

Queen of Peace School 2023-2024 Technology User Agreement

Queen of Peace School will provide a device (chromebook and/or iPad) and the necessary software to students for instructional use during the school year. The student **may not** use his/her own device. QP teachers and administrators reserve the right to review the contents of school-issued devices and/or restrict its use in accordance with the Archdiocese's Responsible Use Policy.

Queen of Peace will also provide peripherals (usb-wired mouse, headphones/earbuds, charger, and/or carrying case) where applicable. If a student desires to use a wireless mouse or inexpensive headphones/earbuds (i.e. no airpods), they are permitted to bring their own, however, Queen of Peace is not responsible for lost/stolen/damaged items.

All school-issued devices & peripherals are property of Queen of Peace School, and are on loan to the student. The student is responsible and accountable for the care of the devices and peripherals as is the case with textbooks. If a device or peripheral is lost, stolen, or damaged due to intentional or unintentional abuse or misuse, the student will be responsible for replacement of the device or peripheral including those listed above or any other device or peripheral that may be added at a future time.

Accidental damages will be covered/replaced by the school if the student regularly demonstrates responsibility with their technology. However, if a student demonstrates a recurring inability to be responsible with their school-issued technology, he/she may be responsible for the cost of repairs/replacements and/or forfeit the right to use a school-issued device. All damages will be assessed and documented case-by-case. Responsibility for replacements will ultimately be determined by our principal.

All school-issued technology is inventoried and numbered. The devices and accessories must be returned in good working condition **by the student it was issued to.** Returning someone else's device/peripheral either purposefully or accidentally at the end of the year will not clear your loan in the inventory system. Therefore, if you lose your device, you cannot return someone else's device and have your loan cleared. Students & parents can request a list of currently-loaned items from Mr. Hoffman.

NO DEVICE WILL BE RELEASED TO ANY K-8 STUDENT WITHOUT THIS AGREEMENT SIGNED BY A PARENT OR GUARDIAN.

For Students

Devices: Chromebooks & iPads

Peripherals: Mouse, headphones/earbuds, charger and cords, carrying cases, etc.

- A technology condition assessment will be completed by each student at the beginning and the end of each year to determine if their assigned devices/peripherals have been treated properly during their loan period.
- If an item is left at home or missing, spare devices and peripherals are available in the library. Students are responsible for returning any additional items loaned out in addition to the original items or paying for their replacement if lost. Repeatedly forgetting items at home may result in disciplinary action.
- It is the student's responsibility to keep track of their items and return the items they were issued in good condition... **DO NOT LOAN ITEMS TO ANOTHER STUDENT.**
- All loaned items are numbered; returning someone else's item will not clear your loan.
- **Report lost, stolen, missing, malfunctioning and broken devices/peripherals as soon as you notice they are missing/broken to your teacher or Mr. Hoffman. Reporting an item as lost/broken weeks later or on the Compulsory Return due Date will result in the responsibility of the student to replace the item.**

Proper Handling:

- If it is not yours, do not touch it unless you have permission to do so.
- Treat the Chromebook/iPad like a piece of glass. It will break if mistreated.
- Keep devices in a safe place when not in use (charging cart, carrying case, etc.) where it is not likely to fall, be smashed, or stepped on/tripped over.
- Do not lean on, step, or sit on the Chromebook/iPad or place anything near the device that could put unnecessary pressure on the screen or device which may crack.
- Put down your device gently; do not slam down your device or slide it across the floor/table even if it is in its carrying case.
- Close chromebooks lids gently. Do not try to force the lid to close while someone's hand, arm, or other object is in the way which may result in a broken screen or hinge.
- Cords and cables must be inserted into and removed carefully from the device to prevent damage. Do not yank on cords, rather, attach/remove while firmly holding onto the base of the cord.
- Do not stick anything into the device's ports that do not belong (food, pens, pencils, etc.)
- Peripherals should be kept secure in the bag they were distributed in when not in use.
- Wires should be wound loosely. Do not allow them to dangle from desks/chairs/lockers/etc. where they can be stepped on or tripped over.
- Avoid cramming/focing peripherals into cases, desks, bags where they may be broken.
- Keep devices/peripherals out of extreme temperatures. (Below 30°F or above 90°F) Do not leave the devices/peripherals in direct sunlight for an extended period of time.

- If dirty, clean devices and peripherals with a soft cloth. (No paper towels or clorox wipes which can cause scratches/damage the exterior casing) Mr. Hoffman is always happy to clean your technology for you in the library if it becomes especially dirty.
- Keep all technology away from food, drink, water, cleaning agents, etc.
- Do not place “skins” or stickers on your technology. Similarly, do not remove any stickers, screws, or labels that were on your device when it was issued to you.
- Do not mutilate/scratch/write on/deform your technology in any way. This includes intentionally removing/writing on the ID Tags/labels/logos/removing keys, screws, touchpads, etc. **If the QP ID is mutilated/unreadable, we may not be able to identify the item as yours which means we can’t clear your loan at the end of the year.**
- If any piece of your keyboard breaks/falls off, save the pieces and return them to your teacher or Mr. Hoffman. Many times they can be replaced but not if you lose the pieces. DO NOT peel off the exposed rubber pad under a key that goes missing. Once removed, it can not be easily repaired and the entire keyboard must be replaced to function normally.
- Report if you are missing any screws as this speeds up the wear and tear of your device.
- Gr 6-8: Take care not to drag/slide your chromebook case against rough surfaces which can result in tears/holes. Do not overstuff your case with unnecessary items or try to close the case when it is overstuffing which can result in a broken zipper. Peripherals are not meant to be stored in the case along with the chromebook.
- Gr 6-8 If you are not taking your chromebooks home, your charger will be zip-tied to the cart so no one can walk off with it. If you occasionally need to take it home, check an additional charger out from the library instead of removing the zip-tie from the cart. Notify Mr. Hoffman if you wish to start taking your chromebook home for an extended period and require your charger be released from the cart. Do not remove it yourself.

Devices/Technology Usage:

- **Devices must be fully charged and ready to use each school day.** It is a focal point of instruction and must be ready for use. Students in grades 3-8 are responsible for returning their devices to the charging carts at the end of the day and plugging them in to be charged overnight. Students in grades 6-8 who take their devices home are responsible for charging their device at home overnight and bringing it back fully charged and ready to use the next day. Repeatedly coming to school with an uncharged chromebook may result in disciplinary action.
- The student is able to use their Chromebook/iPad during study periods and before or after school for educational purposes only and only when the teacher allows them to be used.
- Students should never lend their Chromebook/iPad to anyone or leave it unattended.
- When the device is not being used, it should be switched off or put to sleep and stored away safely.

- The student must use the Chromebook appropriately. All acceptable use policies for the school computers and computing systems apply to the Chromebook. These documents are kept on file and renewed annually.
- Each student is provided with a google account. Gmail accounts are provided and will be restricted to sending and receiving communications only from @qphamilton.org users or addresses whitelisted by teachers needed for instructional purposes only.
- Storage space is available to every student via Google Drive.
- Inappropriate media may not be used as a screensaver/background photo/profile picture
- The student MAY NOT add, modify or delete applications, system files, or preferences on any school device without permission. All installed digital material must follow U.S. copyright laws.
- The student may not attempt to override any filters, restrictions, security features, or locks installed by QP, nor “jailbreak” the device. Doing so voids any warranty provided by the supplier. If a device is “jailbroken,” the student will be required to pay the cost for a replacement.
- Students are not permitted to erase the ‘history’ on their device unless directed to do so by a teacher. Erased histories may result in disciplinary action.

Privacy & Disciplinary Actions:

- The contents of a student’s school-issued device and its browsing history are subject to audits on a random basis throughout the school year. Web browsing is filtered on all school-issued devices via our web filter (Securly) and is monitored for breaches of the Responsible Use Agreement both on and off campus.
- Teachers may monitor a student’s device during their class period via our Classroom Management System (GoGuardian/Lightspeed Classroom).
- If a device is found to contain material that the school deems inappropriate, the device will be withdrawn from student use and disciplinary action will be taken in accordance with our established disciplinary code. The parent/guardian will be notified by the principal.

For Parents

Accidental damage is covered by the school and is at the discretion of the principal. If damage occurs due to the failure to comply with proper handling and usage listed above, the student is responsible for the cost of replacement.

As part of our Makerspace Curriculum, all students will complete cyber etiquette and safety training including interacting with other individuals on social networking websites, and cyberbullying awareness and response.

Devices/peripherals will not be issued until this form has been signed by both a parent and student.

**Queen of Peace School
Technology User Agreement
2023-202**

I have read the terms and conditions of the **Technology User Agreement**

I agree to abide by the terms and conditions stated in the **Technology User Agreement**. Additionally, I will be responsible for the consequences of inappropriate handling, care, or misuse of school-issued technology, both on and off school property. I understand that consequences may include reimbursing the school for replacements, as well as suspension or revocation of privileges and/or technological resources.

Parent Name: _____

Parent Signature: _____

Date: _____

Student Name: _____

Grade: _____

Student Signature: _____

Date: _____