

Saint Mary Catholic School

Procedures and Information For Middle School 1:1 Dell Program

I. Brief Overview

The SMCS Middle School 1:1 Dell Program is designed to increase technology use to promote educational excellence by facilitating resource sharing, innovation and communication. The students are assigned a Dell. This

device works in conjunction with the school-issued Google Accounts, giving access to Google Drive, Google Apps, and a wide range of third-party academic sites.

II. Before Receiving the Dell

A) Before a student is assigned a Dell, parents and students must sign the Technology Acceptable Use Agreement and the Dell Contract.

B) Responsibility for the Dell begins at the time the student receives the device.

III. Parent/Guardian Responsibility

A) Parents/guardians have the following responsibilities:

a. Supervise their student's use of the Dell Internet at home, and care for the Dell.

b. If there is any physical damage to the Dell, families will be held financially responsible for the cost to repair it (just as they would for lost or damaged textbooks). The school does have insurance for normal wear.

IV. Returning Your Dell

A) End of Year—at the end of the school year, students will turn in their Dells. Failure to turn in the assigned Dell will result in the student being charged the full replacement cost.

B) Transferring/Withdrawing Students—Students that transfer out of or withdraw from SMCS must turn in their Dell to the office on their last day of attendance. Failure to turn in the Dell will result in the student being charged the full replacement cost. SMCS may also file a report of stolen property with the local law enforcement agency.

V. Taking Care of Your Dell

A) Students are responsible for the general care of the Dell they have been issued by Saint Mary Catholic School. Dells that are broken or fail to work properly must be brought to the attention of the School's Technology Department as soon as possible so that they can be taken care of

properly. School-owned Dells should never be taken to an outside computer service for any type of repairs or maintenance. Students are never to leave their Dells unattended.

B) General Precautions

- a. Dell must not be next to food or drink.
- b. Dell must be kept on a flat surface to prevent damage.
- c. Cords, cables, and removable storage devices must be inserted carefully into Dell.
- d. Care must be used when unplugging/removing power cords, cables and devices as damage to cords and/or sockets are the responsibility of the family.
- e. Dells must not be used or stored near pets.
- f. Dells must not be used with the power cord plugged in when the cord may be a tripping hazard.
- g. Dells must remain free of any writing, drawing, stickers and labels.
- h. Heavy objects should never be placed on top of a Dell.

C) Carrying Dells

Always transport Dell with care and in the protective case provided. Never lift a Dell by the screen. Always support a Dell from its bottom with lid closed.

D) Keeping Dell Clean

a. Computers require special cleaning, even on the outside. Keeping the system free of dust, dirt, food, crumbs, and liquids is the first step to computer care. Turn off Dell before cleaning.

LCD Screen: use ONLY a microfiber cloth or lint-free cloth to gently wipe away dust or smudges. The screen is never to be cleaned with glass cleaner, water, or any other liquid.

Keyboard: Canned air or small computer-specific vacuum cleaners are an excellent way to clean keyboards, computer case vents, or around disk drive openings. Outer Case of Dell: spray a lint-free cloth lightly with glass cleaner.

E) Screen Care

. The Dell screen can be damaged if subjected to heavy objects, rough treatment, some cleaning solvents, and other liquids. The screen is particularly sensitive to damage from excessive pressure. The screen can crack or break easily even if it is protected in a carrying case, so be very careful when handling it with a Dell inside. Never throw or drop your carrying case on the ground.

- Do not put pressure on the top of a Dell when it is closed.

- Do not store a Dell with the screen open.
- Do not place anything in your case that will press against the cover of Dell.
- Make sure there is nothing on the keyboard before closing the lid
(e.g. pens, pencils, etc.)
- Only clean the screen with a soft, dry microfiber cloth or antistatic cloth (like for cell phone).

F) Storing Your Dell

- a. When students are in school and are not using their Dell, they should store the machine in the protective case.
- b. Nothing should be placed on top of the Dell when stored in the locker.
- c. Dells should not be stored in a vehicle for security and temperature related issues.

G) Dells left in Unsupervised Areas

- a. Under no circumstances should Dells be left in an unsupervised area. These include, but not limited to, unlocked classrooms, and hallways.

F) Printing

- a. Students will be encouraged to digitally publish and share their work with their teachers and peers when appropriate.

G) Logging into a Dell

- a. Students will log into their Dells using their school issued account.
- b. Students are never to share their account passwords with others.

H) Managing and Saving Your Digital Work with a Dell

- a. The majority of student work will be stored in Internet/cloud based applications (Google Classroom) and can be accessed from any computer with an Internet connection and most mobile Internet devices.
- b. Students should always remember to save frequently when working on digital media.
- c. SMCS will not be responsible for the loss of any student work.

I) Dells being repaired

- a. Subject to availability, loaner Dells may be issued to students when they leave their school-issued Dell for repair.
- c. Dells on loan to students having their devices repaired are allowed to be taken home.
- d. We will contact a student when his/her device is repaired. When the repair bill has been paid, the device will be returned to the student. The loaner is to be turned back in at that time.

VII. Using Your Dell Outside of School

Students are encouraged to use their Dells at home and other locations outside of school. A Wi-Fi Internet connection will be required for the majority of Dell use. Students are bound by the Saint Mary Catholic School Technology Acceptable Use Policy and Agreement, and all other guidelines in this document wherever they use their school-issued Dell.

VIII. Content Filter

SMCS utilizes an Internet content filter that is in compliance with the federally mandated Children's Internet Protection Act (CIPA). All Dells, regardless of physical location (in or out of school) will have all Internet activity protected and monitored by the school. If a website is blocked in school, then it will be blocked out of school.

Parents may wish to use an additional internet filter at home. OpenDNS is a free service and can be found at www.opendns.com/home-internet-security/parentalcontrols/opendns-familyshield/.

IX. Software

A) Google Apps for Education

a. Dells integrate with the Google Apps for Education suite of productivity and collaboration tools. This suite includes Google Docs (word processing), Spreadsheets, Presentations, Drawings, and Forms.

b. All work is stored in the cloud.

B) No Other Software Can be Installed on the Dells

X. Dell Identification

A) Asset Tag / Label

a. All Dells will be labeled with a SMCS asset tag/label.

b. Asset tags are not to be modified or tampered with in any way.

c. Students may be charged up to the full replacement cost of a Dell for turning in a Dell without a SMCS asset tag/label.

B) Records--SMCS will maintain an inventory of all Dells that includes the serial number, asset label ID, and student name for each device.

C) Users--Each student will be assigned the same Dell for the duration of his/her time at SMCS (max-3years). So, take good care of your device!

XI. Repairing / Replacing Your Dell

A) Estimated Costs (subject to change)

The following are estimated costs of the Dell parts and replacement:

- Total replacement of Dell--\$ 488.00
- Replacing Screen--\$ 45.00 (subject to change)
- Replacing Power cord--\$ 25.00 (subject to change)

B) Some items might be covered by your homeowners/renters insurance policy. You would need to check with your insurance agent or coverage of your current policy.

XII. No Expectation of Privacy

Students have no expectation of confidentiality or privacy. SMCS may, without prior notice or consent, log, supervise, access, view, monitor, and record use of student Dells at any time for any reason related to the operation of the school. By using a school-issued Dell, students agree to such access, monitoring, and recording of their use.

XIII. Appropriate Uses and Digital Citizenship

School-issued Dells should be used for educational purposes. While working in a digital and collaborative environment, students should always conduct themselves as good digital citizens by adhering to the following:

A) Respect Yourself. I will show respect for myself through my actions. I will select online names that are appropriate. I will use caution with the information, images and other media that I post online. I will carefully consider what personal information about my life, experiences, or relationships I post. I will not be obscene. I will act with integrity.

B) Protect Yourself. I will ensure that the information, images, and materials I post online will not put me at risk. I will not publish my personal details, contact details, or a schedule of my activities. I will report any attacks or inappropriate behavior directed at me while online. I will protect passwords, accounts, and resources.

C) Respect Others. I will show respect to others. I will not use electronic mediums to antagonize, bully, harass, or stalk people. I will show respect for other people in my choice of websites. I will not visit sites that are degrading to others, pornographic, racist, or inappropriate. I will not enter other people's private spaces or areas.

D) Protect Others. I will protect others by reporting abuse and not forwarding inappropriate materials or communications. I will avoid unacceptable materials and conversations.

E) Respect/Protect Intellectual Property. I will request permission to use copyrighted or otherwise protected materials. I will suitably cite all use of websites, books, media, etc. I will acknowledge all primary sources. I will validate information.

DELL CONTRACT
Saint Mary Catholic School
Middle School Student
Dell Contract
2023-2024

This Saint Mary Catholic School Middle School Student Dell Contract (“Contract”) is made effective as of August 7, 2023 between Saint Mary Catholic School (“School”) and its student, _____ (“Student”), and states the agreement of the parties as follows:

Equipment Subject to Agreement: The Equipment subject to this Agreement (“Contract”) includes the Dell and computer accessories in the following list:

- One (1) Google Dell
- One (1) AC Adapter (with power cord)
- One computer carrying case
- One USB mouse optional

Ownership: The School shall be deemed to have retained title to the Equipment at all times.

Term Equipment Use: The Student shall return all Equipment itemized above in good operating condition to the Technology Department of the School at the end of the school year. The School may require the Student to return the Equipment at any time and for any reason.

Equipment Storage and Use at School: The Equipment must be on the School’s premises during each of the Student’s normal school days. During the School’s normal business hours or after school, when the Student is not in the immediate presence of the Equipment, the Equipment must be secured in an approved location.

Use of Equipment: The primary use of the Equipment by the Student is for the Student’s educational programs. The Student shall abide by the School’s Acceptable Use Policy and Agreement.

Care of Equipment: The Equipment may only be used in a careful and proper manner.

Dells must be carried and transported appropriately. They are to be carried in the protective case provided at all times.

No food or beverages are to be in the vicinity of the Dell. Dells may not be used in the Cafeteria during lunch.

The Student shall keep the Equipment in good operating condition, allowing for reasonable wear and tear. The Student shall immediately notify the School's Technology Department if the equipment is not in good operating condition or is in need of repair. The Student shall be financially responsible for repairs due to negligence.

The Student may not put personal stickers or write on the Dell.

The student may not lend his/her Dell to another student.

Batteries/Charging: Students are to charge their Dells at home. Dells should not be charged while in their case.

Right of Inspection: The Student shall make the Equipment available to the School's Technology Department as necessary for purposes of inspection, maintenance, repair, and/or upgrading during the School's normal business hours.

Loss: The Student assumes all risks of loss of the Equipment and agrees to return it to the School in the condition received from the School, with the exception of normal wear and tear.

Indemnity of School for Loss or Damage: If the Equipment is damaged or lost due to negligence, the School shall have the option of requiring the Student to reimburse the School for the replacement cost of such Equipment.

Parents' Responsibility; Notification of Student Internet Use: Outside of school, parents bear responsibility for the same guidance of internet use as they exercise with other technology information sources. Parents are responsible for monitoring their student's use of SMCS system and educational technologies, even if the student is accessing the SMCS system from home or a remote location.

Entire Agreement and Modification: This Agreement constitutes the entire agreement between the parties. No modification or amendment of this Agreement shall be effective unless in writing and signed by both parties. This Agreement replaces any and all prior computer use agreements between the parties.

Disclosures: The Student and his/her guardian hereby agree to these policies and regulations.

Student Name (printed): _____

Student Signature: _____ Date: _____

Parent/Guardian Name (printed): _____

Parent/Guardian Signature: _____ Date: _____