



St. Stephen School
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Technology Lease Agreement

* In conjunction with Acceptable Use and Internet Safety Policy

To enhance learning, enrich the educational experience, and provide for the development of twenty-first-century skills, St. Stephen School students will be provided access to electronic devices to use during the school year. This incredibly powerful tool empowers students to maximize their full potential by preparing them for the future and distinguishes St. Stephen School as a model of academic excellence.

Within this document, **Device** is defined as any computer, cellular phone, smartphone, digital camera, video camera, audio recording device, or another electronic device that can be used to create, store, or transmit information in the form of electronic data.

The use of these technologies is a privilege that carries responsibility and behavioral expectations. The devices are school property; students must take the utmost care of their assigned devices to ensure it is in good working order to be returned to the school. All members of the St. Stephen School community will use devices along with the school's network in a responsible, ethical, and legal manner at all times by following the Technology Lease Agreement and Acceptable Use and Internet Safety Policy.

Parent/Guardian Responsibilities

Talk to your children about values and the standards that should be followed on electronic devices just as you would for the use of all media information sources such as social media, television, phones, movies, and music. In addition:

- Review the Technology Lease Agreement and Acceptable Use and Internet Safety Policy with your child(ren).
- Monitor your child's treatment, care, and home use of school devices to help instill in them a pattern of responsible ownership.
- Provide access for the device to be charged regularly at home.
- Provide optional accessories, for example, a mouse.
- Provide internet access (at home).
- Provide printer capabilities (at home - optional).

School Responsibilities

- Provide device, charger, and protective carrying case.
- Provide internet access (at school).
- Provide required educational apps and software for use with the device.
- Provide professional development to school staff to support students' device use and ensure student compliance with the Technology Lease Agreement and Acceptable Use and Internet Safety Policy.
- Teach students to use and embrace new technology in meaningful ways.
- Label each device with a unique serial number that will be assigned to each student.

Student Responsibilities

- Use devices in a responsible, ethical, and legal manner by following the Technology Lease Agreement and Acceptable Use and Internet Safety Policy.
- Follow all policies concerning responsible care of devices and accessories.
- Obey school rules concerning behavior and communication that apply to device use.
- Turn off and secure their device after they are finished working to protect their work and information.
- Back up all critical files.
- Make sure the device is ready for classes, charge the device at home every night before school.
- Take the device home and bring the device back to school every day unless directed otherwise.
- The device and all accessories may not be used by anyone other than the student they are issued.
- No stickers, writing, scratching, etc. may be placed on the device or any accessories (chargers, cases).
- Devices must always be in their school-issued protective case; alternative cases are not allowed.
- No food or drink may be consumed near the device. Devices are not allowed in the cafeteria when food and drink are present.
- Do not leave the device in direct sunlight, in vehicles, or places of extreme temperatures.
- Report the need for repairs to administration immediately. Do not attempt to dismantle or repair the device yourself.
- Do not attempt to root, jailbreak, or unlock the device.
- Do not attempt to bypass, disable, alter, or uninstall security software, school device policies, or user accounts on the device.
- Never leave the device unattended or in plain view.

- **Do not access social media or install any social media apps or software on a school-issued device.**

Acceptable Use

The use of the St. Stephen School technology resources is a privilege, not a right. The privilege of using the technology resources provided by St. Stephen School is not transferable or extendible by students to people or groups outside the school. It terminates when a student is no longer enrolled in the school. This policy is provided to make all users aware of the responsibilities of the efficient, ethical, and lawful use of technology resources.

Apps, music, video, books, etc., hereafter referred to as “media,” are allowed to be installed on student devices as long as they are the owner of that content. Media must not be offensive or inappropriate.

Unacceptable Use

Any attempt to circumvent or bypass the web filter is a significant offense. Internet usage on the device is not monitored while students are away from the school network, and St. Stephen School takes no responsibility for students’ content. Parents should monitor student activities as they feel necessary while at home. There should be no expectation of privacy; devices are subject to inspection at the request of administration and without prior notice. Student Activities Strictly Prohibited includes but is not limited to:

- Illegal installation, appropriation, or transmission of copyrighted materials
- Any action that violates existing St. Stephen School policies, St. Stephen School student handbooks, or public law
- Sending, accessing, uploading, downloading, or distributing offensive or embarrassing, profane, threatening, pornographic, obscene, or sexually explicit materials or those that can be interpreted as harassing or demeaning
- Using the device camera, video, video/audio conferencing apps/software, or other apps/software in any way that is offensive, profane, threatening, pornographic, obscene, sexually explicit, or damaging to another person
- Use of chat rooms sites selling term papers, book reports, and other forms of student work
- Taking pictures of other student’s work unless working on a group project
- Use of peer-to-peer file-sharing or illegal file-sharing sites
- Any form of jailbreaking, rooting, unlocking, or in any other way tampering with the device’s operating system
- Changing device settings (exceptions include personal settings such as font size, brightness, etc.)

- Spamming, sending mass, or inappropriate emails
- Gaining access to other students' accounts, files, and data
- Use of the school's Internet, network, or email accounts for financial or commercial gain or any illegal or inappropriate activity
- Use of any form of anonymous and false communications
- Participation in credit card fraud, electronic forgery, or other forms of illegal behavior
- Vandalism (any malicious attempt to harm or destroy hardware, software, or data, including but not limited to the uploading or creation of computer viruses or computer programs that can infiltrate computer systems and/or damage software components) of school equipment
- Bypassing the school's web filter through a proxy server or VPN
- Using another student's device
- The device may not be used to take pictures, videos, or record sounds of other students, guests, or school personnel without their consent.

Legal Propriety/Copyright

All students must comply with trademark and copyright laws and all license agreements. Ignorance of the law is not immunity. If you are unsure, ask a teacher or parent. Plagiarism is a violation of St. Stephen School handbooks. Give credit to all sources used, whether quoted or summarized. This includes all media forms on the Internet, such as graphics, movies, music, and text. Use or possession of hacking software is strictly prohibited. Violation of applicable state or federal law will result in criminal prosecution and disciplinary action.

Policy Violations and Disciplinary Consequences

Misuse of a school device will result in confiscation and search of the device. Suppose violations of the technology agreement are found on the device. In that case, the device will be restored to the school default settings at the discretion of the administration, resulting in the loss of all installed media and any school assignments/classwork that was not backed up. Students would be held accountable by their teachers for not completing assignments if their device was restored due to misuse. The school may take additional disciplinary action and or loss of privileges/features depending on the severity of the infraction, including detention, daily check-in/checkout of the device from the administration, device privilege suspension, and termination of privileges. Violations may result in disciplinary action up to and including expulsion for students. When applicable, law enforcement agencies may be involved. The school administration will be the sole judge of interpretation, violation, and penalization of every aspect of the Technology Use Policy.

Loss of School Property

Students are responsible for the loss of devices, including devices that are assigned to them. The student will be responsible for the device's replacement cost if it is not found

within two weeks. Any missing or stolen equipment must immediately be reported to the administration and, if appropriate, the nearest law enforcement agency. Every effort will be made to locate and recover the missing device.

- Procedures for Reporting Theft Outside the School
 - Report immediately to the law enforcement jurisdiction where the loss/theft occurred and file a report.
 - Request a copy of the report to give to the school.
- Procedures for Reporting Theft Inside the School
 - Report immediately to the office.
 - Retrace all steps taken since the loss of the equipment. Check with teachers, classmates, siblings, etc. ▪ Follow the above procedures for reporting outside the school.

Malfunctioning devices must be reported immediately to the administration so that the device can be repaired or replaced.

Unattended devices – devices are not to be left alone and should be secured when not in use.

Device Check out Procedure

Criteria for checking out a device:

- A completed, signed copy of this agreement (only the last page is needed).
- A completed, signed copy of the ACCEPTABLE USE and INTERNET SAFETY POLICY (only the last two pages are needed).
- Insurance for the device must be purchased through St. Stephen School.

Once the equipment has been checked out, it is in the student's full possession and responsibility.

Device Return

All items that were checked out to the student when the device was assigned must be returned when the student graduates, transfers out, or at any time at the school's direction. When the device and accessories are returned, they will be inspected for damage. Damages outside of normal wear and tear must be paid for by the student or parent at the time of return. If you do not return the device or make arrangements to return the device, you will be billed the device's market value and all accessories.

Warranty Information/Assessment of Costs

If a manufacturer defect causes a problem, it will most likely be covered under the device warranty. Accidental damage warranty coverage is subject to the terms set by the warranty provider, who will ultimately decide whether or not the damage will be covered. Examples of accidental damage include liquid submersion, power surge due to lightning, theft, fire/flood/natural disaster, and vandalism.

The accidental damage warranty will not cover intentional damage or willful neglect, and the student will pay for the damages out of pocket. Examples of damage not covered by warranty:

- Throwing or punching the device
- Carrying the device unprotected in the rain
- Leaving in extreme temperatures

School User Account

The school will provide each student with a user name and password for google, network files, and internal web sites. You are responsible for this user account's activities, so you must protect your account from being used by others. Be sure to log out of any computers when you are finished with them and do not share your account information with anyone.

The school account includes an email account. This account will be used by faculty, staff, and administration, and fellow students.

- Email is to be used for school-related communication only. Advertising, jokes, chain letters, etc. are not permitted.
- File attachments should only be sent when they are for educational purposes.
- Per the Acceptable Use and Internet Safety Policy, all account information is the school's property and may be accessed by the administration at any time for any reason.

Personal Device Use at School

Personal computers and devices are prohibited from use at school. School provided computers will be available for computer class assignments that cannot be performed on assigned student devices.

None of these policies and guidelines shall interfere with school authorities' right to act swiftly and decisively in dealing with situations believed to be detrimental to the student's welfare, the student population, or the learning environment.