

Saint Catherine of Siena Catholic School Tablet Policy Handbook





The policies, procedures, and information within this document apply to all tablets used at Saint Catherine of Siena Catholic School by students, staff, or guests. This also includes any other device considered by the Administration to fall under this policy.

Teachers may set additional requirements for tablet use in their classroom.

2016 - 2017

**Saint Catherine of Siena Catholic School
Tablet Policy Handbook
Middle School Sign-Off and Student Pledge**

 I will abide by all policies in this Saint Catherine of Siena Catholic School Tablet Policy Handbook while at school as well as outside the school day.

 I will abide by all policies in the Acceptable Use of Technology Policy for Catholic School Students/Employees, Catholic Diocese of Wichita, while at school as well as outside the school day.

 **Student Pledge:**

- I will be a good steward and take care of my tablet.
- I understand just as with any textbooks, library book, or assignment, I am responsible for making certain I bring the tablet to school every day school is in session.
- I understand that if I am without my tablet due to damage, loss, or simply forgetting to bring it to school, a replacement tablet may not be available for my use.
- I will take good care of my tablet and know that I will be issued the same tablet each year.
- I will never leave my tablet unattended in an unsecured or unsupervised location not only to protect against theft, but damage from freezing or extreme heat, as well. (e.g., locker, car, etc.).
- I will never loan out my tablet to other individuals. I understand that no other members of my family or others are allowed to use it.
- I will know where my tablet is at all times.
- I will charge my tablet's battery to full capacity every day.
- I will keep food and beverages away from my tablet since they may cause damage to the device.
- I will not disassemble any part of my tablet or attempt any repairs.
- I will protect my tablet by always carrying it in the sleeve or other approved case while moving from class to class or anywhere outside of the classroom.
- I will use my tablet in ways that are appropriate for education. This will be determined by assignments given by the teachers.
- I will take my tablet home only if the work I am doing at home requires tablet use.
- I will not place decorations (stickers, markers, writing, etc.) on the tablet.
- I understand that the tablet I am issued is subject to inspection at any time without notice and remains the property of Saint Catherine of Siena Catholic School.
- I will be responsible for all damage or loss caused by neglect or abuse.
- I agree to return the tablet, power cord, wall charger, tablet sleeve, keyboard, keyboard sleeve, and keyboard cable in good working condition at the end of each school year, or if I transfer out of school.


Student Name (Please Print): _____


Student Signature: _____

Parent Signature: _____

Date: _____

**Saint Catherine of Siena Catholic School
Tablet Policy Handbook
3rd-5th Grades Sign-Off and Student Pledge**

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 I will abide by all policies in the Acceptable Use of Technology Policy for Catholic School Students/Employees, Catholic Diocese of Wichita, while at school as well as outside the school day.

 **Student Pledge:**

- I will be a good steward and take care of my tablet.
- I will take good care of my tablet and know that I will most likely be issued the same tablet each year unless it falls during the replacement cycle (4th & 5th Grades).
- I will keep food and beverages away from my tablet since they may cause damage to the device.
- I will not disassemble any part of my tablet or attempt any repairs.
- I will use my tablet in ways that are appropriate for education. This will be determined by assignments given by the teachers.
- I will not place decorations (stickers, markers, writing, etc.) on the tablet.
- I understand that the tablet I am issued is subject to inspection at any time without notice and remains the property of Saint Catherine of Siena Catholic School.

Student Name (Please Print): _____

Student Signature: _____

Parent Signature: _____

Date: _____

Receiving Your Tablet:

Tablets will be distributed each fall during the first week of school. ***Parents & Students must sign and return the Tablet Policy Sign-off and Student Pledge document before the tablet can be issued to the student.***

Training:

Students will be trained on how to use the tablet by their homeroom teacher.

Taking Care of Your Tablet PC:

Tablets that are broken or fail to work properly must be taken to the homeroom teacher immediately. If a loaner tablet is needed and one is available, one will be issued to the student until his/her tablet can be repaired or replaced.

General Precautions:

- Cords, cables, and removable storage devices must be inserted and removed carefully into the tablet.
- Students should never carry their tablet while docked with the keyboard unless directed to do so by a teacher.
- Tablets should be shut down when you plan to not use them for more than three hours to conserve battery life.

Storing or Carrying Tablets:

- Nothing should be placed on top of the tablet.
- Do not put tablet in bookbag with other items because even though the tablet is in a case, it can still be broken.
- The tablet must be shut down or put in standby mode before placing it in the carrying case.

Screen Care:

The tablet screen can be damaged if subjected to rough treatment. The screens are particularly sensitive to damage from excessive pressure on the screen.

- Do not lean on top of the tablet.
- Do not place anything near the tablet that could put pressure on the screen.
- Do not place anything in the carrying case that will press against the screen.
- Do not use sharp objects such as a pencil/pen to interact with the touch screen.
- Do not use window cleaner to clean the screen; use the soft cloth provided.

Protecting & Storing Your Tablet:

Tablet Identification:

Tablets will be labeled in the manner specified by the school. Tablets can be identified in the following ways:

- Record of serial number and Saint Catherine of Siena Catholic School asset tag

Tablets Left in Unsupervised / Unsecured Areas:

Unsupervised tablets will be turned into the principal's office. Disciplinary action will be taken for leaving a tablet in an unsupervised location.

Repairing or Replacing Your Tablet:**Tablet Warranty:**

If a tablet becomes defective (at no fault of the student) after the warranty expires, the school will replace the tablet at no charge with a refurbished tablet of the same age or newer.

Using Your Tablet:

In addition to teacher expectations for tablet use, school messages, announcements, calendars, academic handbooks, student handbooks, and schedules will be accessed using the tablet computers.

Tablets Undergoing Repair:

If available, loaner tablets may be issued to students when their tablets are being repaired.

Sound:

Sound must be muted at all times unless permission is obtained from the teacher for instructional purposes.

Printing:

Printing functionality will not be available on the tablet. Teaching strategies will facilitate digital copies of homework.

Managing Your Files and Saving Your Work:

Students may save documents to the tablet's internal memory. Students will be trained on proper file management procedures.

Software on Tablets:

The software originally installed on the tablet must remain on the tablet in usable condition and easily accessible at all times.

From time to time the school may add software applications for use in a particular course. This process will be automatic with virtually no impact on students. Applications that are no longer needed will automatically be removed by the school as well.

If technical difficulties occur, technical support staff will use the "10-minute" rule. If the problem cannot be fixed in 10 minutes, the tablet will be restored to factory defaults. In a One-to-One environment it is impossible for support staff to maintain a working environment

for all if too much time is spent fixing every glitch that may arise. Re-imaging and/or Resetting will restore the device to the state in which the user originally received it. All files pushed to the tablet will be intact.

Students are not to install additional software on their tablet other than what is installed by Saint Catherine of Siena Catholic School.

Virus Protection:

Virus protection is installed on the tablet and shall not be altered at any time.

Inspection:

Students may be selected at random to provide their tablet for inspection. Students may also be selected for inspection of their tablet if a staff member suspects that inappropriate material resides on the device.

Acceptable Use:

Privacy and Safety:

- Do not go into any chat rooms other than those setup by the teacher or mandated in other distance education courses.
- Do not open, use, or change computer files that do not belong to you.
- Do not reveal your full name, phone number, home address, social security number, credit card numbers, passwords, or passwords of other people or any other confidential information.

Legal Propriety:

- All student and staff must comply with trademark and copyright laws and all license agreements. If you are unsure, ask the homeroom teacher if you are in compliance with the law.
- Plagiarism is a violation of the Saint Catherine of Siena Catholic School discipline code. Give credit to all sources used, whether quoted or summarized. This includes all forms of media on the Internet, such as graphics, movies, music, and text.

Email:

- Students in need of email for academic reasons will only be allowed email access through an address assigned by the school.
- Do not send mass e-mails, chain letters, or spam.
- No private chatting during class without permission is allowed.
- E-mail is subject to inspection at any time by the school's administration.

Tablet Technical Support:

The homeroom teacher will be the first point of contact for repair of the tablets. Services provided by the Media Center Specialist include:

- Password identification
- User account support
- Coordination of warranty repair

- Distribution of loaner tablets
- Hardware maintenance and repair
- Operating system or software configuration support
- Restoring tablet to factory default
- System software updates