

# **EdTech Devices at St. Philip High School**

## **Chromebook Loan & Responsible Use Agreements 2017-2018**

### **Administrative ~ Teacher ~ Student ~ Parent**

In today's classroom, learning extends well beyond the school walls. Understanding the benefits of learning in a 21st Century classroom requires students, educators, and parents to understand the complexities of navigating this complex yet familiar world thoughtfully, creatively, and responsibly. Supporting and encouraging students to develop a positive online presence and attitude, in both school and at home, has become an essential aspect within education. For more information, please review the **ISTE** standards outline responsible and purposeful use of the devices in educational way.

#### **General Information**

The St. Philip Laptop Initiative formally began with the 2006-2007 freshman class and now continues with our current 2017-2018 student body. We are proud to be able to offer this essential tool for learning and communication. The following information "Chromebook Loan & Responsible Use Agreements" have been established to assist all those involved in managing the initiative.

#### **Eligibility**

Eligibility includes St. Philip High School students officially registered with Battle Creek Area Catholic Schools. The student and parent/guardian will sign Responsible Use Agreements prior to Chromebook checkout. The student user is responsible for the safe return of the assigned Chromebook.

#### **Duration of Chromebook Loan**

Chromebooks are owned and remain the property of the Battle Creek Area Catholic Schools and St. Philip High School. Chromebooks will be checked out by students for the BCACS school year. After the Chromebook has been initially assigned to a student, it will remain designated to that student for the remainder of the student's high school education at St. Philip.

#### **Insurance Requirement**

Every Chromebook is insured by an annual policy purchased by the Battle Creek Area Catholic Schools. This policy is covered by the \$85 Technology Fee paid through Smart Tuition. Your Chromebook is not covered for the potential loss of data, so backup your important files and keep your Chromebook safe. There is a \$100 deductible for each repair incident. This includes: theft, broken screen, liquid spill, or any damage caused to the assigned Chromebook. It is the responsibility of the student to pay all damage for the assigned charger and/or cord (\$15).

#### **Theft & Damage**

If your Chromebook is stolen, report the event to the police. A police report (with the Chromebook serial number noted) is required to qualify for an insurance claim. Also report the loss to school authorities. If there is Chromebook damage OR Hardware/Software Issue (resulting in the device becoming unusable), bring the Chromebook into school and turn it into the tech department for repairs. **DO NOT** attempt to repair the Chromebook. Technology personnel will assess damages and communicate all results and costs associated with damage.

<b>Student Name and Grade Level:</b>	<b>Parent(s) and/or Guardian Names:</b>
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## Technology: Responsible Use Agreement Grades 9 - 12

(based on [ISTE Student Standards](#))

Welcome to a new school year! Technology is a wonderful tool that allows us to explore the world as never before. With this opportunity comes with some big responsibility. By signing this form, we are asking that you understand how to use technology positively for yourself and others as well as how to care for the digital devices both at school and at home.

*As a responsible and ethical user of technology, I am committed to the following:*

1. **Use EdTech Devices and Tools for Innovation & Creation purposes Only** I understand the devices at school are to be used for purposeful school-related creation.
  - a. I will treat the online spaces as a classroom space and use appropriate language, pictures, music, videos, etc. on my computer **at school and off campus**.
  - b. **I will use print resources in a responsible manner.** To conserve paper and ink, I will use "print preview" and print documents only once to reduce unnecessary printing.
  - c. I will never leave my Chromebook alone and when stored, properly connect chargers.
  - d. I will treat my devices as valuable by keeping food and water away from them.
  - e. I will keep our shared and personal Chromebooks in good working order by walking slowly whilst carrying the closed devices with both hands.
  - f. I will practice battery management best practices, ensuring my device is always adequately charged before I report to school each day.
  - g. I will work directly with the school Ed Tech services as soon as I am aware of a device problem.
  
2. **Communicate and Collaborate responsibly** I understand that EdTech devices are a privilege at our school and I agree to be principled and responsible when using these devices. I agree to the school having access to the device if necessary.
  - a. I will keep social interactions online helpful, respectful, and positive both **at school or off campus**.
  - b. I will get permission before posting online any photographs or videos of students or teachers.
  - c. I will share my username or password with teachers and parents, but never with friends
  - d. I will permit St. Philip High School staff and my parents to access my school email account, web pages, and other computer based materials upon request
  - e. I will use my device in ways that support my success, including checking my email each day; creating a logical file storage save system, and purging unnecessary data that takes up storage space,
  
3. **Be a Digital Citizen:** I agree to advocate and practice safe, legal and responsible use of technology.
  - a. I will consider the information and images that I post online.
  - b. I will never log in or post as anyone other than myself.
  - c. I will suitably give credit to sources of information, videos, photos, etc. that I use for educational purposes.
  - d. I will protect others by reporting abuse and not forwarding inappropriate materials or communications.
  - e. I will remember to find the time to turn off my devices and enjoy time with my friends...technology free.

***By signing this form, I am agreeing to this statement:***

“I have discussed this Responsible Use Agreement with my teachers and parents and I understand that St. Philip High School has the right to store and access student data. In cases where there is specific suspicion of unacceptable student behaviour St. Philip High School has the right to view the personal data of students concerned at school or at home. By following the guidelines above, I agree that when I am using technology, I will always strive be a positive digital citizen.”

I, \_\_\_\_\_ (student name) agree to the agreements for at-home tech use in alignment with supporting the school’s mission for purposeful and creation-based use of edTech devices.

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# Technology: Responsible Use Agreement @Home

(based on [ISTE Student Standards](#))

## Parent Agreements for Technology use at home

In today's classroom, learning extends well beyond the school walls. Understanding the benefits of learning in a 21st Century classroom requires students, educators, and parents to understand the complexities of navigating this complex yet familiar world thoughtfully, creatively, and responsibly. Supporting and encouraging students to develop a positive online presence and attitude, in both school and at home, has become an essential aspect within education.

As the parent or guardian of \_\_\_\_\_ in grade \_\_\_\_\_, I have read the Responsible Use Agreement and discussed this with my child at home. In addition to St. Philip High School's Responsible Use Agreement at school, I will consider the following:

1. I will establish an at-home agreement that outlines expectations with my child about appropriate technology use and to also model and provide balance to 'unplug' from technology.
2. To support my child as he or she learns to navigate technology and to develop into a positive digital citizen, I will monitor settings on home computers and devices for age appropriate content. I will also obtain passwords to all devices and social media accounts.

## Additional Resources

For more information, please review the [ISTE](#)<sup>1</sup> standards outline responsible and purposeful use of the devices in educational way. If you are interested in learning more about digital citizenship and cyber safety, please check out [Common Sense Media](#)<sup>2</sup>.

I, \_\_\_\_\_ (parent name) agree to the agreements for at-home tech use in alignment with supporting the school's mission for purposeful and creation-based use of edTech devices.

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<sup>1</sup> [www.iste.org/standards/iste-standards](http://www.iste.org/standards/iste-standards)

<sup>2</sup> <https://www.common Sense Media.org/>

**Classroom Teacher and Administration Agreements for EdTech Use**  
(based on [ISTE Teacher Standards](#)):

1. **Facilitate Innovation & Creativity** Focus on using devices and platforms for creation purposes. Provide structured time with purposeful tasks for students to develop their technical abilities.
2. **Communication and Collaboration** Model Digital Age Work and Learning: Communicate with students, peers, parents, community using digital tools and resources to support student success and innovation.
3. **Exhibit positive attitude towards technology that supports collaboration, innovation and productivity** Celebrate student-initiative and leadership with technology; create space for students to practice digital citizenship.
4. **Promote Digital Citizenship, Etiquette and Ethics of learning and working in a digital space/environment.**

I \_\_\_\_\_ (print name) agree to maintaining the standards for purpose-driven use of EdTech devices and to assume responsibility for how the devices are used in the classroom.

Signature: \_\_\_\_\_

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