



**2024-25 K-6 Student Technology Program**

Information Packet  
and Acceptable Use Agreement

950 Dover Street  
Iowa City, Iowa 52245  
319.338.6061  
[www.willowwind.org](http://www.willowwind.org)

*After reviewing this information packet, please print, complete, sign, & return the Student Technology Acceptable Use Agreement Acknowledgement Form (pages 5 & 6) to Willowwind School.*

*Please contact Stacy Stoyanoff, Head of School, at [stacys@willowwind.org](mailto:stacys@willowwind.org) with questions.*

*The full document is available at [www.willowwind.org/forms](http://www.willowwind.org/forms).*

## WILLOWWIND SCHOOL'S STUDENT TECHNOLOGY PROGRAM

To support Willowwind's commitment to connection, collaboration, and critical thinking, the school provides classroom access to technology that assists our students in becoming competent and confident 21st Century learners. We help all students develop their technology skills set in a safe, inclusive, and developmentally appropriate learning environment.

As part of our teaching and learning in the K-6 classrooms, we utilize various devices and applications. These applications enhance communication and collaboration, both inside and outside the classroom. Digital technology at Willowwind is used solely to advance educational goals, with attention given to appropriate levels of screen time for children each day. Technology enhances our learning and is but one tool in our educational toolbox, alongside books, pencils, and handwritten work. Student's daily screen time varies based upon grade, time of year, and student project needs. Devices and applications are assigned by lower and upper grades, as follows:

- **Grades K-2 students use a classroom set of iPads or Chromebooks** to explore educational apps that support math and literacy learning.
  - Students **may** use Seesaw, an online digital journal allowing classwork to be shared privately between classmates and parents.
  - Students are not assigned a specific device and will not use computers in ASP or for homework.
  - Students are not assigned a Google Applications account until Grade 3.
- Grades 3-6 students are assigned a school-owned Chromebook to support classwork across the curriculum.
  - Each student is assigned a Google Drive account (without email access). This account will give them access to word processing, spreadsheets, and storage for documents in the cloud. It also allows students to work on documents from any internet-capable device and easily share work with teachers and other students. This account will be maintained until the child departs from Willowwind.
  - Students will use Seesaw, an online digital journal allowing classwork to be shared privately between classmates and parents.
  - Students may use additional online applications to complete classwork, such as multimedia presentations.
  - Students may check out their assigned Chromebook for completing homework at the After School Program (ASP) or at home. Home use is subject to the Student Technology Acceptable Use Agreement.
  - Please note that Willowwind is the owner of the electronic devices and all associated student accounts.

## **COMMITMENT TO STUDENT SAFETY**

Willowwind supports the rights of all members of the school community to be provided with and engage in a safe and supportive environment. This extends to the use of digital tools, during whose use our students are held to our school-wide expectations of safe and responsible behavior.

To support students in meeting these expectations, Willowwind:

- teaches students to use digital devices as tools for enhancing their learning and the entertainment uses they are familiar with at home.
- educates our students to be safe and responsible users of digital technology.
- supervises and supports students using digital technology within the classroom and establishes clear expectations and procedures when working online.
- assists students in setting appropriate limits for screen time and teaches good practices in taking breaks from the screen.
- raises our students' awareness of issues such as online privacy, intellectual property, and copyright.
- provides a filtered internet service but acknowledges that complete protection from inappropriate content can never be guaranteed.
- responds to issues or incidents that have the potential to impact the wellbeing of our students.
- supports families in understanding safe and responsible use of digital technology, potential issues, and strategies that can be implemented at home to help children.

## **STUDENTS' PERSONAL DEVICES**

Willowwind respects families' desire to provide children with personal communication devices; however, electronic devices from home including laptops, tablets, and cell phones, are not allowed on Willowwind campus during the school day. Smartwatches will be allowed at the discretion of the teacher, but they should not be used as a communication device during the school day.

All other personal electronic devices must remain at home during the school day (7:30am–6:00pm) and/or during school-sponsored events. Should a child need to communicate with a parent or guardian, Willowwind faculty and staff will support such communication through Willowwind's phone service or other communication channels such as teacher email. Should a child need to be picked up at any time during the school day, families will communicate directly with the school and the child must check out with the office prior to leaving.

Willowwind staff reserve the right to confiscate a smartwatch, or other personal electronic device, in the event of inappropriate usage. If a child is found to have brought a personal device to school and/or is using it inappropriately, they will be instructed to deliver the device to the office, where it will be kept through the end of the school day. The office staff will communicate with the family regarding the return of the device. Ongoing misuse will result in further conversations, involving the head of school, regarding the student's continued allowance of the device on campus.

## **HOMEWORK POLICY - Grades 3-6 Only**

Occasionally, teachers may assign classwork that necessitates using a Chromebook for homework. Assigned devices may only go home when a clear need is indicated. Students may take home their assigned device only with prior signed permission and approval from a teacher. Devices must return to school the next school day and may only be used for homework purposes. **Home use is subject to the Student Technology Acceptable Use guidelines and is limited to schoolwork.** Even at home, the Chromebook remains a tool for work, rather than an entertainment device. We strongly recommend that when using a device at home, it is used under supervision in a family or common area and not in the student's bedroom or other private space. Teachers reserve the right to deny at home use of devices based on actions demonstrated in class.

## **FREQUENTLY ASKED QUESTIONS**

### **1) What if the device is used for inappropriate purposes?**

Willowwind faculty and staff have the right to look at any application, file, or browsing history data on the device at any time, for the purpose of maintaining a safe and appropriate learning environment. Devices are supplied for use by the students and they are therefore responsible for all information and content on the device. If behavior occurs outside the Student Technology Program Student Use Agreement, a resulting consequence would be confiscation of the device from the student for a period of time, as deemed appropriate by that student's teacher. Parents may be contacted by the faculty to discuss the situation and potential consequences for the choice. It is important that teachers, students, and parents share the responsibility to ensure the safe and responsible use of devices at all times.

### **2) What if the device is damaged by a student?**

If a device is damaged through normal and appropriate use, Willowwind will bear the responsibility for repair or replacement. Should a device be damaged due to student misuse, neglect, or mistreatment, either at school or at home, the student's family will be responsible for repairing or replacing the device.

## **WILLOWWIND SCHOOL TECHNOLOGY CONTACTS**

Please contact your child's primary classroom teacher for questions regarding specific classroom applications and daily device use.

For questions regarding technology policies, integration of technology into the curriculum, and Willowwind School's approach to technology use for young learners, please contact [Stacy Stoyanoff](#) Head of School.

## **STUDENT TECHNOLOGY ACCEPTABLE USE AGREEMENT GUIDELINES**

Please review the attached Student Technology Acceptable Use Agreement with your child. Upon review, please print pages 5 & 6 and return to Willowwind School. This agreement will also be reviewed with classes by the teacher before devices are used.

**WILLOWWIND SCHOOL'S STUDENT TECHNOLOGY  
ACCEPTABLE USE AGREEMENT (AUA) ACKNOWLEDGMENT**

*When I use my assigned device and the internet:*

**I respect my assigned device by:**

1. handling it gently and not mistreating it on purpose.
2. storing it in places that it will not be accidentally damaged. The device must not be left sitting on the ground, on a chair, or left outdoors at any time.
3. putting it away at eating times. No food or drink should be consumed near student devices.
4. not taking my device outside without the direct permission of a teacher during class time, recess or lunch.
5. signing the device out with a teacher if I need to use it for homework. The device should remain in a zipped up school bag when traveling to and from school to protect it from damage (Grades 3-6 only).

**I communicate respectfully by:**

1. always thinking and checking that what I write or post online (for example, in my Google Classroom or on Seesaw) is polite and respectful.
2. being kind to my classmates and thinking about how the things I do might make them think or feel.
3. working to stop bullying. I won't send mean or bullying messages or pass them on to others. creating and presenting my own work. If I do copy something from the internet, I will acknowledge the creator by sharing the link or otherwise giving credit.

**I protect personal information by:**

1. being aware that my full name, birthday, address, and phone number are personal information and are not to be shared online.
2. protecting my passwords and not sharing them with anyone except my teachers and parents.
3. only ever joining spaces with my parent's or teacher's guidance and permission.
4. never answering questions online that ask for my personal information.

**I respect myself and others by:**

1. thinking about what I post and share online.
2. using spaces or sites that are appropriate for my age. If I'm not sure, I will ask a trusted adult for help.
3. protecting my friends' personal information.
4. telling a trusted adult if I see something that makes me feel upset or if I need help.
5. turning off or closing the screen if I see something I don't like and telling an adult who can help.
6. not deliberately searching for something rude, violent, or inappropriate.

*Should I bring a personal electronic device to school, or to school-sponsored events, I understand that my personal device must remain in my backpack and can only be used with teacher permission or in case of severe emergency. Personal devices may include but are not limited to laptops, tablets, cell phones, and smartwatches.*

This Student Technology AUA applies to all digital devices and the internet including (but not limited to):

- school-owned devices (e.g. Chromebooks, iPads, printers) used at school or at home to complete homework
- Internet
- cloud services (e.g. Google Drive)
- online digital portfolios (e.g. Seesaw)
- video and photo sharing websites (e.g. YouTube)
- blogs, forums, discussion boards, and groups
- Wikis (e.g. Wikipedia)
- student's personal devices using Willowwind's internet

**STUDENT SIGNATURE: Grades 3-6 Only**

I have read Willowwind School's Student Technology AUA. I agree to follow all guidelines contained in the agreement. I will use this knowledge at school and wherever I use digital devices and the internet.

\_\_\_\_\_  
Student Name (Please Print)

\_\_\_\_\_  
Student Signature Date

**PARENT SIGNATURE: ALL Grades K – 6**

I give my child, \_\_\_\_\_, permission to receive, access, and utilize the devices and applications outlined above. I have read Willowwind School's Student Technology AUA. I understand that my child needs to comply with the terms of acceptable use and expected standards of behavior set out within the AUA. I understand that failure to follow this AUA may result in my child having their participation in the program suspended or revoked.

\_\_\_\_\_  
Parent / Guardian Name (Please Print)

\_\_\_\_\_  
Parent / Guardian Signature Date