

St. Patrick of Heatherdowns School

1:1 Laptop Learning Program Handbook Cover Sheet

Student Name

Issued Chromebook # _____

Date

ATTACHMENT I

Student Pledge for Laptop Use w/Signature Form

- I will apply Philippians 4:8, whenever I am using my Laptop.

*, whatever is true, whatever is noble, whatever is
ever is lovely, whatever is admirable—if anything is
ink about such things.*

- I will take good care of my Laptop.
- I will use my Laptop in ways that are appropriate, meet SPHS's expectations, and are educational.
- I understand that my Laptop is subject to inspection at any time without notice and remains the property of SPHS.
- I will follow the policies outlined in the Admirable Use Policy while at school, as well as outside the school day
- I will never leave my Laptop unattended.
- I will never loan out my Laptop to other individuals.
- I will know where my Laptop is at all times.
- I will charge my Laptop's battery daily by plugging into the cart in my homeroom.
- I will keep food and beverages away from my Laptop since they may cause damage to the device.
- I will not disassemble any part of my Laptop or attempt any repairs.
- I will not place decorations (such as stickers, markers, etc.) on the Laptop.
- I will not deface the serial number or the name label on any Laptop.
- I will notify SPHS immediately in the case of theft, loss or damage to my Laptop.
- I will be responsible for all damage or loss caused by neglect or abuse.
- I agree to keep my Laptop in good working condition.

Student Signature

Date

ATTACHMENT II

St. Patrick of Heatherdowns School Admirable Use Policy

y and ethically.

We want you to use the St. Patrick of Heatherdowns School (SPHS) Network:

- responsibly, to help your learning and improve your skills and knowledge.
- in a safe way that does not put your personal security or privacy at risk.
- in a safe way that does not put SPHS's equipment, software, data or reputation at risk.
- in an environmentally friendly and sustainable way.

We also want you to leave SPHS with the skills to:

- assess online information and resources for quality and reliability.
 - Properly citing sources
- continue to use the Internet independently and safely in your own life.
- use these technologies confidently and safely:
 - Equipment, including things like PCs and printers as well as other hardware such as scanners, digital cameras and mobile devices.
 - Software, including web-based programs and applications
 - Online resources such as webpages, blogs, wikis, YouTube, Flickr, etc.
 - students are not to use SPHS laptops (or their school email) to register and/or access social networks.

your own good

The network at SPHS will allow you to collaborate with others to change the world in meaningful, positive ways. To connect to other teachers, students and adults who share your passions with whom you can learn from.

- Use it to help your find experts and other teachers from around the world.
- Use it to publish your best work in text and multimedia for a global audience.
- Use it to explore your own creativity and passions, to ask questions and seek answers from other teachers online.
- Use it to download resources that you can use to remix and republish your own learning online.

What do we mean by 'actions which put security at risk'?

Although the Internet is a very useful resource, there are disadvantages as well. One of the main ones is the risk posed by viruses, spam and malware. These can be installed in secret on computers and cause problems including slow and unreliable behavior. To avoid these problems you need to check with a teacher or the Technology Director before:

- Installing any apps, using your own storage devices, or opening unexpected emails and especially attachments.

You should also be careful about the websites you visit - game sites and free software sites sometimes use the temptation of getting something for nothing to trick users into downloading a virus.

What do we mean by 'actions which put privacy at risk'?

We encourage the use of Web and social networking sites such as Google Apps for Education at SPHS as long as they help you learn and are not a distraction. However you should be careful about how much information you reveal about yourself on such sites. You should also be aware that the web is also covered by the same slander and libel laws that apply in real life and that anything you write online might not remain private.

What do we mean by 'sustainable use'?

We encourage the use of Green IT in order to care for our planet so that future generations have the same opportunities as our current generation. For you as a user of the systems this includes things as simple as reusing and recycling paper and thinking whether you really need to print out materials.

Any outright bans?

SPHS will not accept:

- The use of its resources for inappropriate content such as pornography, or any illegal use, including copyright infringement.
 - plagiarism, sharing files will have serious consequences.
- Noisy and disruptive behavior in the classroom which interferes with other students' learning
- Food and drink near the computers, apart from bottled water.

Monitoring and Filtering

SPHS has ways of monitoring online content. A filter is used to prevent undesirable content such as facebook, porn, illegal material etc. If you believe a site has been blocked which shouldn't have been, we will be happy to have a look and see if it can be unblocked.

Penalties

Breaking the rules in the AUP will result in the use of the SPHS disciplinary procedure. The first step will be a meeting with your teacher. If there is no improvement, you may be banned from using the network.

Parent and Student signature required below:

We have read this policy and understand and accept the student responsibilities required for this technology program.

Parent/Guardian Signature

Student Signature

Parent/Guardian Name (Printed)

Student Name (Printed)

Dated: _____

Dated: _____