

2017-2018 St. Michael's School Combined Device Contract

Kinder through fifth grade students use 16GB iPads for use in the classroom. Every 6th and 7th Grade student will be issued a Chromebook to be used and stored exclusively at school. Every 8th Grade student will be issued the same 16GB iPad that they used last year, and new 8th grade students will receive a used 16GB iPad. New 8th Grade students and those who turned their charging cords in last year will be issued a charging cord. These devices (the iPads and the Chromebooks) will always remain the property of the school and used under the following requirements.

Academics:

Kinder-5th Grades: It will be up to the teacher's discretion how often and in what ways the iPads will be used. Homework will *not* be completed on the iPads because the iPads will remain at school at all times.

6th-8th Grade: Since devices may be used to some extent in every class, the student will be required to bring it to the classroom each period. It will be up to the teacher's discretion how often and in what ways the devices will be used.

6th Grade and 7th Grade: Students will not bring Chromebooks home with them, but they will need access to a computer or tablet at home in order to complete some web-based homework.

8th Grade: All 8th Grade students will use an assignment notebook app to track their daily assignments, upcoming tests and quizzes and special reminders on their iPads.

Typing Speed:

Middle School students will be given a typing test during the first week of school using the typing test in the app Tap Typing. Sixth Graders will need to demonstrate proficiency and consistency at typing 25 wpm. Seventh Graders will need to demonstrate proficiency and consistency at typing 30 wpm. Eighth Graders will need to demonstrate proficiency and consistency at typing 35 wpm. Students who do not pass the typing test may be required to take typing class as an elective until they are able to demonstrate the required proficiency. Students should practice their typing with typingweb.com or a similar website over the summer and aim for 5-10 wpm faster than the required speed if practicing with a computer keyboard.

Usage:

The technology department can add and remove restrictions using Apple Configurator, Cisco Meraki Mobile Device Management, the Google Admin Console, and/or Hapara Teacher Dashboard. Devices can be restricted from things such as taking pictures or video, accessing particular web content while on campus, and using Facetime unless the technology department removes these restrictions as teachers deem necessary for particular assignments. Teachers will monitor device usage during class. Devices may not be used at school during recess or lunch or before or after school unless under teacher supervision.

Apps:

Kinder-5th Grade: The school will check out apps to students using the mobile device management program. This means that all content on the iPads will be controlled by the school. Students will not be able to add their own apps or music. All content on the iPads will be school-related.

6th and 7th Grade: Students will use Google apps under the supervision of their teachers; all content on the Chromebooks will be school-related.

8th Grade: The school will assign each student an Apple ID. The school will check out apps to students using the mobile device management program. This means that all content on the iPads will be controlled by the school. Students may not add their own apps or music. All content on the iPads must be school-related. Students will use iCloud to backup their devices. Students who download apps to their St. Michael's iPad will receive consequences.

Storage & Charging:

Kinder-5th Grade: iPads are to be stored and charged in the classroom safe when not in use.

6th Grade and 7th Grade: During the day, Chromebooks must always be either with the student, locked in his or her locker, or stored in their homeroom charging station. Unattended Chromebooks will immediately be locked up. Chromebooks will remain at school at all times unless otherwise approved by Ms. Hawes for a special assignment. Chromebooks will be charged overnight in the homerooms.

8th Grade: During the day, the iPad must always be either with the student or locked in his or her locker. Unattended iPads will immediately be locked up. Students must take their iPads home every night in order to complete homework assignments, keep their iPad safe, and charge them. iPads will remain at school during summer breaks for maintenance and upkeep. All content and settings will be removed from the iPads over the summer. The school may also collect the iPads over holidays such as Rodeo and winter break.

Passcode and Lock Screen:

Kinder-5th Grade: Students must keep the original St. Michael's lock screen that identifies them by the iPad name.

6th Grade and 7th Grade: Students will login to their Chromebooks with their school Google account. Students must not share nor attempt to learn each other's passcodes.

8th Grade: Students must keep their devices protected with a 4-digit or text passcode. Students must not share nor attempt to learn each other's passcodes. Students must have their name clearly written on their lock screen at all times in order to make the iPad easily identifiable.

Loss and Damage:

Kinder-5th Grade: Each student is responsible for his or her iPad. **Physical damage to the iPad will be charged to the student on the school's monthly billing.** In the event of such damage, the unit will be repaired at the student's cost, not to exceed \$120 for damage.

6th Grade and 7th Grade: Each student is responsible for his or her Chromebook. **Theft, loss or physical damage to the Chromebook will be charged to the student on the school's monthly billing.** Therefore, each student is required to protect their Chromebook from theft, and will be responsible if the unit is damaged. In the event of such loss and damage, the unit will be repaired or replaced at the student's cost, not to exceed \$110 for damage or full replacement cost for loss. Insurance can be purchased through Worth Ave. Group or another third-party insurance company. All damages must be reported to Ms. Hawes as soon as possible.

8th Grade: Each student is responsible for his or her iPad. **Theft, loss or physical damage to the iPad will be charged to the student on the school's monthly billing.** Therefore, each student is required to protect their iPad from theft, and will be responsible if the unit is damaged. In the event of such loss and damage, the unit will be repaired or replaced at the student's cost, not to exceed \$110 for damage and \$450 for loss. Insurance can be purchased through Worth Ave. Group or another third-party insurance company. All damages must be reported to Ms. Hawes as soon as possible.

Protective Cases:

Kinder-5th Grade: Cases will be provided by the school.

6th Grade and 7th Grade: Students will be provided with a protective Chromebook case that is not to be removed from the Chromebook.

8th Grade: Students may provide their own protective case or may ask for a previously used case from the school. A screen protector is also recommended with the following specifications:

- All four corners are completely covered. This means that you absolutely cannot touch any corner or the glass near the corner.
- There is a "lip" around the edge of the screen that prevents the screen from touching the ground when placed face down. Speck brand cases and most cases with built-in keyboards do not meet this requirement.
- The case is at least partly made of a shock-absorbent material, not hard plastic.
- Keyboards are recommended for students who need them to achieve the required typing speed, but keyboards are not required.

Signatures acknowledging agreement to the above conditions.

Student	Date	Parent/Guardian	Date
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