Saint Brigid of Kildare School
School-Issued Device Policy Handbook and Family Technology Guide
2023-2024 School Year

*The policies, procedures, and information within this document **apply to all Chromebooks and school-provided digital devices** used at Saint Brigid of Kildare School (SBK) by students, staff, or guests, including any other device considered by the Administration to fall under this policy.*

Teachers may set additional requirements for device use in their classroom.

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Technology Acceptable Use and Code of Conduct

All other policy statements regarding technology acceptable use, code of conduct issues, and middle school homework policies (found in the Saint Brigid of Kildare Parent-Student Handbook and the Middle School Curriculum Night Packet) apply to the use of the devices.

St. Brigid of Kildare - Student AI Guidelines

Our Philosophy of AI in Education
We believe that AI can be a powerful tool for learning. It can be used to provide inspiration, suggestions, feedback, instruction, and explanation. AI can also be used to help students with tasks such as brainstorming, organizing, and editing their work.

However, we also believe that it is important to use AI responsibly. We want students to use AI to support their learning, not to replace it. We also want students to be aware of the potential risks of using AI, such as plagiarism and data privacy.

Guidelines for Student Use of AI
The following are some guidelines for students to follow when using AI in class:

- Use AI to support your learning, not to replace it. AI is a tool that can help you learn, but it is not a substitute for your own effort. You should still do the work required to learn and/or write the material.
- Be honest about your use of AI. If you use AI to help you with an assignment, be sure to credit AI and cite your sources according to your teacher's directions. Do not plagiarize the work of the AI.
- Be aware of the potential risks of using AI. AI is a powerful tool, and it can be used for both good and bad. Be aware of the potential risks of using AI, such as plagiarism and data privacy.

Monitoring Student Use of AI
We will monitor student use of AI to ensure that students are using AI tools ethically and responsibly. We will do this by:

- Web filters in place by Diocese of Columbus and St. Brigid of Kildare School.
- Requiring students to do any writing inside of Google Docs. This will allow us to track their work using the Version History tool.
- Requiring students to disclose their use of AI on any assignment that received any form of AI assistance. Students can do this by including an "AI Credits" section at the bottom of their work.
- Reserving the right for teachers to use AI detection software, checking student work at random and/or when use of AI is suspected.

Existing Policies about Technology Usage
In addition to the guidelines above, students are also subject to the following existing policies about technology usage in the classroom:

- Students are not allowed to use technology to cheat. This includes plagiarism, getting the answers to questions, or harassing other students.
- Students must put technology away when requested by the teacher.

Addressing Potential Problems
If a student violates any of the guidelines above, we will address the problem in accordance with our existing policies. We will also work with the student to help them understand the importance of using AI responsibly.

Accessibility and Inclusivity

We want all students to be able to use AI for accessibility and accommodations. If a student does not want or need to use AI, that is okay. However, we want AI to be an option for any student who would benefit from it.

Data Privacy

We value the privacy of our students. Students are not to submit any personally identifying information to an AI system.

Conclusion

We believe that AI has the potential to be a powerful tool for learning. However, it is important to use AI responsibly. We hope that these guidelines will help students use AI in a way that is both beneficial and ethical.

References: United States Department of Technology Education - www.ed.gov
Eric Curts - Control, Alt Achieve

Receiving the Device

- Devices will be distributed each fall during the first or second week of school.
- ***Parents and students must sign the Student/Parent or Guardian Webform before the devices can be taken home.***
    - Webform can be found on the FACTS Family Portal.
- Students will be trained on how to use the devices by their teachers.
- Students will be informed about their school email address and password. Students will not change their password under any circumstances.
    - Teachers and staff are able to access student email and drive at any time.
- Training documents and videos may eventually be available online for students to refer to when needed.
- Seventh and eighth graders will be issued a TI calculator at the start of the year. Students are responsible for maintaining the device, bringing to class daily, and returning at the end of the year.
    - Damage/Replacement cost - $15.00

Taking Care of the Device

Students are responsible for the general care of the device(s) which they have been issued by the school.

General Precautions and Best Practices:
- No food or drink is allowed next to a device while it is in use.
- Cords, cables, and removable storage must be inserted carefully into a device.
- Students should never carry their devices while the screen is open unless directed to do so by a teacher.
- Devices should be shut down when not in use to conserve battery life.
- Devices should never be shoved into a locker or wedged into a book bag as this may break the screen.
- A device should not be exposed to extreme temperature or direct sunlight for extended periods of time. Extreme heat or cold may cause damage to the laptop.
- Devices should always be brought to room temperature prior to turning on.
- Under no circumstances should a device be stored in an unsupervised area. Unsupervised

areas include the school grounds, the cafeteria, unlocked classrooms, the library, hallways, bathrooms, or any other area that is not securely locked or in which there is no supervision.
- Unsupervised devices will be confiscated by staff and taken to the principal's office. Disciplinary action will be taken for leaving a device in an unsupervised location.

Carrying the Device:
The protective shell of a device will only provide basic protection from everyday use. It is not designed to prevent damage from drops or abusive handling. The padded bag provided with Chromebooks is the only acceptable case to be used with the Chromebooks. Students must always use extreme care when carrying a device in its case.

Screen Care:
The device screen can be damaged if subjected to rough treatment. **The screens are particularly sensitive to damage from excessive pressure or weight.**

- Do not lean on top of a device.
- Do not place anything on top of a device that could put pressure on the screen.
- Do not place a piece of paper on screen in order to trace a picture.
- Do not place anything in the carrying case that will press against the cover.
- Do not poke the screen.
- Do not place anything on the keyboard before closing the lid (e.g. pens, pencils, notebooks).
- Clean the screen with a soft, dry anti-static, or micro-fiber cloth. Do not use window cleaner or any type of liquid or water on a device. Individually packaged pre-moistened eyeglass lens cleaning tissues may be used to clean the screen. These are very convenient and relatively inexpensive.

Sound:
Sound must be muted at all times unless permission is obtained from the teacher for instructional purposes. Students in grades 5-8 must bring their own inexpensive earbuds to be used with the devices. The school will not allow full-ear, expensive headphones, wireless earbuds, or Beat style earbuds or headphones.

Device Identification:
Devices will be labeled. Devices will be identified in the following ways:
- Record of serial number and tag
- Individual name label
- *Under no circumstances are students to modify, remove, or destroy identification labels.*

Storing the Device:
NOTHING should be placed on top of a device. Students in grades 5-8 need to take their devices home with them every night. Devices are not to be stored in lockers or anywhere else at school outside of school hours.

Using The Device at School
The device is intended for use at school each and every day. Students in grades 5-8 will be responsible for bringing their devices to all classes, unless specifically advised not to do so by their teacher.

Using the Device at Home

- All students in grades 4-8 are required to take their devices home each night throughout the school year for charging. *Devices must be brought to school each day in a fully charged condition.* The battery life is 6.5 hours. Students need to charge their devices each evening. **Students who regularly forget to bring their devices to school or repeatedly forget to charge them at night will be subject to disciplinary action as with any other forgotten/missing assignment.**
- Devices must not be used at home for any non-school related activity including but not limited to personal videos, photos, creation and distribution of videos, gaming, or personal social media (for example: TikTok, Instagram, YouTube, Twitter, Facebook, Pinterest, or Snapchat.)
- The device is for the sole use of the student to whom it has been issued.

Taking Tests on Devices

Teachers may ask students to take a test or assessment on a device. These may include Google Forms, Google Docs, or other types of software. When students are completing an assessment, either at home or at school, they should:

At school:
- Not begin the assessment until directed to by the teacher
- Keep their eyes on their own screens
- Refrain from any form of communication with other students, whether digitally, verbally, or in any other form
- Use devices according to school academic and behavior policies.

Any student who breaks the academic code of conduct during an assessment will face disciplinary action on a case-by-case basis.

Printing from a Device

During the school day, students should be able to wirelessly print to teacher-approved printers in the building without problems. However, the exact printing policies vary between grade levels, and students are encouraged to print only what is necessary. For example, in the middle school, students must have a note from a parent to print at school and cannot print items at all times.

If a student wants to print from a device to a home printer, there are several options:
1. Students can connect their device to a family-owned printer
   a. Easiest option to do this would be using a USB (Type B) cord to USB cord.
2. Students can log into their school-provided Google account *on a family-owned computer or device that is already connected to the family printer*, and therefore access their Google Drive to print from there.

Broken, Damaged, or Lost Devices

Devices that are broken or fail to work properly during the school day must be immediately taken to the

tech office located in the library. Students and parents/guardians will be charged for device damage that occurs when a device is misused, handled in an inappropriate or abusive manner, or left unattended.

A device or any of its accessories that is lost or intentionally damaged is the financial responsibility of the student and parent/guardian. The user will not be given another device or accessory to use until the current replacement cost of the lost/damaged device or accessory is paid to the school. Repair or replacement costs will be paid by the student/parent based on the rate that the school is charged for the repair.

Common Repair Costs:
- New Charger - $37.00
- Missing key/ broken key - $12.00 - $30.00
- Broken screen/LCD - $75.00

Student Use of Devices

Students are expected to use devices for assigned, academic purposes **only**, both during and after the school day.

Managing Files and Saving Work

Students may save documents to their Google Drive. Saving to Google Drive will make the files accessible from any computer with internet access. Students using Google Drive to work on their documents will not need to save their work, as Drive will save each keystroke as the work is being completed; **however, work completed while not connected to the internet is not guaranteed to save properly**. It will be the responsibility of the students to maintain the integrity of their files. Students will be trained on proper file management procedures.

Personalizing the Device

Devices must remain free of any decorative writing, drawing, stickers, paint, tape, or labels that are not the property of SBK. Spot checks for compliance may be done by teachers or administrators at any time.

Students are not permitted to choose or upload custom backgrounds, cursors, or other aesthetic elements of the device and are expected to only choose from pre-set imagery that comes with the device.

Video and Photo

Only photos and videos taken for academic purposes will be allowed. Students are not permitted to record or photograph anything in a class without a teacher's permission. Students should never publish their photos or videos to the public internet without direct teacher AND parent/guardian permission, especially if other students appear in the video or photo.

Streaming Music

Streaming music (including Youtube, Spotify, or other platforms) is a significant use of school WiFi, and

students are not permitted to do so while at school.

YouTube and Watching Videos

Students should only watch videos that are assigned or authorized by teachers, including videos watched for research purposes. Browsing YouTube, or any other video-based website, for non-academic purposes is prohibited.

Games

Personal gaming is not permitted on the devices at home or at school. Educational games may only be used when a teacher directly assigns this. Students should not play games during choice time at school unless the supervising teacher approves it.

Software on Devices

Chromebooks and Google-based devices (i.e. Acer tablets) use software that is delivered via the Chrome Web Store. These are web-based applications that do not require installation space on a hard drive. Some applications, such as Google Drive, are available for offline use. The software originally installed on the devices must remain on the devices in usable condition and remain easily accessible at all times.

All Chromebooks and Google devices are supplied with the latest build of Google Chrome Operating System (OS), and many other applications useful in an educational environment. The Chrome OS will automatically install updates when the computer is shut down and restarted.

From time to time, the school may add software applications for use in a particular course. This process will be automatic with virtually no impact on students. Applications that are no longer needed will automatically be removed by the school as well.

Virus Protection:
Virus protection is unnecessary on the devices due to the unique nature of their design.

Additional Software:
Students are unable to install additional software on their devices other than what has been approved by SBK.

Inspection:
Students may be selected at random to provide their devices for inspection. The purpose for inspection will be to check for proper care and maintenance as well as for inappropriate materials.

Monitoring:
Software is used to monitor student internet usage. The technology coordinator may inspect a student's browsing history at any time and may receive automatic notifications of what students type and view. If the monitoring system informs the school that a student has broken a school policy, then disciplinary action and parent/guardian communication will take place and will be handled on a case-by-case basis.

Wi-Fi and Connectivity Issues

Both at school and home, certain best practices can help students connect to the internet successfully and not overly drain WiFi for others. Some of these include:

- Ensuring the WiFi button was not pushed (and turned off)
- Restarting the device
- Only keeping necessary tabs open, especially any tabs that refresh or update themselves frequently
- Keeping all video, music, and streaming to a minimum (or not at all, especially during the school day)

At home, students can sometimes maximize their connection by:

- Sitting as close to their home's router as possible
- Keeping cell phones off, turning phone WiFi off, and/or putting them a distance away from the device. (Some users anecdotally report better connectivity when multiple devices are not competing for WiFi.)

In the event that a student cannot connect to the internet at home,

- The student or a parent should email the teacher(s) of the affected class(es) to notify them about work that cannot be completed as a result.
- The student will still need to complete the assignment, even if it is slightly delayed.

Technical Support

The tech office located in the library will be the first point of contact for repair of the devices. Services provided by the tech office include:

- Password identification
- User account support
- Coordination of warranty repair
- Hardware maintenance and repair
- Operating system or software configuration support
- Restoring device to factory default
- System software updates

Returning Devices

Student devices and accessories (power cord and bag) will be collected at the end of each school year for maintenance over summer vacation. Students will most likely retain their original devices each year while enrolled at SBK.

Any student who transfers out of or graduates from SBK will be required to return his/her device and accessories. If a device and accessories are not returned, the parent/guardian will be held responsible for payment in full.

Saint Brigid of Kildare School
Device Policy Handbook
Student Pledge and Signature Pages

- I will take good care of my device. I could be issued the same device each year.
- I will never leave my device unattended in an unsecured or unsupervised location.
- I will never loan out my device to other individuals or family members for personal use.
- I will know where my device is at all times.
- I will charge my device's battery to full capacity each night.
- I will keep food/beverages away from my device.
- I will not disassemble any part of my device or attempt any repairs.
- I will protect my device by always carrying it in a case or in a secure manner to avoid damage.
- I will use my device in ways that are appropriate for education.
- I will not place decorations (stickers, markers, writing, etc.) on any device.
- I will not customize my device (i.e. backgrounds, cursors) beyond the preset images that come with the device.
- I will not play games or use social media on the device, except in the rare event that this is directly assigned by a teacher.
- I agree to only use my device to print what is necessary and to only print with teacher and/or parent permission.
- I understand that the device I am issued is subject to inspection at any time, without notice, and that it remains the property of SBK.
- I will file a police report in case of theft or damage caused by fire.
- I will be responsible for all damage or loss caused by neglect or abuse.
- I agree to pay the full replacement cost of my device, power cord/charger, and case in the event that any of these items is lost or intentionally damaged.
- I agree to return the device, power cord/charger, and case in good working condition at the end of each school year.
- I will follow all policy statements regarding technology acceptable use, code of conduct issues, and middle school homework policies found in the Saint Brigid of Kildare Device Policy Handbook and the Saint Brigid of Kildare Parent-Student Handbook.

Saint Brigid of Kildare School
STUDENT/PARENT or GUARDIAN SIGNATURE PAGE
School-Issued Device User Agreement

Student Agreement

Rules and regulations are necessary in order to offer technology opportunities to our students. In order to use technology resources, I agree to abide by all guidelines and policies as stated in this document, the parent/student handbook, and the middle school curriculum night packet.

Student Name:_____

Student Signature:_____

Date:_____

Parent/Guardian Agreement

As the parent or legal guardian of the student signing above, I have read the school technology policies and grant permission for my child to access a school-issued device.
I understand that my child will be held liable for violations of this agreement.
I understand that devices and technology resources are intended for educational purposes only.
I also understand that it is difficult for my child's school to restrict access to all controversial materials, and I will not hold St. Brigid of Kildare School or the Diocese of Columbus responsible for materials acquired on the network or device.
I also understand that we are responsible for reimbursing Saint Brigid of Kildare School for all repair and/or replacement costs if the equipment used by my child is lost or damaged in any way.

Parent/Guardian Name: _____

Parent/Guardian Signature:_____

Date:_____