

STM 1:1 Device Policy and Procedure Checklist

St. Thomas More Catholic School

Date: _____

Materials Received & Read:

- STM 1:1 Device Policy Rev 2
- STM 1:1 Device Care & Use Guidelines Rev 2
- STM 1-1 Device Policy and Procedure Checklist Rev 3 (This form)
- STM Internet Accounts Permission Form_rev2

Forms to be Signed & Returned:

- STM 1-1 Device Policy and Procedure Checklist Rev 3 (This form pg 1)
- STM Internet Accounts Permission Form_rev2
- STM Device Participation Form (This form pg 2)
- STUDENT ACCOUNT PERMISSION FORM (This form pg 3&4)

I have received a copy of each document listed above and agree to comply with their terms and conditions. I further understand and agree that nothing I have been told by any STM employee or representative in any way alters or amends the terms of these documents as written.

Parent Printed Name Student Printed Name

Parent Signature Student Signature

Homeroom:

Asset Tag:

STM Device Participation Form

PLEASE PRINT ALL INFORMATION

Student: Last Name _____ First _____

Parent/Guardian Name: Last _____ First _____

Email Address _____

Home Phone _____ Work Phone _____ Other Phone _____

Request to Remove Device from Campus

_____ WE WISH TO PARTICIPATE in the STM 1:1 Device Program and request for the student below to be issued a Device and to be allowed to remove it from campus at the end of the school day. Please register the student below and issue a Device under the terms and conditions described in this document.

_____ WE DO NOT WISH TO PARTICIPATE in the STM 1:1 Device Program. Students who choose not to participate in the STM 1:1 Device Program may be given access to school-owned Device at school but will not be permitted to remove the Device from the classroom at the end of the class period.

_____ WE DO NOT WISH TO PARTICIPATE in the STM 1:1 Device Program.

Signatures

By signing this form, the student and the student's parent/guardian certify that they have carefully read, understand, and accept the preceding terms and conditions, which will govern the student's possession/use of a Device issued to the student by the St. Thomas More Catholic School (STM). The student and the student's parent/guardian also certify that they will comply with these terms at all times while the Device is in their possession or under their control.

Student Signature _____

Parent/Guardian Signature _____

Date _____

STUDENT ACCOUNT PERMISSION FORM

St. Thomas More Catholic School (STM) has the ability to create accounts for all students to allow for collaborative sharing using our custom implementation of Google Applications also known as G-Suite for stmcsnc.org. These accounts will be used for school-related projects. The rules governing proper electronic communications by students are included in the Technology Acceptable Use Policy. Once accounts are assigned, students gain access to the wealth of collaborative tools available through G-Suite. However, no student will be assigned an account without parent or guardian approval.

This account is housed on Google servers, thereby giving your student access to Word processing, Spreadsheet, Presentation email, calendar, website authoring tools, wikis, Office365, and other additional services. This will allow your student to collaborate with teachers and other students. A G-Suite account is an essential part of the STM 1:1 Initiative.

Parents/Guardians have the ability to request full access to their child's G-Suite account. At this time students will only be able to communicate with STM email accounts. The accounts will not be able to email anyone outside the STM student/teacher community. However, parents can request permission to email their child's STM email account at any time (this will be the only "external" email correspondence allowed).

Students will be assigned an icsdurham.org student email account. This account will be considered the student's official STM email address until such time as the student is no longer enrolled at STM. **The naming convention will be the student's unique ID, followed by their initials and ending with @stmcsnc.org. For example: John Test could be 7011234jt@stmcsnc.org. Please note, if a student emails the teacher that email will go directly to the teacher's official email account.**

Students are responsible for good behavior just as they are in a traditional school building. It is illegal to use obscene, profane, threatening, or disrespectful language. Communication with others should always be course-related. Students should never say anything via email that they wouldn't mind seeing on the school bulletin board or in the local newspaper. Students should notify the teacher of anything inappropriate or that makes them uncomfortable. Bullying will not be tolerated and the privacy of others should be respected at all times.

The use of G-Suite is considered a privilege accorded at the discretion of St. Thomas More Catholic School. The school maintains the right to immediately withdraw the access and use of the account when there is reason to believe that violations of law or School Board policies have occurred. In such cases, the alleged violation will be referred to the Principal for further investigation and application of necessary consequences as indicated in the Student Code of Conduct.

St. Thomas More cannot and does not guarantee the security of electronic files located on Google systems. Although G-Suite does have a powerful content filter in place, the school administration cannot assure that users will not be exposed to non-educational material.

Administration reserves the right to access and review content in G-Suite at any time. STM complies with all state and federal privacy laws. As with any educational endeavor, we feel that a strong partnership with families is essential to a successful experience. Therefore, we are asking your permission to provide a G-Suite account to your child. Please fill out and return this permission slip to your child's homeroom teacher. The G-Suite Student Account Permission form will become a part of the student's cumulative folder. The student G-Suite account will remain in effect until written notice is submitted to the school or the student is no longer enrolled at St. Thomas More Catholic School.

STUDENT ACCOUNT PERMISSION

Student Name _____ (Last Name, First Name, MI)

Grade _____ Date of Birth _____

Parent/guardian:

_____ I give permission for my child to be assigned a G-Suite account.

Parent signature: _____

Student:

I agree to adhere to the guidelines stated above for use of my G-Suite account. Student signature:
