TECHNOLOGY AGREEMENT
2019-2020

Dear Parent / Guardian,

The Digital Technology and the Internet are exciting and powerful tools for students to research information for both academic assignments as well as their own personal interests. As part of our curriculum, Hope Lutheran School ("HOPE") has implemented a 1-1 student device program. Each pupil will be assigned a Chromebook to use during the school year. They will have **controlled** access to the Internet and digital devices, which are used in the classroom to teach digital citizenship, research skills, technology concepts and more. We recognize that some inappropriate material on these digital tools may be accessed either intentionally or by accident. To guard against this we use a filtered service provided by Securly, which regularly monitors web sites and automatically blocks student access to inappropriate materials. Our goal is to teach students the importance of responsible use of digital tools and the internet as well as to provide basic rules to maintain the privacy of students. At all times, **pupils must agree to follow the *Student Code of Conduct for the Internet and Electronic Device Use*** summarized at the end of this letter.

To ensure the privacy of your child, Hope Lutheran School will make sure:
- A student's last name is never published.
- Permission to publish work and photos will always be gained from the student and/or parent. This permission is specified during school enrollment.
- If a contact person is needed for a project, this will be the teacher, not the student.
- No identifying material will be posted on the Internet (such as personal phone numbers, home addresses, and individual pictures with the student's first and last names.)
- If a class picture is posted, it may mention names but not where individuals are standing in the picture.
- Class pictures will generally include at least a group of students.
- If individual student pictures are posted, they will not include names.
- Personal web pages will not be published from school. When web pages are published, they will be based on the classroom curriculum.

To grant your son/daughter permission to use and to contribute to the Internet please read and discuss the *Student Code of Conduct for Internet and Electronic Device Use* and **return the attached form, which must be signed by both parent & child, to the school office**. The Internet will be available to all Hope Lutheran School students during scheduled teaching activities and during before and after school care. If you have any further questions, please do not hesitate to contact the school office or Doris Stava at stava@hopelutheran.org.

CODE OF CONDUCT FOR USE OF THE HOPE LUTHERAN SCHOOL'S INTERNET FACILITIES AND ELECTRONIC DEVICES

<u>This code of conduct applies at all times, both in and out of school hours, while using school equipment.</u>

If your parent / guardian has signed and returned the permission form, your Google Account and electronic device, as well as Internet access will be provided for you to conduct research and to communicate with others, but only with the understanding that you will follow this code.

THE DIGITAL CODE OF CONDUCT

DO:

Student Initials	Parent/G an Initials	
		Only use Hope's digital tools (the Internet AND your device) in ways that are appropriate for school and meet Hope School's expectations.
		Be aware that others can see your actions on the Internet.
		Use only the device that is assigned to you, unless permission is given from the teacher.
		Be careful of what you say to others and how you say it.
		Treat others as you would expect to be treated.
		Respect copyright and trademarks. You may not use the words or pictures that you see on an Internet site without giving credit to the person who owns the site. You must not copy text or pictures from the Internet and hand it in to your teacher as your own work.

DO <u>NOT</u>:

Student Initials	Parent/G an Initials	
		Send, access or display offensive messages, language, or pictures.
		Download files without the prior permission of your teacher. Files could have viruses that damage the computer equipment as well as cause delays for other users of the Internet.
		Complete pop-up questionnaires or subscription forms for yourself or others. These may ask for personal information that will affect your privacy.
		Instant message without permission from your teacher.
		Try to go around the content filter at any time. If you need to use a website that is blocked, you will ask permission from your teacher.
		Leave your device unattended.
		Intentionally waste resources such as excessive printing.

ELECTRONIC DEVICE CARE AND USAGE AGREEMENT

DO:

Student Initials	Parent/G an Initials	
		Take care of the device that is assigned to you.
		Always use your device in a safe place (sitting down).
		Report damage of your device to your teacher immediately or risk losing your device privilege
		Carry devices carefully, with 2 hands, and the lid closed
		Ensure pencils and other items have been removed from the device keyboard before closing th lid. (So you don't crack the screen)

DO NOT:

Student Initials	Parent/G an Initials	
		Disassemble any part of your device or attempt any repairs.
		Bang, slam, or hit your device.
		Place decorations (such as stickers, markers, etc.) on your device.
		Tamper with another student's device.
		Eat food or drink while using an electronic device.

Parents, please complete if you want your student to be able to use an e-reader

E-READER AGREEMENT (4th - 8th Grade Only)

With parents' permission, we are giving our 4th – 8th graders the opportunity to bring their e-readers to school.

Examples of Permissible e-readers:
Amazon (Global): Kindle, Kindle Touch, Kindle Paperwhite, Kindle Voyage, Kindle Oasis.
Barnes & Noble (US/UK): Nook, Nook GlowLight, Nook GlowLight Plus.
Bookeen (France): Cybook Opus, Cybook Orizon, Cybook Odyssey, Cybook Odyssey HD FrontLight.
Icarus e-reader (Netherlands): Omnia, Illumina and Excel.

Devices not listed will need special approval from the principal. Students will be responsible for the care and the security of their e-reader. Please sign below giving your child permission to bring their e-reader to school.

Parent/ Guardian Initials	Please initial next to indicate that you give permission to bring an e-reader, otherwise, leave it blank.
	I give my child permission to bring her/his e-reader to school. E-reader brand and model being permitted: _____

TECHNOLOGY PERMISSION FORM – 2018-2019

To be completed by the pupil:

Name_____ Date_____

My parents and I have read the Technology Agreement and I agree to follow it.

Signature_____

To be completed by the Parent / Guardian:

As parent or guardian, I have read, discussed and explained the Technology Agreement to my son/daughter. I grant permission for the pupil named above to access the Digital Resources at HOPE. I understand that if he/she fails to follow the Technology Agreement, access will be withdrawn and I shall be informed of this and any further appropriate action, which may be taken.

I consent for Hope Lutheran School to publish articles (including photographs) produced by my child on HOPE's website or social media platforms. I understand that no child's work will ever be used without his/her permission. I am aware that no personal information will be made public and that the school will maintain strict confidentiality of personal information.

Parent / Guardian Signature_____