Lower School Integrated Technology Program

Dear San Domenico Families:

Welcome to the San Domenico lower school! As a leader in integrated technology teaching and learning, we are excited to enter another year of our successful 1:1 iPad program. We know that your student’s work with this digital tool will be useful, enjoyable, and rewarding.

Sincerely,

LeaAnne Parlette
Lower School Director

Jason Clarke
Director of Information Technology

Jennifer Cronan Flinn
Director of Design, Engineering and Education Technology

Lower School Technology Code of Conduct

The San Domenico School incorporates technology into its curriculum. As part of its program in 2020 - 2021, the school is deploying Apple iPad tablets to students in grades K-5. The purpose of the iPad is to support learning and education at San Domenico School. That tablet remains the property of the School, as does any electronic information on that tablet. San Domenico retains sole right of possession of the device and network resources and grants permission to the student to use the technology according to the guidelines set forth in this document.

Moreover, San Domenico administrative staff retains the right to collect and/or inspect the device at any time, including via electronic remote access; and to alter, add, or delete installed software or hardware.

When any device is used on the school premises, its use is contingent upon an express agreement by the student to the following conditions, in order to ensure that computers are used for educational purposes only and prevent abuse of computer or technological privileges. Lower School students may not bring any personal devices to school. This includes, smartphones, tablets, eReaders, Apple Watches, gaming systems and any new devices that may come out but are not explicitly listed here in this document. Families who require their student to travel with a cell phone will note that the cell phone will need to remain safely put away for any bus ride(s) and during the entire school day.

PLEASE READ AND SIGN THE CODE OF CONDUCT BELOW:
I understand that during the school day (8:00 am – 3:15 pm), the school’s computers and personal computers are to be used for educational purposes only, and I agree to the following conditions:

• During instructional activities my electronic communication (email, social networking, electronic chatting, instant messaging, or video chatting) is to be focused on the activity at hand. I understand that I may not check non-school related communications during the school day unless I obtain permission from a teacher.

• At no time am I to watch videos or play games during the school day unless I am instructed to do so by a teacher.

• I understand that security systems are in place to protect our community and our campus network. I will make no attempt to circumvent school security systems or to visit blocked websites. I understand the use of local area network (LAN) scanners, virtual private network (VPN) Apps, “peer-to-peer” file sharing, and similar software tools and services are prohibited.

• If I inadvertently call up a site or screen that is unrelated to my course content or assignments, I must notify the teacher immediately.

• When I am not using a Tablet or computer for the specific purposes of a class, I will close the device and put it away.

• I understand the value of intellectual property rights and I will not attempt to download unauthorized copyrighted material.

• I will focus on the work at hand when I am studying.

• I understand that the expectations of San Domenico’s Honor Code and Student Handbook apply to my use of school technology.

• I understand that violation of any of these rules may result in disciplinary action.

**Lower School Technology Use Agreement**

*Please read this entire section carefully.*

As an outgrowth of its **Technology Code of Conduct**, each student receiving a technology device from San Domenico School is bound to this **Technology Use Agreement**. The agreement further details responsibilities of the school, students and parents.

This agreement is made effective upon receipt of a Tablet (referred to interchangeably as computer or iPad), between San Domenico School (“San Domenico”), the student receiving a Tablet (“Student”), and his/her parent(s) or legal guardian (“Parent”). The Student and Parent(s), in consideration of being provided with a Tablet, software, and related materials (the “Tablet”) for use while a student at San Domenico, hereby agree as follows:

**SAN DOMENICO SCHOOL**

Independent K-12 Day and Boarding School

1500 Butterfield Road, San Anselmo, CA 94960 | P 415.258.1900 F 415.258.1901 | sandomenico.org
1. Equipment

1.1 Ownership: San Domenico retains sole right of possession of the Tablet and grants permission to the Student to use the Tablet according to the guidelines set forth in this document. Moreover, San Domenico administrative staff retains the right to collect and/or inspect the Tablet at any time, including via electronic remote access; and to alter, add or delete installed software or hardware.

1.2 Equipment Provided: The actual equipment provided varies for class to class. Efforts are made to keep all tablet configurations the same within each class. All Tablets include a protective case, one power/sync cable, and other miscellaneous items. San Domenico will retain records of the serial numbers of provided equipment.

1.3 Substitution of Equipment: In the event the Tablet is inoperable, San Domenico has a limited number of spare tablets for use while the Tablet is repaired or replaced. This agreement remains in effect for such a substitute. The Student may NOT opt to keep a broken Tablet or to avoid using the Tablet due to loss or damage.

2. Damage or Loss of Equipment

2.1 Warranty for Equipment Malfunction: A manufacturer warranty covers parts and labor for one year. The warranty only covers damage to the Tablet caused by manufacturer’s defects. Families incur no additional charges for repairs covered by warranty.

2.2 Optional Insurance: San Domenico recommends families purchase supplemental insurance to protect the tablet from accidental damage or theft. Insurance may be purchased from a third party at a discount to San Domenico families. Insurance must be purchased during the first week of school.

2.3 Responsibility for Damage: The Student is responsible for maintaining a working Tablet at all times. The Student shall use reasonable care to ensure that the Tablet is not damaged. In the event of damage not covered by the warranty or supplemental insurance, the Student and Parent will be billed for the cost of the repair.

2.4 Responsibility for Loss: If the Tablet is lost or stolen, the Student and Parent will be billed the full cost of replacement (Note: Families may purchase insurance on their own – see section 2.2 above).

2.5 Actions Required in the Event of Damage or Loss: Report the problem immediately to the technology department. If the Tablet is stolen or vandalized while not at San Domenico or at a San Domenico sponsored event, the Parent shall file a police report.

3. Legal and Ethical Use Policies

3.1 Monitoring: San Domenico will monitor tablet use using a variety of methods – including electronic remote access – to assure compliance with San Domenico’s legal and ethical use policies. All use must be consistent with the Family Handbook.

4. Proper Care of Tablet and Digital Data
• Treat this equipment with as much care as if it were your own property.
• Do not let anyone use the Tablet other than your parents or guardians. Loss or damage that occurs when anyone else is using your assigned Tablet will be your full responsibility.
• Adhere to San Domenico School’s Tablet Use Policy at all times and in all locations. When in doubt about acceptable use, ask the Director of Technology or one of your teachers.
• Clean the screen only with approved cleaning towels.
• Make sure hands are clean before use.
• Keep away from food and drink.
• Charge the iPad on the classroom cart when not in use.
• Let your teacher know immediately if you are experiencing issues with your iPad.

5. Problems and Troubleshooting
• Promptly report any problems to the Technology Department (techsupport@sandomenico.org)
• Don’t force anything (e.g., cable connections). Seek help instead.
• When in doubt, ask for help.

6. General Care
• Do not attempt to change the physical structure of the Tablet, including the screen cover and casing. This voids the warranty. Families are responsible for repair or replacement costs.
• Do not remove or interfere with the serial number, San Domenico asset tag, or any identification placed on the Tablet.
• Do not do anything to the Tablet that will permanently alter it in any way.
• Keep the equipment clean. For example, don’t eat or drink while using the Tablet.
• Be very careful when carrying the Tablet. They are designed for easy mobility so your learning environment is always with you.
• Close the tablet’s case and ensure that it is secure before moving for long periods of time.
• We recommend that you carry the Tablet inside your normal school pack. Do not crush your Tablet by packing it with other objects in an overstuffed backpack.
• Do not store anything (e.g., cords, papers or disks) in the area within the tablet case other than the tablet itself. This may damage the screen.
• The tablet screen can be easily damaged if proper care is not taken and they are particularly sensitive to damage from excessive pressure.
• Do not touch the Tablet screen with anything other than your finger, approved stylus, or a soft, dry anti-static cloth.

7. Personal Health and Safety
• Do not use your tablet while riding on mass transit or in other highly public spaces. Although extremely rare, theft can occur in these situations.
Lower School Technology Code of Conduct and Use Agreement Acknowledgement Form

Please summarize the above information for your student.

The Student and Parent have read and agree to the “Technology Code of Conduct” and “Technology Use Agreement” and by signing below agree that San Domenico School shall not be liable for any loss or damage resulting from a Student’s impermissible use of the supplied technology resource in violation of the Technology Code of Conduct.

Student Signature ____________________________________________ Date _________________

Parent Signature _______________ ________________________________ Date _________________