

SLES Technology Policies and Procedures Packet



Technology forms to be completed by each student and parent:

- Student Terms of Agreement & Google Apps for Education Permission Form
- DOE Technology Responsible Use Form (TRUF) (only for new students)
- Student Publication Release (signed yearly)

Our policies and procedures can also be downloaded at our school website: www.saltlakeeshawaii.org

Return to homeroom teacher by Friday, August 11, 2016

The signed forms will be kept in each student's cumulative folder for the length of their stay at Salt Lake Elementary School. If a student leaves the school and returns, a new form may need to be signed.

Salt Lake Elementary Technology - Student Terms of Agreement

- I will use school technologies for school-related activities.
- I will follow the same guidelines for respectful, responsible behavior online that I am expected to follow offline.
- I will not damage, change, or tamper with the hardware, software, settings or the network in any way.
- I will not seek, view, send, or display offensive messages or media.
- I will obey copyright laws and properly cite sources when using online resources.
- I will keep my passwords private.
- I will not harm other people or their work.
- I will not trespass in folders, work, or files belonging to someone else.
- I will notify an adult immediately if I encounter materials which violate the rules of appropriate use.
- I will not use any form of electronic communication to harass, intimidate, or bully anyone.
- I understand I will be held accountable for my actions and for the loss of privileges if these rules are violated.

Proper Technology Usage

- 1) Use two hands to carry laptops. Carry your headphones separately.
- 2) Don't move in your chair with your headphones on or stretch out the headphones.
- 3) ALL parts stay on the laptop. Example: keys, trackball/joystick, plastic pieces, etc.
- 4) For grades 2-6, students are assigned a laptop, students are accountable for their laptops.
- 5) Keep your laptop/area clear. (Examples: Keep food and drinks away from technology. Don't put any pencils on your keyboard, it can crack the screen when you close it)

Proper Applications Usage/Ethical Usage of Computers

1. Laptops are returned at the end of the school year with the same formatting and desktop icons.
2. Students should not be changing desktops or moving icons around.
3. No social media on school property.
4. Only use free applications that are linked from the school website or teacher approved. All applications should support and relate to standards, habits of mind, or GLOs.

Violations of this Agreement: Violations of this policy may result in disciplinary or monetary repercussions and may be considered a Chapter 19 Class B Offense (not limited to: cyberbullying, inappropriate or questionable uses, or both of internet materials or equipment, or both)

- 1) Notification to parents of intentional damage
- 2) Detention or suspension from school and school-related activities
- 3) Legal action and/or prosecution.

SLES Google Apps for Education Account Permission and Information

Our school has established a Google Apps for Education account to support teaching and learning. This education version of Google provides a secure virtual environment for students and staff to create, collaborate, share, and save projects and work. The Google Account features available to students will be based on grade level, student awareness, and permissions. Students will receive ongoing instruction from the classroom teacher and computer teacher about practicing Digital Citizenship, practicing appropriate/virtuous online behavior and respecting digital ethics. The teachers will incorporate Google Apps into their classrooms when appropriate. They will share more information with parents as the tools are being used.

What are the benefits of Google Apps and what's included?

- Anytime, anywhere access - Google Apps works in any browser on any computer, which means you can access your calendars and documents from school or at home.
- Students can easily collaborate with students from other classes, working together on group projects.
- Teachers can be involved throughout the whole assignment process providing comments and feedback directly in the documents.
- Students can develop an e-portfolio of work throughout their years at the school.
- Through websites and calendars, parents can stay informed about the latest assignments and activities.

What Google Apps might students be using?

- Google Docs lets you create and share documents, spreadsheets, presentations, drawings, and forms. You can also upload any file to Google Docs and share it with others.
- Google Classroom is a place where students can find and turn in assignments.

While Google Apps for Education provides for greatly enhanced flexibility over traditional desktop software, it also allows students to work in a safe, protected environment in a private domain. While all documents are stored online in the cloud, no user outside our school can access them unless specifically given sharing privileges by the teacher.

To allow students to access our Google Apps for SLES, we will create accounts for our students. The account will allow students to use Google Docs (word processing, spreadsheet, presentation software, and more) and to share with teachers and other students when appropriate. While each student will receive an email account to access our Google Apps for SLES, we are **NOT** planning to use email for our students, so the email feature will be disabled. Students will not be able to send or receive emails. However, they need the Google account to access (sign in to) Google Docs. This Google Apps for Education account will be for school purposes only. Emphasis will be made that this account is **NOT** to be used for any social or entertainment purposes, and should only be used for school assignments.

Conduct: Students are responsible for good behavior just as they are in their classrooms. It is inappropriate and possibly illegal to use obscene, profane, threatening, or disrespectful language. Communication with others should always be course-related. Students should notify the teacher of any situation that may be inappropriate or that makes them uncomfortable. Bullying will not be tolerated, and the privacy of others should be respected at all times. Violations may result in a Chapter 19, Class B Offense.

Access Restriction: Access to and use of Google Apps for Education is considered a privilege accorded at the discretion of SLES. SLES maintains the right to immediately withdraw the access and use of the account when there is reason to believe that violations have occurred. In such cases, the alleged violation will be referred to the Principal for further investigation and application of necessary consequences.

Security: SLES cannot and does not guarantee that the security and confidentiality of Google's system will never be breached and that as a result personal identifiable information will be obtained or accessed by unauthorized persons. This is a situational risk that is common to anyone who uses the Internet. Although Google does have a powerful content filter in place, the school cannot assure that users will not be exposed to non-educational material.

Privacy: SLES reserves the right to access, monitor and review content in the Google Apps for Education system at any time. SLES complies with all state and federal privacy laws.

Curriculum: Students who do not have permission for a Google Apps for Education account will continue to use the SLES internal network. This will allow your student to have access to the internet, Office products, file storage and other applications. However, they will not be able to collaborate with teachers and classmates on projects or communicate with others inside the school for educational purposes. Alternate assignments will be available for your student and his/her grade will not be adversely affected by not having access to Google Apps for Education.

Partnership: 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 for Education account to your child. No account will be assigned without parent's or guardian's expressed written permission.

Parent/Guardian Responsibility Parents assume responsibility for the supervision of Internet use outside of school. Parents are encouraged to discuss family rules and expectations for using Internet-based tools, including Google Apps for Education. Parents are encouraged to report to the school any evidence of cyberbullying or other inappropriate use.

Please fill out and return the attached permission slip to your homeroom teacher.

Please **SIGN and RETURN** this packet along with the TECHNOLOGY RESPONSIBLE USE FORM and STUDENT PUBLICATION RELEASE

Student Name (Please print clearly) _____ **Grade** _____ **Room** _____

By signing this form, I acknowledge I have read and understand the Salt Lake Elementary School Technology Agreements and Google Apps for Education information and agreements.

SLES Google Apps for Education Permission Form

Parent/Guardian: PLEASE CHECK ONE

I DO give permission for my child to be assigned a Google Apps account.

Parent signature: _____ Date: _____

I DO NOT give permission for my child to be assigned a Google Apps account.

Parent signature: _____ Date: _____

Student: I agree to follow the SLES Technology Agreements and the guidelines stated on the Google Apps permission letter.

Student signature: _____ Date: _____

*Be advised that this permission form will remain in effect throughout the student's academic career at Salt Lake Elementary School.

Should the parent/guardian request a change, please notify Mrs. Contee (technology coordinator) in writing.

