



SETON CATHOLIC SCHOOL
STUDENT HANDBOOK

SETON CATHOLIC SCHOOL

MIDDLE SCHOOL HANDBOOK

INTRODUCTION

Seton Catholic School Mission Statement: *Seton Catholic School, a Preschool through Eighth grade educational ministry of the St. Elizabeth Pastorate, provides a Christ-centered education to assist families in cultivating spiritual growth, academic excellence, and emotional development; to form the next generation of disciples to teach, witness, and share the gospel.*

Seton Catholic School Vision: *Seton Catholic School will be regarded as a leader in Catholic Education throughout the Archdiocese of Dubuque for faith and moral development. We will empower students to recognize and cultivate their God given gifts and talents, to achieve success today, and be prepared for leadership tomorrow.*

The procedures, rules, and guidelines set forth in this Procedural Guide relate specifically to Seton Catholic Middle School for the school year. This local procedural guide is to be used in conjunction with the system-wide Seton Catholic School Policy and Procedures Handbook.

Knowledge of the rules and regulations, their processes, and their implementation is the responsibility of all Middle School students and their families. **A lack of knowledge or understanding of the rules and regulations WILL NOT be the cause of releasing a student from the responsibility of abiding by the stated policies.**

These printed rules and regulations are considered a binding contract between the students and staff by virtue of choosing Seton Catholic Middle School. The administration of Seton Catholic reserves the right to modify the published rules as necessary.

ACTIVITY FEES

A \$25.00 fee will be collected for each activity that requires a paid coach or moderator (Sports, Mock Trial, and Musical). Families with financial hardship or special circumstances can be exempted from this fee.

ARRIVAL & DISMISSAL PROCEDURES

Arrival

The Gym Entrance doors will be opened to students at 7:45 A.M. Vehicles should drop off students in the back parking lot or in the front of the school. Upon arrival students should report directly to the gymnasium. The school day officially begins at 8:00 A.M.

Dismissal

Students will be dismissed at 2:55 P.M. Dismissals on Wednesdays will be at 1:50 P.M.

ATHLETICS

The philosophy of Seton Middle School Athletics is one of participation and skill development. Interscholastic sports offered at Seton for our 7th and 8th graders include volleyball and basketball. However, our athletes are able to participate in cross country, football, wrestling, and track & field at Beckman and Western Dubuque schools.

A \$25.00 activity fee will be collected for each Seton sport. (See Activity Fees) Each student participating in athletics is required to have a Concussion Fact Sheet, an Athletic Pre-Participation Physical Examination, and Activity Fee/Eligibility Form on file in the office before being allowed to participate in practice or competitions.

EXTRA-CURRICULAR ACTIVITY ELIGIBILITY

Academic Eligibility Policy

Participation in athletics and other extra-curricular activities at Seton Middle School is a privilege, and academic proficiency will always take precedence. In order to maintain this privilege of eligibility, the student must be passing (70% and above) each class at the time of grades being posted. Grades will be posted every week. Students with a failing grade become academically ineligible to participate in extracurricular activities until they are passing all courses (students must practice, but may not compete). The ineligibility begins on the Monday after grades are due in the office to allow for parental notification and grade accuracy checks. Students remain ineligible for 1 week; however, if passing all classes, the student may return to competition the following week. Coaches/ sponsors will be notified via email or personal contact.

- Each student must maintain a good conduct record both in school and out of school all year round. Any student whose conduct or habits are such to make that student unworthy to represent the ideals and principles of Seton Catholic School may be ineligible to participate in or attend any extra-curricular activities for a designated period of time.
- Each student must meet the expectations of his or her parents. Seton Middle School fully supports all parental requests to withhold students from extracurricular activities at any time and for any reason.

Student Participation Policy for Activities - (in alignment with the WDCSD policy)

Students at Seton who become involved in our activity program share in the responsibility of being at practice when it is scheduled. Thus, to be fair to all students, the following rules will apply to all activities unless a separate policy is developed by the sponsor and approved by the activity director prior to the start of the activity.

- Students who wish to participate in school-sponsored activities must attend school one-half day the day of the activity unless permission has been given by the activities director or principal for the student to be absent.
- Excused absences (i.e. doctor, dental appointments, family emergencies, etc.) should be discussed with your coach or sponsor BEFORE the absence whenever possible.
- The **FIRST UNEXCUSED ABSENCE** from a practice, performance, or competition will result in a conversation between student and coach/sponsor. Missing part of the next game, meet, or performance will be determined by the coach/sponsor.
- The **SECOND UNEXCUSED ABSENCE** from a practice, performance, or competition will result in the student being withheld from the next scheduled game, meet, or performance.
- The **THIRD UNEXCUSED ABSENCE** from a practice, performance, or competition will result in possible dismissal of the student from the activity at discretion of coach, athletic director, and principal.
- Excused absences may result in reduced playing time at discretion of the coach. As part of the team players are expected to commit to being at practice.

ATTENDANCE PROCEDURES

Attendance

Student attendance will be recorded at the beginning of each class period. Three deliberate or excessive tardies in a week will result in a lunch detention with the principal.

Absence

If a student will be absent, parents/guardians must call the school secretary and/or email the school secretary and teacher before 8:00 A.M. If the absence is planned in advance, the Office should be notified with a telephone call, email, or parent note of the dates and reason for the absence.

Late Arrival

Students arriving at school after 8:00 A.M. must sign in at the Office. Students who arrive after 8:00 A.M. will be marked as an “unexcused absence” unless the late arrival is excused within 24 hours with a telephone call, email, or parent note.

Early Dismissal

Students needing to leave school prior to 2:55 P.M. (or 1:50 P.M. on Wednesdays) must notify the office in advance with a telephone call, email, or parent note. Students bringing notes should give them to the school secretary. The Office will let the student’s teacher know of the early dismissal time and call them to the office when it is time to leave. Students must sign out in the Office prior to leaving the building. Students who return to school on the same day must stop at the Office and sign in before returning to class.

Truancy

Students will be considered truant if absent with no parent communication. These absences are considered unexcused and subject to disciplinary action unless parent communication regarding the absence is received by the office within 24 hours.

AUTHORIZED AREAS

Students are to stay in authorized areas of the Seton Middle School building at all times. Students who enter unauthorized areas without permission are subject to disciplinary action.

BEHAVIOR EXPECTATIONS

Students are expected to be respectful, responsible, and resourceful in their daily activities. Treating all school employees and peers with respect, being prepared for class with all necessary materials, and learning to advocate for oneself are examples of these expectations. Displaying a positive growth mindset and always putting forth their best effort will contribute to being good role models and leaders in middle school. Being Christ-like is a goal for our students infused into their whole well-being.

Some examples of disrespectful behavior, but not limited to:

- Cheating/plagiarism
- Lying
- Stealing/disrespectful of others property
- Aggressive behavior/physical contact, etc
- Taunting/Bullying/Harassment
- Talking back, argumentative/not respecting authority

Teacher’s Classroom Expectations given to students & parents at the beginning of the school year.

BUILDING DIRECTORY

See Appendix A for a list of Seton Catholic’s Middle School Faculty & Staff.

BUSES

The Western Dubuque Community School District provides busing or reimbursement (at their discretion) for students who live more than two miles from school and live within their district boundaries. All bus students must abide by the bus rules and consequences outlined by Western Dubuque School District. For additional information, contact the WDSB Transportation Department.

CELL PHONES/SMART WATCHES

Cell phones may not be used from 7:45 A.M.-2:55 P.M. During those school hours, cell phones must be kept in the designated classroom area. Violation of the cell phone policy will result in confiscation of the device for the remainder of the school day. Multiple violations of the cell phone policy may result in additional consequences. For purposes of this policy, smart watches and other devices with internet capabilities (except school-issued computers) will be categorized as cell phones.

- The First Offense the student will be given a warning and asked to put the phone/watch in the designated location.

- The Second Offense the student will have the phone/watch taken away for the rest of the school day. A phone call home to parents will also be made.
- The Third Offense will include the device being confiscated for the entire school day, parents will be notified and asked to come and pick up the phone/watch.

CLASSROOM DISTRACTIONS

Items used by students which cause a distraction to the educational environment may be confiscated by teachers. Return of these items is subject to administrative discretion.

DAILY SCHEDULE (SEE APPENDIX B)

Appendix B contains the Regular Daily Schedule, Wednesday (Liturgy) Schedule, and Late Arrival Schedule.

DETENTIONS

Detentions will be served during lunch period with the principal.

DISCIPLINE

Seton Catholic School students are expected to exhibit Christ-like behaviors by demonstrating respect, taking responsibility, and building community. Through teaching, reflection and growth we seek to more closely model our actions and words on the tenets of Christ; however, knowing our need for growth, Seton Catholic School will work to establish discipline procedures to allow for reflection and continued growth for our students. The examples given below are to serve as a guideline. Discretion is given to the school administrator when implementing procedures outlined below.

Level I - Mildly Disruptive Behavior

Defined as: A behavior that is committed without malice but causes a disruption or affects the orderly processes of the classroom, church and other sites, including but not limited to, assemblies, hallways, cafeteria, school programs and field trips.

Examples of unacceptable behaviors include, but are not limited to: uniform violations, not following staff direction/redirection, inappropriate behavior in assemblies/church, homework incompleteness, and rude/disrespectful actions.

Handled by: Adult (teacher/substitute, teacher associate, parent volunteer) in charge of the setting in which the problematic behavior occurred.

Possible Interventions:

- Model and teach expected behavior.
- Remind, redirect, and reinforce expected behavior.
- Working lunch with classroom teacher or principal

Level II - Pattern/Serious Misbehavior

Defined as: Behavior that is deliberate or disruptive to orderly educational environments/misbehavior whose frequency or seriousness disrupts the learning climate of the school. Repeated Level I misbehavior may warrant a Level II response.

Examples of unacceptable behaviors include, but are not limited to: physical altercation, repeated Level 1 misbehavior, cheating, stealing, and destroying property, and non-compliance with staff direction/redirection.

Handled by: An adult staff member who is responsible for the setting in which the problematic behavior occurred, Administrative support may be necessary with Level II concerns.

Possible Interventions:

- Model and teach expected behavior.

- Remind, redirect, and reinforce expected behavior.
- The incident will be shared with parents by the teacher in charge of the setting by a phone call, email or direct contact.
- All Level II misbehavior will be shared with the principal by phone call, email, or direct contact.
- A student behavior intervention plan may be warranted as a result of Level II concerns.
- Temporary Loss of privilege (i.e leadership roles, seating placements, school activities, etc.) may be considered in relationship to Level II concerns.

Level III - Severe Misconduct (Major)

Defined as: Severe misbehavior that seriously disrupts the learning environment and possibly threatens the safety or well-being of students or teachers.

Examples of unacceptable behaviors include, but are not limited to: repeated or more serious levels of misbehavior such as those listed on level II above, use/possession of weapon(s), bullying/harassment, truancy, refusal to comply with the teacher's command, personal injury/fighting, vandalism/theft, habitual late or missing assignments, or using inappropriate language.

Handled by: teacher and/or adult in charge and principal

Possible Interventions:

- Student removal from the classroom or situation.
- An administrative investigation of the incident.
- A parent conference will be scheduled to discuss the results of the investigation. A behavior plan will be created or modified.
- Loss of privileges assigned as outlined in a behavior intervention plan.

Level IV - Probation, Suspension, and Expulsion (Major)

Repeated offenses of Level III and other behaviors as listed in this handbook will result in appropriate consequences, which may include probation, suspension, or expulsion.

DRESS CODE (SEE APPENDIX C)

See Appendix C for a detailed description of Seton Catholic's student dress code.

ELECTRONIC DEVICES

School-issued laptop computers are the only authorized devices during school hours. Students should bring their assigned Chromebook to school each day fully charged. Families must agree to the "Acceptable Use" policy when they are issued their laptop, and students are subject to disciplinary action for inappropriate activity both outside of school and during school time. Other electronic devices are allowed subject to the approval and direct supervision of a staff member. Headphones and earbuds are allowed in the classroom (not in the hallways between classes) with the permission of the teacher. The school is not responsible for lost, damaged, or stolen electronic devices. Seton Catholic School Acceptable Use Policies apply to all electronic devices on school property. The appropriate forms that are required to be filled out and returned before being issued a Chromebook can be found in Appendix E. They should also be available in the school's office upon request.

If the expectations are not followed, a student will receive these consequences:

- **The First Offense** the student will be given a warning and asked to correct the situation. *(1st semester only; second semester goes straight to "the second offense")*
- **The Second Offense** the student will have the electronic device taken away for the rest of the school day. A phone call home to parents will also be made.
- **The Third Offense** will include the device being confiscated for the entire school day. Parents will be notified and asked to pick up the electronic device at the earliest possible time. It will remain in the possession of the principal until that time.

GRADING SCALE (SEE APPENDIX D)

See Appendix D for Seton Catholic's middle school's grading scale.

FOOD & BEVERAGES

- Students are not allowed to eat outside of the cafeteria without the permission and direct supervision of a teacher in that particular teacher's classroom. Food will not be permitted in the hallways.
- Gum is not allowed.
- Coffee, caffeinated, and carbonated beverages are not allowed in the building for students.
- Water is the only beverage allowed.
- Snacks must be kept minimal, not excessive, and preferably healthy.
- Food will not be shared with other students.

LOCKERS

Each student is assigned a locker. Students are expected to keep their lockers completely closed at all times, with nothing stacked outside of it. The school is not responsible for lost or stolen items. All lockers are the property of Seton Catholic School and are subject to inspection by school officials.

LUNCH

Students must remain at school during lunch periods and eat school-prepared or home-prepared lunches. Milk is available. Fast food and pop are not allowed as part of student lunches. Free or reduced-cost lunches are available to students who qualify. Application forms can be obtained from the Office.

The lunch program is operated by Seton Catholic School. Each student will have an individual account and will be issued an ID number. This lunch number can only be used by the student to whom it is issued. Parents will be notified when their child's account runs low. Checks should be written to the Seton Lunch Program.

MAKE-UP WORK

Make-up Work for One-Day Absences

If a child is absent from school for one day, requests for make-up work will not usually be accommodated based on the assumption that the student will be in attendance the next day. If a one-day absence is planned in advance, students should discuss with their teachers what work will be missed and, if recommended by the teacher, should complete this work prior to the absence.

Make-up Work for Extended Absences

If a child is absent from school for two or more days, parents may call the school or email the teacher for work to be picked up at a designated time during the school day. We encourage our students to advocate for themselves. If they know they will be absent for more than a day, it is highly recommended that they see their teachers in advance.

NEWSLETTER

The school newsletter will be posted on the website each Friday.

PARENT CLUB

All parents/guardians belong to the Seton Catholic Parent Club and are encouraged to be active members. The Parent Club supports our school in a variety of ways throughout the school year. The goal of the Seton Catholic Schools Parent Club is to enhance and support the educational experience at Seton Catholic Schools, to develop a closer connection between school and home by encouraging parent involvement, and to improve the environment at Seton Catholic School through volunteer and financial support.

PROGRESS REPORTING

Progress reports are sent home at the end of each semester. Separate documentation of class grades for a student are given at fall and spring conferences.

SCHOOL SUPPLY LIST (SEE APPENDIX F)

VISITORS

Parents, community members, and other visitors should report to the Office. Visitors are asked to sign in at the office and to wear a “Visitor” name tag. Visitors should return the name tag to the office and sign out. Arrangements for student visitors need to be made with the administration at least 24 hours in advance.

WEBSITE/FACEBOOK PAGE

Please visit the Seton Catholic School website at <https://setonschool.org/> and also like us on Facebook!

APPENDIX A: BUILDING DIRECTORY

Principal: Clayton Ellsworth

Instructional Coach: Kari Meyer

Middle School Teachers:

6th: Brian Jones

6th: Lynn Kluesner

7th: Jessie Burkum

7th: Mark Zalaznik

8th: Ashley Herndon

8th: Donna Schwers

Choir/Band: Michelle Jannette

Art: Allie Krapfl

Physical Education: Andy Hyland

Resource: Sandy Fiedler

Technology: Liz Wolfe

Paraprofessional: Katie Pfeiler

Secretary: Veronica Farley

Kitchen: Helen Koopmann & Teresa Kramer

APPENDIX B: SCHOOL SCHEDULES

REGULAR DAILY SCHEDULE:

Schedule - MON/TUE/THU/FRI

Class Period	Time
Beginning of the Day Homeroom	7:50-8:00
1st	8:00-8:34
2nd	8:37-9:11
3rd	9:14-9:48
4th	9:51-11:01
5th	11:04-11:39
Lunch	11:44-12:14
6th-Homeroom	12:19-12:38
7th	12:41-1:21
8th	1:24-2:04
9th-Explore	2:07-2:47
End of the Day Homeroom	2:50-2:55

WEDNESDAY (LITURGY) SCHEDULE:

Schedule - WED

Class Period	Time
1st	8:00-8:40
MASS	8:45-9:30
2nd	9:35-10:15
3rd	10:18-10:58
4th	11:01-11:41
LUNCH	11:45-12:20
5th	12:25-1:05
6th	1:08-1:48
End of the Day Homeroom	1:50-1:55

APPENDIX C: DRESS CODE

Shirts

Acceptable colors: Must be solid - WHITE, NAVY/ROYAL BLUE, RED, GRAY/CHARCOAL, or BLACK.

Styles: polo or oxford style (both collared), quarter zip pullovers, crewnecks, cardigans, hooded Seton Catholic sweatshirts. Only Seton Catholic hooded sweatshirts are permissible. A dress code collared shirt must be worn under pullovers and jackets.

NOT allowed: logos or emblems larger than “1x2” (i.e. Polo horse, Nike swoosh, etc.).

Pants/Shorts/Capris

Acceptable colors: Must be solid - NAVY BLUE, KHAKI (tan), GRAY, or BLACK. Pants should be free of contrasting stitching or trim.

NOT allowed: Spandex, sweatpants, athletic leggings, and shorts shorter than 4 inches from the top of the kneecap.

Skirts/Dresses

Acceptable Colors: Must be solid - NAVY BLUE, KHAKI (tan), GRAY, or BLACK.

Styles: Skirts, polo dresses or jumpers. Style must be no shorter than 4 inches from the top of the kneecap.

Shoes

Style: Closed-toe shoes with a low heel that are considered appropriate for school attire (including safety during fire drills) are allowed. Gym attire must include non-scuffing athletic shoes.

NOT allowed: flip-flops, Crocs, and slippers.

Accessories

Small post or hoop earrings, and fingernail polish, are allowed.

Simple makeup (**for middle school**) is allowed.

NOT allowed: Hats/caps and scarves inside the building, display of body piercings other than ears, display of tattoos, either temporary or permanent.

Out-of-Dress Code Days: Held on the first Monday of every month

Clothing should be appropriate for school. Regular shoe regulations apply, even on non-dress code days.

NOT allowed:

- clothing with drug, alcohol, tobacco, or sexual references, bare midriffs, spaghetti straps, or halter tops.
- hats, face paint, or distracting hair color/hairstyles (unless administrative exceptions are made in advance).
- Shorts, skirts, and dresses shorter than 4 inches from the top of the kneecap.

Seton Knight Fridays

On Fridays, students may wear Seton Catholic t-shirts, sweatshirts, and other Seton Catholic-themed garments. Joggers with pockets are permitted. All other dress regulations apply.

Dress Code Guidelines for Grades 6-8 Exceptions

Boots are allowed, but athletic shoes are required for physical education. Pants must cover boots.

APPENDIX D: GRADING SCALE (%)

100-97: A+

96-93: A

92-90: A-

89-87: B+

86-83: B

82-80: B-

79-77: C+

76-73: C

72-70: C-

***69-67: D+**

***66-63: D**

***62-60: D-**

***59 OR LESS: F**

***Ineligible for extracurricular activities (see EXTRA-CURRICULAR ACTIVITY ELIGIBILITY)**

APPENDIX E: SCHOOL SUPPLY LIST

Middle School:

- 1 bookbag (no duffle bags)
- 24 pencils (Ticonderoga Soft #2)
- 1 soft sided pencil bag
- 1 package Sharpie markers (multi-colored)
- 1 package pens (blue or black)
- 1 scissors
- 3 highlighters
- 1 box markers
- 1 box crayons
- 3 composition notebook
- 1 accordion file or 5 folders (any color)

- 1 box colored pencils
- 4 dry erase markers
- 1 ruler
- 1 large eraser
- 5 Elmer's glue sticks
- 2 packages of index cards (100 count, 3x5 in)
- 1 package Post-it notes (3x3)
- 5 notebooks (any color)
- 1 scientific calculator
- 3 3-ring binders (1 inch)
- 1 pkg loose leaf wide ruled paper
- 2 sets of earbuds

- 3 rolls of paper towels
- 1 container of disinfectant wipes
- 2 boxes of Kleenex
- 1 bottle of hand sanitizer

Everything must fit in student's locker
(NO large binders or trapper keepers)

Gym:

- Change of clothes
- Extra pair of tennis shoes
- (street shoes may not be worn for gym class)

APPENDIX F: ACCEPTABLE USE POLICY FOR STUDENT DEVICES; ACCEPTABLE USE POLICY ETIQUETTE; & FEES FOR DAMAGED CHROMEBOOKS

Acceptable Use Policy (AUP) for Student Issued Devices

Overview:

Our school believes that the integration of technology is essential to motivating and engaging students in rigorous and relevant lessons. 1:1 Technology provides the opportunity for anytime/anywhere learning and opens the doors to the critical thinking and problem solving skills that students will need to compete and contribute to our global society. Therefore, your child will have his or her own computing device and accessories (hereafter collectively referred to as equipment) to use in class and at home, while enrolled at Seton Catholic School.

Students that have submitted this completed agreement and have the permission of the Seton staff will be allowed to take the equipment home while enrolled during the school year. A pattern of careless behavior will have consequences and parent/guardian(s) or staff may rescind this privilege at any time. Our 1:1 initiative will become a part of your child's everyday classroom experience and failure to follow the guidelines below and instructions in class can significantly influence this experience.

Guidelines:

1. The equipment is to be used for school-related purposes only.

The equipment is not to be used for any unlawful or inappropriate activity, commercial endeavors or any purpose contrary to the school's educational mission, or the Board of Education's policies. The equipment is not to be used by anyone (classmates, peers, friends, brothers, sisters, etc.) other than the student it is issued to as this is not your personal equipment. The student will bring a fully charged device and personal headphones to school every school day as substitutes will not be provided for devices left at home. The student is responsible to complete their work regardless of having this equipment or not. The student will use or not use the equipment in class as directed by the teacher, and will not ever use the equipment in restrooms or locker rooms.

2. The equipment is owned and searchable by the district.

The school reserves the right to broadly access, monitor, search, review, track and store any data, communication, or information that is processed on school issued equipment. Any unlawful use will be reported to the police and the school will take any and all appropriate actions, including disciplinary action, if a violation is found. Any data files of any kind stored on the equipment may or may not be returned to the student when the equipment is surrendered.

3. Only licensed software may be installed under teacher direction onto school equipment.

No one is authorized to install or uninstall software on the equipment unless instructed to do so by a Seton staff member. Equipment settings should remain the same unless instructed to be changed by a Seton staff member. At any time, it may be necessary to reimage the equipment to the current standard, files may be lost and any installed software or configuration settings will need to be reapplied by the student.

4. The equipment must be surrendered immediately upon request, withdrawal or as directed by district staff.

The equipment must be maintained and in good working condition when returned. The student may have to return the equipment for any reason, with or without prior notice.

5. The district will troubleshoot supplied equipment problems related to usage at district facilities.

For example, if the equipment connects to the Internet at school but does not connect elsewhere, the problem will not be addressed by the school. In addition, the school will not support problems that arise when attempting to connect personal devices such as a personal digital camera. The equipment is not to be serviced by the student or any outside party; all service needs must be performed by, or arranged through, the school's technology department.

6. The student is responsible for ensuring his/her files are being backed up. It is recommended that students backup their files from the equipment to their district created Google Account @seton.pvt.k12.ia.us.

7. The student is responsible for the safe handling and care of the equipment. Students accept the responsibility of providing reasonable measures of care and protection for the equipment. In addition, they will not attempt to repair the equipment, upgrade the equipment or circumvent the security mechanisms of the equipment. Damaged equipment needs to be returned for evaluation and repair. Damage due to negligence or misuse will result in service, repair and/or replacement charges that will be assessed on a case by case basis depending on negligence involved. The student will not deface or personalize the equipment surfaces. The student will not tamper with or remove any school or manufacturer identification labels and must report to a Seton teacher any missing or unreadable identification labels as soon as possible.

The student will transport the equipment safely including in the classroom, between classes, and outside of school. When at school and not in use it will be secured in the case provided. The equipment will not be swung or flung including when in the case. When moving about a room and the device is closed use the handle on the equipment, or if the device is open use both hands to carry the equipment safely. The equipment must remain in your possession or in a locker at all times while at school.

8. Student responsibilities regarding lost or stolen equipment:

As soon as a student is unable to locate the equipment it is considered lost or stolen and must be reported to a principal or the police liaison immediately if at school or upon return to school. If you suspect it has been stolen while not at school it must be reported immediately to the police and a copy of the police report must be provided upon return to school.

9. I have reviewed and agreed to abide by the district AUP that is included in the Student Handbook while using this equipment.

I understand that discipline, also outlined in the Student Handbook, may be imposed for any inappropriate use of this equipment.

Please sign this page and return all four pages of the original signed copy.

STUDENT ACCEPTANCE:

I have read and understand this Acceptable Use Policy for School Issued Devices and I am indicating my acceptance by signing below. I understand that violations of this policy may result in disciplinary action(s) that may include referral to outside agencies, such as law enforcement, as applicable.

Printed Name: _____

Signature: _____

Date: _____

PARENT/GUARDIAN ACCEPTANCE:

I have read and understand this AUP for School Issued Devices and I am indicating my acceptance by signing below. I will reinforce the proper use of the equipment and encourage my student(s) to be responsible regarding this opportunity. I understand that fines for services, repairs and/or replacements may be charged. Charges will be assessed for unreturned equipment, missing equipment or damaged equipment resulting from negligence or intentional destruction or misuse.

Printed Name: _____

Signature: _____

Date: _____

Acceptable Use Policy (AUP) for Internet Etiquette

Overview:

Students at Seton Catholic School will be provided access to technology in classrooms and labs for educational purposes. Students must follow the established guidelines for Internet Etiquette in order to maintain the privilege of access to technology.

Good digital citizenship is good citizenship. Citizenship is expected whether student activity is in person or online, whether in the hallway or on Google Classroom. The following rules of citizenship should guide all use of technology and connectivity at Seton Catholic School and good behavior is expected of all students.

Guidelines:

Both a parent/guardian and the student need to initial each guideline below and then sign and date the acceptance at the end for the privilege of using this equipment while following the AUP.

1. Respect Yourself

I will:

- show respect for myself through my actions.
- use school-appropriate language and images on the computer.

2. Protect Yourself

I will:

- ensure that the information I post online will not put me at risk.
- not publish contact details or personal information in public spaces.
- report any aggressive or inappropriate behavior directed at me.
- not share my password or account details with anyone else.
- only use email for schoolwork and with teacher permission.

3. Protect Others

I will:

- report abuse.
- forward only materials (including emails and images) that are appropriate.

4. Respect Others

I will:

- not bully, harass or stalk other people online.
- only go to sites that are related to my schoolwork.
- not share my password or login.
- only change or modify other's work with permission.

5. Respect Copyright

I will:

- follow the copyright guidelines and cite my sources.
- request permission from the owner if necessary.
- not steal or share music or other media in a manner that violates their licenses.

6. Protect School Property

I will:

- not go into system programs or preferences.
- not vandalize by causing physical damage, reconfiguring the computer system, or destroying data.

- only listen to music with the teacher’s permission.

7. This means:

- School computers are for school-related work only.
- No instant messaging, personal email, or social media sites are to be used without teacher permission.
- You need permission to go to your email to send or print school-related work. Use the school’s student Google email at: @seton.pvt.k12.ia.us
- You may only use educational games found on the school/teacher website with teacher’s permission.
- YouTube and other video sites may only be used with the supervising teacher’s permission.

Please sign this page and return all three pages of the original signed copy.

STUDENT ACCEPTANCE:

I have read and understand this AUP for Internet Etiquette and I am indicating my acceptance by signing below. I understand that violations of this policy may result in disciplinary action(s) that may include referral to outside agencies, such as law enforcement, as applicable.

Printed Name: _____

Signature: _____

Date: _____

PARENT/GUARDIAN ACCEPTANCE:

I have read and understand this AUP for Internet Etiquette and I am indicating my acceptance by signing below. I will reinforce the proper use of Internet Etiquette and encourage my child to be responsible regarding this opportunity.

Printed Name: _____

Signature: _____

Date: _____

Fees for Damaged Laptops

While a certain degree of wear and tear is natural when utilizing these devices regularly, instances of damage can also arise due to carelessness and neglect.

The fee structure is meant to be flexible to account for discretion on the part of teachers and administrators to make decisions on a case by case basis.

It is also important to keep in mind that your technology fee that is paid per year does NOT cover the cost of damaged laptops. It covers the cost of the initial laptops, the extra inventory, the additional infrastructure costs for broadband, internet, etc. The fees are necessary in order to be able to make sure students have laptops when the damage is unforeseeable and even when it is due to carelessness or neglect.

The following fee structure is what you MAY be assessed for different types of damage to laptops:

Cracked Screen: up to \$75

Missing Charger: up to \$25

Broken Hinge: up to \$25

External Damage: up to \$75

Liquid Damage: up to \$100

Computer is nonrepairable: up to cost of device approximately \$250

Please sign and return this portion to school acknowledging that you are aware of this policy and will follow

Student Signature: _____ Date: _____

Parent Signature: _____ Date: _____