



St. Junipero Serra Catholic School 1:1 Handbook (2020-2021)

This Handbook serves to clarify the school's policies, guidelines, and expectations for its 1:1 program

Device

St. Junipero Serra Catholic School (SJSC) has selected both the Apple iPad and an HP Windows laptop for its 1:1 program. Proper care must always be taken of the equipment.

Service Warranty

Each of the devices is covered under warranty to cover up to two incidents of accidental damage from handling (each subject to a \$50 service fee). Students and their parents are responsible for the payment of any service fees for repairs and replacement of equipment. Service coverage includes the following:

- iPad or laptop
- Battery
- 2-part power adapter (laptop)
- Student and parent(s) are financially responsible for all damages to, or loss of, the device not covered by the warranty program, regardless of whether their student was responsible for causing the damage or not.
- Any time that staff notes damage to a device, a case will be opened for service, particularly when a screen is cracked. Because this is school-owned equipment, it is the school's responsibility to ensure the equipment is maintained in the same condition as issued to a student.
- iPad USB cable and power adapter issues are not covered under the warranty program.
- Normal wear and tear is expected for the equipment. Purposeful damage to the equipment is not covered under the warranty and families may be charged for the cost of the repair or replacement of the equipment.

Apple ID

At this time, student Apple IDs are not utilized on the iPads. In the event new features would necessitate the creation of an Apple ID to manage the iPads, families will be notified.

Apps

All apps that have been selected for the students to use will be installed to the devices as part of the program.

- No other apps or programs may be installed on the school-owned device.
- Any attempts to install un-authorized apps or programs is strictly prohibited and may result in disciplinary actions by the school, up to, and including, the removal of the device from the student.
- Unless a student has been specifically directed to download an app from the Microsoft Windows store, no apps or programs may be downloaded.

Battery Charging

iPads and laptops are expected to be fully charged each morning when students arrive on campus. Minimal charging stations will be available on campus; students charging their iPad or laptop during school hours may not have access to their device.

Content Filtering

- In accordance with the Children’s Internet Protection Act (“CIPA”), SJSC uses filtering software to screen network traffic for offensive material. Students are cautioned that many internet websites contain offensive, sexually explicit, and inappropriate material.
- Since all equipment is owned by the school, the filtering will be in place at all times, whether the student is connected to the school, home, or public network.
- Because no screening service is infallible, St. Junipero Serra Catholic School is not responsible for search requests that may lead to sites with potentially inappropriate content.
- Students are to notify the teacher when they find an offensive site through an internet search so that additional filtering may be instituted to avoid disciplinary action, and to assist the school in providing as safe an educational environment as possible. The student is responsible for not pursuing material that could be considered offensive.

Device Management

- All iPads and laptops will be managed through software by the school.
- The App or Windows Store may not be available for students to purchase or download additional apps.
- The iPad will be configured to only allow USB connectivity to a campus computer; students will be unable to connect their iPad to their home computer.
- Devices may be recalled at different times during the year for updates; students will be notified of any scheduled updates.
- All attempts to change the iPad or laptop configurations (including jailbreaking the device, and changing the lock screen image) are prohibited.
- Students are prohibited from accessing any areas of the laptop which manage the device. Any attempts to circumvent the device settings may result in disciplinary actions by the school.
- The removal or disabling of any management software by a student is prohibited.
- Software may be utilized by teachers, administrators, and technology staff in order to monitor student activity during school hours.

Internet Access/Wireless Networks

- Students may connect wirelessly, and only wirelessly, to the “SCS-Student” network to access the internet while on campus. Students are strictly prohibited from using peer-to-peer software, file sharing programs or messenger programs and may not connect to any cellular network or non-SJSC wireless access points (with the exception of the home network).
- The use of the internet must be in support of education and research consistent with the educational objectives of the school.

Personal Devices

Since participation in the 1:1 program is required for all students in Grades TK through Eight, personal digital devices will not be necessary at school. However, students may bring their personal devices on campus if there is a specific educational requirement for the device. The following conditions apply to the use of personal digital devices at SJSC:

- The wireless network at SJSC will not be accessible to students to connect.
- Students will not utilize any personal media files (music, video, games, podcasts, etc.) that are unrelated to the educational objectives of SJSC while using the device on campus.
- Students will not utilize applications or programs that are unrelated to the educational objectives of SJSC while using the device on campus.
- Use of any personal digital device while on campus must be done with permission, and under the supervision, of a member of the school's faculty or staff.
- Representatives of SJSC may search a student's personal, digital device in the presence of the student at any time that the use does not seem in compliance with items listed above.
- The use of this digital device is not required by the school. The student and family have elected to bring this device to campus and will solely be responsible for the care and maintenance of the device. As such, the school does not assume any responsibility for damage or loss of the device.
- Violation of any of the conditions noted above will cause the privilege of bringing a personal digital device to school to be revoked. A violation will also require the owner of the digital device to immediately forfeit use of the device and will require that the device be collected immediately by a parent or guardian. Following a violation of these conditions the school will determine when and if the privilege to use a personal digital device may be reinstated.

Program Fees

The cost of participating in the program is included in the Family Educational Cost per student.

Proper Use, Care, and Safekeeping of Equipment

- Students may only use the equipment which is assigned to them.
- Students should take all reasonable steps to protect against theft or damage of their school-issued devices (iPads, netbooks, laptops, etc.) Devices should NEVER be left unattended for any period of time.
- Students are to transport their devices to and from school in their protective cases and will store them in a secure location when not using them.
- Only school-issued cases are permitted on school equipment. Students may not use any other cases. A school-issued case must always be on the device.
- Students are to keep their devices clean with no attached stickers or other items that might deface or damage the device's finish, screen, or other components.
- Students are to immediately report all malfunctions, damage, or loss of a device to a classroom teacher or the Help Desk.
- Theft is generally covered by the School, subject to the prompt filing of a police report. Factors which may cause such a claim to be denied include:
 - Negligence in that the device was left in an unsecured location
 - Incident reported more than 48 hours after alleged event
 - Reasonable suspicion of complicity on the part of student and/or parent(s)
 - ** If a claim is deemed as not covered, the student and parents will be liable for the replacement cost of the iPad or laptop, including warranty, case, power adapter, cables, and accessories (if applicable)
- Damage that is **not** covered by the School will be the financial responsibility of the student and parents. Such damages include, but are not limited to:

- Loss
- Theft from an unsecured location (i.e. unattended backpack or unlocked car)
- Damage due to fire (other than at school)
- Acts of God
- Intentional or grossly negligent damage and/or misuse
- Use in unsuitable operating environment
- If a student's iPad or laptop will require repairs or replacement which is expected to take longer than 24 hours, a replacement device will be provided and the student and parent(s) accept responsibility for the new equipment.
- It is the responsibility of the student and parent to replace lost or damaged cables, power adapters, and other school-issued accessories not covered by the school's warranty with equivalent parts. Third party items will not be accepted.
- Other specific care guidelines will be reviewed with students at the time they receive their device.

Return of Equipment

- **Student and parent(s) are responsible for the prompt return of all school equipment and accessories subject to this Agreement upon completion or cessation of the student's enrollment, or upon request by the School.** In situations where the equipment is not returned in a timely manner, the School reserves its right to use appropriate legal means to regain custody and/or compensation for its equipment, including, but not limited to, withholding grades and/or transcripts in accordance with the California Education Code.
- Students will be issued the following equipment as part of the 1:1 program; all pieces must be returned to the school or the student and parent(s) will be charged for their replacement:
 - Apple iPad • Protective Cover (may include keyboard and all case pieces, or an Otterbox case) • power adapter and USB Cable - OR -
 - Windows Laptop • power cable • carrying case • protective case

Student Accounts

- As part of the 1:1 program and to facilitate the use of programs and software, the school will open an account on behalf of the student as required. Parents will be notified of all accounts that the school opens on behalf of their student.
- Typical student accounts created include:
 - G Suite for Education (Google)
 - Microsoft Office 365
- Other accounts may be created for the students on their behalf to allow access to curricular materials. All accounts are owned by the school and are monitored for inappropriate use.

Student E-mail Accounts

- An e-mail account will be created for students for whom it is determined to be necessary.
- Access to the SJSC e-mail system is a privilege and certain responsibilities accompany that privilege. Students are expected to demonstrate the same level of ethical and professional manner as is required in face-to-face or written communications.
- All e-mail accounts are the property of St. Junipero Serra Catholic School and are therefore monitored by the School.
- Appropriate restrictions will be put in place as part of the monitoring, which will include limiting access to e-mail outside of the school network.
- All other e-mail accounts may not be added to the student device.

- Unauthorized attempts to access another person's e-mail or to use another's name, e-mail, computer address, or workstation to send e-mail or similar electronic communications are prohibited and may subject the individual to disciplinary action. Anonymous or forged messages will be treated as a violation of this policy.
- SJSC cannot guarantee the privacy or confidentiality of electronic documents. Any messages that are confidential, as a matter of law, should not be communicated over e-mail.
- SJSC reserves the right to access e-mail to retrieve School information and records, to engage in routine system maintenance and housekeeping, to carry-out internal investigations, to check internet access history, or to disclose messages, data or files to law enforcement authorities.

Supplemental Equipment

Supplemental equipment (i.e. netbooks and laptops) are made available to students as the curriculum necessitates. In addition to all items noted in the 1:1 Program Handbook, the following conditions also apply to the use of the supplemental equipment:

- If a student discovers damage to the equipment, he/she is to report it immediately to the teacher before instruction begins.
- If a student fails to report the damage before instruction begins, that student will be held responsible for any damages beyond normal wear and tear, so it is essential to report the damage immediately. Failure to notice damage will not exempt a student from responsibility.
- Students, along with their parents, will be held financially responsible for any repairs required to equipment which the student deliberately damages. Students will also receive other disciplinary actions as deemed appropriate.
- Students are not to misuse St. Junipero Serra Catholic School equipment including:
 - Knowingly running or installing a program intended to damage a computer.
 - Attempting to gain access to portions of the computer restricted to that student.
 - Attempting to change any part of the software or operating system.
 - Using the computer in violation of school policies.
 - Downloading any material deemed inappropriate onto any computer.
 - Loading (by and means) any material deemed inappropriate onto any computer.
 - Deliberately wasting computer resources for activities not related to the learning activity.
 - Accessing the computer during class at times not authorized by the class teacher.
 - Knowingly destroying other work on the network by gaining unauthorized access.

Technology Privileges

- The use of the computer is a privilege, not a right, and inappropriate use will result in the cancellation of these privileges.
- Vandalism or intentional modification of system settings may result in cancellation of privileges and/or school disciplinary action. The school reserves the right to seek financial restitution for any damage caused by a student or other user to school equipment.

Program Updates

These guidelines were written as clearly and as explicitly as possible. During the school year, new and unusual situations might arise. Therefore, the school reserves the right to amend these guidelines as necessary and any new rules will become a part of the guide.



St. Junipero Serra Catholic School 2020-2021 1:1 Participation Agreement

This agreement was electronically signed during the 2020-2021 registration process.

St. Junipero Serra Catholic School provides technological resources to our students for the purpose of supporting the educational experience and mission of the school. In providing these resources, St. Junipero Serra Catholic School promotes educational excellence by facilitating creative thinking, research, communication, and collaboration to meet the unique learning needs of every student. The use of these resources is governed by the policies and guidelines as established by the Diocese of Orange and St. Junipero Serra Catholic School. By signing this agreement, student(s) and parent(s) acknowledge the following:

1. Participation in the 1:1 program is required for all students in Grades TK through Eight.
2. The cost of participating in the program is included in the Family Educational Cost per student.
3. As outlined in the Diocesan Acceptable Use Policy (AUP), students may be subject to disciplinary measures including appropriate legal action for violation of the AUP or implementing regulations.
4. Student and parent(s) have read and understand the 1:1 Program Handbook and understand that if for any reason, the rules are violated, all technology privileges may be revoked for a period to be determined by the instructor and school administration.

This agreement applies to all equipment connected to the St. Junipero Serra Catholic School network. Any attempt to violate the requirements of this agreement may result in disciplinary action regardless of the success or failure of the attempt. Appropriate legal action may be taken depending on the nature and severity of the violation. Monetary payment may be sought for damage necessitating repair or replacement of equipment if the damage is due to negligence or vandalism. The decision of St. Junipero Serra Catholic School regarding the inappropriate use of the School's technology resources is final.

We have read the St. Junipero Serra Catholic School 1:1 Handbook in its entirety and we are affixing our signatures to verify that we (parent/s and student) understand its content and agree to the policies, guidelines, and expectations for the program and will comply with the guidelines to the best of our ability. We understand that school's policies and procedures may change throughout the year, and will supersede information contained in this Handbook. Parents will be notified of changes in policies and procedures as the updates are made.