Sheridan Japanese School
Technology Agreement 2019-2020

To ensure that teachers can teach and students can learn, it is essential that all students comply with regulations regarding technology. This form represents the primary regulations governing technology use at our school. These are NEW regulations for the 2019-2020 school year.

Sheridan Japanese School currently has 60 Chromebooks for student use. Each classroom is also equipped with at least three desktop computers - some classrooms have more - for student use. Our goal is to have 88 Chromebooks - one for each student - beginning fall of 2020. This year, we will be transitioning our technology policy to match our school's current and future technology offerings.

Personal technology refers to tablets, cell-phones, smartphones, IPOD/MP3, iWatches, Fitbits, personal laptops, gaming devices, wireless headphones, and any other device or platform that may be created in the future. It does not refer to calculators, electronic dictionaries, etc. Use of personal technology is limited at Sheridan Japanese School. In general, we operate on a SEE IT - HEAR IT - TAKE IT basis. There are a few exceptions to this rule. Personal technology must be kept in backpacks, purses, cubbies, or lockers at all times, except under the following circumstances:

1. The student is on a Student Support Plan, 504 Plan, and/or IEP which specifically requires a laptop or other technology to support their needs. Use of required technology is limited to the established plan.
2. A staff member invites a student or students to use their personal technology for a specific school-related purpose. For example, to take a picture of the homework board, or listening to an audio book.
3. During 10-minute break, lunch, and Hiruyasumi.
4. During Mainichi Undo, if students are walking/running ONLY. Cell phones can be used to listen to an audio book or music, or to make an emergency call.

Technology Code of Conduct

The use of technology is a privilege, not a right. These guidelines must be followed for all school and personal electronic devices:

1. Permission and supervision by a staff person or volunteer is required for all technology use.
2. NO technology can be used by students prior to 8:45 am.
3. If a student needs to call or text a parent/guardian, they may use the office phone with permission.
4. Students will adhere to the Code of Conduct when using technology and the internet for any purpose during school. Bullying of ANY type will not be tolerated.
5. Students will only use their SJS accounts - email, Google, and accounts created by the school or staff members for school purposes. No personal accounts may be used.
6. School technology may NOT be used for personal entertainment - games, music, social media, etc.
7. During independent work time, students may be invited to listen to music, HOWEVER, to keep bandwidth available this is limited to audio only, no video.
8. Chromebooks must be signed out and in using the sign out sheet assigned to each cart.
9. Students may check a Chromebook out for one period at a time. Chromebooks MUST be returned before the start of the next period.
10. Students will not change the backgrounds or the settings (hardware and software) on any SJS device, nor may they change the control panel settings on the devices.
11. Students will not touch or use the school Apple computers without specific permission from Ballard-sensei or the Executive Director.
12. Students will not print materials at school. If a student needs to print a document, they may send their document to a staff member; the staff member will print for students when appropriate.
13. Students will not remove SJS Chromebooks, laptops, computers, or any other hardware (mice, speakers, etc.) from the school unless given direct permission from a staff member.
14. Students will only use the student/guest password for WiFi and will not attempt to steal/borrow/use the teacher password.
15. Students will not degrade, disrupt, remove, or vandalize the equipment, software, or materials.
16. Students will not intentionally access, transmit or download any text file, picture, video-file, or communication which is libelous, obscene, indecent, vulgar, profane, or lewd; advertises any product or service not permitted to minors by law; constitutes insulting or fighting words. All downloads must be school-related.
17. No student or guest may post or publish personal student contact information unless authorized by a staff member. Personal contact information includes photograph, age, home, school or work addresses, or phone numbers.
18. No student or guest may arrange student meetings with anyone on the system, unless authorized by the teacher and with prior parental approval.
19. Absolutely no downloading of illegal software, videos, music, on sites such as BitTorrent, Pirate-Bay, etc. This both violates our code of conduct and international law.
20. Students will immediately stop using technology when asked by any staff member, without question.
21. If a staff member sees or hears a personal technology device that does not fall under one of the above listed exceptions, the device confiscated at teacher discretion. The device will be returned to the student at the staff member's discretion.

Liability for Lost or Broken Technology

Sheridan Japanese School is not liable for any form of student personal technology which is lost, damaged, broken, or stolen. If an item is lost or stolen, we will do our best to recover it. However, personal devices are the student's and family's responsibility, not the school's.

Suspension of Technology Privileges

If the above rules are not followed, the offending student may lose personal technology privileges. In some cases, students may receive a Shidou or Keikokou.

________________________  __________________________  ___________
Student Signature        Print Student Name          Date

________________________  __________________________  ___________
Parent Signature          Print Parent Name          Date

________________________  __________________________  ___________
Parent Signature          Print Parent Name          Date
Sheridan Japanese School
E-Mail Address Acceptable Use Policy (2019-2020)

All students will have an individual school e-mail address both for communication among students and teachers, and for logging in to Google Drive. This account is to be used for school purposes ONLY.

The Sheridan Japanese School e-mail address should be used for the following:
1. Communication between the Director and teachers and students for school-related business (homework reminders, news, etc.).
2. Communication between students for school-related business ONLY (coordinating group projects, clubs, etc.).
3. Logging into digital portfolios.
4. All communications should follow our Code of Conduct.

In having this school e-mail address, you absolutely SHOULD NOT do the following:
1. Send mass e-mails, chain letters, spam-mails, etc. (If you feel the need to send out a bulk e-mail to promote clubs, etc., you must send it to Schulze-sensei, Hyde-sensei, or Omega-sensei to send out.).
2. Share your e-mail address with anyone except teachers, parents, and SJS students.
3. You must NEVER share your password with anyone. (Hyde-sensei and Omega-sensei will have your password in case you lose it.)
4. Use the e-mail for chatting, IM-ing, or sending out non-school-related business.
5. Use disrespectful language when referring to others.
6. Send / Share attachments (photos, videos, documents, etc.) unless given permission to do so by a teacher. Additionally, inappropriate documents (spam, explicit language and images) will be met with severe consequences.
7. Send e-mails from friends' addresses or let someone else send an e-mail from your address.
8. Share your password or forget to log out of e-mail, Google Drive, etc.
9. Use or hack someone else's email and / or Google Drive Account.

If violations occur, you will be subject to disciplinary action under the School Code of Conduct, and you may have your e-mail address and technology privileges temporarily suspended. Please take these seriously.

Things to know about your e-mail address:
1. It will serve as your login for both the e-mail and your Google account.
2. The Director has complete access to your e-mail accounts. We will respect your privacy, but if needed, we can get into your accounts.
3. You need to check it every day!
4. If you forget your classmates' e-mail here is how they go: FirstInitialLastName@sjsnihongo.com (example: Fred Smith = fsmith@sjsnihongo.com).
5. LOG OUT!!!!!

By signing below, you agree to the rules and expectations above and accept the responsibilities of having a school e-mail address as well as accept the consequences for violating expectations. For more information, please consult the Parent/Student/Volunteer Handbook.

Student Signature: ___________________________ Date: ______________________

Parent Signature: _________________________ Date: _____________________