

## **Classroom Mobile Device Rules & Agreement for Students**

In order to use the Google Chromebook for required class activities, you must be responsible and follow these rules and policies at all times. Remember, the device is at all times property of St. Philip's Lutheran School, not your personal device. Violation of these regulations can result in loss of use of the device.

- Only use the device that is assigned specifically to you; do not let other students use or borrow your device unless directed by the teacher or staff
- Do not place books or other items on top of the device
- Never leave your device unattended
- Shutdown and sign out completely when you are finished with your exercise, or class period

Do not plug in the device to charge between classes or during class without teacher permission

- Students should not personalize their devices in any way; this includes decals, screen savers, and downloading any software, application or short cuts that have not been explicitly allowed by the teacher (devices will be periodically checked for unauthorized downloads)
- Only use the device for school work
- Follow the teacher's instructions about labeling documents/files prior to sharing or printing
- If you notice that something is wrong with the device, report to your teacher immediately
- No food or drinks allowed around the devices
- Follow all policies and school rules pertaining to the use of technology

### **Important Notes:**

- Do Not Force anything into the ports and slots on the side of the Chromebook
- Do Not jerk, drop or slam closed the cover of the Chromebook or laptop computer
- DO NOT carry your Chromebook while it is open or by the screen. Carry/hold your Chromebook like a book when closed
- DO NOT put the Chromebook on the floor or on any unstable surface
- DO NOT leave your Chromebook unattended
- DO NOT throw the Chromebook or mistreat it

### **Students must:**

Respect and protect their own privacy and the privacy of others

- Use only your assigned St. Philip's Lutheran School account
- Keep personal information such as: name, address, phone number, etc., offline
- Keep your passwords secret
- No posting images or video of other students to the Internet

Respect and protect your school's electronic resources

- Observe all network security practices
- Conserve, protect, and share these resources with other students and Internet users
- St. Philip's Lutheran School is not responsible for damages to personal technologies or electronic communication devices, but we expect you to treat school property as if it were your own
- Treat equipment with care, report any damages, security risks or violations immediately

Respect and protect the copyrighted/intellectual property of others

- Cite all sources appropriately
- Follow all copyright laws
- Use electronic communication devices appropriately to assure academic integrity; cheating will result in loss of privileges and discipline

Respect and practice the principles of community

- Communicate with others only in ways that are God-pleasing, kind, responsible, respectful and lawful
- Use electronic devices for schoolwork only during class time
- St. Philip's Lutheran School email should be used for schoolwork only
- Report threatening or offensive materials to a teacher or administrator immediately

### **Software:**

Google Apps for Education

- Chromebooks and other mobile devices integrate with the Google Apps for Education suite of productivity and collaboration tools designed specifically for educational institutions. This suite includes Google Docs (word processing), Spreadsheets, Presentations, Drawings, and Forms
- All work is stored in the cloud and is accessible using the St. Philip's Lutheran School student's account 24/7 from any internet connected computer

### **Email Usage:**

- The primary purpose of the St. Philip's Lutheran School Gmail student electronic mail system is for students to communicate with their teacher(s), school staff, and fellow students to collaborate on school activities
- Students are responsible for God-pleasing behavior while using school email, just as they are in a classroom or a school hallway; expectations and instruction for proper use will be demonstrated and communicated by your teacher
- Access to e-mail is given to students who agree to act in a God-pleasing and responsible manner; access is a privilege – not a right, and will be suspended for improper use
- Students are responsible for messages sent from their accounts
- Students should not share their passwords

- Students should not give out personal information over email, including home telephone numbers or home addresses
- Students will not use email to bully, harass, or threaten other students or individuals
- Students will report any unusual activities such as "spam" communications, obscene email, or unauthorized communication by adults to the teacher or school's technology specialist
- Students will not use email to send chain letters, viruses, or hoaxes to other students or staff
- Email accounts are filtered; messages containing inappropriate language or content will be flagged
- Student email is provided by the school and is school property; St. Philip's Lutheran School reserves the right to archive, monitor, and/or review all use of its email system, and users should not have any expectation of privacy in any electronic message created, sent or received on the school's email system.
- Student email accounts will be removed from the system after: graduation, leaving the school, or disciplinary actions; if necessary, St. Philip's Lutheran School, at its discretion, may close accounts at any time

### **Cyber Bullying:**

Cyber Bullying is bullying which is carried out through an online service such as email, chat room, discussion group or instant messaging; or through mobile phone technologies such as short message services (SMS). It may also include inappropriate use or distribution of images, videos or audios of another person. Any form of cyber bullying will not be tolerated under any circumstances. If a student accidentally accesses inappropriate content, they should move on without drawing unnecessary attention, and inform your teacher quietly and immediately. Students should not access chat-rooms or social networking sites that are not moderated or approved by the teacher, and should never give out any personal details over the Internet.

### **No Expectation of Privacy:**

Students have no expectation of confidentiality or privacy with respect to usage of any school technology, regardless of whether that use is for school-related or personal purposes, other than as specifically provided by law. St. Philip's Lutheran School may, without prior notice or consent, log, supervise, access, view, monitor, and record use of student technology at any time for any reasons related to the operation of the school.

#### a. Monitoring Software

1. Teachers, school administrators, and the technology committee may use monitoring software that allows them to view the screens and activity on student mobile devices.

### **Content Filter:**

St. Philip's Lutheran School utilizes an Internet content filter that is in compliance with the federally mandated

Children's Internet Protection Act (CIPA). All mobile devices used on campus, will have all Internet activity filtered and monitored by St. Philip's Lutheran School.

### **Appropriate Uses and Digital Citizenship:**

School-issued mobile devices should be used for educational purposes and students are to adhere to the

St. Philip's Lutheran School Technology Use Agreement and all corresponding administrative procedures at all times.

While working in a digital and collaborative environment, students should always conduct themselves in a God pleasing manner by adhering to the following:

**1. Respect Yourself.** I will show respect for myself through my actions. If necessary, I will select online names that are appropriate. I will use caution with the information, images, and other media that I post online. I will carefully consider any personal information about my life, experiences, or relationships I post. I will not be obscene. I will act with integrity. I will demonstrate my love for God by my actions.

**2. Protect Yourself.** I will ensure that the information, images, and materials I post online will not put me at risk. I will not publish my personal details, contact details, or a schedule or location of my activities. I will report any attacks or inappropriate behavior directed at me while online. I will protect passwords, accounts, and resources.

**3. Respect Others.** I will show respect to others. I will not use electronic mediums to antagonize, bully, harass, or stalk people. I will show respect for other people in my choice of websites: I will not visit sites that are degrading to others, racist, or inappropriate. I will not enter other people's private spaces or areas.

**4. Protect Others.** I will protect others by reporting abuse and not forwarding inappropriate materials or communications. I will avoid unacceptable materials and conversations.

**5. Respect Intellectual property.** I will request permission to use copyrighted or otherwise protected materials. I will suitably cite all use of websites, books, media, etc. I will acknowledge all primary sources. I will validate information. I will use and abide by the fair-use rules.

**6. Protect Intellectual Property.** I will request to use the software and media others produce. I will purchase, license, and register all software or use available free and open source alternatives rather than pirating software. I will purchase my music and media and refrain from distributing these in a manner that violates their licenses.

**Classroom Mobile Device Rules & Agreement for Students – SIGNATURE PAGE**  
**RETURN TO ST. PHILIP'S LUTHERAN SCHOOL BY TUESDAY, SEPTEMBER 2<sup>ND</sup>, 2014,**  
**to maintain your computer usage.**

We have read the rules and conditions for Classroom Mobile Devices. By signing below, parents agree to the conditions of these rules and agreements and will work with teachers to enforce them. By signing below, students agree to abide by all rules and agreements.

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

Student's signature: \_\_\_\_\_

Student's name: \_\_\_\_\_

Parent's signature: \_\_\_\_\_

Parent's name: \_\_\_\_\_

**RETURN THIS PAGE TO SCHOOL BY**  
**TUESDAY, SEPTEMBER 2<sup>nd</sup>, 2014. THANK YOU.**