

## **STUDENT COMPUTER POLICY & RESPONSIBLE USE AGREEMENT**

### **STUDENT COMPUTERS**

Students in 3rd through 8th grade are expected to bring a charged and functioning laptop or Chromebook to school every day, with its charger. See below for details relevant to each of those grades. LCDS maintains a limited inventory of Chromebooks for students whose devices have broken and are being repaired. Parents must email their child's homeroom teacher to request a temporary Chromebook in such cases.

#### **3rd & 4th GRADE CHROMEBOOK PROGRAM**

All 3rd and 4th grade students are given a Chromebook and charger on the first day of school. Students may bring their Chromebook home, but it should only be used for school work. At the end of the school year, the Chromebook must be returned to school in working order.

#### **5th to 8th GRADE BYOT PROGRAM**

All 5th through 8th grade students must bring a charged and functioning laptop or Chromebook to school every day with its charger. A variety of models are permitted. Specific hardware and software requirements are described in the 'LCDS BYOT Program' document which can be accessed on the LCDS website. Parents may drop-off their child's device at LCDS during the 'device set-up days' that are scheduled in August and LCDS staff will load the required software.

### **RESPONSIBLE USE AGREEMENT**

At LCDS, technology is an integral part of teaching, learning and communicating. A variety of technology tools are used by students and staff to help students learn the information, skills and behaviors they will need to succeed beyond their years at LCDS. These technologies may include, but are not limited to school-provided equipment, network, applications/online services and student-owned personal devices (laptops/netbooks, tablets, cell phones, e-readers, and more).

The use of these technologies provides great opportunities for learning and character development. Loudoun Country Day School staff and students are expected to be responsible digital citizens. The LCDS Responsible Use Agreement for Students is the standard each student is expected to follow while in school or participating in any LCDS-related event (on or off site). Students and parents are required to read, sign and follow Loudoun Country Day School's Responsible Use Agreement. In doing so, students acknowledge and agree to abide by the following rules and conditions:

- The LCDS student will use technology resources, provided by the school, productively and appropriately for school-related purposes. He/she will avoid using any technology resources in such a way that would disrupt classroom activities and/or learning.
- Personal devices will always be used in a meaningful, safe, and responsible way while the student is on school property or at a school sponsored activity.
- Students will follow school/classroom rules regarding the use of devices for “free time”. Games or content with explicit language, violence, or sexual content are never permitted during school hours or during after-hours school activities.
- BYOT devices will meet the school’s published minimum requirements and have all required software/links installed prior to the start of the school year.
- The LCDS student represents the school in all online activities. The student understands that what he or she does on any online resource (social media, websites, forums, blogs, LCDS domain email etc.) should not reflect negatively on fellow students, teachers, or on their school.
- Students may not create any type of publicly viewable online content which represents the school or use any version of the school name or logos on existing online/social sites without the expressed permission of the headmaster.
- Students will respect the works of others. Students will not log on to an account that is not their own, will not alter or delete another student’s work, and will not share passwords with peers.
- The LCDS student will use their [@lcds.org](mailto:@lcds.org) email and other means of school-provided communications (e.g. blogs, wikis, podcasting, chat, instant-messaging, discussion boards, virtual learning environments, etc.) responsibly and for assigned purposes only.
- The LCDS student understands that the school network and student accounts are property of LCDS and anything that he/she does can be monitored.
- The LCDS student will not use monitor blocking services, such as incognito browsing, or services to bypass the school’s content filtering program, and will subscribe to and run the Hapara Highlights extension.
- The LCDS student understands that the use of personal phones and tablets may be permitted by their classroom teachers or as determined by school administration. Devices not in use for approved purposes must be off and stored in a manner that is not a distraction to the student or their peers.
- The LCDS student is responsible for the care and maintenance of any personal devices brought to LCDS. Devices are expected to be adequately protected (cases, etc.), charged, and in working order prior to use at school. LCDS is not responsible for the loss or damage of personal devices.
- The LCDS student will not use the school’s network, equipment or services for commerce or personal financial gain.
- The LCDS student will use technology in accordance with the laws of the United States and the State of Virginia. Students will not willfully conduct: Criminal acts – These include, but are not limited to, “hacking” or attempting to access computer systems without authorization, harassing email, cyberbullying, cyberstalking, child pornography, vandalism, and/or unauthorized tampering with computer systems. Libel

laws - Publicly defaming people through the published material on the Internet, email, etc. Copyright violations - Copying, selling or distributing copyrighted material without the express written permission of the author or publisher (users should assume that all materials available on the Internet are protected by copyright), engaging in plagiarism (using the words or ideas of others as your own).

- LCDS students and parents understand violations of the Responsible Use Agreement may result in consequences appropriate to the violation. Consequences may include: suspension of computer privileges, disciplinary action, and/or referral to law enforcement.

## **GOOGLE APPS**

All LCDS students have a Google Apps for Education account and a username and password to access the account. Signing into a student's Google Apps account gives one access to the student's LCDS email account, Google Drive, and an entire suite of productivity applications (Google Docs, Sheets, Slides, etc.). Students store and organize in their Google Drive most of the work they produce for their courses, classroom materials provided by teachers, shared student group work, and even many graded assessments. Teachers often communicate with students and share classroom materials using the student's LCDS email accounts. Parents can access their child's Google Apps account, and are encouraged to do so frequently, using their child's username and password.

## **ONLINE ACCESS TO GRADES**

Each first through eighth grade student is assigned a unique NetClassroom username and password. Graded assignments and the grades that are earned on them are posted on this site. Grades are expected to be entered within two weeks of an assessment or an assignment's due date. Parents and students are encouraged to periodically check student grades on NetClassroom.

## **ONLINE ACCESS TO IMAGES of CLASS ACTIVITIES**

For each grade, teachers use a password-protected, online program called Vidigami to post and share student images associated with class activities, field trips, etc. Instructions in its use and how to access one's username and password, is communicated at Back-to-School Night.