

August 25, 2023

Dear Students and Parents:

Welcome back to a new school year! We are all so happy to see you back again and welcome all those who are new students!

I am very excited to start another wonderful and exciting year with all of you! We have purchased additional Chromebooks, which will enable Grades 2 through 8 to have a Chromebook to use in school for the year. We will also be working with Google Classroom in all grades. Students have been assigned a Gmail account to use for login purposes. Students **do not** have access to email through this account. Please be sure to send your child's password to their teacher once you have changed this from the temporary password, if they do not have a password from last year. If your student does not remember their password from last year, please contact your child's teacher, and we will reset it to the temporary password.

As you all know, there are many different abilities and knowledge when it comes to using computers. All students should have a device to use at home with Google Classroom. During this year, I hope to make our computer class interesting and informative, as well as enjoyable for everyone.

I work closely with the classroom teachers to integrate topics from subject areas such as Math, Language, Social Studies, and Science, with computer activities, projects, and assignments. Last year students worked on a variety of projects from the early grades all the way to 8th grade, and the students did a wonderful job!

As with any classroom, especially with having the use of Chromebooks throughout the school day, there are some classroom rules that all of you will be expected to follow. These policies also pertain to any computer or device used by the students throughout our school. I have posted a *Computer Classroom and Internet Policies* form on my school web page for you and your parents to read together. I would then ask that both you, the student, and your parents, **sign, date, and return** the form that is sent home, by your next computer class.

I am looking forward to sharing my computer knowledge with all of you, while also learning from some of **your** computer abilities that I hope you will share with me. Together, we can have an educational and enjoyable year using the very valuable tools we have--**our technology**.

Sincerely,

Mrs. Dziok

Mrs. Dziok
Computer Teacher

Computer Classroom and Internet Policies

Acceptable Use Policy

Because there are a variety of Internet sites and activities that are useful from pre-school through 8th grade, the Internet will be used from grades K through 8. To ensure the safety and productive use for all concerned, we ask that you read over this policy carefully. Students **and** parents (**grades 4-8**) and parents (grades K-8) should sign and return the consent form as soon as possible. Unless a parent signs this Acceptable Use Policy, your child will **not** be allowed access to the Chromebook/Internet.

Participation on the Internet dictates that each student shall behave in a considerate, responsible manner. Actions that demonstrate other than acceptable Catholic values could lead to suspension of computer usage. Students will be supervised when using the Internet. We have selected Cherry Road Technologies (Addition Networks) as our Internet provider. This company also includes an Internet firewall and filter to block out unfavorable sites in order to protect our students further. Users should not consider information within their personal files to belong solely to themselves. The technology is school property; therefore, all information belongs to the school. Also, the school is not responsible for lost information due to technological glitches or loss of electrical current. **No flash drives, CD's, or downloads of any kind are to be used in computers unless approved by the faculty.**

The computers/Chromebooks/iPads and the Internet service are for educational purposes solely. This will include classroom activities and quality learning. The following items are not permitted:

- Using the Internet for commercial purposes or political campaigning
- Sending or displaying offensive messages or pictures
- Using obscene language
- Harassing or insulting others
- Damaging computers – including hardware or software
- Violating copyright laws and plagiarizing (using another student's work as your own)
- Attempting to make contact with anyone else on the Internet
- Accessing personal e-mail accounts
- Downloading anything without the computer teacher's permission
- Burning CD's/flash drives without the teacher's permission
- Saving to flash drives without the teacher's permission

Software apps:

Google Classroom
Discovery Education
Lexia
STAR Testing
IXL Learning
Khan Academy/Khan Academy Kids
Starfall
Seesaw
Robotics/STEM and coding apps and programs
iMovie / Windows Movie Maker/ various iPad and Chromebook apps such as:
Sketchup
OnlineTyping Program
Educational Software (online educational games)

(If using Library Computers)

Micorosft Office (lab computers) which includes:

Word

Access

Excel

PowerPoint

Publisher

Behavior: Appropriate classroom behavior is expected at all times.

Because our computer lab will be part of classrooms at this point in time, excessive talking, silliness, and socializing will result in a 10-minute “rest” from the device. After two warnings, a disciplinary slip will be sent home with students in grades 3 – 8 and their assigned seat will be changed. Assignments may need to be completed on paper. Assignments not completed for this reason will result in a lower grade.

Use of Computers and Devices:

Students are expected to use technology responsibly. **Students found abusing the technology equipment in any way shall also be given a disciplinary slip. Internet websites are prearranged by the teacher, unless a search engine is designated for the students to find other websites.** Any students not following directions of the teacher for Internet use or using websites other than those designated by the teacher (unless the teacher has given permission) shall also be given a disciplinary slip. Students shall be given appropriate time to complete assignments. If a student misses a class for an appropriate reason, assignments will be posted to Google Classroom for the student to complete the missed assignments. Occasionally, students will be given part of an assignment to complete at home using the Internet. If a student does not have Internet access at home, he or she is asked to speak with the teacher to make arrangements to complete the assignment. If a student needs to print a document done at home, the student may email the document to their teacher to print, or see the Computer Teacher in the morning to print from their Google Classroom.

Use of iPads and Chromebooks:

Chromebooks and iPads will be available for use by teachers and students in the classroom. Students will be assigned an iPad/Chromebook by the teacher for use during the class time. Each iPad/Chromebook will have a unique number. Students may bring in a wired or wireless mouse to use with their device. iPads/Chromebooks should be kept on the top of the desk or in the carts at all times to prevent accidental falls. Students will only use the assigned apps and follow the directions of the teachers. **Any student using an iPad/Chromebook in any way that is not specific to the teacher’s directions or accessing websites or apps without the teacher’s approval may be subject to loss of privileges for iPad/Chromebook usage. Emails given for use with Chromebooks should ONLY be used for school work. All device rules apply to students as per CIPA compliancy and Internet usage rules. Any student found using devices inappropriately or with malicious or harassing attempts shall be investigated and dealt with according to school policy and legal policy.**

Extra Help:

I will be available before or after school, by prior arrangement, for anyone needing help or needing to use the computers or Internet. A note from a parent must be given to the Office or to the computer teacher. **Students must go to the office before entering the Library or Classroom for extra help.**

Grading:

Grades K-2: Grading will consist of listening skills, focus on class tasks, as well as class participation, including behavior and preparation.

Grades 3-8: Grading will consist of 2 to 4 projects and some written quizzes or notes per marking period. Assignments will be posted in Google Classroom. Also included will be class participation, behavior, and preparation. Missing assignments, warnings, and failure slips will be sent accordingly. Missed assignments due to absence may be made up within one week of the absence, with arrangements made through the teacher.

It is the **student's responsibility** to notify the Computer teacher that they have missed a Computer class and to find out what assignments were missed by checking on Google Classroom.

Computer/Internet Permission Slip 2023-2024

Grades K-8: Return of signed Acceptable Use Policy will affect grade of first marking period.

Failure to follow the directions of the instructor within the confines of the assignment, or to abide by the rules set forth, will result in suspension of the Computer device and Internet privileges.

Having read the Acceptable Use Policy on the school website Computer page (<https://saintstansschool.org/classrooms/computer-and-technology/>), I understand and will abide by the rules set forth. I agree to behave in accordance with the guidelines of St. Stanislaus School. I understand that any violation will constitute a school offense and possibly a local, state, and/or federal offense. School offenses may result in suspension from the program.

The Acceptable Use Policy must be signed by both students and parents, and returned to school by the student's scheduled class time **during the week beginning September 4, 2023**. Without this signed document, your child will not be allowed access to the Internet.

REMEMBER THAT USING THE INTERNET IS A PRIVILEGE!

Date _____ Grade _____

Homeroom Teacher _____

Reading Teacher _____

Student's name (print) _____

Student's signature (if in Grades 3 – 8) _____

Parent's signature _____

Do you have access to the Internet at home? _____

Do you have an iPad or Chromebook (or equivalent) for use at home? _____