



Student/Parent
Technology Handbook
SPC Approved 6.18.18

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GUIDELINES AND PROCEDURES

Purpose

Student computers will be used to enhance the curriculum and learning opportunities for students, parents and school staff. The Student computer represents a tool that provides essential learning at home as well as school. Peace Lutheran encourages and supports the use of this technology at home and provides clear expectations for the proper use and care of the equipment.

Privilege vs. Right

Student use of computer equipment, networks and internet services provided by the school are a privilege, not a right; students are required to comply with school policy in order to maintain access to technology. Students who violate the policy may have their computer privileges revoked at school and may lose the use of the computer. The teachers and Administration shall have final authority to decide whether a student's privileges will be limited or revoked.

Equipment Policy

- All computers remain under the control, custody and supervision of Peace Lutheran Ministries; computers, chargers, and/or other peripherals cannot be sold, pawned, or traded for any financial gain.
- The student and/or student's parent/guardian shall be responsible for compensation in regards to any loss, cost or damage incurred by Peace Lutheran Ministries related to violations of policy and/or administrative procedures, including investigation of violations to the Technology, charger, and/or case.
- Stolen computers, chargers, and/or cases should be reported within 48 hours to the student's teacher, Director of School Ministries and/or assistant Director of School Ministries, as well as to the local law enforcement agency.
- Any unauthorized charges, including but not limited to, credit card charges, long distance telephone charges, equipment and line costs, or any illegal copyright charges will be the responsibility of the student and/or student's parent/guardian.
- The school reserves the right to monitor all computer and internet activity by students. Students and parents/guardians should have no expectation of privacy in their use of any computer provided by the school, including email and stored files.
- Security issues must be addressed immediately by informing the supervising teacher; any user who attempts or causes a breach of system security shall have their privileges revoked and may be subject to additional disciplinary and/or legal action.

Safety and Security

While all legal reasonable precautions are routinely taken to supervise student use of the internet while on school grounds, Peace Lutheran Ministries cannot reasonably prevent all inappropriate uses outside of the school. Peace Lutheran Ministries provides internet filtering to block inappropriate content and has a ZERO tolerance policy for accessing inappropriate content, e.g. pornographic material, gang related material, drug paraphernalia, violence, etc.

As part of the curriculum at Peace Lutheran Ministries, students will be taught how to use the Internet and proper Internet safety measures. Students will be taught to never reveal their full name, address, or telephone number over the internet without parent supervision and approval. Students will be also be taught proper search techniques, and how to prevent computer damage through Internet and email delivered viruses and spam, including notifying their parent/guardian and/or supervising teacher if they access information or messages that are from an unknown source or contain dangerous, inappropriate language or make them uncomfortable in any way.

Students will be expected to continue practicing good computer and Internet habits at home and it is the expectation that the student computer will be used in a common family location so that adult supervision will be maintained. Parents/Guardians have the right to their child's login and password to supervise the student's computer usage at home.

Quality of Information

Peace Lutheran Ministries is not responsible for the accuracy or quality of information that students obtain through the internet for research purposes. All sources must be cited and copyrighted material needs expressed written permission prior to use; following Peace Lutheran Ministries policies on plagiarism and copyright violations.

Agreement Information

Families must sign an annual Technology Use Agreement which includes Peace Lutheran Ministries Acceptable Use Policy. Students are expected to demonstrate a level of independent proficiency with the computer before it goes home so that there are no concerns about the computer interfering with a student's ability to complete assigned work. Students must be enrolled at Peace Lutheran Ministries to participate in the program and student computers must be returned to the school if enrollment status changes to be decommissioned before being released to the purchaser.

General Information

- Student devices, peripherals, and any other distributed materials and resources are the Property of Peace Lutheran Ministries and registered to Peace Lutheran Ministries.
- Computers must be returned to the school in the event the student is no longer enrolled, at the end of the school year, or upon request to be decommissioned before being released to the renter/purchaser.
- Computer use will be monitored by the school on a regular and ongoing basis.

- The student will return all equipment for summer break, and will resume use at either the new school year, or the release of the equipment to the renter/purchaser.

Reminders and Restrictions

- The Student Computer:
 - is an educational tool and should only be used in that capacity
 - is to be used only by the student and parents to whom it is issued
 - is assigned and registered to individual students and their parents; therefore, families may not share or exchange computers
 - should be kept fully charged
 - should be kept in a secure location when not in use
- Anyone observing inappropriate use or neglectful treatment of a computer or its carrying case should report the abuse immediately.
- Abuse of the computer will result in disciplinary consequences and loss of use of the computer.
- Documents on computers may be erased at various times throughout the school year; students and parents/guardians should back-up important documents on or to the student's network folder at school.
- Downloading any materials should be restricted to educational purposes; be aware of copyright and fair use guidelines.

Unauthorized Access

Access to another person's account or computer without their consent or knowledge is considered hacking and is unacceptable and a **crime**.

CARE OF THE COMPUTERS

- The computer and case must be kept clean at all times and will be checked regularly.
- Use the computer only within designated areas in the classroom or home; **DO NOT USE** the computer while on the bus or before/during/after practices, games, and other extracurricular activities.
- Computers should be protected from the weather and extreme temperatures.
- Plug in the power adaptor to the charging port carefully to avoid bending or breaking the connector.
- Do not stack or place any heavy objects on top of the computer.
- Students and parents/guardians are responsible for reporting any behavior of other students that could potentially damage the computer.
- Do not eat or drink near the computer.
- Do not attach stickers or write on the computer or case.
- Clean the screen with a dry microfiber cloth, **DO NOT USE** liquid cleaner.
- Do not attempt to change settings on the computer or load programs without teacher or administrative permission.

GENERAL RULES

Screensavers

- Inappropriate media may not be used as a screensaver.
- Presence of weapons, pornographic materials, inappropriate language, alcohol, drug, gang related symbols or pictures will result in disciplinary actions.

Sound

- Sound will be muted at all times unless permission is obtained from the teacher for instructional purposes.
- No headphones except for instructional purposes.

Deleting Files

- Do not delete any apps or settings that you did not create or that you do not recognize.

Music, Games, or Programs

- Music and games may not be downloaded or streamed over the Internet. This may be a violation of copyright laws.

No Loaning or Borrowing computers

- Do not loan computers to other students.
- Do not borrow a computer from another student.
- Do NOT share passwords or usernames.
- Do not loan power supplies (chargers) to anyone.

FEES

K-8 Technology Fee is \$125 per student

WHAT IS '1 TO 1'?

1 to 1 is a program designed to put laptop computers into the hands of individual students. Peace Lutheran implements a 1 to 1 program with the 6th-8th grade classes. These devices are available to purchase through the school, or each student is welcome to bring their own device from home, pending certain specifications. The Peace purchased devices assigned to the individuals the same as they are assigned lockers, desks, books, etc.. They are usable during the school year, and will be turned in at the end of each school year. At the end of 8th grade, there is also an opportunity to purchase the laptop.

Peace Issued Device

If you are renting a device from Peace, there are many benefits, and guidelines to understand.

- The computer rented to the individual is the property of Peace and responsibility of the individual that they device is assigned to.
- Peace will support and warranty the device for the entirety of the stead of the student at Peace during the 6-8 grade years. At the end of the 8th grade year, the device will be removed from our network, and turned over to the renter as property for no additional fee. The support and warranty does not cover malicious intent/destruction.
- Peace will install software on the device during the stead of the student.
- Parents/Students will not be able to install personal software on the device until after the stead of the student is completed at Peace, and the device is turned over to the renting/purchasing party.
- The computer is configured to school specifications, and allows for access to the school network and the Internet while the student is in the school building. The computer will also connect to wireless networks outside of the building.
- Lost devices are the responsibility of the student/parent.
- Stolen devices can supported by Peace if provided a police report, subject to review/acceptance and internal investigation.

BYOD - Bring Your Own Device

If you are bringing a device from home, please be aware of the following, and make sure that it meets the minimum requirements of the curriculum, listed below:

- Peace will not support any device that the student brings from home.
- Peace will allow network and printer access.
- Peace is not liable and does not assume responsibility for devices lost, stolen, or damaged. Student supplied devices are the sole responsibility of the student and/or parent.
- Peace will not install, or assist installation of software on the device.

Minimum requirements

- Not a cell phone
- Operating System
 - Windows 10 or 7 Only (for Windows device)

- Mac OS 10.6 or Higher
- Chromebook (not recommended, gives student bare minimum requirement)
- Be able to install/run Google Chrome
- Supports Flash/Java environments
- Have some form of Text and presentation software (Microsoft Office, LibreOffice, OpenOffice, Google Docs, etc.)
- Have the following:
 - Webcam
 - Microphone
 - USB Ports
 - Keyboard
 - Mouse/Trackpad
 - Wireless Adapter (WiFi)

Acceptable Use of Technology

Acceptable Use agreements must be signed by each student on a yearly basis. All students must comply with the expectations and sign the agreement before any device can be used on Peace property. (See Acceptable Use Agreements, at end of document)

Violation of Acceptable Use Agreement

Student as subject to consequences defined in the “Violations of the Peace Technology Acceptable Use Policy” (at the end of document)

Use Away From School

Students may take their devices off-site and access content on another network (home, coffee shop, etc.). Student access and filtering is subject to the network they are connected to, and Peace does not manage content away from Peace Campus’.

TERMS OF PEACE ISSUED DEVICES

Terms

You will comply at all times with the Peace Technology Handbook and Acceptable Use Policy, incorporated herein by reference and made a part hereof for all purposes. Any failure to comply may terminate your rights of possession and be subject to the student revoking privileges of the device.

Rental/Purchase

The parents/students wishing to acquire a Peace supported device will pay the market value of the equipment chosen for the year to the Peace Technology Department. Peace will strive to maintain a maximum cost of \$300, depending on current market. If desired, parties may spread the cost across the 3 year period of the student (see ‘Payment Structure’ below). If the student leaves peace prior to the 3 years, in order for the purchaser to retain the device, it must be paid in full.

Payment Structure

If the device is rented over a three year period of time, listed will be the payment timeline.

- 8th Grade
 - \$200 (upon Receipt)
 - \$100 (1st day of 2nd Semester)
- 7th Grade
 - \$200 (upon Receipt)
 - \$100 (2nd Year, first day)
- 6th Grade
 - \$150 (upon receipt)
 - \$75 (2nd Year, first day)
 - \$75 (3rd Year, first day)

Title

Legal title to the property is Peace Lutheran Ministries, and upon student leaving Peace as a student, the property will be turned over the renter/purchaser following decommissioning.

Loss or Damage

If the property is damaged, lost or stolen, you may be responsible for the reasonable cost of repair or its fair market value on the date of loss. Loss or theft of the property must be reported to the school within 48 hours of after the occurrence.

Use & Maintenance

- In case of theft, vandalism, and other criminal acts, a police report **MUST** be filed by the student or parent within 48 hours of the occurrence.
- Students/Parents will be financially responsible for loss and intentional damage to the device. Fair market value replacement cost of the tablet and peripherals is included on If tablet is stolen and the theft is reported (within 48 hours of the theft) and police filed a report, then the student will not be held responsible for replacement costs **UNLESS** it is determined by the police that the student and/or parent or guardian participated, aided, or abetted in the theft.
- Equipment may be recalled from time to time for maintenance by the school. Students should return all technology to the school upon request by the school at any time during the school year.

Table of Fair Market Value

Peace Lutheran Ministries has a “no depreciation” policy on computer technology devices. Actual replacement costs will be charged.

Equipment Replacement Cost

Replacement Device of Equal Capabilities/value -- \$300

Charging Cable --\$25.00

Financial Hardships

If the repair cost for intentional damage creates a financial hardship on the student or parent, please contact the school Director of School Ministries about payment options.

Upon proof of financial hardship, the administration may elect to:

- Allow reduced payment of the cost
- Allow student to conduct community service equal in value to the cost

USE OF COMPUTERS AND OTHER TECHNOLOGY ON THE NETWORK

Peace Lutheran Ministries is committed to the importance of a student being able to continue with his/her work when his/her Technology is experiencing problems. To assist with this problem the District is providing the following:

Loaned Equipment

A computer may be provided to a student if that student's computer is going to be kept in repair for an extended period of time. We have a limited number of loaner computers that can be given out when available. Students who inflict ***intentional damage*** on a computer will NOT be issued a loaner.

No Loaning or Borrowing equipment

Do NOT loan computers or other equipment to other students. Do NOT borrow a computer from another student. Do NOT share passwords or usernames to email or any applications with others.

Internet Safety

There are many sites on the Internet that can be potentially dangerous to minors. These sites are blocked while students are logged on to the school network, but students may be unprotected when using the Internet outside of school. Parents may want to restrict their child's access or at least monitor their use of the computer while at home. For more information about Internet safety go to <http://www.isafe.org>, or install devices on your home network such as Circle with Disney (<https://meetcircle.com/>) or another device.

ACCEPTABLE USE GUIDELINES – PEACE LUTHERAN MINISTRIES NETWORK

A. General Guidelines

- a. Students will have access to all available forms of electronic media and communication which is in support of education and research and in support of the educational goals and objectives of the Peace Lutheran Ministries.
- b. Students are responsible for their ethical and educational use of the computer on-line services at Peace Lutheran Ministries.
- c. All policies and restrictions of Peace Lutheran Ministries must be followed. Access to Peace Lutheran Ministries network is a privilege and not a right. Each employee, student and/or parent will be required to sign the Acceptable Use Policy Agreement Sheet and adhere to the Acceptable Use Guidelines in order to be granted access to the Peace Lutheran Ministries network and its online services.
- d. The use of any network program or service at Peace Lutheran Ministries must be in support of education and research and in support of the educational goals and objectives of Peace Lutheran Ministries.
- e. Transmission of any material which is in violation of any federal or state law is prohibited. This includes, but is not limited to: confidential information, copyrighted material, threatening or obscene material, and computer viruses.
- f. Any attempt to alter data, the configuration of a computer, or the files of another user, without the consent of the individual, campus administrator, or technology administrator, will be considered an act of vandalism and subject to disciplinary action in accordance with Peace Lutheran Ministries policies regarding the act of vandalism.
- g. Parents concerned with the use of Peace online services at their child's school should contact the school directly and discuss their concerns with the building administrator.
- h. Any parent wishing to restrict their children's access to any online service will provide this restriction request in writing. An OPT-OUT form may be obtained from the school. Parents will assume responsibility for imposing restrictions only on their own children.

B. Network Etiquette

- a. Be polite.
- b. Use appropriate language.
- c. Do not reveal personal data (home address, phone number, or phone numbers of other people).
- d. Remember that the other users of the school's network and online services and other networks are human beings whose culture, language, and humor have different points of reference from your own.

C. E-Mail

- a. E-mail should be used for educational or administrative purposes only.
- b. E-mail transmissions, stored data, transmitted data, or any other use of the school's online services by students, employees or other user shall not be considered confidential and may be monitored at any time by designated staff to ensure appropriate use.
- c. All email and all contents are property of the District.

Consequences

The student in whose name a system account and/or computer hardware was issued will be responsible at all times for its appropriate care and use. Noncompliance may result in suspension or termination of technology privileges and in disciplinary actions. Use or possession of hacking software is strictly prohibited and violators will be subject to consequences as determined by Federal, State and local laws and school policies. Violation of applicable state or federal law, including the SC Code of Laws and Computer Crimes will result in criminal prosecution and/or disciplinary action by the school. Electronic mail, network usage, and all stored files shall not be considered confidential and may be monitored at any time by designated school staff to ensure appropriate use. Peace Lutheran Ministries cooperates fully with local, state or federal officials in any investigation concerning or relating to violations of computer crime laws. Contents of email and network communications are governed by the Freedom of Information Act; proper authorities will be given access to their content.

PEACE LUTHERAN MINISTRIES POLICY ON BULLYING, DISCRIMINATION, HARASSMENT AND INTIMIDATION

- A. Peace is committed to fostering an environment that both promotes learning and prevents disruptions in the educational process. Accordingly, Peace prohibits all forms of bullying, discrimination, harassment, or intimidation.
- B. Students and parents may file a report of bullying, discrimination, harassment or intimidation by other students, employees of the school, or third parties involved in the school setting.
- C. All reports should be filed with the Director of School Ministries or his or her designee. Reports may also be filed by a student's parent. If the allegation is against the school's administration, the student or parent should file a report directly with the Executive Director of Ministries

ACCEPTABLE USE AGREEMENT: INTERNET/INTRANET

2019-2020 School year - Including Summer Programs*

Peace Lutheran School - **Elementary Level** - (Grades K - 5)

Computer technology is an integral component of today's education. The Internet is a vast resource that enables students to access thousands of files of information. While the school provides access free of additional charge, it is a privilege. Peace has taken certain precautions against inappropriate and unauthorized use of the Internet at school including content filters, monitoring programs, and close faculty supervision. However, parents and students must also do their part to insure safe and educational use of the school's Internet facilities.

As a part of my schoolwork, my school gives me the use of its computers for my work. My behavior and language will honor God by following the same rules I follow in my class and in my school. To help myself and others, I make this covenant:

1. I will use the computers only to do school work, as explained to me by my teacher and not for any other reason. I will not use a school computer for personal or illegal purposes.
2. I will use the Internet/Intranet only in ways the teacher has approved.
3. I will not give my password to anyone else (except if my teacher needs to help me), and I will not ask for or use anyone else's password.
4. I will not put my address or telephone number, or any other personal information about myself or anyone else on the computer.
5. I will not upload, link, or embed an image of myself or others to non-secured, public sites.
6. I will not use games or other electronic resources that have objectionable content or that engage me in an inappropriate simulated activity.
7. I will be respectful of others' ideas and opinions. I will not use the computer to annoy, be mean to, frighten, tease, or poke fun at anyone. I will not use swear words or other rude language.
8. I will not use the computer to bully or threaten anyone, including teachers, schoolmates or other children.
9. I will not try to see, send, or upload anything that says and/or shows bad or mean things about anyone's race, religion, gender or makes me feel uncomfortable.
10. I will not damage the computer, the computer desk, computer accessories or anyone else's work.
11. I will not break copyright rules or take credit for anyone else's work.

12. I will **not** try to fix it myself but I will tell the teacher if I have or see a problem. *If the problem is an inappropriate image I will turn off the monitor and then seek help.*
13. I will not block or interfere with school or school system communications.
14. I will not try to hide what I am doing. My computer use is not private; my teacher may look at my work to be sure that I am following these rules, and if I am not, there will be consequences which may include not being able to use the computer.

I know that the conduct that is forbidden in school or at a school sponsored function is *also* forbidden when I use computers outside of school. If my choices interfere with other students' education or safety, or if I break the rules, there will be consequences in school.

Print Student's Name: _____

Grade: _____

Student's Signature: _____

Date: _____

Parents: I have read and discussed with my son or daughter the Acceptable Use Agreement, and I give permission for him or her to use these resources. I understand that computer access is conditional upon adherence to the guidelines above. Although students are supervised when using these resources, and their use is electronically monitored, I am aware of the possibility that my son or daughter may gain access to material that school officials and I may consider inappropriate or not of educational value.

Print Parent's/Guardian's Name(s): _____

Signature: _____

Date: _____

Signature: _____

Date: _____

*** STUDENTS MAY NOT USE COMPUTERS UNLESS THIS AGREEMENT IS SIGNED AND RETURNED TO THE TEACHER.**

ACCEPTABLE USE AGREEMENT: INTERNET/INTRANET

2019-2020 School year - Including Summer Programs*

Peace Lutheran School - **Middle School Level** - (Grades 6-8)

Computer technology is an integral component of today's education. The internet is a vast resource that enables students to access thousands of files of information. While the school provides access free of additional charge it is also a privilege. The school has taken certain precautions against inappropriate and unauthorized use of the internet at school, including content filters, monitoring programs, and close faculty supervision. However, parents and students must also do their part to insure safe and educational use of the school's internet facilities.

I understand that Peace Lutheran School provides electronic resources, including Internet access and storage space for students' work, as an integral part of the curriculum. My behavior and language in the use of these resources should honor God and be consistent with classroom standards. To help myself and others, I make this covenant:

1. I will use the electronic resources, including storage space, only for educational purposes related to work at Peace school, and not for any personal, commercial or illegal purposes.
2. I will use the Internet/Intranet only with the permission of the staff member in charge.
3. I will not use games or other electronic resources that have objectionable content or that engage me in an inappropriate simulated activity.
4. I will not give my password to any other user, nor attempt to learn or to use anyone else's password, and I will not transmit my address or telephone number, or any personal or confidential information about myself or others.
5. I will not upload, link, or embed an image of myself or others to non-secured, public sites without my teacher's permission and a signed parental permission slip.
6. I will not make statements or use the likeness of another person through website postings, email, instant messages, etc., that harass, intimidate, threaten, insult, libel or ridicule students, teachers, administrators or other staff members of the school, community, make statements that are falsely attributed to others, or use language that is obscene.
7. I will not attempt to access, upload, or transmit material that attacks ethnic, religious or racial groups, or material that is pornographic or explicitly sexual in nature.
8. I will not violate copyright laws, damage or tamper with hardware or software, vandalize or destroy data, intrude upon, alter or destroy the files of another user, introduce or use computer "viruses," attempt to gain access to restricted information or networks, or block, intercept or interfere with any email or electronic communications by teachers and administrators to parents, or others. I will not damage or destroy computer desks or accessories.

9. I will not use, or create for others, any program to interfere with, change, or interact with programs, security settings, systems, or devices that are the property of Peace Lutheran and are used for school-related purposes by students, their parents and staff.
10. I will not imply, directly or indirectly, either publicly or privately that any program or "app" I create is associated with, or a product of, Peace Lutheran, nor will I either directly or indirectly associate any such program with any Peace Lutheran logos or images.
11. I will report any problems, or observances of violations to the supervising staff member.
12. I understand that my use of the school system's computers is not private, and that Peace Lutheran reserves the right to monitor use to assure compliance with these guidelines; violations may lead to revocation of computer access and/or other disciplinary measures.
13. I understand that the prohibited conduct described above is also prohibited during school sponsored activities, as well as off campus - even when using private equipment - if it has the effect of seriously interfering with the educational process. Violations will lead to disciplinary measures. In considering such interference, school officials will consider the following factors:
 - whether the conduct seriously impeded the day to day operation of the school;
 - whether the incident occurred within close proximity of a school;
 - whether the conduct had a direct and/or negative impact on another student's academic performance or safety in school.

Print Student's Name: _____

Grade: _____

Student's Signature: _____

Date: _____

Parents/Guardians: I have read, understood, and discussed with my son or daughter this Acceptable Use Agreement, and I give him or her permission to use electronic resources, understanding that this access and use of personal devices on school grounds is conditional upon adherence to the agreement. Although students are supervised when using school resources, and their use of school resources is electronically monitored, I am aware of the possibility that my son or daughter may gain access to material that school officials and I may consider inappropriate or not of educational value.

Print Parent(s)/ Guardian(s) Name(s): _____

Signature: _____

Date: _____

Signature: _____

Date: _____

*** STUDENTS MAY NOT USE COMPUTERS OR BRING THEIR OWN DEVICES UNLESS THIS AGREEMENT IS SIGNED AND RETURNED TO THE TEACHER**

PLS ACCEPTABLE USE - PERSONAL DEVICES

Grades 4-8

I understand that Peace Lutheran allows me to bring my own device such as a phone, tablet or computer when given permission by a teacher for a **specific task and time period**.

In order to be permitted to use my own device, I make this additional covenant:

1. I will follow all school rules while using my own device on school grounds or at school events, and I understand that the rules outlined above regarding my use of school computer resources apply to my use of my own device on school property and that rule 11 (**ACCEPTABLE USE AGREEMENT: INTERNET/INTRANET**) applies to my use of my device off school property.
2. I will not take photos or record video of any student, teacher, administrator or school event, unless I have that individual's or group's express permission to do so.
3. I will not use my device during class unless expressly instructed to do so by a teacher, and I will immediately comply with a directive to turn my device off, to put my device away or to turn my device over to a teacher or administrator.
4. I understand that my device may be confiscated at any time and that a teacher or administrator may view contents of my device including but not limited to, texts, emails or social media postings if it appears that I may have used my device in violation of school rules or this Covenant.
5. I understand that Peace Lutheran is not responsible for theft, damage or loss of my device, and I understand that I am not permitted to leave my device at school overnight even if it is secured in a locked locker.

Print Student's Name: _____ Grade: _____

Student's Signature: _____ Date: _____

Parents/Guardians: I have read, understood, and discussed with my son or daughter this Acceptable Use Agreement, and I give him or her permission to use electronic resources, understanding that this access and use of personal devices on school grounds is conditional upon adherence to the agreement. Although students are supervised when using school resources, and their use of school resources is electronically monitored, I am aware of the possibility that my son or daughter may gain access to material that school officials and I may consider inappropriate or not of educational value.

Print Parent's/ Guardian's Name(s): _____

Signature: _____ Date: _____

Signature: _____ Date: _____

*** STUDENTS MAY NOT BRING THEIR OWN DEVICES UNLESS THIS AGREEMENT IS SIGNED AND RETURNED TO THE TEACHER.**

Violations of the Peace Technology Acceptable Use Policy

Failure to follow teacher instructions, using a computer for non-instructional purposes (like spamming), rearranging of the computer settings or features (acting in a manner so as to interfere with the instructional process) may have disciplinary repercussions, including but not limited to:

- Modification of network, technology, or computer privileges
- Notification to parents
- Demerits, detention or suspension from school and school-related activities
- Legal action and/or prosecution

Dependant upon the severity of the offense, any or all steps may be skipped.

Step	Action	Period of Time	Technology Restriction
1	Demerit	1 week	Email revoked*. Google Classroom 'muted'.
2	Demerit + Supervised after school Computer use	2 to 10 weeks (quarter)	Email suspended*. Peacesaginaw computer privileges suspended. ★ Collaborative work restricted - supervised after school.
3	Disciplinary Detention + Supervised after school Computer use	Up to 20 weeks (semester)	Email suspended*. Peacesaginaw computer privileges suspended. ★ Collaborative work restricted - supervised after school.
4	Suspension	TBD by Asst. Director of School Ministries	Email suspended* indefinitely Access to school computers denied.

* **revoked** - Email account disabled. Accessibility to Chromebooks and other Google Apps* **are not affected.**

***suspended** - Email account suspended. Accessibility to Chromebooks and other Google Apps **are disabled.**

***Google Apps** include Docs, Sheets, Drawings, Slides, Classroom, etc.

★ The student will not be allowed to share their work with other students (as on a collaborative project). Student will still be able to do their portion of the project, but will coordinate a plan for adding his/her work into the group project with the teacher.