

ONE TO ONE LAPTOP PROGRAM HANDBOOK

Established April 2013

The Mission of Catholic Schools

“Catholic Schools in the Diocese of Oakland educate children in the Catholic faith and nurture their minds, bodies , and souls, inspiring them to live the Gospel of Jesus Christ, achieve their highest academic and creative potential, and actively serve and enrich the community.

St. Bede Catholic School Mission Statement

St. Bede Catholic School, a ministry of St. Bede Catholic Parish, is a multi-cultural K-8 school. We are committed to handing on the Catholic faith in its entirety, particularly the values of worship, social justice, and service to the community. Within a safe, nurturing and inclusive environment, we educate each child to become a disciple of Jesus Christ, by challenging and encouraging the student to develop to his or her fullest potential: spiritually, academically, socially, and physically.

St. Bede Catholic School Philosophy

We acknowledge Jesus Christ as the foundation of Saint Bede School. Fundamental to all aspects of our educational program is the integration of life with gospel values as proclaimed by the Catholic Church.

We believe that parents are the primary educators of their children. The school, as part of the greater parish community, assists parents. Through inclusive academic and extra-curricular programs, the faculty and staff facilitate learning that is formative in the development of the whole child: spirit, mind, body.

The environment at Saint Bede School enhances the individual’s self-worth, promotes an appreciation of the diversity of all people, and encourages moral responses to the events of daily life. Opportunities for worship and service enable students to develop a world view, respond to the urgent call for peace and justice, and grow into responsible Christian leaders of their family, school, church, civic, and global community.

**ST. BEDE CATHOLIC SCHOOL
ONE TO ONE
LAPTOP COMPUTER POLICY**

ESTABLISHED MARCH 2013

I. PURPOSE

St. Bede Catholic School is committed to using available technology to communicate with and educate members of the school community. It recognized an expanding reliance on computers among students, faculty, staff, and the administration due to the convenience, speed, cost-effectiveness, and environmental advantages it provides.

Upon return of the One to One Laptop Computer Student/Parent/School Agreement signed by the students and one parent or guardian, St. Bede Catholic School will provide students with a Mac Book Air.

II. APPLICABILITY OF OTHER SCHOOL POLICIES AND RULES

St. Bede Catholic School only authorizes the use of its laptop computers in manner consistent with established instructional, research, and administrative objectives of the school. Accordingly, because St. Bede Catholic School does not discriminate in its policies and practices because of an individual's race, religion, sex, national origin, height, weight, marital status, political belief, handicap, or disability, the One to One Laptop Computer Program must comply with these standards.

III. OWNERSHIP

A. Laptop computers issued through the One to One program are the property of St. Bede Catholic School until the three year lease program has been paid off and the \$1.00 buy out transaction is completed. For the three years that the laptops are being leased, students have no ownership, interest or right to title in the laptop computer until they are paid for in full, including the \$1.00 buy out option.

B. License Agreements

St. Bede Catholic School is the sole licensee of the software included with the laptop computer. Any copying, modification, merging, or distribution of the software by the

student, including written documentation, is prohibited. The student is responsible for complying with any and all hardware, software, and service provider licensing agreements, terms of use, and applicable state and federal copyright and other intellectual property protections. Violation of any such licenses, terms, or laws shall constitute a violation of policy.

IV. ACCEPTABLE USE

- A. St. Bede Catholic School only authorizes use of its laptop computers in a manner that supports its mission and in compliance with or deemed appropriate according to St. Bede Catholic School Technology Policy.
- B. Personal use is permissible so long as, in the determination of St. Bede Catholic School, it does not interfere with the school's mission or preempt normal business and education activity, does not impede student productivity, does not interfere with or negatively impact any other person's or entity's rights and work and/or learning environment, and does not conflict with any rule and law.
 - i. Notwithstanding the above described permissible, personal uses, St. Bede laptops are not to be used for personal profit or non-profit purposes such as advertising, rentals, selling or buying things, soliciting for charity or other such uses.
 - ii. A nonexclusive example of illegal activity for which the laptop computers may not be used is transmission or storage of copyrighted materials not in the name of the student or the school.
- C. Students must handle the laptop computers with care.
- D. Students must bring their laptops to school with them every day unless instructed to do otherwise by a school administrator.
- E. Students must not use laptop computers or computer programs in any manner other than that for which it is intended.

- F. Students do not have permission to install software onto laptop computers borrowed/leased under this policy unless specifically authorized to do so by a school Administrator. There will be a formal request form available in order to add software.
- G. Students must not intentionally modify network configuration files or otherwise interfere with the functioning of St. Bede Catholic School's laptop computers.
- H. Laptop computers will be treated in similar manner as other school-owned educational tools such as textbooks. Therefore, all St. Bede Catholic School policies, rules, handbooks, contracts, and directives, including disciplinary measures, apply to the use of the Mac Book Air computers.
- I. Loss or theft of the laptop computers must be reported to the school by the first subsequent school day following the loss or theft.
- J. Students must not modify, upgrade, or attempt to repair the laptop computers issued under this policy without the express permission of the School.

V. REPORTING UNACCEPTABLE USE

Students are responsible for maintaining the integrity of St. Bede Catholic School's One to One Laptop Computer program and reporting any violations of this policy.

VI. LIABILITY

- A. Students are responsible for all material sent by and/or stored on the laptop computer loaned to them. Students accept responsibility for keeping their laptop computer free from all pornographic material, inappropriate test files, or files dangerous to the integrity of St. Bede Catholic School's network, equipment, or software.
- B. St. Bede Catholic School is not liable for any material sent by and/or stored on laptop computers issued to students via the One to One Laptop program.

VII. NO GUARANTEE CONTENT PRIVACY

- A. St. Bede Catholic School cannot guarantee that content stored on laptops issued in accordance with this policy will be private. St. Bede Catholic School respects the rights of its students and it will be monitored on a regular basis.

- B. The content of the laptop computers will be routinely monitored and St. Bede Catholic School reserves the right to monitor or access the hard drives of its laptop computers at any time, which includes, but is not limited to being suspect or is advised of possible breaches of security, harassment, or other violations of other school policies, rules, regulations, directives, or law, or evidence exists which demonstrates to the school that the Mac Book Air computers may contain information, data, or other intellectual property that belongs to another person.

VIII. SAFEWARE ACCIDENT AND DAMAGE INSURANCE

Prior to receiving the laptop computer the premium for the accidental insurance must be paid in full to the school when picking up the laptop. The additional fee pays for additional coverage to cover accidental damage done to the laptop computer.

IX. RETURN OF THE LAPTOP COMPUTER

- A. Towards the end of the school year, a date will be announced on which the students and their parents or guardians will be invited to return the laptop computer to St. Bede Catholic School. On this date, the school will inspect the computers for damage. The laptop will be repaired and if the cost is not covered under AppleCare or Safeware the family will be responsible for payment.
- B. If a student is not able to return the laptop computer because of theft, loss, accident, or otherwise, the student will not be issued a report card and, when applicable, will not be permitted to participate in graduation ceremonies until the computer or its monetary value, as determined by St. Bede Catholic School has been met.
- C. Upon a student's disenrollment from St. Bede Catholic School, the laptop computer must be promptly returned.

X. DISCIPLINARY MEASURES

- A. Noncompliance with the above St. Bede Catholic School One to One Laptop Computer Policy will result in loss or restriction of laptop computer privileges. Repeated or severe infractions may result in permanent termination of privileges. Possession of a St. Bede Catholic School laptop computer may be revoked at any time for infractions.
- B. Students may be required to make full financial restitution for any unauthorized expenses incurred or any damages caused.

- C. School administrators will determine violations of the above St. Bede Catholic School One to One Laptop Computer Policy.
- D. Students violating any part of this policy may face additional disciplinary action deemed appropriate in keeping with the adopted disciplinary policies and guidelines of St. Bede Catholic School. Discipline may include legal action.

XI. INDEMNIFICATION

By signing the St. Bede Catholic School One to One Laptop Computer Student/Parent/School Agreement, the student and his or her parent(s) or guardian(s) agree to reimburse and hold the school harmless from and against any and all liabilities, costs, collections costs, attorney fees, and other damages which, arise out of or relates in any way to the use or failure to return the laptop computer and its software to St. Bede Catholic School in accordance with this policy.

ST. BEDE CATHOLIC SCHOOL
ONE TO ONE LAPTOP COMPUTERE POLICY
STUDENT/PARENT/SCHOOL AGREEMENT
ESTABLISHED April 2013

Upon our signing of this agreement, the student is receiving possession of a working laptop computer and power cord. We have read and understand the St. Bede Catholic School One to One Laptop Computer Policy. This policy is incorporated by reference into this agreement. We promise to abide by this policy and understand the receipt of a St. Bede Catholic School Mac Book Air computer is a privilege that may be forfeited by non-compliance with this policy. In addition, prior to receiving the computer a one-time fee for additional insurance to cover accidental damage without a \$0 deductible or a \$50.00 must be paid in full to St. Bede Catholic School to cover any damage that could occur while using the Mac Book Air over a three-year period. At the end of the three-year leasing period there is a \$1.00 buy out option. The family gives St. Bede Catholic School \$1.00 and the Mac Book Air becomes the property of the family and not the school.

Please Print

STUDENT NAME: _____

DATE OF BIRTH: _____ CURRENT GRADE LEVEL: _____

PARENT/GUARDIAN NAME: _____

ADDRESS _____

HOME PHONE NUMBER: _____

WORK PHONE _____

Parent Signature

Date

Student Signature

Date

ST. BEDE CATHOLIC SCHOOL

ONE – ONE LAPTOP PROGRAM GUIDE

St. Bede Catholic School has developed a student laptop program. The technology culture at our school helps us accomplish a variety of activities and every day tasks. Students use their laptops in school as an educational tool for research, online textbooks (when needed), completing assignments using Google docs, accessing the internet for research and class or individual products, word and file processing. Therefore, participation in the St. Bede Catholic School Laptop is mandatory for applicable grade levels.

Due to the importance of technology, students who do not abide by St. Bede Catholic School's One to One Laptop computer Policy, Laptop Program guide and Acceptable Use Policy are held accountable for any violation of these agreements. It is mandatory that all students and parents sign these agreements and have an understanding of these policies and consequences in detail before receiving a laptop.

PROGRAM HIGHLIGHTS

LAPTOP OWNERSHIP

St. Bede Catholic School owns the laptops used in the One to One Program until the three-year lease program is over. The laptops will be returned at the end of the school year or if the student leaves before the school year ends.

The responsibility of proper care and usage lies solely with the student at all times. Understand that the laptop belongs to the school, and it can be taken away for maintenance or disciplinary reasons at any time.

Once the terms of the three-year lease have been met and families are in good financial standing with the school, parents/guardians may purchase the laptop for \$1.00. At this time the ownership of the laptop will transfer over to the parents/guardians of the student.

THE PROGRAM PACKAGE

A 13" Mac Book Air wireless enabled laptop, a power adapter and a laptop sleeve with a strap.

A comprehensive package of licensed software includes but is not limited to:

- Mountain Lion (Operating System)
- Microsoft Office Suite
- Photo booth (built in camera/webcam)
- Type to Learn

- Other software as needed

REPAIRS AND MAINTAINANCE

In the event of damage, the laptop and any damaged parts **must be returned to the school for repair.** The Diocesan IT in consultation with the Technology Coordinator will determine whether to repair or replace the laptop. **Families are not to have the laptop repaired or replaced on their own. The repairs will be covered either through Apple Care or through Safeware. Since both programs are covered the cost for repairs is limited with the exception of loss or theft. If a laptop is lost or stolen it is the responsibility of the family to replace it.**

When determined by St. Bede Catholic School, each laptop will be returned to the school for regular maintenance or other necessary repairs. When there is a software update notice, students must follow the prompts and complete the required updates. With this regular support, the goal is to maintain the standards of the laptop learning environment and help to reduce technical difficulties.

SOFTWARE SUPPORT

1. Use the built in help of software applications.
2. Talk with a friend or classmate.
3. Use available tutorials when necessary.

TECHNICAL SUPPORT

1. Restart the computer as a first measure of troubleshooting.
2. Students must submit a request to the Technology Coordinator for all support issues. This includes all problems and or questions on the laptops, guidelines, or the program.
3. All issues will be addressed on an as needed basis. Priority levels will depend on the quantity and types of repairs needed.
4. Technical support is not available outside of regular school hours unless prior arrangements have been made. School hours are from 8:00 AM – 3:00 PM.

LOSS OR THEFT

Families should confirm that their personal insurance policies cover possible costs. In the event of loss or theft, students and parents are responsible for notifying their teacher, or principal. In case of theft outside of school, families must file a police report and a claim under their homeowner's or renter's insurance. A written summary may be requested for insurance purposes. In case of theft in school, staff must be notified **immediately.**

THE PAPERWORK

There are several important agreements that are necessary in the One to One Program to ensure that there is a clear understanding of responsibilities inherent in using the laptop and the Internet.

1. THE ACCEPTABLE USE POLICY

This agreement outlines the appropriate use of all technology use at St. Bede Catholic School. Students and parents are asked to sign the document upon enrollment at St. Bede Catholic School so that there can be shared understanding of acceptable use of all students using all technology in our schools.

2. ONE TO ONE LAPTOP COMPUTER POLICY

This document defines the proper use of school-provided and owned laptop computers.

3. LAPTOP PROGRAM GUIDE

This document is intended to ensure that families understand and accept the responsibilities in participating in the laptop program. It covers detailed expectations and guidelines of the program.

AT HOME USE

Students will use their laptops at home for homework, research, or other school related projects.

INTERNET USE

The laptops have wireless capability. While on campus, students will access the school's server and the Internet using this wireless infrastructure. For home use, if there is a wireless system, students can take advantage of the capability. However, it is not required that home environments offer wireless access. Laptops can be plugged into a cable modem or router and utilize the family's existing Internet access.

St. Bede Catholic School is not responsible for home Internet connectivity issues.

PRINTER USE

Printers are provided for students within the school. Most drivers will be available on the computer for installation of a home printer. If a student needs to install software for a home printer, communication with the Technology Coordinator is needed to receive assistance. It will be required for the student to bring the software to the Technology Coordinator for installation.

Students will be encouraged to practice "responsible printing" to avoid unnecessary waste and expense.

DAILY REQUIREMENTS AND EXPECTATIONS FOR USE

1. Students are required and expected to take home and bring their computers back to school each day with the battery fully charged. Computers should be plugged in each night to assure full charge the following day.
2. Laptops can be fragile, and if they are dropped they may break. Laptops should only be used while they are on a flat, stable surface such as a table.
3. Laptops will be kept in sleeves. The sleeves with straps are designed for laptop usage as well as carrying the laptop.
4. Bags will be carried messenger style to best keep the laptop protected.
5. Teachers will determine whether or not the laptop should be opened or closed during each class period.
6. Power conservation must be practiced by closing the lid when not in use, keeping the brightness dimmed when possible, and by students not listening to music during the school day.
7. The laptops contain the necessary hardware and software. It is not permissible to add or change the hardware (memory, hard drive) or software under any circumstances.
8. Students are prohibited from playing non-academic games during the instructional day, unless the game is directly related to a school assignment or activity and approved by the teacher.
9. Downloading music and videos is allowed only for academic purposes. A general rule of allowed downloads is 90 seconds of video and 30 seconds of audio.
10. Students may not download illegal content such as pirated music, video, games etc. onto the laptop.
11. Students may not stream music, videos or any other type of files at any time while on school property. This slows the network. These types of files are very resource intensive and may take a heavy toll on the laptop itself as well as the school's network.
12. The use of laptops is not permitted during lunchtime in order to prevent any accidental spills.
13. The Internet is to be used for scholarly research and as a means of obtaining needed information.
Accessing pornographic materials, vulgarity, gambling, militant/extremist material etc. is prohibited.
14. Sound must be turned off except when it is being used as part of a class.
15. Headphones are prohibited except when it is being used as part of class.
16. Instant messaging is allowed at the discretion of the classroom teacher using St. Bede Catholic School approved iChat server.
17. Students will store data on a flash drive, a portable back up drive and/or the school's server for a safe copy of their data. This does not include video files. Any files stored solely on the computer and are lost due to maintenance issues or unforeseen circumstances are the student's responsibility.
18. Students are allowed to access only those files that belong to them or which they are certain they have permission to use.
19. Files stored within the school computer system, should be limited to those relating to formal school courses or activities.

20. Email (or any other computer communication) should be used only for legitimate and responsible communication between students, faculty, and the outside world.
21. Rude, abusive, threatening or other wise inappropriate language is not permitted.
22. Be patient. Sometimes computers require time to do their job.
23. When transporting the laptop make sure it has been securely stored in the laptop sleeve with an over the shoulder strap

PRIVACY

All communications and information transmitted by, received from, stored within, or that passes through St. Bede Catholic School's facility may be archived, deleted, monitored. And reviewed for content or usage at any time by the Technology Coordinator and/or any other staff member. Students should not believe that they have a right to personal or confidential electronic information or communications that are exempt from this guide. All content stored on laptops are consider property St. Bede Catholic School. This includes, but not limited to audio files, document files pictures etc. St. Bede Catholic School also reserves the right to investigate suspected inappropriate uses of its resources or systems using its resources.

SECURITY PROCEDURES

1. Each computer is assigned to an individual student. Students should never "swap" or "share" their computer with another student.
2. Laptops should be in a student's possession, or secured in a designated secure area at all times.
3. Students may never share their password with another student. Passwords should always be kept confidential.
4. Students should never share personal information about themselves or others while using the Internet or email.
5. If the computer is lost or stolen, parents or guardians should immediately report the loss or theft to a school staff member and/or police.
6. Laptops will be checked periodically to ensure they do not contain any unapproved software or files. School-wide filtering is in place while at school only, therefore, Internet histories may also be checked.
7. Student may NOT clear their Internet history at any time.
8. Students may not bypass the school's network at anytime while on school property. Use of outside proxy servers or wireless connections is prohibited. Students are to *ONLY* use St. Bede Catholic School wireless network for connecting to the Internet while at school.
9. Laptops are never to be left unattended.
10. Only parents/guardians can request the child's login name and password so that they can supervise the student's use of the computer.

GENERAL CARE

General Care Procedures

1. Students are expected to treat their laptop with care and respect. The computer and bag are the property of St. Bede Catholic School and should be kept clean and free of marks at all times. Placing stickers, writing, or drawing on, engraving or otherwise defacing the laptop or bag is not allowed and will result in loss of privileges. If damage occurs, the student will receive a bill for damages.
2. When transporting the laptop to and from school, students should always be sure it is placed in the laptop bag and the case is fully closed.
3. Students should protect their laptop from extreme heat or cold. Laptops should not be left in a car, even if the car is locked.
4. If the laptop has been in a cold car, allow several minutes for it to warm to room temperature before use.
5. Do not leave the laptop exposed to direct sunlight or near any heat or moisture sources for extended periods of time.
6. Computers should be protected from the weather, water, or other liquid, food and pets.
7. Students should never eat or drink (including water) while using the laptop, or use their laptop near others that are eating or drinking.
8. No object should ever be placed or stacked on top of the laptop. This includes books, musical instruments, sports, or equipment, etc.
9. Students should use care when plugging in their power cords.
10. Any inappropriate or careless use of a computer should be reported to a teacher or other staff member immediately.
11. Power cords are very fragile. They should be safely secured and balanced so that the weight of the cord is not dangling. Care should be taken when walking or moving around areas where laptop cords are plugged in.
12. Do not use on a bed or soft surface that could interfere with the cooling system.

CLEANING YOUR LAPTOP

Dust, pet hair, and other particles can accumulate on our inside the laptop. When this happens, they form a layer of grime that can scratch or shorten the life of hardware components by causing over heating. Cleaning the laptop can extend its life by getting rid of this potentially damaging buildup. The Technology Coordinator will assist the student in cleaning the laptop during normal maintenance times.

The student may clean the display or keyboard by following these guidelines below.

CLEAN THE DISPLAY

Turn off the computer. Dampen a clean soft, lint-free cloth or paper with water only. Wipe the screen. Do not spray liquid directly on the screen. You may also use a mild glass cleaner that contains no alcohol or ammonia. Most office supply stores sell cleaning kits specifically designed for this purpose. Apple has tested a product called Klear Screen made by Meridrew Enterprises (<http://www.klearscreen.com>) and found it does not cause any harm to the plastics.

CLEAN THE KEYBOARD

If a small vacuum cleaner with a small attachment is available, use it to clear the keyboard of debris. A can of compressed air may be used to blow out particles that get in between the keys.

CONSEQUENCES OF INAPPROPRIATE USE

The use of any school technology is a privilege and not a right. Students are expected to use the computer in accordance with this Laptop Guide, St. Bede Catholic School's Acceptable Use Policy, the One to One Laptop Computer Policy, Technology/Telecommunications Policy, and any applicable laws. Failure to use this computer in an appropriate manner will result in any or all of the following consequences, as determined by the staff and administration of St. Bede Catholic School.

- Student Conference
- Parent Conference
- Cancellation of student use or access privileges, including the privilege of taking the computer home
- Any and all school disciplinary actions
- Civil or criminal liability under applicable laws

ST. BEDE CATHOLIC SCHOOL
LAPTOP PROGRAM GUIDE STUDENT CONTRACT

I, _____, recognize the technical sophistication and expense of the equipment I am being entrusted to operate in St. Bede Catholic School's Laptop Program. I acknowledge that it is a privilege I share with others and that there is a shared trust among us all to protect the hardware and software. My signature below constitutes my pledge that I will not damage or disable the hardware or software entrusted to me, or behave in a manner, which might lead to accidental damage to the equipment or injury to others or myself. I further understand that it is unlawful to copy or remove software programs from the notebook computer.

My signature on the line below acknowledges that I have read and understand the regulations in this guide, including those concerning acceptable and unacceptable use, computer security, and proper care of the equipment. I further understand that I may be prevented from working with technology resources located at St. Bede Catholic School if I violate my pledge and fail to abide by the rules and regulations governing my use of technology at St. Bede Catholic School.

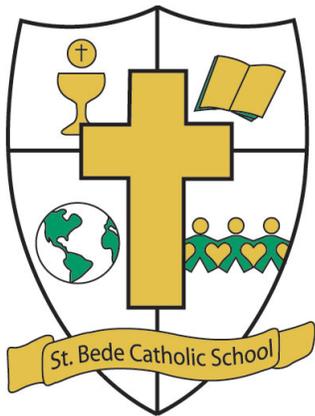
Student's Signature

Date

As a parent/guardian, I recognize the importance of the above pledge my child has made. I promise to support St. Bede Catholic School's administration and faculty in developing students who accept responsibility for their own learning and actions. I agree to make sure that equipment is returned in good condition with normal wear and tear or else pay for the necessary repairs. Students will return the laptop to the school at the end of each school year until the lease has been paid for at which the family has the option to purchase it for \$1.00.

Parent's/Guardian's Signature

Date



ST. BEDE CATHOLIC SCHOOL ACCEPTABLE USE POLICY

Parents and Students: This agreement outlines the rules for responsible use of the school provided technology, we require that this agreement be read and that parents sign the acknowledgement page.

School provided technology includes but is not limited to the use of Internet, local area network, wide area network, digital still cameras, scanners, video cameras, scanners, video cameras, projectors, electronic whiteboards, disc duplication equipment, printers, plotters, hard drives, computers, laptops, projector screens, monitors, mice, keyboards, cables, speakers, sound systems, headphones, sound or video editing equipment, microphones, TV's, VCRs, DVD Players, portable stereos, telephones, fax machines, overhead projectors and software.

St. Bede Catholic School will take measures to protect students from accessing inappropriate communications. St. Bede Catholic School will provide each student with training in the proper use of school provided technology. The use of school provided technology is a privilege, which may be withheld if the student is irresponsible, or acts inappropriately.

As a student I agree to the following:

1. The use of all school provided technology will be used to support research and education.
2. Students are responsible for proper behavior while using school provided technology. The same general school rules for behavior and communications apply.
3. The school has a right to, and does, monitor all activity. E-Mail correspondences, and material transmitted or received by students on school provided technology.
4. Students are not permitted to transmit or publish any defamatory, abusive, profane, or illegal material.
5. Students must respect all copyright laws.
6. It's prohibited to use someone else's Login ID or to access another person's files.
7. Students will protect the privacy of their username and password.
8. Students will immediately notify a staff member if they have accessed something questionable or have found equipment in disrepair.
9. Students will not participate in any action that may be considered damaging to the integrity of school provided technology determined by St. Bede Catholic School.
10. Students will not install software on school computers.

11. Violation of this agreement may result in disciplinary action including loss of privileges, financial restitution for damage, or other disciplinary action as determined by the school. Users are subject to all applicable local, state, and federal laws.

St. Bede Catholic School has the right to remove any material from school computers that the staff as inappropriate or not in keeping with our educational mission. St. Bede Catholic School staff is solely responsible for deciding what constitutes appropriate use and what defines acceptable content. Due to the unregulated and ever changing nature of the Internet, we assume no liability for any damage a user may incur as a result of Internet access.

STUDENT SIGNATURE

DATE

PARENT/GUARDIAN SIGNATURE

DATE