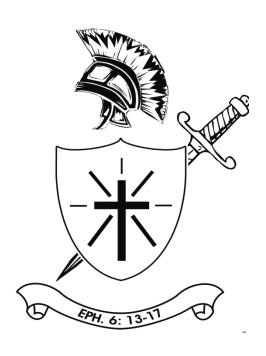# Visionway Christian School Jr. High

Digital Device Informational Packet/Agreement

Visionway Christian School (VCS) strives to prepare students for an ever changing world that sees technological advancements happening at a rapid rate. The mission of the 1:1 program at VCS is to create a collaborative learning environment for all learners. This environment will enable and support students and teachers to implement transformative uses of technology while enhancing students' engagement with content and promoting the development of self-directed and lifelong learners. Students will transition from consumers of information to creative producers and owners of knowledge.

1. Receiving Your Digital Device

a. Student Distribution

Jr. High students will receive a Digital Device and case. Students must sign the VCS Digital Device Agreement at the time they receive their Digital Device.

2. Returning Your Digital Device

a. End of Year

 At the end of the school year, students will turn in their Digital Devices and cases. Failure to turn in a Digital Device will result in the student being charged the full replacement cost (app. $300). VCS may also file a report of stolen property with the local law enforcement agency if the Digital Device and case are not returned.

b. Transferring/Withdrawing Students

Students that transfer out of or withdraw from VCS must turn in their Digital Devices and cases to the principal's office on their last day of attendance. Failure to turn in the Digital Device will result in the student being charged the full replacement cost (app. $300). VCS may also file a report of stolen property with the local law enforcement agency or turn over unpaid fees for collection.

3 Taking Care of Your Digital Device

Students are responsible for the general care of the Digital Device they have been issued by the school. Digital Devices that are broken or fail to work properly must be given to the classroom teacher as soon as possible so that they can be taken care of properly. District owned Digital Devices should never be taken to an outside computer service for any type of repairs or maintenance. Students should never leave their Digital Devices unattended except in a secured location.

a. General Precautions

● No food or drink should be next to Digital Devices.
● Cords, cables, and removable storage devices must be inserted carefully into Digital Devices.
● Digital Devices should not be used or stored near pets.
● Digital Devices should not be used with the power cord plugged in when the cord may be a tripping hazard.
● Digital Devices and cases must remain free of any writing, drawing, stickers, and labels other than those provided by the school.
● Heavy objects should never be placed on top of the Digital Device.

b. Cases

● Each student will be issued a protective case for his/her Digital Device that should be used whenever the Digital Device is being transported or not in use.
● Although the cases are reinforced to help protect the Digital Devices, they are not guaranteed to prevent damage. It remains the student's responsibility to care for and protect his/her device.

c. Carrying Digital Devices

● Always transport Digital Devices with care and in VCS issued protective cases. Failure to do so may result in disciplinary action.
● Never lift Digital Devices by the screen.
● Never carry Digital Devices with the screen open.

d. Screen Care for Chromebooks

 The Chromebook screen can be damaged if subjected to heavy objects, rough treatment, some cleaning solvents, and other liquids. The screens are particularly sensitive to damage from excessive pressure.

● Do not put pressure on the top of a Chromebook when it is closed.
● Do not store a Chromebook with the screen open.
● Do not place anything in the protective case that will press against the cover.
● Make sure there is nothing on the keyboard before closing the lid (e.g. pens, pencils, or disks).
● Only clean the screen with a soft, dry microfiber cloth or antistatic cloth.

e. Asset Tags

All Digital Devices will be labeled with a VCS asset tag.

● Asset tags may not be modified or tampered with in any way.
● Students may be charged up to the full replacement cost of a Digital Device for tampering with a VCS asset tag or turning in a Digital Device without a VCS asset tag.

4 Using Your Digital Device at School

Students are expected to bring a fully charged Digital Device to school every day and bring their Digital Device to all classes unless specifically advised not to do so by their teacher.

a. If a student does not bring his/her Digital Device to school

● With teacher permission, a student may check out a loaner for the day.
● A student borrowing a Digital Device must sign a loaner agreement and will be responsible for any damage to or loss of the issued device.
● The junior high teachers will document the number of times a loaner is issued to each student for not having his/her own Digital Device at school and will send reports to the principal for those students that have more than one occurrence during the school year.
● The teachers will treat such occurrences as Level 1 offenses, which may result in disciplinary action.
● The students who obtain a loaner will be responsible for returning the borrowed device to the teacher prior to the end of the school day.
● If a loaner is not turned in by the end of the school day, the office will submit a report to the principal and the principal will work on retrieving the loaner.

b. Digital Devices being repaired

● Loaner Digital Devices may be issued to students when they leave their school issued Digital Device for repair in the school office.
● A student borrowing a Digital Device must sign a loaner agreement and will be responsible for any damage to or loss of the loaned device.
● Digital Devices on loan to students having their devices repaired may be taken home.

● The school office will contact students when their devices are repaired and available for use.

c. Charging Digital Devices

● Digital Devices must be brought to school each day with a full charge.
● Students should charge their Digital Devices at home every evening. Failure to charge Digital Device, results in disciplinary action.
● Under normal circumstances, chargers do not need to be brought to school.

d. Backgrounds and Themes

● Students are not permitted to change Digital Device backgrounds or themes. Doing so will result in disciplinary action.

e. Sound

● Sound must be muted at all times unless permission is obtained from a teacher.
● Headphones may be used at the discretion of the teachers.
● Students should have their own personal set of headphones for sanitary reasons.

f. Printing for Chromebooks

● Students will be encouraged to digitally publish and share their work with their teachers and peers when appropriate.
● All student work will be stored in an Internet/cloud application. Students will not print directly from their Digital Devices at school. When printing is needed, teachers will facilitate this on a case by case basis.
● Students may set up their home printers with the Google Cloud Print solution to print from their Digital Devices at home.

Information about Google Cloud Print can be obtained here:

http://www.google.com/cloudprint/learn

g. Logging into a Digital Device

● Students will log into their Digital Devices using their school issued gmail account username and password.
● Students should never share their account passwords with others, unless requested by an administrator.

h. Managing and Saving Your Digital Work with a Digital Device

● Student work will be stored in an Internet/cloud application and can be accessed from any computer with an Internet connection and most mobile Internet devices.
● Some files may be stored on the Digital Device's hard drive.
● VCS will not be responsible for the loss of any student work.
● Students are encouraged to maintain backups of their important work on Google Drive. Additional backups could be saved on a portable storage device or another Internet cloud storage service.

i. Internet Accessibility Before School Hours

● Supervision will be provided in Before School Care from 7:30 - 8:15 am to allow students access to the Internet. This is a service being provided to assist students who do not have Internet access at home and must be pre-arranged with administration.

5 Using Your Digital Device Outside of School

Students are encouraged to use their Digital Devices at home and other locations outside of school. A WiFi Internet connection will be required for the majority of Digital Device use, however, some applications can be used while not connected to the Internet. Students are bound by the VCS Acceptable Use Policy, Administrative Procedures, Digital Device agreement, and all other guidelines in this document wherever they use their Digital Devices.

6 Operating System and Security

Students may not use or install any operating system on their Digital Device other than the current version of ChromeOS that is supported and managed by VCS.

a. Updates

● The Digital Device operating system, ChromeOS, updates itself automatically. Students do not need to manually update their Digital Devices

b. Virus Protection

● Digital Devices use the principle of "defense in depth" to provide multiple layers of protection against viruses and malware, including data encryption and verified boot.
● There is no need for additional virus protection.

7. Content Filter

VCS utilizes an Internet content filter that is in compliance with the federally mandated Children's Internet Protection Act (CIPA). All Digital Devices, regardless of physical location (in or out of school), will have all Internet activity protected and monitored by the school. If a website is blocked in school, then it will be blocked out of school. If an educationally valuable site is blocked, students should contact their teachers to request the site be unblocked. All school issued devices are monitored and filtered 24/7. Any attempts to access inappropriate content will constitute a violation of the VCS Acceptable Use Policy. **The student logged into the Digital Device is responsible for all Internet searches, whether on or off school grounds so students should not allow others to use their Chromebook.**

8. Software

a. Google Apps for Education

● Digital Devices seamlessly integrate with the Google Apps for Education suite of productivity and collaboration tools. This includes Google Docs word processing, spreadsheets, presentations, drawings, and forms.
● All work is stored in the cloud.

b. Chrome Web Apps and Extensions

● Some web apps will be available to use when the Digital Device is not connected to the Internet.

9 Digital Device Identification

a. Records

● VCS will maintain a log of all Digital Devices that includes the Digital Device serial number, asset tag code, and name and ID number of the student assigned to the device.

b. Users

● It is the intention of VCS that each student will be assigned the same Digital Device and case for the duration of the use of that device. Take good care of it!
● All devices will be collected at the end of each school year. Each device will be cleaned and inspected to ensure complete functionality for the start of the next school year.

10 Repairing/Replacing Your Digital Device

a. Tech Support

● All Digital Devices in need of repair must be returned to teachers immediately. Outside repairs are not allowed and can result in students being charged up to the full replacement cost of a Digital Device.
● The student and teacher will enter an IT Support Ticket (help ticket) as soon as possible.

b. Vendor Warranty

● Digital Devices include a one year hardware warranty from the vendor.
● The vendor warrants the Digital Device from defects in materials and workmanship.
● The limited warranty covers normal use, mechanical breakdown, and faulty construction. The vendor will provide normal replacement parts necessary to repair the Digital Device or, if required, a Digital Device replacement.
● The vendor warranty does not warrant against damage caused by misuse, abuse, or accidents.

11. No Expectation of Privacy

Students have no expectation of confidentiality or privacy with respect to any usage of a Digital Device, regardless of whether that use is for school related or personal purposes, other than as specifically provided by law. VCS may, without prior notice or consent, log, supervise, access, view, monitor, and record use of student Digital Devices at any time for any reason related to the operation of the school. By using a Digital Device, students agree to such access, monitoring, and recording of their use.

a. Monitoring Software

Teachers, school administrators, and the technology department staff may use monitoring software that allows them to view the screens and activity on student Digital Devices.

12. Social Media

a. The school may not request or require a student to provide a password or other related account information in order to gain access to the student's account or profile on a **social networking website.**
b. The school may conduct an investigation or require a student to cooperate in an investigation if there is sufficient evidence to suggest the student's social network account violates the school's disciplinary policy.
c. The school may require the student to share content in the course of such an investigation.

13. Appropriate Uses and Digital Citizenship

School issued Digital Devices should be used for educational purposes and students are to adhere to the Acceptable Use Policy and all of its corresponding administrative procedures at all times. While working in a digital and collaborative environment, students should always conduct themselves as good digital citizens by adhering to the following:

1 Respect Yourself

I will show respect for myself through my actions. 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 what personal information about my life, experiences, or relationships I post. I will not be obscene. I will act with integrity.

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 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, pornographic, 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.
Learn more about your Chromebook

http://www.google.com/Digital

http://www.techrepublic.com/blog/google-in-the-enterprise/ten-ways-to-maximize-your-google-drive/1989

http://www.teachthought.com/technology/10-google-drive-tips-and-tricks-for-students/

http://www.teachthought.com/technology/52-tips-and-tricks-for-google-docs-in-the-classroom/

Responsible Use Guidelines

Visionway Christian School (VCS) believes that the use of computer networked services, email, and the Internet have become, if used appropriately, an integral part of an engaging, student-centered, and collaborative learning environment. It is understood that all of our computer networked services are provided exclusively for educational purposes. VCS filters all internet traffic for the purpose of safeguarding staff and students from harmful content. VCS also provides supervision and education related to appropriate online behavior, including interacting with other individuals on social networking websites and in chat rooms, and regarding cyberbullying awareness and response. However, it is still the responsibility of all computer users to make sure they comply with providing a safe and secure learning environment when using technology. VCS encourages parents/guardians to supervise their child(ren) when using technologies from home.

CLEAR highlights the important points contained in VCS Responsible Use Policy.

CLEAR: Considerate, **L**egal & **E**thical, **A**ppropriate and **R**esponsible

Considerate: People in our community reflect a diverse set of customs, values and points of view. Digital communication should be respectful, polite and considerate of others.

Legal & Ethical: Respect copyright laws by copying media including text, music and videos only with permission and by crediting and citing the source where the information was found. It is a good general practice to link to others' work rather than reproduce it. Respect the privacy of others, ask permission before taking photographs, video or audio recordings. Illegally copied or downloaded software, files, pictures, music or games may not be used on VCS issued devices/computers.

 Appropriate: School technology is used for educational purposes and only appropriate words and images may be used and viewed. If inappropriate material are viewed or received, it is the responsibility of the recipient to delete them.

Responsible: Ensure that care is taken with all hardware, software, shared resources (i.e. printers, scanners) and use of the school network, so as to prevent damage or misuse whether intentional or not; your actions should not inhibit the work of others. Personal information and passwords will be kept private. If you see someone not being CLEAR report the abuse/misuse to a responsible adult.

Digital Device Agreement

I have been provided by VisionWay Christian School (VCS) Administration/staff documentation regarding VCS Digital Device policies and expectations. We understand that use of TECHNOLOGY is a privilege and not a right and that everything done on any device, network, or electronic communication device may be monitored by the school authorities. Inappropriate use of the TECHNOLOGY can result in limited or banned computer use, disciplinary consequences, removal from VCS, loss of credit, receiving a failing grade, and/or legal action. As a family, we agree to follow the outlined guidelines and rules as outlined in those documents and below.

OWNERSHIP of the Digital Device
VCS retains the sole right of possession and ownership of the Digital Device. The Digital Devices are RENTED to the students for educational purposes for the academic year. Moreover, VCS administrative staff and faculty retain the right to collect and/or inspect Digital Devices at any time, including via electronic remote access and to alter, add, delete installed software or hardware.

RESPONSIBILITY for the Digital Device
Students are solely responsible for the Digital Devices issued to them and must adhere to the following: Students
● must comply with the Responsible Use Policy and all policies of the school corporation when using their Digital Devices.
● must bring their Digital Devices to school every day and make sure it is fully charged. Failure to do so may result in disciplinary action. Note: A fully charged Digital Device should last 6.5 hours charged.
● must treat their device with care and never leave it in an unsecured location.
● must keep their device in a protective case when traveling.
● must promptly report any problems with their Digital Device to the teacher or office staff.
● may NOT remove or interfere with the serial number and other identification.
● may not attempt to remove or change the physical structure of the Digital Device, including the keys, screen cover or plastic casing.
● may not attempt to install or run any operating system on the Digital Device other than the ChromeOS operating system supported by the school.
● must keep their device clean and must not touch the screen with anything (e.g., your finger, pen, pencil, etc..) other than approved computer screen cleaners.

RESPONSIBILITY for ELECTRONIC DATA
The students are solely responsible for any apps or extensions on their Digital Device that are not installed by a member of the school staff. Students are responsible for backing up their data to protect from loss. Users of school technology have no rights, ownership, or expectations of privacy to any data that is, or was, stored on the Digital Device, school network, or any school issued applications and are given no guarantees that data will be retained or destroyed.

COPYRIGHT AND FILE SHARING
Students are required to follow all copyright laws around all media including text, images, programs, music, and video. Downloading, sharing, and posting online illegally obtained media is against the Responsible Use Policy.

SPARE EQUIPMENT and LENDING
If a student's Digital Device is inoperable, the school has a limited number of spare devices for use while the student's Digital Device is repaired or replaced. This agreement remains in effect for loaner computers. The student may not OPT to keep an inoperable Digital Device to avoid doing class work due to loss or damage. If a student does not bring his/her Digital Device to school, the student may be required to borrow a device from the school based on the direction from his/her teacher. Disciplinary action may result for failure to bring a fully charged Digital Device to school.

USER PROTECTION PLAN
VCS recognizes that with the implementation of the 1:1 initiative there is a need to protect the investment in equipment by both the corporation and the student/parent. Therefore, a User Protection Plan is offered and strongly encouraged to

protect against any damages to the Digital Device. This $25 annual fee will only protect against accidental damage to the Digital Device. Examples of accidental damage include, but are not limited to: · Accidental dropping the device or causing it to fall from a desk, table, etc. · Accidental bumping the device against a wall, locker or other object resulting in damage. · Accidental spilling any food, drink or other substance on the device resulting in damage. · Damage that may have been caused by accidental tripping or falling, or physical interaction with another student. (Any damage caused by another student should be reported to the building administration as soon as possible.) This protection plan requires a $25 deductible for the first claim each year, and a $50 deductible for the second claim each year. On the third and all subsequent claims the student/parent will be responsible for the full cost of the damage or replacement device. This protection plan DOES NOT cover the Digital Device if it is lost or stolen. It also does not cover intentional or malicious damage. The student/parent will be billed the full replacement cost if these conditions apply. Minor issues with the Digital Device resulting from normal use will be taken care of by the school. Charger and carrying case is not included in this plan. The $25 User Protection Fee is nonrefundable.

DIGITAL CITIZENSHIP
Students must follow the six conditions of being a good digital citizen:
1 RESPECT YOURSELF: I will show respect for myself through my actions. I will select online names that are appropriate. I will consider the information and images that I post online. I will consider what personal information about life, experience, experimentation or relationships I post. I will NOT be obscene. I will not visit sites that are degrading, pornographic, racist, or inappropriate.
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 schedule of my activities. I will report any attacks or inappropriate behavior directed at me. 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 other people. I will show respect for other people in my choice of websites. I will not abuse my rights of access and I will not ether other people's private spaces or areas.
4 PROTECT OTHERS: I will protect others by reporting abuse, not forwarding inappropriate materials or communications; I will moderate unacceptable materials and conversations.
5 RESPECT INTELLECTUAL PROPERTY: I will request permission to use resources. I will suitably cite any and 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 use free and open source alternatives rather than pirating software. I will purchase, license, and register all software. I will purchase my music and media, and refrain from distributing these in a manner that violates their licenses. I will act with integrity.

DEVICE AGREEMENT / SIGNATURE FORM

By signing below, the student and their parent/guardian agree to follow, understand, and accept:

    a Responsible Use of technology policy.

    b Device Agreement

    c Website and Social Media Guidelines (Below)

    d That the Digital Devices, software, and issued peripherals are owned by the school.

    e If the student ceases to be enrolled, the student agrees to return the Digital Device in good working order or pay the full replacement cost (app. $300). In addition, the student must also return both the device charger and case, if applicable. If one or both of these items is not returned, the student/parent agrees to pay the full cost for the charger and the case.

    f In no event shall VisionWay Christian School be held liable to any claim of damage, negligence, or breach of duty.

Internet Guidelines:

Guideline	Student Initials	Parents Initials
Follow the school's code of conduct when writing online. It is acceptable to disagree with other's opinions; however, do it in a respectful way. Make sure that criticism is constructive and not hurtful. What is inappropriate in the classroom is inappropriate online		
Be safe online. Never give out personal information, including, but not limited to, last names, phone numbers, addresses, exact birthdates, and pictures. Do not SHARE your password with anyone besides your teachers and parents		
Linking to other websites to support your thoughts and ideas is recommended. However, be sure to read and review the entire website prior to linking to ensure that all information is appropriate for a school setting.		
Do your own work! Do not use other people's intellectual property without their permission. Be aware that it is a violation of copyright law to copy and paste other's thoughts. It is good practice to hyperlink to your sources.		
Be aware that pictures may also be protected under copyright laws. Verify that you have permission to use the image or that it is under Creative Commons attribution.		
How you represent yourself online is an extension of yourself. Do not misrepresent yourself by using someone else's identity.		
Online work should be well written. Follow writing conventions including proper grammar, capitalization, and punctuation. If you edit someone else's work, be sure it is in the spirit of improving the writing.		
If you run across inappropriate material that makes you feel uncomfortable or is not respectful, tell your teacher right away.		

PRINT STUDENT NAME: _____ Grade_____

SIGNATURE: _____ Date: _____

PRINT PARENT NAME:_____ SIGNATURE _____

Date: _____

PRINT PARENT NAME:_____ SIGNATURE _____

Date: _____

VISIONWAY CHRISTIAN SCHOOL USER PROTECTION PLAN

VCS recognizes that with the implementation of the 1:1 initiative there is a need to protect the investment in equipment by both the corporation and the student/parent. Therefore, a User Protection Plan is offered and strongly encouraged to protect against any damages to the Device.

This $25 annual fee will only protect against accidental damage to the Device. Examples of accidental damage include, but are not limited to:

Accidental dropping of the device or causing it to fall from a desk, table, etc.
Accidental bumping the device against a wall, locker or other object resulting in damage.
Accidental spilling any food, drink or other substance on the device resulting in damage.
Damage that may have been caused by accidental tripping or falling, or physical interaction with another student.
(Any damage caused by another student should be reported to the building administration as soon as possible.)

This protection plan requires a $25 deductible for the first claim each year, and a $50 deductible for the second claim each year. On the third and all subsequent claims the student/parent will be responsible for the full cost of the damage or replacement device.

This protection plan DOES NOT cover the Device if it is lost or stolen. It also does not cover intentional or malicious damage. The student/parent will be billed the full replacement cost if these conditions apply.

Minor issues with the Device resulting from normal use will be taken care of by the school. Charger and carrying case are not covered by this plan.

The User Protection Plan is offered one time only and the $25 fee is nonrefundable. The coverage is voluntary the fee is in addition to the rental fee of using the Device each school year.

Those who do not purchase the User Protection Plan understand that they are financially responsible for the full cost of any damages to the device, which could include minor repairs up to the full cost of the device.

Child's full name: _____

Parent Name (Printed) : _____

Parent Signature: _____

Date: _____