

**St. Luke School's  
2<sup>nd</sup>-5<sup>th</sup> Grade Bring Your Own Device (BYOD) Program  
Middle School One-to-One Laptop Program**

St. Luke School's faculty and staff have many goals in place to provide a safe learning environment for all students enrolled at St. Luke. Several of the goals recognize the need to facilitate innovation skills. Teachers encourage students to bring their own device to school for educational purposes. By incorporating the use of personally owned devices, teachers plan to encourage collaboration on projects simultaneously, to foster digital citizenship, and to enhance the curriculum through technology opportunities. All classes, second through fifth grades, are participating in our BYOD program. Students in 2<sup>nd</sup> - 5<sup>th</sup> grade do not have to bring their own device to school but it is encouraged that students have a device. Middle School students are expected to participate in our One-to-One Laptop program. All students will be given the opportunity to experience exciting and engaging lessons in all classes.

To support a 2<sup>nd</sup> - 5<sup>th</sup> grade Bring Your Own Device (BYOD) program at St. Luke, teachers will encourage students to bring privately owned wireless and/or portable devices to include laptops, Chromebooks, e-readers, netbooks, iPads, tablets, and iPod Touches. Cell phones, smart phones, and smart watches are not acceptable devices. If a cell phone is needed for making contact after school during non-school related activities, that phone must be turned off and in a backpack during the entire school day and during a school related meeting, practice, rehearsal, and competition. The St. Luke School Technology Committee encourages the purchase and use of iOS devices. Students in grades 2<sup>nd</sup>-5<sup>th</sup> who do not plan to provide their own device will be able to use the school's equipment and/or students will work collaboratively with a few devices. All school owned devices are iPads/iPad Minis and computers. No student will be left out of participating in the lesson, nor will anyone's learning environment be disrupted.

As your child progresses from upper elementary into middle school, many new learning opportunities will open in the form of technology-rich experiences. In an effort to maximize those experiences, the St. Luke School Technology Committee, along with the middle school teachers, have developed new device requirements. Now, as we expand our BYOD program from voluntary to required, 6<sup>th</sup> – 8<sup>th</sup> graders are required to bring a laptop to campus every day for use as an organizational tool, research portal and collaborative platform. Cell phones, smart phones, and smart watches are not acceptable devices and must remain at home. If a cell phone is needed for making contact after school during non-school related activities, that phone must be turned off and in a backpack during the entire school day and during a school related meeting, practice, rehearsal, and competition. Middle School students will have limited access to the school owned iPads and computer.

The use of privately owned devices on St. Luke's campus should be considered a privilege. Students are expected to be responsible and thoughtful when using technology resources. When the use of personal or school devices are abused,

privileges may be taken away and other consequences may apply. When respected, all will benefit from the experiences and opportunities provided by the program.

In order to be a participant in this program and/or use school devices, parents and students must sign and adhere to an Acceptable Use Policy. Our faculty and staff and administration are looking forward to the exciting, educational opportunities that our BYOD and One-to-One Laptop Programs will bring to our students. We appreciate the parents and students' support and understanding. Your suggestions and feedback will be welcomed and encouraged.

### **St. Luke School's Acceptable Use Policy**

Expectations of St. Luke School's BYOD Program, One-to-One Laptop Program, and use of school owned devices include the following:

- Cell phones, smart phones, and smart watches are not acceptable devices and must remain at home. If a cell phone is needed for making contact after school during non-school related activities, that phone must be turned off and in a backpack during the entire school day. Cell phones must be turned off and in a backpack during a school related club meeting, rehearsal, or sports/competitive team practice and competition.
- Students will only use appropriate educational applications on all devices, personal or school owned. They may access only files or Internet sites which are relevant to the classroom instruction. Students are not allowed to use apps to call, text message, email, or electronically communicate with other students, parents, friends, and family during the school day or during a school related club meeting, rehearsal, or sports/competitive team practice and competition through unapproved means of communication. An example of an approved web-based collaboration source is Google Classroom and the communication will be a part of the classroom instruction and/or lesson assigned. Inappropriate communication or use of technology is unacceptable.
- Students may not use devices to record video, take photos, or post video and/or photos without the permission of a teacher or staff member of St. Luke School.
- Students must comply with a teacher's request to shut down/turn off, silence, or close the screen of any device. Devices must be turned off when not being used instructionally. Students may only turn on and use devices on days and at times teachers specifically instruct them to and only in areas of the school building where permission has been granted. The use of devices is not allowed between 8:10 and 8:30 a.m. while getting ready for school to begin, in the locker room, the restrooms, or the hallway during class changes, or in the cafeteria during lunch, nor during dismissal between 3:10 and 3:30 p.m.

- Students must adhere to the Technology Code of Conduct, which can be found in the St. Luke School Parent/Student Handbook.
- Students take full responsibility for their personal technology device. St. Luke School will not be responsible for the loss of or damage to any personal device. Students are responsible for the care of their device, to include keeping it charged and ready for use, as well as making any repairs, replacements, or modifications needed to use the device at school. Charging at school will not be possible.
- Students will use the school's secured wireless network. Use of 3G and 4G wireless connections is not allowed.
- St. Luke School reserves the right to collect and inspect a student's personal device.
- Students understand that at the present, printing from personal devices will not be possible at school.

As a parent/guardian, I give consent for my child to bring his/her personal device to school for instructional use only. I understand that my child is responsible for the device and is expected to understand and to abide by the expectations of this policy. I understand that any violation of the policy may result in the loss of their BYOD or One-to-One privileges and other consequences may apply. St. Luke School will not be held liable for the loss or damage of my child's device.

\_\_\_\_\_  
Print parent name

\_\_\_\_\_  
Signature of parent

\_\_\_\_\_  
Date

As a student, I have read and understand the expectations of the St. Luke School Acceptable Use Policy. I understand that any violation of the policy may result in the loss of my BYOD or One-to-One privileges and other consequences may apply. St. Luke School will not be held liable for the loss or damage of my device.

\_\_\_\_\_  
Name and signature of student

\_\_\_\_\_  
Date

\_\_\_\_\_  
Type of device



**Preparing Minds  
Living for Christ**