



Diocese of Scranton

Virtual Academy

August 2020

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Introduction

As a result of COVID-19, some families expressed a desire for the Diocese of Scranton Catholic School System to provide a virtual option for instruction, in addition to our traditional in-person instructional model. To address that request, the Diocesan Virtual Academy (DVA) will be available for the 2020-2021 school year. This option will provide families with the opportunity to begin their instruction completely online, or to transition into the DVA, if desired, during the year.

Whether you choose the in-person or virtual option for your family, you will experience the same academically excellent and faith-filled experience you have come to know throughout your child's/children's education. With each option, we are able to partner with you to ensure your child achieves his/her God-given potential because we know your family and each of your children so well. Our smaller environment and assessment tools such as NWEA allow us to deliver a differentiated approach to your child's education. Additionally, our dedicated faculty and administrators know your child personally and will be able to help him/her navigate the challenging nature of this time.

Philosophy

The term “Virtual Academy” refers to the online learning environment provided through the use of technology where teachers will provide a combination of synchronous and asynchronous lessons that will be aligned to the student's grade level curriculum.

Process

1. Students will remain enrolled in the school where they would normally attend in-person classes.
2. The Virtual Academy will use a consistent Learning Management System (LMS), G-Suite Enterprise, to centralize materials, lessons, instruction, assessments, feedback and communications.
3. Virtual Academy teachers will provide instruction for Virtual Academy students. These teaching positions will be filled by diocesan teachers who have requested these assignments and met the criteria for expertise in their content and teaching virtually.
4. The Virtual Academy teachers will:
 - Provide a continued focus on our Catholic identity throughout instruction and in all content areas.
 - Provide asynchronous and synchronous direct instruction.
 - Incorporate recorded instructional follow-up videos.
 - Provide materials that are age- and grade-appropriate.
 - Use textbook online components with timely follow-up.
 - Use assessments with timely feedback.
 - Use small group and large group instruction to meet the needs of students.

- Have mastery of concepts within the curriculum as their goal.
- Have regular communication with parents/guardians through email, G Suite Guardian Summaries, and FACT SIS.
- Offer age appropriate physical movement to prevent students from sitting too long. This may include the principle of movement within lessons, when possible.

About the Diocese of Scranton Virtual Academy

The Diocesan Virtual Academy (DVA) will be available for families as an online method of instruction for the 2020-2021 school year. This option will be available for students enrolled in the Diocese of Scranton in grades K-12 who are interested in accessing their education in a virtual atmosphere.

Catholic Identity

Excellence in education is characterized by having a strong curriculum, student engagement, utilizing quality instructional methods, making good use of data and regular communication with parents and stakeholders. What is at the heart of learning in a Catholic school is the inclusion of faith and Catholic identity in all we do.

Since the DVA is an additional option for our families, we will be intentional about the inclusion of our Catholic identity across all grade levels and all subject matter. A primary factor in our ability to achieve this is having our diocesan administrators and faculty run the DVA.

Some opportunities to bring Catholic identity to life may include:

- Student, parents and families will be invited to attend Mass virtually.
- Opportunities for daily prayer
- Opportunities for cross-grade faith sharing using virtual means (i.e., prayer buddies meeting virtually).
- Promote service learning experiences in virtual spaces.

Selecting the Diocesan Virtual Academy for the 2020-2021 School Year

The DVA will be an option for families who decide they do not wish for their students to return to in-school instruction. To select this option, families must contact their school principal and indicate they are interested in the DVA as their method of instruction by **August 7, 2020**. By choosing this option, your child will remain an enrolled student in his/her current school; however, the method of instruction will change from in-person instruction to virtual instruction.

For planning purposes, families are required to commit to a period of time in the DVA. If families choose attendance in the DVA at the beginning of the 20-21 school year, their students will be required to remain in the DVA for the first marking period at a minimum. If a family

decides the student is ready to return to in-person instruction, the student will be permitted to transition at the end of each marking period, space permitting. The virtual and in-person curricula have been aligned so the transition from the DVA to in-person instruction will be as seamless as possible.

Diocesan Virtual Academy Information

The DVA will be staffed by Diocese of Scranton teachers who will deliver the excellent, faith-based education in an online format. This online delivery of instruction will include both live and recorded instruction that will follow a set schedule similar to an in-person school day. Schedules will be provided for students and there will be multiple set times daily that students will be required to attend live lessons. In order to maintain the student's connection with his/her respective school community, there will be opportunities to engage virtually with their school class, and to participate virtually in school Masses. The principal of your school will remain your student's principal while he/she is learning virtually, with an additional layer of support provided by the DVA Lead Teacher and the Diocesan Technology Administrator. The principal from the student's school will communicate updates and calendar events to DVA students.

When possible, DVA students may participate in local school events and activities outside of the school day. If a student participates in a school related activity, the parent will need to complete the health screening tool prior to attending the in-person activity. ([Attachment A](#)) DVA students will be eligible for all special recognition, awards, honor, and ceremonies at the school where he/she is enrolled.

If student is graduating in 2021 and is a DVA student, his/her diploma will come from his/her school. Graduating students will be eligible to attend and participate in graduation activities upon successful completion of coursework in the DVA and in accordance with all state and diocesan graduation requirements. If a DVA student participates in a school-related graduation events, the parent will need to complete the health screening tool prior to the student attending the activity in-person. ([Attachment A](#))

If schools close due to county or state-wide directives, the DVA students will remain with the DVA teacher and class. If this scenario were to occur, and then the school returns to in-person sessions, the DVA student will continue instruction in the DVA without interruption.

Sample School Schedule

Students will be engaged in a set daily schedule that will consist of a combination of live and recorded instruction from teachers. Live class time will be 40 minutes and include direct instruction, as well as time for activities and student engagement. Recorded sessions will be 40 minutes and will include the recorded instruction and activities. Assignments, "at-the-bell," and "exit tickets" will be submitted by the end of the recorded class period. To view a sample student schedule at each grade band, please see [Attachment B](#).

DVA Teachers and Staff

The Diocesan Virtual Academy staff will consist of appropriately credentialed teachers for each grade.

- Teachers for grades K-5.
- Teachers for grades 6-7-8. These grades will be staffed by teachers, departmentalized for Religion, ELA, Math, Science and Social Studies.
- Teachers for grades 9-12. These grades will be staffed by high school teachers from the content area departments.
- Specialized subject teachers (Music, Art, Health/Phys. Ed, and Informational Resources (Library/Technology) will provide resources and recorded lessons at the elementary level.

DVA Platform and Technology

Teachers will utilize the Google Enterprise platform and students will access all class materials through Google Classroom. Students will meet for the live lessons through Google Meets and assignments will be delivered and collected through Google Classroom. Teachers will follow the set curriculum, which will mirror the same concepts, skills, and standards that the students in the classroom will be learning.

Additional technology that teachers may use within the Google Enterprise platform include, but are not limited to: Seesaw for grades K-3, Digital licenses for existing textbooks and workbooks, Discovery Education, NWEA Map Growth Assessment, Newsela (ELA, Science and SS), Khan Academy (Math), and Nearpod.

Student Technology Requirements

Students will be accessing the DVA online; therefore, students must have access to a computer equipped with a camera and microphone. Students will also need a headset with a microphone for some assessments. Please see the list of school necessary supplies for the DVA at each grade level. ([Attachment C](#)) If there is a need to borrow a device from the local school, please reach out to the local building principal.

Technology and Virtual Classroom Security

DVA students are required to sign in with their school accounts for all schoolwork, as Google Classroom and Seesaw are not accessible with other email accounts. School-owned devices are monitored and are not to be used for anything but school work. All activity on school-owned devices is documented for the safety and security of all students enrolled in diocesan schools. Google Meets will be held with the highest level of security available to maintain a digital environment that is secure and conducive to the learning environment. Parents and students will be required to sign a Google Meet Agreement form ([Attachment E](#)) attesting that they understand and will follow the Google Meet security and safety protocols outlined within.

Attendance/Absences

Students will be required to sign in on time to each live session for attendance for the day. If a student is absent for a Google Meet session, they will be considered absent without prior contact from a parent/guardian and will need to view the video and make up any related work by the assigned time.

Expectations for students during all Google Meet sessions:

- Students are expected to be on camera throughout the entire Google Meet session. Exceptions must be made by parent request to the school principal.
- Dress appropriately for school (see “dress down days” in the Student Handbook)
 - No hoodies or hats
 - No pajamas
- Be attentive and participate
- Use approved virtual backgrounds only (if any) and must keep the same one throughout the year
- Students will refrain from eating during the session.

If a student is unable to attend a Google Meet, parents must email the teacher in advance to make the teacher aware of the absence. If a student misses a scheduled class, the parent must email the teacher explaining the reason for the absence. As is the policy for in-person absences, parents must provide a doctor’s note if their student is absent for more than three consecutive days. If a student misses more than three consecutive days of DVA classes and the parent does not provide a doctor’s excuse for the absence, the principal of the school where the student is enrolled will contact the family to schedule a meeting so they can address the concern together.

Assignments

Teachers will provide daily assignments and due dates for each assignment. Students are expected to submit all assignments when due. Teachers will provide additional information about the impact of late work on the student’s grade.

Assessments

Students will complete the NWEA Map Growth Assessments online at the beginning of the school year. The Map Growth Assessment will be given in the areas of Math, Reading and Language Usage for grade K-8, with an additional assessment for Science in grades 5 and 8. Freshmen will complete the Algebra I assessment. DVA students will be required to be on camera during the testing period. Student screens will not be recorded. The data from the assessments will provide the DVA teachers and the school principal information identifying what the student is ready to learn, as well as indicating areas in which students need support. More information about NWEA Map Growth Assessments will be provided by the DVA teacher prior to administering the assessment.

Other class assessments will be provided by the DVA teacher and will include, but not be limited to: tests, quizzes, projects, essays, reports, classwork, participation and homework. The DVA teacher will provide the due date and weight of each assessment.

Communication

Teachers will use Google Classroom to communicate daily with students. Parents will be able to receive reports of student progress from the DVA teacher, as well as through emailed reports from Google Classroom, the frequency of which will be determined through teacher/parent collaboration. Parents will receive an automated email at the frequency of their choosing that will include all announcements, recent assignments, missing assignments, and current assignments based on due date only. No grades are attached to these reports. Parents can continue to monitor their children's grades through FACTS SIS.

Teacher Office Hours

All DVA teachers will have virtual Office Hours at the end of each school day. At that time, the teacher will be able to meet virtually with a student or parent to address any questions or concerns regarding the day's assignments. These office hours will be conducted through a scheduled Google Meet. If a parent would like to meet with a teacher outside of the office hours, the parent and teacher can arrange a mutually agreed upon time. The link to access the Teacher's Office Hours will be posted in the Stream of each Google Classroom. Parents/students will remain in the "waiting room" until the teacher is available to ensure the privacy of other parents/students.

Tuition

There is no change in tuition for the Diocesan Virtual Academy. While your child/(ren) may not be attending school in person, she/he will continue to receive an education of the same caliber being taught by dedicated and experienced diocesan faculty. Tuition allows us to continue to support our faculty and the investment in this new program.

Responsibilities for Students and Parents (Attachment D)

Parents and students will be required sign a contract agreeing to the following terms in order for the student to attend the Diocesan Virtual Academy:

Students

- Students will adhere to the due dates established by their teachers.
- Students will complete the daily check-in for each class, whether recorded or live, every day.

Students will attend all live Google Meet sessions with their teachers. Parents will discuss conflicts with the teachers of all affected classes prior to class, as needed.

- If students are absent for a Google Meet session, they will view the video and make up any related work.
- Students will care for any school materials in their possession.
- Students will check Google Classroom (or Seesaw as directed by their teachers) for their daily assignments and should work on these each day so as to not fall behind.
- High School students who are employed will discuss with their employers that they are required to attend Google Meets and participate in instructional activities between the hours of 8 am and 3 pm each day to meet the 5.5 hour state attendance requirement.

Parents

- Parents will provide a valid email address for at least one adult in the household to receive Google Classroom Guardian Summary reports. Parents are free to set the frequency of these reports to daily or weekly. Daily is recommended.
- Parents will ensure that their children are in attendance for all live Google Meet sessions with their teachers unless arrangements have been made ahead of time.
- Parents will understand that the number of allowable absences for their children is the same for the DVA as it is for in-person instruction.
- Parents will be held financially responsible for any loss of or damage to all school materials on loan to their children. However, parents are free to purchase their own materials rather than borrow them from the school, excluding textbooks and workbooks.
- Parents will sign a release form ([Attachment E](#)) so that their children can be recorded (audio and/or video) in Google Meet for the purposes of
 - Providing the video for students in that class who are unable to attend the session
 - Providing the recording for students to reference after class is over.
- Parents and students will sign the technology usage agreement. ([Attachment F](#))
- Parents and students will sign the technology loan agreement, if it is necessary for the student to borrow a school-owned device. ([Attachment G](#))
- Parents will provide a structured schedule and environment to support the material provided by the teachers by checking the Guardian Summaries, weekly outlines, and/or syllabi set by teachers to ensure that their children are successful and do not fall behind with independent work.
- Parents will agree to allow their students to be recorded while taking the NWEA. Computer screens will not be recorded.
- Parents can expect that their children’s teachers will maintain frequent communication with them through one (two, when necessary) of the following ways:
 - Google Classroom Guardian Summaries (parents set the frequency)
 - Seesaw parent portal
 - FACTS SIS announcements
 - Email (using the account tied to the Google Classroom Guardian Summaries)

Attachment A

Part of our Partnership in *Sharing Good Health* will require teachers, staff and students/parents to review a Screening Tool at home each day prior to coming to school. We will use this screening tool for DVA students who are interested in participating in school activities during which the student will be in attendance with other students, such as afterschool activities. While it will not be collected, it is imperative that the screening be completed at home to ensure everyone's safety.

Diocese of Scranton School Symptom Screening Tool

Part I: If you answer "yes" to questions 1, 2, or 3, please contact your school prior to sending your child to participate in a school event.

1. Are you/is the student taking any medication to treat or reduce a fever such as Ibuprofen (i.e. Advil, Motrin) or Acetaminophen (Tylenol)?
2. Have you traveled to an area (state or region) with required quarantine according to either Pennsylvania or United States guidelines?
3. Have you/your child been in close contact with someone diagnosed with COVID-19 in the last 14 days or told by the Department of Health that you/your child should quarantine?

Part II

1. Are you/is the student experiencing any of the following?

Group A 1 or more symptoms	Group B 2 or more symptoms
Cough Shortness of breath Fever (100.4 or higher) Difficulty breathing	Sore throat Runny nose/congestion Chills New lack of smell or taste Muscle pain Nausea or Vomiting Headache Diarrhea

Stay home if, you or the student:

- Have one or more symptoms in Group A OR
- Have two or more symptoms in Group B OR
- Are taking fever reducing medication OR
- Are within a window for recommended quarantine

K-5th Grade Sample Student Schedule		
Time	Day 1	Day 2
8:30-9:10 am	Office hours	
9:15-9:55 am	Google Meet - Class 1	Google Meet - Class 2
10:00-10:40 am	Recorded lesson - Class 2	Recorded lesson - Class 1
10:45-11:25 am	Google Meet - Class 3	Google Meet - Class 4
11:30-12:10 pm	LUNCH	
12:15-12:55 pm	Recorded lesson -Class 4	Recorded lesson - Class 3
1:00-1:40 pm	Google Meet - Class 5	Google Meet - Class 6
1:45-2:25 pm	Recorded lesson - Class 6	Recorded lesson - Class 5
2:30-3:10 pm	Office hours	

Attachment B - Sample Student Schedule

6th-8th Grade Sample Student Schedule		
Time	Day 1	Day 2
8:30-9:10 am	Google Meet - Class 1	Google Meet - Class 2
9:15-9:55 am	Recorded lesson - Class 2	Recorded lesson - Class 1
10:00-10:40 am	Google Meet - Class 3	Google Meet - Class 4
10:45-11:25 am	Recorded lesson -Class 4	Recorded lesson - Class 3
11:30-12:10 pm	LUNCH	
12:15-12:55 pm	Google Meet - Class 5	Google Meet - Class 6
1:00-1:40 pm	Recorded lesson - Class 6	Recorded lesson - Class 5
1:45-2:25 pm	Office hours	

9th-12th Grade Sample Student Schedule		
Time	Day 1	Day 2
8:00-8:40 am	Google Meet - Class 1	Google Meet - Class 2
8:45-9:25 am	Recorded lesson - Class 2	Recorded lesson - Class 1
9:30-10:10 am	Google Meet - Class 3	Google Meet - Class 4
10:15-10:55 am	Recorded lesson - Class 4	Google Meet - Class 5
11:00-11:40 am	LUNCH	
11:45-12:25 pm	Recorded lesson - Class 5	Recorded lesson - Class 3
12:30-1:10 pm	Google Meet - Class 6	Google Meet - Class 7
1:15-1:55 pm	Recorded lesson - Class 7	Recorded lesson - Class 6
2:00-2:40 pm	Office hours	



Attachment C

DVA School Supply List

Technology- Please reach out to your child's school in which he/she is enrolled if you need to ask about a technology loan for a device.

- Device (Chromebook, iPad, laptop, etc.)
- Headphones w/microphone
 - Please take note of the headphones port on your device before purchasing:
 - USB headset
 - 3.5mm jack headset
 - [Cyber Acoustics Stereo Headset, Headphone with Microphone, Great for K12 School Classroom and Education \(AC-204\), Gold](#)

Other supplies – Additional supplies may be requested by students' individual teachers

Notebook for each class

Pens, pencils, crayons and/or colored pencils

Loose-leaf paper

Construction paper

Ruler

Calculator

Box of recycling materials - bathroom tissue/paper towel rolls, yogurt cups, cardboard, etc.

Scanning

Students can use the Notes app on an iPhone or iPad as a scanner if one is not available. This converts the image differently than taking a picture and makes it much easier to turn in through Google Classroom (or via email when necessary). This app comes with the device and does not require a cost or a download.

Attachment D

Diocesan Virtual Academy Agreement

PARENTS/GUARDIANS:

Please read the Student Parent Handbook, which can be accessed electronically on the school's FACTS SIS homepage, AND The Sharing Good Health Guidance and Procedures documents, which have been emailed to each family.

PLEASE PRINT AND SIGN THIS RELEASE FOR EACH STUDENT ATTENDING THE DIOCESAN VIRTUAL ACADEMY, and email the release your student's DVA teacher before the first day of virtual classes. Please complete one form for each of your students.



The Diocese of Scranton Catholic Schools and their Diocesan Virtual Academy developed rules, regulations, and procedures in conjunction with policies stated in the

**DIOCESE OF SCRANTON SCHOOL POLICY MANUAL,
HANDBOOK FOR STUDENTS AND PARENTS,
AND
DIOCESE OF SCRANTON VIRTUAL ACADEMY
GUIDANCE AND PROCEDURES.**

Our signatures below acknowledge that we: have read and agree to the rules and regulations contained in the documents stated above; have read and agree to abide by the agreement for the use of computers and internet access; and, agree to be governed by the regulations set forth.

PARENT(S)/GUARDIAN(S)

DATE

STUDENT

DATE

Attachment E

Google Meet User Agreement

While enrolled at the Diocesan Virtual Academy, students will be required to participate in synchronous lessons with their teachers using a video conferencing platform called Google Meet. Google Meet is the only video conferencing platform that we will employ in the 2020-2021 school year.

Google Meet is part of our school's G Suite Enterprise for Education package. We want you to be aware of Google's privacy notice. Please review Google Meet for education's security and privacy notice [Meet security and privacy for education - G Suite Admin Help](#).

Our guidelines for student usage of Google Meet are below, as well as all details outlined in the Student Handbook.

- Students are only allowed to access their teacher's Google Meet sessions through their school provided Google accounts. No personal or family accounts will be permitted.
- All guidelines regarding student conduct are detailed in the students' home school Student Handbook that must be signed by each student and parent.
- Students will use only school approved backgrounds and will not change backgrounds during a session. Schools have determined what kinds of images are approved in the Student Handbook which is required to be signed by all students and parents.
- Students may not delete, change, or add any apps, Chrome extensions, or add-ons. All additions will be controlled by the Chromebook & iPad Administrator of the Diocesan Virtual Academy.
- Students should stay muted unless they are talking to reduce background noise. It is also recommended that students sit in a well-lit and quiet place. Students should be dressed appropriately for school (see school handbook regarding "dress down days"), may not wear hats or hoodies, and should not eat during Google Meet sessions.
- Students should be aware that all Google Meets will be recorded for students who are not in attendance and for student reference regarding assignments and activities. This includes all audio, video, and chat texts.
- **Recording Google Meets:** We require teachers to record non-confidential video sessions and post them for students who cannot attend the live session. All sessions will be recorded. We want and need our faculty to be efficient and effective when covering material or providing reinforcement. Therefore, here are some guidelines about recordings:
 - These recordings will not be publicly available, only shared within the Google Classroom, a similar section of the same class, or within the school domain that requires a network account.

- Faculty will announce their intention to record every session before beginning the recording.
 - Parents and students are prohibited from using any “screen shots,” still images, video or audio from a recorded Google Meet in part or entirety for any reason. This is a serious violation of the privacy of everyone involved and anyone who disregards this policy will face disciplinary action.
- The tools we use are vetted by our faculty and administrators for data privacy and safety. We will be adding new tools as needed and are mindful of this important aspect.

This document must be signed by the student and a custodial guardian (referred to as “parent” going forward) before the student can participate in online synchronous instruction.

- The parent consents for their student to use Google Meet as a digital learning platform.
- The parent consents for their student to be recorded in Google Meet as a participant in synchronous instruction.

Student/Parent Agreement

Your signature below indicates your agreement to the terms, conditions, and consequences outlined above. Students will not be permitted to participate in Google Meet lessons without this completed form.

Student name:	Grade:
Student signature:	Student ID*:
Parent name:	
Parent signature:	Date:

* The student ID can be added later by school personnel.

If you have questions or concerns about your student’s use of online tools, please contact the Diocesan Technology Administrator or the Virtual Academy Lead Teacher.

Attachment F

Technology Usage Agreement

This document applies to all students enrolled in any Diocesan school during in-person instruction, Distance Learning, or the Diocesan Virtual Academy in Pre-K through 12th grade regarding their G Suite Enterprise for Education accounts. All students enrolled in the Diocese of Scranton Catholic School System are expected to adhere to the following rules regarding the use of technology.

- Students are required to use **only** their G Suite Enterprise for Education accounts on all school-owned devices whether in school or at home.
- Students are required to use their G Suite for Enterprise for Education accounts on all personal devices when at school during school hours, if in a BYOD (bring your own device) environment.
- Students will never log in on a device (at home or in school) with another student's account information.
- Students are required to log out of their accounts before turning in a device at the end of class or the end of the day.
- If a previous student did not log out for some reason, students will immediately log that person out before using the device.
- Students will use only the apps, add-ons, extensions, platforms, and web sites approved by their teachers and administration.
- Students will report any issues regarding errors, "broken" links, or inappropriate content immediately to their teachers.
- Students will use only school approved backgrounds and avatar pictures. Schools have determined what kinds of images are approved in the Student Handbook which is required to be signed by all students and parents.

Attachment G

Use of School Device Agreement

This document applies to all school-owned devices (Chromebooks, iPads, laptops, desktops, other tablets, or any other device used to access the Internet) that are used by students in any Diocesan school during in-person instruction, Distance Learning, or the Diocesan Virtual Academy.

Students without at-home access to a device needed to participate in Distance Learning or in the Diocesan Virtual Academy, may be permitted to borrow a Chromebook or iPad from the school, subject to availability. The guidelines below, as well as all details outlined in the Student Handbook, apply to student use of any school-owned device at any time. This document must be signed by the student and a custodial guardian (referred to as “parent” going forward) before the device will be allowed to be taken home. **Devices are to be used for school work only.** If students and parents do not agree to the User Agreement, no device will be issued.

Students & parents must remember that the device is the property of the **Diocese of Scranton Catholic School System** and must not be treated as a personal device.

- All history of websites that students may use or visit will be monitored by the school administration.
- All guidelines regarding the use of school-owned devices have been detailed in the Student Handbook that must be signed by each student and parent.
- Students will use only school approved backgrounds and avatar pictures. Schools have determined what kinds of images are approved in the Student Handbook which is required to be signed by all students and parents.
- Students may log onto devices using their **school username and password only**. No personal accounts may be used with a school-owned device.
- Students should use their devices only for school work (access assignments, complete and resend assignment). No Social Media of any kind is allowed.
- Devices should always be closed and carried with two hands when not in a case.
- Never throw, slide, drop, or press on the iPad screen or the lid of a Chromebook. These devices should always be on top of any “pile.”
- During in-school use, students must sign out of the Chromebook and shut it down at the completion of assignments, even if the device is only used by that student.
- Students and their parents are responsible to pay for any and all damages the student may cause to the device whether it is accidental or deliberate. This may result in fees necessary to return the device to working order or the replacement of the entire device.
- Students may not delete, change, or add any apps, Chrome extensions, or add-ons. All additions will be controlled by the Technology Administrator of each school.
- Students acknowledge and accept that ALL content on school-provided devices and/or used through G Suite Enterprise for Education is the property of the school and that teachers and administrators have full access to anything created or stored in G Suite or on the devices.
- Students will surrender the devices they are using at any time to any teacher or school administrator at any time.

- Students are responsible at all times for any content on the Chromebook they are using and are reminded to never leave a school-owned device unattended or a G Suite account logged in and unattended.
- All repairs to school-owned devices will be completed or arranged by school personnel only. No one else has permission to attempt to repair a school-owned device.
- Special provisions, given the current situation, may be added at the discretion of the Principal.

If any of the above terms or conditions are violated, students may lose the use of the school-owned device for a limited time or permanently, depending on the infraction. The consequence will be determined by the teacher and/or principal in accordance with the Diocese of Scranton Catholic School policies outlined in the Student Handbook or an addendum.

Student/Parent Agreement

Your signature below indicates your agreement to the terms, conditions, and consequences outlined above. No school-owned device will be issued to a student without this agreement on file.

Student name:	Grade:
Student signature:	Student ID*:
Parent name:	
Parent signature:	Date:
Chromebook/iPad ID**:	Charger issued Y N
Issuer name:	Title:
Issuer signature:	

* The student ID can be added later by school personnel.

**The Chromebook/iPad code must be added at the time it is issued. Circle Y (yes) N (no) if a charger is issued with the Chromebook.