



St. Luke School's
1st – 3rd Grade Bring Your Own Device (BYOD) Program
4th – 8th Grade One-to-One Laptop Program

St. Luke School's faculty and staff have many goals in place to provide a safe learning environment for all students enrolled at St. Luke. Several of the goals recognize the need to facilitate innovation skills. Teachers encourage students to bring their own device to school for educational purposes. By incorporating the use of personally owned devices, teachers plan to encourage collaboration on projects, to foster digital citizenship, and to enhance the curriculum through technology opportunities. All students will be given the opportunity to experience exciting and engaging lessons in all classes. Students in 1st – 3rd grade are participating in our BYOD program. While they do not have to bring their own device to school, it is encouraged that students have a device. 4th – 8th grade students are expected to participate in our one-to-one laptop program.

To support the 1st – 3rd grade Bring Your Own Device (BYOD) program at St. Luke, teachers will encourage students to bring privately owned wireless and/or portable devices to include laptops, Chromebooks, e-readers, iPads, and tablets. **Cell phones, smartphones, and smartwatches are not acceptable devices.** If a cell phone is needed for making contact after school during non-school related activities, that phone must be turned off and in a backpack during the entire school day and during a school related meeting, practice, rehearsal, and competition. Students in grades 1st – 3rd who do not provide their own device will be able to use the school's equipment. All school owned devices are iPads, Chromebooks, and computers. No student will be left out of participating in the lesson, nor will anyone's learning environment be disrupted.

As students progress into 4th grade, many new technology-rich learning opportunities will open for them. In an effort to maximize those experiences the St. Luke School Technology Committee and faculty have developed new device requirements. To support the 4th – 8th grade One-to-One program, students are required to bring a laptop to campus every day for use as an organizational tool, research portal, and collaborative platform. **Cell phones, smartphones, and smartwatches are not acceptable devices.** If a cell phone is needed for making contact after school during non-school related activities, that phone must be turned off and in a backpack during the entire school day and during a school related meeting, practice, rehearsal, and competition. 4th – 8th grade students will have limited access to the school owned iPads and computers.

The use of privately owned devices on St. Luke's campus should be considered a privilege. Students are expected to be responsible and thoughtful when using technology resources. When the use of personal or school devices are abused, privileges may be taken away and other consequences may apply. When respected, all will benefit from the experiences and opportunities provided by the program.

In order to be a participant in this program and/or use school devices, parents and students must sign and adhere to the Acceptable Use Policy. St. Luke School's faculty and staff appreciate the parents' and students' support and understanding. Your suggestions and feedback will be welcomed and encouraged.

St. Luke School's Acceptable Use Policy

Expectations of St. Luke School's BYOD Program, One-to-One Laptop Program, and use of school owned devices include the following:

- Cell phones, smart phones, and smart watches are not acceptable devices. If a cell phone is needed for making contact after school during non-school related activities, that phone must be turned off and in a backpack during the entire school day to include school related club meeting, rehearsal, or sports/competitive team practice and

competition.

- Students will only use appropriate educational applications on all devices, personal, or school owned. They may access only files or Internet sites which are relevant to the classroom instruction. Students are not allowed to use apps to call, text message, email, or electronically communicate with other students, parents, friends, and family during the school day or during a school related club meeting, rehearsal, or sports/competitive team practice and competition through unapproved means of communication. Inappropriate communication or use of technology is unacceptable.
- Students may not use devices to record video, take photos, or post video and/or photos without the permission of a student, teacher, or staff member of St. Luke School.
- Students must comply with a teacher's request to shut down/turn off, silence, or close the screen of any device. Devices must be turned off when not being used instructionally. Students may only turn on and use devices on days and at times teachers specifically instruct them to and only in areas of the school building where permission has been granted. The use of devices is not allowed between 8:00 and 8:20 a.m. while getting ready for school to begin, in the locker room, the restrooms, or the hallway during class changes, or in the cafeteria during lunch, or during dismissal between 3:05 and 3:30 p.m.
- Students must adhere to the Technology Code of Conduct, which can be found in the St. Luke School Parent/Student Handbook.
- Students take full responsibility for their personal technology device. St. Luke School will not be responsible for the loss of or damage to any personal device. Students are responsible for the care of their device, to include keeping it charged and ready for use, as well as making any repairs, replacements, or modifications needed to use the device at school.
- Students will use the school's secured wireless network. Use of cellular wireless connections is not allowed.
- St. Luke School reserves the right to collect and inspect a student's personal device.
- Students understand that printing from personal devices will not be possible at school.

As a parent/guardian, I give consent for my child to bring his/her personal device to school for instructional use only. I understand that my child is responsible for the device and is expected to understand and to abide by the expectations of this policy. I understand that any violation of the policy may result in the loss of their BYOD or One-to-One privileges and other consequences may apply. St. Luke School will not be held liable for the loss or damage of my child's device.

Print parent name

Signature of parent

Date

As a student, I have read and understand the expectations of the St. Luke School Acceptable Use Policy. I understand that any violation of the policy may result in the loss of my BYOD or One-to-One privileges and other consequences may apply. St. Luke School will not be held liable for the loss or damage of my device.

Student Signature

Date

Type of device



St. Luke School Acceptable Use Policy Standards

Violations

Students will receive a violation when their personal device (cell phone, smartphone, smartwatch, etc.) is *out of their backpack* or when a student's use of an acceptable device violates St. Luke School's Acceptable Use Policy (AUP).

First Violation:

1. Student will receive AUP violation notice.
2. Student will be expected to obtain a parent signature.
3. Student will return the signed AUP violation notice to their respective principal the next school day.

Second Violation:

1. Student will receive AUP violation notice.
2. Student will give device to their respective principal. Principal may keep device until end of the school day.
3. Student will be expected to obtain a parent signature.
4. Student will return the signed AUP violation notice to their respective principal the next school day.

Third Violation:

1. Student will receive AUP violation notice.
2. Student will give device to their respective principal. Principal may keep device until a parent has been contacted and can pick up the device.
3. Student may serve a consequence scheduled by the principal. A parent may be contacted to make arrangements.
4. Student will be expected to obtain a parent signature.
5. Student will return the signed AUP violation notice to their respective principal the next school day.

Subsequent Violation(s):

Parent(s) and student may meet with the Head of School, Mr. Green to determine consequence(s).