WESTMINSTER
SCHOOLS OF AUGUSTA

Middle School
1:World Program Documents
2018-2019

Checklist for Parents and Students: Grades 6-8

1. Read the Acceptable Use Policy

2. Read the COPPA Compliance Notice

3. Read the Terms & Use Conditions

4. Sign the Electronic Resources Agreement (ERA) Form

5. Submit the ERA form to the Middle School Office, or upon picking up your MacBook.
   (*No leased MacBook will be issued before the ERA form has been completed and submitted*)

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Electronic Resources Agreements Form

_____

STUDENT **LAST NAME,**   **FIRST NAME**

Acceptable Use Policy (AUP) Agreement
Applies to students in grades 6-12

I have read and agree to follow Westminster's Acceptable Use Policy

Student Signature: _____ Date:_____

Parent/Guardian Signature: _____ Date:_____

COPPA Consent
Please see the "COPPA Compliance Notice" for details

I give permission for Westminster Schools of Augusta to provide personal identifying information for my child (usually consisting of first name, last name, an email address, and username) for the purpose of creating and maintaining accounts for my child with the computer and web-based educational services utilized by Westminster in its educational process.

Parent/Guardian: _____ (please print)

Signature: _____ Date:_____

Terms and Use Conditions (TUC) Agreement
Applies only if you are leasing a MacBook from Westminster

I have read and agree to follow Westminster's Terms and Use Conditions for the laptop that will be issued to the student.

Student Signature: _____ Date:_____

Parent/Guardian Signature: _____ Date:_____

MacBook Lease
Signatures are required in all three boxes prior to the issuance of a leased laptop.

Acceptable Use Policies
for Student use of Westminster Electronic Resources

Revisions/Changes from the July version appear in blue text.

Purpose and Scope

Whereas technology is merely a tool over which people, as image bearers of God, ought to exercise dominion and good stewardship under God's authority, Westminster Schools of Augusta ("Westminster") aims to train students to become leaders in the use of technology with excellence and discernment as a means to collaborate meaningfully, communicate effectively, engage civically, and problem-solve creatively in order to benefit their local and global communities for the sake of Christ.

Therefore, Westminster both provides a variety of technology resources and tools and provides this Acceptable Use Policy (AUP) to govern the good use of technology in our school community. These policies come from our expectation for all members of the school community to use these resources and tools in a manner that is at all times honoring to God, loving toward others, above reproach, responsible, appropriate, and legal.

The expectations in this AUP will also govern off-campus behaviors when they impact or disrupt the educational environment and will apply to the use of both school-owned and personally-owned technology.

Acceptable Use of the Electronic Resources of Westminster Schools of Augusta

The term "Electronic Resources" includes access to the Internet through Westminster's network, all Westminster-owned or leased devices, tablets, servers, printers, remote databases, network storage, digital media, software applications (both web-based and local, including school-managed email), library catalogs, and communication technologies, and it includes personal devices while they are connected to Westminster's network.

Students' use of Westminster's Electronic Resources is a privilege. As a condition of that privilege, students must comply with this AUP. The following general rules govern students' use of Westminster's Electronic Resources:

- The use must be in support of Westminster's educational goals and policies.
- The use must comply with this Acceptable Use Policy.
- The use must comply with the instructions of teachers and staff.
- The use must comport with the student Code of Conduct.
- The use must comply with applicable laws and regulations, including those related to
  - bullying and harassment, and
  - copyright laws.
- All Middle and Upper School students must agree to this AUP ANNUALLY by signing the Electronic Resources Agreements Form which will be kept on file by the school. The AUP applies whether Westminster's Electronic Resources are accessed with school- or personally-owned electronic equipment.

Changes to this AUP

Westminster reserves the right to change this AUP at any time at its discretion. If any changes are made, parents and students will be notified of such changes.

No Expectation of Privacy
Westminster expects students to recognize that any digital material that is posted or accessed—even in seemingly secure places—ultimately creates a digital footprint. Westminster will continually strive to help students understand that their digital footprints should always honor God, reflect their best selves, and edify others.

As a safeguard to our students, our learning community, and our network, Westminster filters all Internet traffic on our network, including encrypted websites (https). Therefore, students should expect no right to privacy when utilizing Westminster's Electronic Resources, including on personally-owned devices while they are connected to Westminster's network. Westminster reserves the right to:
- access, view and monitor all Westminster network use and activity,
- disclose the content of any school-managed accounts (e.g., school email, Google Docs, etc.)
- restrict access to inappropriate websites
- restrict access to unacceptable materials

Compliance with State and Federal Laws
Students should use Westminster's Electronic Resources and any personal technology resources in compliance with local, state, and federal laws. Westminster will cooperate fully with local, state, and federal officials were there any investigation. Violations of such laws include but are not limited to:
- *Criminal laws*, including but not limited to prohibition against attempting to access computer systems without authorization, electronic harassment, cyberbullying, cyberstalking, child pornography, and vandalism;
- *Libel laws*, which prohibit and/or limit public defamation of individuals, including fellow students and/or Westminster staff members; and
- *Copyright and Intellectual Property laws*, including but not limited to plagiarism, as well as copying, selling or distributing copyrighted, trademarked, or licensed material, including illegally shared music, video files, and software.

Prohibited Activities
Westminster students must use appropriate language and images in all electronic and digital communication or postings through Westminster's Electronic Resources. Therefore, the following activities are prohibited:
- Harassing, bullying, intimidating, stalking, demeaning, ridiculing, insulting, attacking, defaming deriding, belittling, or threatening anyone.
- Retrieving, saving, downloading, forwarding, texting, or displaying hate-based material.
- Use of profanity, vulgarity and other inappropriate language, gestures or images.
- Willfully creating, publishing, printing, copying, storing, displaying, transmitting, playing, or editing material that is obscene, threatening, profane, pornographic, prurient, sexually suggestive, or otherwise inappropriate.

The following activities are also prohibited:
- Providing your individual account access information to another person.
- Usage that invades the privacy of others
- Use of another individual's account without their authorization.
- Attempting to access, modify, harm, or destroy another user's data without their authorization.

The following activities are also prohibited unless specifically authorized by a teacher or administrator:
- Students are not allowed to pretend to be someone else when posting or transmitting material through Westminster's Electronic Resources. This includes, but is not limited to, sending out email, creating accounts, or posting messages, images, or other online content in someone else's name or without permission to post .
- Students are not allowed to access or alter—or attempt to access or alter—parts of Westminster's Electronic Resources that they have not been given express permission to use, including but not limited to bypassing security settings or internet filters, or interfering with the operation of the network by installing illegal software, shareware, or freeware on school-owned equipment.
- Students are not allowed to damage or disrupt—or attempt to damage or disrupt—school equipment, the network, or the property of others, including but not limited to modifying or

destroying equipment, programs, files, or settings on any computer or other technology resource, creating and propagating viruses.
- Students are not allowed to use unauthorized methods of access to Westminster's network, such as modems and virtual private networks (VPN).

Accidental or Inadvertent Access to Inappropriate Material
In cases where a student inadvertently accesses or discovers inappropriate, offensive or threatening material, the student should
1. immediately minimize the windows, turn off the monitor, or close the laptop lid;
2. immediately notify the attending teacher; and
3. not attract the attention of others to the screen.

Use of Personally-owned Laptops
Westminster allows students in grades 9-12 to use personally-owned laptops during school hours for educational purposes, with the following conditions:
- the device is running an up-to-date and reputable AntiVirus software, and
- the device is connected to Westminster's network (requires network certificate installation).

Use of Mobile Phones
Upper School students may use their personal mobile phones in the cafeteria during lunch only, and juniors and seniors may use them during open study halls in public spaces.

Social Media Use
Since social media is not a crucial part of the day-to-day educational process, students should not access, view, or post to social media (such as Facebook, Vine, Instagram, SnapChat, etc.) during normal school hours.

~~Rules Governing the Production of Digital Content~~
   [The text from this section has been removed from the AUP]

Policy Enforcement
Westminster reserves the right to discipline students for violations of this AUP according to the discipline procedures outlined in the Middle and Upper School Family Handbooks. Westminster utilizes monitoring technology to alert staff of suspicious activity relating to Internet and email-related traffic on our network. Violations are determined by the administration and are subject to a full range of discipline up to and including expulsion.

The policies in this AUP are set forth in the spirit of establishing good and appropriate boundaries for the good conduct and wellbeing of the Westminster community. If a situation arises in the use of Westminster's Electronic Resources that negatively affects the community that is also not explicitly expressed in this AUP, the administration will evaluate that situation in the spirit of this AUP, the Code of Conduct, and the relevant Family Handbook (Middle or Upper School).

Use of DyKnow Cloud in the Middle School
DyKnow Cloud is service used by Westminster in Middle School to aid teachers as they manage and regulate the use of computers *in their classroom during class.* DyKnow Cloud gives teachers and administrators access to monitor Internet and application use on school-owned devices only.
- **Monitoring may only occur** during normal school hours (7:00am to 4:00pm) while connected to Westminster's network, per settings established by the Middle School and IT administrators.
- **WHAT is monitored?** Teachers see an image of each student's screen and the website or application the student is using. After class, teachers may access reports showing how often and for how long each website or app was accessed by each student during the class.
- DyKnow does not need to be installed on Upper School BYOD laptops.

During normal school hours and while on campus, students are prohibited from attempting to bypass the use of DyKnow Cloud, whether on school- or personally-owned devices (i.e., students must show up in DyKnow monitor at all times; students must be connected to the school network at all times using their assigned/registered username and password).

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COPPA Compliance Notice

Dear Parents,

In order for Westminster Schools of Augusta (Westminster) to continue to be able to provide students with the most effective web-based tools and applications for learning, Westminster needs to abide by federal regulations that require a parental signature as outlined below.

Westminster utilizes various computer software applications and web-based services, operated not by this school, but by third parties. These include Google's G Suite for Education, Apple's MacOS, Mircosoft's Office 365, Quizlet, BrainPop, PowToons and similar programs useful for educational purposes. These programs may be used by all or just some teachers.*

In order for our students to use these programs and services, certain personal identifying information—generally the student's name and email address—must be provided to the web site operator. Your student will receive a Google email account to utilize the programs that come with Google's G Suite for Education. Under federal law entitled the *Children's Online Privacy Protection Act* (COPPA), these websites must provide parental notification and obtain parental consent before collecting personal information from children under the age of 13. For more information on COPPA, here is a quick link to the FTC's Frequently Asked Questions about COPPA: https://tinyurl.com/ftc-coppa-faq.

The law permits schools such as ours to consent to the collection of personal information on behalf of all of its students, thereby eliminating the need for individual parental consent given directly to each web site operator.

Even though COPPA relates specifically to children under the age of 13, Westminster requests the consent of parents of all enrolled students.

The "COPPA Consent" section of the **Electronic Resources Agreements Form**, when completed and on file with Westminster, will constitute consent for Westminster to provide personal identifying information for your child (usually consisting of first name, last name, an email address and username).

* Please contact the IT Department if you would like a list of commonly used programs

Terms and Use Conditions – Middle School
for the 1:World Program Laptop Lease

GENERAL TERMS AND USE CONDITIONS

Westminster Schools of Augusta (Westminster) provides Middle School students (and optionally for 9th and 10th grade students) with a laptop to use at school and at home through a lease. These Terms and Use Conditions (TUC) outline the responsibilities parents and students accept through that lease.

In addition to following the terms in this TUC, students are required to follow
1. the Student Code of Conduct;
2. the Acceptable Use Policy (AUP); and
3. all applicable school rules.

Each student leasing a laptop and the student's parent(s)/guardian(s) must sign their agreement to this TUC on the Electronic Resources Agreements Form. The Electronic Resources Agreements Form must be completed and on file with Westminster before any device will be issued to the student. Students are also expected to use common sense and good judgment to protect their laptop both on and off campus. Failure to follow these terms and conditions will result in disciplinary action, loss of laptop privileges, and/or financial responsibility for loss or damage.

Termination of Agreement and Purchase of Laptop

The right to use and possess the laptop terminates no later than the last day of exam week in May three years after initiating the lease, unless terminated earlier by the principal, school, or upon student withdrawal from Westminster. Upon termination of this agreement the parent/guardian agrees to purchase the laptop by paying the full remaining balance on the three-year lease plus a $1 transfer fee, after which the IT Department will remove all school-owned software and files.

During the lease period, Westminster reserves the right to collect the laptop at any time for any purpose, especially during the summer months for maintenance and updates.

TERMS AND USE CONDITIONS
1. While the student is enrolled at Westminster, the laptop is the property of the school. The school may recall the device or place additional restrictions on the use or possession of the device at any time and for any reason, with or without prior notice. If instructed to do so for any reason by any school teacher or administrator, the student or the student's parent/guardian will immediately surrender the device.
2. Under no circumstances will the student use the laptop, or permit the laptop to be used, to access any networks, websites, or online resources that would violate this Terms and Use Conditions, the Acceptable Use Policy, or the Student Code of Conduct.
3. Under no circumstances will the laptop be used for instant messaging ("IM") or visiting chat rooms or non-school social networking websites such as Facebook, Instagram, SnapChat, Twitter, Reddit, or Tumblr unless access has been specifically approved by the school.
4. The student and the student's parent/guardian acknowledge that they are responsible for ensuring that the student's use of the laptop to access the Internet meets the following requirements:
   a. The school cannot guarantee the security of the device when it is not on the school network. Use of the device to access other networks (home network, public Wi-Fi, etc.) may result in unwanted exposure to material that is not appropriate for students. We

strongly recommend that students be supervised by a parent or guardian when using the device outside of the school network.

    b. The student and student's parent/guardian will hold the school and its employees harmless for any harm that may come to the student or any other person as a result of the student's off-campus internet activities or use of this device.

    c. The student and student's parent/guardian understand that off-campus internet activities or use of this device that violate the AUP or impact/disrupt the educational environment will lead to disciplinary action.

    d. The student must always access the internet on their laptop through the school-supplied web filter, Securly.com (using the student's Westminster email address and password). The following will constitute a violation of this agreement: any attempts to circumvent Securly.com, or failure to notify the IT Department promptly at any time a student is able to access the internet without going through Securlycom.

    e. Even though the school employs Internet filtering and other forms of device management to minimize each student's exposure to inappropriate content or applications, it is the student's and parent's responsibility to comply with the AUP regarding Internet use.

5. Students may seek assistance of their parents/guardians, siblings and friends in the use of the laptop. Otherwise, the student will not share or loan the device with any other person including friends and other students unless expressly authorized to do so by a school teacher or administrator. Though the laptop may be shared with family members (only with parental supervision), Westminster recommends that use of the device be restricted to the student to whom it was issued because that student is responsible for any content accessed through or damage to the laptop.

6. The student and parents/guardian understand that Westminster manages the laptop remotely, which enables the school to set up email and network accounts, install and configure apps, manage computer settings, and track the location of the laptop.

DEVICE CARE AND MAINTENANCE

General Care
1. Do not attempt to modify or repair your laptop, its operating system or installed software in any way.
2. Do not "decorate" your device in any way (e.g., stickers, markers, tape, paint, etc.).
3. Do not EVER open the device housing for any reason as this will void any warranty.

Screen Care
Take particular caution with the screen, which is very susceptible to damage from excessive pressure.
1. Avoid grasping the device by the screen with any force, especially the top of the screen.
2. Do not place or store papers (or anything else) between the keyboard and the screen. Also, be careful not to close the screen on your earbuds.
3. Never sit on your laptop or place books or heavy objects on the device or the case.
4. Do not touch the screen with hard or sharp objects; avoid touching it with your fingers.
5. You may clean the screen as you would a camera lens or a good pair of glasses. In particular, you may use anti-static cloths or lens cleaners designed specifically for camera lenses and glasses often sold as moist towelettes.
6. Do not use glass cleaners, sprays, soaps or anything else to clean your screen unless approved in advance in writing by the IT Department.

Battery Maintenance
Note that any device warranty will not cover weakened charge capacities unless the battery is defective.
1. Charge the battery every night. You are expected to come to school with a fully charged battery. Needing to charge your device during class will be classified as being unprepared for class. In addition there are limited opportunities and limited space to charge your device at school.
2. If you plug in your laptop at school, be mindful not to cause a tripping hazard.
3. To prolong battery life, at the beginning of each month, allow your battery to fully drain (less than 10%) and then fully charge it overnight. Note that after 5% remaining battery, the computer automatically enters sleep mode.

Carrying the Device
1. Always keep the device in the school-issued case.
2. ONLY carry the device in the school-issued case (fully closed and zipped) by the shoulder strap or handle.
3. Do not place paper or anything else between the lid and the keyboard (to protect the screen).
4. Do not overfill your bag or put items in it that may scratch or damage the laptop.
5. *Recommended*: For prolonged periods of inactivity (e.g., four or more hours), completely shut down before closing the lid to conserve battery life.

General Usage Rules & Guidelines
1. You may receive email updates applicable to all laptop users. These are important. Read them and follow up on them.
2. During school hours, you may only use the laptop for activities directly related to your classes.
3. Although the school has an Internet filter in place, students are expected to notify a staff member whenever they come across information or messages that are inappropriate, dangerous, threatening, or make them feel uncomfortable.
4. Students who identify or know about a security problem are expected to convey the details to their teacher without discussing it with other students.
5. If you store files locally on the computer (i.e., not in the cloud), you are solely responsible for backing up those files either on a USB thumb drive or in the cloud.
6. Systems provided for student use are provided as-is. The school cannot be held responsible for lost productivity or data loss that may occur if the system is improperly used or if the software or hardware malfunctions.
7. Do not share passwords or attempt to discover others' passwords.
8. Do not delete, uninstall or attempt to circumvent any hardware, software, drivers, filters or other programs or devices installed on the laptop by the school.
9. Do not tamper with computer hardware or software, attempt to override or bypass Internet filters, change network profiles or configurations, or "hack" or otherwise obtain unauthorized access to any networks, computers, files, or programs.
10. Do not use your laptop for any illegal purpose or in violation of the school AUP.

For the 1:World program to be a success, we all need to be conscientious of our surroundings. If you see an "unattended" laptop, be a good citizen and take it to a school office or nearby classroom. Avoid roughhousing as this may lead to someone's laptop being damaged.

Daily Logistics
- You should take your laptop home every day to charge it.
- <u>At home</u>, use the device in a public space under parental supervision. Your parents may allow the device to be used for personal use if it does not conflict with academic needs.
- <u>At school</u> (during the school day and after-school activities), your device should be
    - in your immediate vicinity,
    - locked securely in your locker, or
    - locked securely in a classroom or other secure location with a teacher's or administrator's express permission.
- Your laptop is an expensive piece of equipment. To protect the device
    - Do not use it while riding in any vehicle.
    - Do not toss or slam the device even when it is in its case.
    - Avoid leaving it in areas which may lead to damage or theft, such as the following:
        i. in a public space
        ii. in an unlocked or unoccupied vehicle
        iii. in a vehicle overnight
        iv. in direct sun or in temperatures of 90° or above
        v. on the floor
        vi. on sitting areas (such as a couch or chair)
        vii. near any water source (such as a sink, bathtub or pool)
        viii. in highly active areas (such as a cafeteria, gym or sports field)
        ix. under heavy objects

Laptop Repairs/Troubleshooting

The student should report a device issue that needs repair to a teacher who will in turn submit a web ticket to the IT Department. The student will be notified when to turn in the device for repair. Students and parents/guardians are not authorized to repair or reconfigure the laptop.

Damaged, Lost, or Stolen Devices

Students/parents should report immediately to the school if the device is damaged, lost, or stolen.

- Many situations may be covered by the school's accidental damage insurance (claims on stolen devices will require a filed police report). Otherwise, the student's parents or guardian will be responsible to refund the school the replacement cost of the device or the cost to repair the device (as applicable) in addition to continuing regular lease payments.

- Repairs covered by the accidental damage insurance have the following deductible fees
  - Power adapter issues: $ 25 deductible
  - Display repairs: $100 deductible
  - Other repairs: $ 75 deductible
  - Repairs covered by warranty   NO deductible

- Please contact the IT Department for details regarding accidental damage insurance coverage.

- If a student causes the damage, loss, or theft of any other device (including another student's device), the student will be responsible for any deductible plus any costs not covered by accidental damage insurance.

- Each student will be provided with a sturdy case which is expected to last three or more years. If the case should need replacement due to damage, parents will be billed for a replacement case.

Turn-In Policy

Students will be required to turn in their assigned laptops no later than the last day of exam week in May. Students should be aware that any data on the device itself will be removed and cannot be recovered. Of course, files saved to a USB drive or to a cloud-based service such as iCloud or Google Drive (including Docs, Sheets, pictures, presentations, forms and other uploaded files) will not be affected. All school technology items provided to students, including but not limited to the laptop, carrying cases, carrying straps and power cords will be required to be returned in the same condition they were when issued (less normal wear and tear).