



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 event.

- 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's Technology Code of Conduct

St. Luke School strongly encourages the appropriate use of technology to enhance teaching and learning. To ensure the safe and appropriate use of technologies, all SLS students are expected to adhere to the Acceptable Use Policy and Honor Code of St. Luke School. A copy of the Acceptable Use Policy can be found in the FACTS Family Portal and is expected to be a signed policy between the students, parents, and St. Luke School.

In a BYOD (Bring Your Own Device) environment and in a One-to-One Laptop Program it is essential that students use technology services, school devices/equipment and personal devices **ONLY** for appropriate school use while on campus. All technology services and devices, personal or school owned, must be used in a responsible, effective, efficient, ethical, secure, and legal manner.

Ethical technology use demonstrates personal integrity and honesty and is based on respect for school, personal, and intellectual property, as well as respect for teachers, students, and self. Ethical technology use is demonstrated by, but not limited to the following:

1. Respect for the privacy of others: For example, you shall not intentionally seek information on, obtain copies of, personally harass, or modify data files, Internet files, or passwords belonging to other technology users. You shall not use technology to represent yourself as someone else.
2. Respect for copyright, licensing, and intellectual property: For example, you shall not copy/reproduce files that are not your own or copy/install files/programs to avoid paying licensing fees.
3. Respect the integrity of the network: For example, you will not stream music or other media unless it is specifically for an academic purpose. You will not infiltrate the network with viruses or other damaging programs or data. You will not alter files on the network that are not your own. You will only save files on the network that are necessary for academic work.
4. Respect other users: For example, you shall abide by all St. Luke School policies regarding cyber bullying and sexual, racial, and other forms of harassment.
5. Respect for equipment: For example, you shall not handle someone else's personal device without that person's permission or use equipment/devices near food or drinks.
6. Respect for yourself, identity, and reputation: For example, you shall not share your passwords/ID/usernames with others. You shall not send/share inappropriate files/pictures in person or through network or Internet/social networks.
7. Respect for St. Luke: For example, you will report those who violate the Technology Code of Conduct and /or the Acceptable Use Policy to a teacher or administrator.

A student that does not abide by the Technology Code of Conduct and/or the Acceptable Use Policy, using a personal or a school owned device, will be disciplined. The Head of School, the principal, or a designee that is appropriate for the age and individual needs of the child in question handles the interventions. Interventions may include but are not limited to the following, the interventions listed under the St. Luke School Conduct Plan, and the Honor Code:

1. The loss of the privilege to participate in the BYOD or the One-to-One Laptop program, length of time determined by administration or designee. During suspension of BYOD or One-to-One Laptop privileges, students will use a school device to continue to participate in class instruction.
2. Office Referral to the Head of School or principal
3. Parent(s) contacted and a conference may be scheduled
4. Full or part day suspension or in school suspension
5. Dismissal from St. Luke School