



STUDENT NAME: _____

GRADE LEVEL: _____

SECTION 1: STUDENT TECHNOLOGY CONDUCT

In an effort to help our students become proficient in technology, we offer them the opportunity to learn and explore with computers. The following policy will help us ensure that all students optimize their use of the equipment and their learning experience.

- Technology at LCC Day School (LCCDS) **must** be used responsibly. It is a privilege, not a right.
- **Respect others.** Students are responsible for good behavior on the computer just as they are in a traditional school building. Communicate through computers as you would deal with people in person. Use appropriate language at all times. It is illegal to use obscene, profane, threatening, or disrespectful language. Communication with others should be course related. Students should never say anything via email, instant message, blogging, etc. that they would object to seeing on the school bulletin board or in the local newspaper. Students should notify the teacher of anything inappropriate or that makes them uncomfortable. Bullying will not be tolerated and the privacy of others should be respected at all times. Do not represent others' ideas as your own or post false or defamatory information about a person or organization.
- **Keep personal information confidential.** Do not reveal your real name, telephone number, address, password, credit information, or other information that could be used against you. Do not give out such information about anyone else.
- If you receive any inappropriate messages or material, contact a teacher; do not reply to such messages.
- Except for your own schoolwork documents, do not delete, alter or reposition files, or transfer files to any school computer. Do not tamper with another person's files or their device.
- **Passwords.** You are responsible for your accounts at all times. Never let anyone use your accounts or your online identity. Keep passwords secret; never disclose them to anyone. Use passwords that are difficult to guess and change a password if you suspect anyone knows it.
- Do not attempt to defeat security software. Do not attempt to gain unauthorized access to the LCCDS's network or any other computer system through LCCDS's computer network, or go beyond your authorized access. This includes attempting to login through another person's account or access another person's files. These actions are illegal, even if only for the purposes of "browsing" and will be treated seriously.
- If you find a security problem, report it to a teacher immediately. Do not demonstrate it to others or continue to use the computer.
- Use the Internet only for purposes related to schoolwork. Avoid irrelevant material and comply with teachers' instructions about accessing specific areas.
- **Some UNACCEPTABLE uses are: Posting information, photos or videos of LCCDS students or staff or participating in photos or videos posted to social networking websites such as, but not limited to, FaceBook, Instagram, SnapChat, Twitter or YouTube, entering Internet chat rooms, playing unauthorized games or accessing game-related sites without teacher approval, and sending chain letters or other unnecessarily widespread messages.**
- **Blogging or online assignments are to be done appropriately with respect to all participants. Inappropriate or derogatory language and/or comments are not acceptable.** Postings will be limited to class-related material. Students will keep their passwords secure, and will not permit and/or facilitate any other individual's access to the site. Students are responsible for anything posted in their name. Do not use any other individual's name or password to access the site.
- Do not plagiarize works that you find on the Internet. At LCCDS, we expect high academic integrity on the part of our students; therefore, any form of academic dishonesty, including plagiarism, cheating or allowing others to copy your work, will result in a "0" on that assignment and a phone call to parents.
- On the Internet and elsewhere on the system, you may not use LCCDS facilities for your own commercial or political purposes.
- Respect software copyrights. Do not duplicate commercial software. Do not place any copyrighted software, including shareware, on a school-owned computer without permission.
- Take proper precautions not to bring viruses or other damaging software into any computer or network. Deliberate attempts to disrupt the computer system or destroy data by spreading viruses or by any other means is illegal.
- On school devices, leave all settings as you find them. Do not make changes to backgrounds, themes, control panels, preferences, system components, or configuration files unless directly supervised by a teacher.
- Behave with restraint around computers. Move calmly, and don't touch another's keyboard or mouse.
- Protect all computer hardware. Do not eat or drink near computers. Follow the proper sign out or shutdown procedure. Do not tolerate any damage or theft by anyone. Report all damage and theft immediately to a teacher.



Both the student and his/her parent must sign the *Student Technology Agreement* issued by the school in order to use the school's computers. Violation to this policy may include, but is not limited to, loss of computer privileges. Loss of privileges may affect the student's technology grade and/or may also have a negative impact on other classes where computers are in use. Classwork being done on the computer at school would need to be completed at home under parent supervision. These policies relate to computers owned by LCCDS, as well as personal computers used while on the LCCDS campus.

SECTION 2: GOOGLE APPS PERMISSION FORM

LCCDS has the ability to create accounts for all students to allow for collaborative sharing using Google Apps for Education. These accounts will be used for school related projects. However, no student will be assigned an account without parent or guardian approval. The rules governing proper electronic communications by students are included in the *Student Technology Agreement* and are part of the Discipline Policy. Once accounts are assigned, students gain access to the wealth of collaborative tools available through Google Apps.

This account is housed on Google servers, thereby giving your student access to email, calendar, website authoring tools, Google Drive (word processor, spreadsheet, drawing and presentation software), plus additional services. This will allow your student to collaborate with teachers and other students.

Official Email Address Students will be assigned an *lccdayschool.com* student email account. This account will be considered the student's official LCCDS email address until such time as the student is no longer enrolled in LCCDS. The naming convention will be the first name and last initial (followed by a number, if needed), ending with *lccdayschool.com*. For example: John Test could be john4@lccdayschool.com. Please note, if a student emails a teacher, that email will go directly to the teachers official *lccdayschool.com* email account.

Student Use of Interactive Tools – Online communication is critical to the students' learning of 21st Century skills, and tools such as blogging, podcasting, and chatting offer an authentic, real-world vehicle for student expression. With the use of Google Apps, classroom blogs, student email, podcast projects, chat, or other Web interactive tools, students should follow all established Internet safety guidelines including:

- The use of Google Docs, blogs, podcasts or other web 2.0 tools is considered an extension of the classroom. Therefore, any speech that is considered inappropriate in the classroom is also inappropriate in all uses of blogs, podcasts, or other web 2.0 tools. This includes, but is not limited to, profanity, racist, sexist, or discriminatory remarks.
- Students using Google Apps, blogs, podcasts or other web tools are expected to act safely by keeping ALL personal information out of their posts.
- Students should **NEVER** post personal information on the web without permission from a parent or legal guardian (including, but not limited to, last names, personal details such as address or phone numbers, or photographs).
- Students should **NEVER**, under any circumstances, agree to meet someone they have met over the Internet.
- Students should never link to web sites from their blog or blog comments without reading the entire article to make sure it is appropriate for a school setting.
- Students using such tools agree to not share their user name or password with anyone besides their teachers and parents and treat Web posting spaces as classroom spaces. Speech that is inappropriate for class is also inappropriate for a blog.

From time to time, teachers may recommend and use public interactive sites that, to the best of their knowledge are legitimate and safe. As the site is "public" and the teacher, school, and LCCDS are not in control of it, all students must use their discretion when accessing information, storing, and displaying work on the site.

Access Restriction Access to and use of Google Apps for Education is considered a privilege accorded at the discretion of LCCDS. The school maintains the right to immediately withdraw the access and use of the account when there is reason to believe that violations of law or Board of Trustees policies have occurred. In such cases, the alleged violation will be referred to the Head of School for further investigation and application of necessary consequences as indicated in the Student Handbook.



Security LCCDS cannot and does not guarantee the security of electronic files located on Google systems. Although Google does have a powerful content filter in place, the Board of Trustees cannot assure that users will not be exposed to non-educational material.

Privacy The Board of Trustees and the school administration reserve the right to access and review content in the Google Apps for Education system at any time. The Board of Trustees complies with all state and federal privacy laws.

As with any educational endeavor, we feel that a strong partnership with families is essential to a successful experience. Therefore, we are asking your permission to provide a Google Apps account for your child for this school year. The Student Google Apps account and this permission form will remain in effect for this school year or until the student is no longer enrolled in LCCDS.

SECTION 3: BRING YOUR OWN DEVICE (BYOD) PROGRAM

LCCDS is committed to moving students and staff forward in a 21st century learning environment. Many students today possess devices that give them mobile access to information and resources 24/7. Outside school, students are free to pursue their interest in their own way and at their own pace. The opportunities are limitless, borderless, and instantaneous. As part of this commitment to put students at the center and empower them to take control of their own learning, LCCDS allows students to use their own personal digital learning devices during the learning day for educational purposes. With classroom teacher approval, students may use their own devices in the classroom to take notes and use the productivity tools loaded on their devices. Students wishing to participate must follow LCCDS's *Student Technology Agreement*, Sections 1 and 2, as well as the following policy:

Device Types

For the purpose of this program, the word "device" means a privately-owned, wireless, portable, electronic piece of equipment that includes laptops and tablet computers. No cell phones, smart phones, smart watches, iPod Touches, or handheld gaming devices (to include Nintendo DS, PlayStation Portable PSP, etc.) are allowed.

Guidelines:

1. Any student who wishes to use a personally owned electronic device within LCCDS must read and sign this agreement and submit it to the Middle School Office.
2. The student takes full responsibility for his or her device and keeps it with him or her at all times with the exception of break, lunch and PE. It is recommended that the student lock their device in their locker when it is not in use. LCCDS is not responsible for the security of the device or for any damage done to the device while at school. If a theft should occur, please notify the school office right away, but understand that the school is not liable for any lost or stolen devices. It is a good idea to record the device's serial number and install or activate tracking software, if possible, to safeguard your investment.
3. The student is responsible for the proper care of their personal device, including any costs of repair, replacement or any modifications needed to use the device at school. A protective case or sleeve for your device is **required**.
4. The school reserves the right to inspect a student's personal device if there is reason to believe that the student has violated LCCDS policies, administrative procedures, school rules or has engaged in other misconduct while using their personal device, as detailed in the *Middle School Student Handbook*.
5. Violations of any LCCDS policies, administrative procedures or school rules involving a student's personally owned device may result in the loss of use of the device in school and/or disciplinary action.
6. Students must comply with teacher request to shut down the computer or close the screen or otherwise cease using the device.
7. Personal devices shall be charged prior to bringing it to school and shall be capable of running off its own battery while at school. If the battery of a student device runs out, they will be asked to use pencil and paper. LCCDS does not have devices available to loan or for temporary use.
8. **Posting or transmitting** recorded images or video shall be limited to that which is related to school assignments and projects, and shall only be done in accordance with this *Student Technology Agreement*. **The student may not use the devices to record, transmit or post photos or video of a person or persons on campus to any social networking site.** Nor can any images or video recorded at school be transmitted or posted at any time without the express permission of a teacher.



9. During school hours, the student should only use their device for educational purposes and to access classroom related activities. Streaming of music or videos is not allowed without the express permission of a teacher.
10. Internet access will be through the use of LCCDS Wi-Fi only. Use of 3G, 4G, LTE, hotspots or personal VPNs to create wireless connections for accessing the Internet or creating a wireless tether is **not** allowed. Noncompliance will result in loss of the device at school.
11. The use or possession of an Electronic Communication Device (ECD) or a recording device in locker rooms and restrooms is prohibited. "Recording device," as used herein, will mean a cell phone, a camera, a video recorder, or any other device that may be used to record or transfer images.
12. Printing at school is reserved for in-class assignments at the teacher's discretion. Homework and assignments outside of class are to be printed at home.
13. LCCDS will require downloading of software onto personal devices. Refusal will result in loss of use of the device at school.

Cybersafety

LCCDS uses a web filter to block inappropriate content from reaching student devices. However, despite every effort for supervision and filtering, all students and students' parents/guardians are advised that access to the network may include the potential for access to content inappropriate for school-aged students. Every user must take responsibility for his or her use of the network and make every effort to avoid inappropriate content. Every student must report security or network problems to a teacher, administrator, or system administrator.

Antivirus

All student devices are required to have some form of antivirus software installed on their device. This helps ensure the safety of their device and the LCCDS network.

BYOD Student Agreement Violations and Consequences

It is one of the technology goals of LCCDS to ensure that each student's interactions with technology contribute positively to the learning environment both at school and in the community. LCCDS supports the positive use of technology for the purpose of enhancing and supporting learning at any time of the day. It is therefore expected that students will comply with LCCDS rules, act in a responsible manner, and will honor the terms and conditions set by the classroom teacher and the school. Failure to comply with such terms and conditions may result in temporary or permanent loss of device access, as well as other disciplinary action as necessary, at the discretion of LCCDS Administration.

Failure to comply with all the rules described in this agreement will result in the following consequences:

- 1st offense - Warning
- 2nd offense - Device will be revoked for the day
- 3rd offense - Device will be revoked for a week
- 4th offense - Device will be revoked for the remainder of the school year.

If the user has a revoked device and attempts to use another personal mobile device, that device will also be revoked and additional disciplinary actions may be taken.



7th - 8th Grade Students/Parents - STOP HERE AND SIGN

STUDENTS:

Please note below the type of device you intend to bring to school.

BYOD DEVICE (BRAND / MODEL)

SERIAL NUMBER (IF AVAILABLE)

As a student, I have read **Sections 1, 2 and 3 of the Student Technology Agreement [7th - 8th]** regarding Conduct, Google Apps, and BYOD. I understand that I am expected to honor this policy and use my device responsibly. Violation of these policies/guidelines may include, but is not limited to, loss of computer privileges, suspension or expulsion.

STUDENT SIGNATURE

DATE SIGNED

HOMEROOM TEACHER NAME

PARENTS:

As a parent, I have read **Sections 1, 2 and 3 of the Student Technology Agreement [7th - 8th]** regarding Conduct, Google Apps, and BYOD. I understand that my child will be responsible for abiding by the above policy and guidelines. I have read and discussed this with her/him and they understand the responsibility they have in the use of their personal device. Violation of these policies/guidelines may include, but is not limited to, loss of computer privileges, suspension or expulsion. LCCDS reserves the right to add/change information or policies to the **Student Technology Agreement [7th - 8th]** at any time during the school year. In the event this becomes necessary, parents will be notified through blast email.

PARENT / GUARDIAN SIGNATURE

DATE SIGNED