Middle School Integrated Technology Program

Dear San Domenico Families:

Welcome to the San Domenico School middle school. We are a leader in integrated technology teaching and learning and 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 in and out of the classroom.

We look forward to working with your student when the school year begins!

Sincerely,

LeaAnne Parlette
Lower School Director

Jason Clarke
Director of Information Technology

Jennifer Cronan Flinn
Director of Design, Engineering and Education Technology

Middle 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 assigning Apple iPad tablets to each of its students in Grades 6 through 8. 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.

Whether a computer is owned by San Domenico or owned by the student, its use on the school premises 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.

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, 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 be check non-school related communications during the school day unless I obtain permission from
a teacher.

- At no time am I to play games during the school day unless I am instructed to do so by a teacher. Games and other non-school apps may not be downloaded or installed on campus.

- 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 understand the importance of social interaction and social courtesy and will refrain from using technology to listen to music during the school day except as assigned or permitted.

- I will focus on the work at hand when I am supposed to be 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.

- I must have a school approved case on my iPad at all times.

**Middle 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:

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 Transfer of Ownership: The Student will have the option to purchase the assigned Tablet for market rate.

1.3 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.

1.4 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. You may NOT upgrade the model, color, or specifications of the originally provided device.

Note: if the Student forgets to bring the Tablet to school, a substitute is not provided.

Responsibility for Electronic Data: The Student is solely responsible for any software not installed by San Domenico and for any personal data stored on the Tablet. It is the sole responsibility of the Student to backup such data as necessary. San Domenico provides a means for backup along with directions but San Domenico does not accept responsibility for any such files or software.

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 San Domenico highly recommends families purchase supplemental insurance to protect the tablet from accidental damage. AppleCare signup is on the below Acknowledgment Form. This is the only time this option will be available and applies for all families entering 6th grade, 9th grade, or new to SD in 6-12. School provided alternate insurance options are not available nor are loaners iPads.

If you’re a returning family which has not signed up for AppleCare previously, renewal with Worth Avenue Group must be done yearly. Here is the link once ready to complete this process. https://www.sandomenico.org/academics/technology

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.

3.2 File-sharing and Software: San Domenico School explicitly prohibits the installation or use of
any internet-based file-sharing tools. File-sharing programs like BitTorrent, Limewire, Kazaa, and others may not be used to facilitate the illegal sharing of copyrighted material (music, video and images). Any software known to cause system problems to the Tablet, or may be used to circumvent school network security systems (such as virtual private network software), is also prohibited.

Individuals with legitimate, school-related needs to use these tools may seek prior approval from the Director of Technology.

3.3 Allowable Customizations

• The family must provide an Apple ID for use on the iTunes App Store. Guidance on how to create a special family managed Apple ID is presented in an attached document.
• The Student is permitted to alter or add files to customize the assigned Tablet to their own working styles (i.e., background screens, default fonts, and other system enhancements).
• San Domenico will periodically conduct maintenance on all Tablets. This work may require the Student to re-install all non-San Domenico software and files.

4. Proper Care of Tablet and Digital Data

• Treat this equipment with as much care as if it were your own property.
• Bring the Tablet fully charged San Domenico during every school day. (If you forget it, substitutes will NOT be provided.)
• Always charge your Tablet overnight in your home.
• Keep the Tablet in your possession at all times or stored in a secure place such as your school locker when you cannot directly monitor it (for example, during athletic events, games, practices and trips). Make sure you arrange to return to school and retrieve it after the activity.
• Laptops and Tablets left in bags and backpacks, or in classrooms are considered “unattended” and may be confiscated by school personnel as a protection against theft. Unattended and unlocked equipment, if stolen – even at school – will be your full financial responsibility.
• Avoid use in situations that are conducive to loss or damage. For example, never leave Tablets in school vans, in the gym, in a locker room, on playing fields or in other areas where it could be damaged or stolen. Avoid storing the Tablet in a car other than in a locked trunk.
• Do not let anyone use the Tablet other than family members. Loss or damage that occurs when anyone else is using your assigned Tablet will be your full responsibility.
• Don’t remove my iPad from it case
• Adhere to San Domenico School’s Technology Use Policy at all times and in all locations. If you are in doubt about acceptable use, ask the Director of Technology or a School Administrator.
• Back up your data. Never consider any electronic information safe when stored on only one device. In addition to the use of cloud-based storage provided by San Domenico, backup your files by synchronizing your Tablet to another computer or storage service.
• San Domenico teachers and students use several cloud storage systems including Canvas, Google Drive, and iCloud. Make sure all of your data is properly backed up to these systems.
• Establish and practice a nightly back up routine at home.
• Read and follow general maintenance email alerts from school technology personnel.

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. You may apply stickers or make other tasteful alterations to the case provided by the School.
• 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 you’re 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. Tips for Maintaining Battery Life and Charging

• Arrive to school each day with a fully charged battery. Establish a routine at home whereby each evening you leave your Tablet charging overnight.
• Avoid using the charger in any situation where you or another is likely to trip over the cord.
• Don’t let the battery completely drain. Shutdown if your battery is extremely low and wait until you are able to connect to the charger.

8. 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.
• Avoid lengthy use involving repetitive tasks. Take frequent breaks as well as alter your physical position (typing while standing, sitting, leaning, etc.) to minimize discomfort.
• If possible, set up a workstation at home with an external keyboard that allows you to situate the screen at eye-level and keyboard at lap-level.
• Read all safety warnings included with the equipment.

9. Equipment Lending Information

• This agreement allows students to check out a variety of peripheral equipment such as still cameras, video cameras, microphones, laptops, and other audio-visual devices for multimedia school projects.
• San Domenico School grants the user permission to borrow technology equipment for school and home use based on mutual agreement of the following:

Equipment lending agreements

I will return the equipment at the established due dates and times and understand that I will be billed for replacement costs if equipment is not returned promptly.
I will treat this equipment with the same care as if it were my own property. I will maintain the equipment in clean condition.
I will avoid use in situations that are conducive to loss or damage.
I will heed general maintenance alerts and advice from school technology personnel.
I will promptly report any malfunction, loss, damage or theft to the Director of Technology.

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
I will always transport the equipment within the case provided whenever leaving the school building. I will adhere to San Domenico School’s Acceptable Use Policy when using this equipment.

**Damage or Loss**

I am responsible for any costs incurred due to loss or damage of equipment as determined by the school. I understand that if I violate the above, I may not be permitted to checkout school equipment in the future and may be billed for any costs incurred by the school.

**Applications and Your iPad**

San Domenico School will provide a set of basic apps on the device. However, students will need to add apps from time to time. Your student must have an Apple ID provided by your family to acquire apps via Self Service.

- Here is more information on the process: [https://www.apple.com/icloud/family-sharing/](https://www.apple.com/icloud/family-sharing/)

Our administration and technology department staff are here to help during this process. Please contact techsupport@sandomenico.org if you are need assistance creating an Apple ID.
Middle School Technology Code of Conduct and Use Agreement Acknowledgement Form

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 _________________

For families entering 6th grade, new to SD’s 7th or 8th grade ONLY: Optional iPad with Data Plan- for Families receiving their SD iPad for the first time

[ ] I request an Apple iPad with optional Verizon mobile data service capability. I understand that I will be billed an additional $150.00 to my San Domenico School account for this option. **Note: Families will also be responsible for additional monthly fees paid to Verizon for mobile data service. This option is needed ONLY if students require off campus internet access due to a lack of wifi.**

AppleCare Insurance for newly purchased iPads

[ ] I agree to pay an additional $79.00 (plus per incident charges) for 3 years of AppleCare protection. This option will not be available at a later date and the coverage details may be found by clicking on the link.