



1516 Pech Road • Houston, Texas 77055 • gostmark.org

St. Mark Lutheran School Technology Handbook

GRADES K-2

SML TECHNOLOGY EDUCATION	3
8 CRITERIA FOR SUCCESS	3
SML ELECTRONIC COMMUNITY	3
INTERNET ACCESS AT SCHOOL	4
CONTENT FILTERING AND MONITORING	4
SML TECHNOLOGY PROGRAM POLICY GRADES K-2	4
IPAD ACCEPTABLE USE POLICY	5
GENERAL INFORMATION	5
DAMAGE AND REPAIR TO THE IPAD OR IPAD CHARGER	5
SML TECHNOLOGY AGREEMENT - ONLINE FORM	6

SML TECHNOLOGY EDUCATION

Students will be prepared and motivated to meet the challenges of a dynamic global society in which they collaborate, think critically, and create through universal access to people, information and ideas.

21st Century Learning is lifelong learning, with technology. Students develop the capacity to locate, consume, analyze, and evaluate information; then to create knowledge. To be literate in the 21st century is no longer simply having the ability to read and write; rather, it must also include technological fluency and dispositional attributes such as creativity, teamwork, systems thinking, responsibility, self-assessment, and inquiry. We should expect students not only to master these skills but also to apply and demonstrate them through authentic and engaging activities and assessments.

8 CRITERIA FOR SUCCESS

1. Technology is seamlessly embedded into the fabric of the student learning experience.
2. All educators will use 21st century skills and knowledge to effectively embed educational technology as necessary to enable students to achieve.
3. SML will improve and maintain a user-focused technology infrastructure that is reliable, supported, and relevant to today.
4. All students and staff will have access to the tools of technology and information for learning.
5. Professional Development will be focused towards improving the learning process and providing relevance to the student's world.
6. Standards will exist to enable consistency in the provisioning of the educational process and facilities.
7. Innovative use of technology will be encouraged and supported.
8. Use of technology will be personalized to the extent possible, in order to address different learning styles/needs and rates of learning.

SML ELECTRONIC COMMUNITY

SML has implemented a series of electronic services that are a comprehensive communications and information system. This system is available to all students, staff, and families of the SML community. At the beginning of the year, students should ensure they can access each of the following systems: their SML Network account, email, and Headmaster.

INTERNET ACCESS AT SCHOOL

Access to the Internet is available through iPads or computers at any time of the day, via the SML wireless network. The SML network is password protected so that access is limited to school-provided devices. The password is preset; if a student loses access, try restarting the iPad and attempt to connect again. If asked for the password, please see a teacher or administrator.

CONTENT FILTERING AND MONITORING

St. Mark Lutheran will monitor the online activities of minors and operate a technology protection measure (“filtering/blocking device”) on the network and/or all computers with Internet access, as required by law. The filtering/blocking device will be used to protect against access to visual depictions that are obscene, harmful to minors, as required by law. Because the SML technology is a shared resource, the filtering/blocking device will apply to all devices with Internet access. Filtering/Blocking devices are not foolproof, and SML cannot guarantee that users will never be able to access offensive materials using SML’s equipment. Evasion or disabling, or attempting to evade or disable, a filtering/blocking device installed by the SML is prohibited.

The Director of Technology or the Network administrator may disable the SML’s filtering/blocking device to enable an adult user access for bona fide research or for other lawful purposes. In making decisions to disable the filtering/blocking device, the administrator shall consider whether the use will serve a legitimate educational purpose or otherwise benefit SML.

SML TECHNOLOGY PROGRAM POLICY GRADES K-2

As a part of my schoolwork, my school gives me the use of computers and storage space on the server for my work. My behavior and language are to follow the same rules I follow in my class and in my school. To help myself and others, I agree to the following promises:

1. I will use the computer or the Internet only with my teacher's permission.
2. I will use the computers only to do school work, and not for any other reason. I will not store material that is not related to my schoolwork.
3. I will not give my password to anyone else, and I will not ask for or use anyone else’s password.
4. I will not put on the computer my address or telephone number, or any other personal information about myself or anyone else.
5. I will not upload, link, or put an image of myself or others on the computer without my teacher’s permission.
6. I will not play games that a teacher has not approved.
7. I will be polite and considerate when I use the computer; I will not use it to annoy, be mean to, frighten, threaten, tease, bully, or poke fun at anyone; I will use only God pleasing language.

8. I will not damage the computer in any way, change any of the settings on the computer, nor eat or drink near the computer.
9. I will only use my computer that I am assigned to. I will not touch other students' computers without permission from my teacher.
10. If I have or see a problem, I will not try to fix it myself but I will tell the teacher.
11. My teacher may look at my work to be sure that I am following these rules, and if I am not, there will be consequences which may include not being able to use the computer.

IPAD ACCEPTABLE USE POLICY

GENERAL INFORMATION

Caring for the iPad

1. I will keep the case on the iPad at all times
2. I will hold the iPad with two hands when carrying it, and I will not place heavy objects on top of the iPad like (books, backpacks, etc.
3. I will not leave the iPad on the floor.
4. I will not write, mark, or put anything on the iPad or the case of the iPad.
5. If the iPad is damaged, I will let my teacher know.

Using the iPad

1. I will keep the volume on mute, or use headphones.
2. I will not touch another iPad, or take an iPad away from another student.
3. I will not pound, hit, slam the iPad on anything, or throw the iPad at any time.
4. I will only use the Apps or programs on the iPad that my teacher tells me to use.
5. I will put the iPad away in its proper place when I am done using it.

DAMAGE AND REPAIR TO THE IPAD OR IPAD CHARGER

iPad

Students are expected to have an operational iPad at all times. Students are responsible for any damage to the iPad they are issued, unless an exception is made by St. Mark Lutheran School. If the iPad is not functioning properly, or becomes damaged in any way, they need to have their device inspected by a teacher or the SML technology department **as soon as they notice the occurrence**. If repairs are necessary on the device, the SML technology department will facilitate the process. **A fee of**

\$150 will be assessed for the facilitation of repairs. While iPads are undergoing service, a loaner will be provided **if available**.

iPad Charger

Students are to keep the Power Bank charger and cable at home where they are to charge their iPad. They are not to write on the Power Bank, nor remove the number that is on it, as this is the Asset Tag number that quickly identifies their issued charger. They are to turn this same charger in at the end of the year. If the charger becomes damaged in any way, please bring in for inspection, and if unrepairable, a new charger will be issued. An applicable **fee of up to \$38** for replacement may be assessed depending on the circumstance.

[SML TECHNOLOGY AGREEMENT - ONLINE FORM](#)