which are not in line with the rules of school behavior should not be accessed. Since the internet is not confined to simply school or home, students need to remember that inappropriate postings at home will result in consequences at school. Remember that statements on the internet are permanent so students should be conscious of lasting effects when posting online.