

During middle school at Novato Charter School, students will increase their use of electronic technology both inside and outside of the classroom. In order to support a healthy and productive learning environment for both the students and teacher, the following agreements are required:

Use of Computer Lab

Middle School students will have use of the computer lab and will be provided a specific lab computer for their use. Students may perform online research, project development, word processing, typing practice, or other applications permitted by the teacher. The following guidelines are required in the computer lab:

- Students may not change any settings on the computers.
- Students may not install any software on the computers
- Students must handle the computers with care and not modify any hardware.
- Students may not access personal social networking sites, computer games, chat rooms, or any other school inappropriate applications.
- Students may only access e-mail accounts if they have permission from the teacher (this is on an exception basis)
- Student may only print if they have permission from the teacher.
- Students may only visit websites approved by the teacher.
- Students may not store files on the computer except in their designated personal folder (storing files on the desktop is not permitted).
- Students must enter and work silently in the lab, not talking with other students unless permitted by the teacher.
- Students must return the computer to its regular position if it was altered during the course of working in the lab.

If the student does not follow these guidelines, the teacher may suspend their computer lab privileges.

Use of Personal Electronics

Novato Charter School is a personal electronics free campus. This includes cell phones, e-readers, tablet computers, laptop computers, digital cameras, or any other personal electronic device. We ask that parents also follow this policy while on campus.

In the event that a middle student must bring a personal electronic device to school it must be on an exception basis. The personal electronic device must be checked into the office before the start of the school day and picked up after school and not used until they are outside of the school property (dismissal area included).

The consequences for not following these guidelines are as follows:

1) First incident: the electronic device will be confiscated and held in the office until the student's parent comes in to collect it. At that time, we will want to know if and when the student will be bringing the device to school again. If so, we will expect it to be turned in to the office each day as described above.

2) Second incident: the electronic device will be confiscated and held until a conference between the parents and the Director is arranged. At the conference, parents will be given the choice of:

- a) Suspending the child's privilege of bringing an electronic device to school for any reason, for an agreed upon period of time, or
- b) Having the school write up a behavior report for the student's permanent file documenting the repeated disregard of the rule.

3) Third incident: the electronic device will be confiscated and must be picked up by the parent. There will be an automatic behavior report recorded in the student's permanent file followed by a one-day suspension.

Personal Storage Drive vs. Cloud Storage (i.e., Office 365 or Google Docs/Drive)

If a student wants to transport electronic school documents between the computer lab and home, a personal data storage drive (a.k.a. "Flash Drive") can be used by the student. Use of a personal storage drive is highly recommended and very successful.

Alternatively, students may use a cloud-based file system such as Microsoft Office 365 or Google Docs if permitted by their parents. This requires them to have a working Internet connection at all times to access their documents, but it alleviates the need for a Flash Drive. Students who use these services are not allowed to share access to their NCS assignments with other students, unless they are specifically working on a designated group assignment. Sharing documents and any personal work with other students is a violation of The NCS Academic Integrity Policy.

Printing Requirements

Beginning during the 6th grade as designated by the class teacher, Novato Charter School students will be given the option to type certain assignments. Generally this will increase throughout the 7th and 8th grades. Typing assignments is not required and students may always handwrite their assignments, especially if a personal printer is not accessible or working properly. ***If a student chooses to type their assignments, the student and parent must agree to have access to a fully functioning printer complete with toner and paper, and internet connection if needed. If a student does not have access to a fully functioning printer, they will not be excused from turning in an assignment on time. Students are never allowed to solicit a teacher, resource staff, or office staff to print a document for them or to access the computer lab at school solely for printing purposes.***

Class Websites

Middle School teachers may maintain a class website to list homework assignments, class policies, and other communications. It is the students and parents responsibility to regularly check the website for information prior to e-mailing the teacher to request information that is already provided on the class website.

Thank you for adhering to this agreement.

The Middle School Team