

RESPONSIBLE USE OF TECHNOLOGY



GENERAL INFORMATION FOR USERS of TECHNOLOGY

In the 21st Century Catholic schools are using new technologies, electronic resources, and Internet access to enhance student learning and to provide a quality educational experience for all students. Internet access and activities utilizing all other technologies in the schools are strictly limited to educational purposes. In keeping with the mission of the Catholic schools, schools will monitor, instruct, and guard against inappropriate, unethical, and illegal use of technology by the student or adult user.

AGREEMENT FORM

In order to ensure the proper use of technological resources, it is necessary that each user and parent/guardian **annually** sign the attached Responsible Use of Technology Policy - User Agreement Form. The signed form must be on file at the school before Internet access is permitted. Signing the form indicates that the user will abide by the rules governing Internet and other technology access as stated in this policy.

SCHOOL RESPONSIBILITY

The school shall provide access to technological resources, including Internet, for educational purposes only. The school shall also provide training for students and teachers in the appropriate use of online behavior, interaction online on social networking sites, cyber-bullying awareness and reporting of misuse of technology. The school shall take measures to provide for the safety and security of minors, supervise and monitor student access to all technological resources provided by the school, and guard against the access of objectionable material. Unauthorized disclosure, use, and dissemination of personal information regarding minors are forbidden.

USER RESPONSIBILITY

The user shall access the school's technological resources for educational purposes only. Each user is responsible for information that is sent and received under his/her personal and/or school Internet account. Passwords are to be guarded and not displayed nor shared with others. The user must strictly adhere to copyright laws. In addition, unethical and/or illegal uses of electronic devices will not be allowed.

Unauthorized access, including hacking or use of another person's account, is strictly forbidden. The user agrees not to bypass the school firewall, nor to harm or alter school property. The user agrees not to pirate, nor to submit, publish, and/or display any defamatory, inaccurate, abusive, obscene, profane, sexually oriented, threatening, harassing, racially offensive or otherwise illegal material, on or off school property; nor shall the user encourage the use, sale, or distribution of controlled substances. Any use in violation of any local, state, or federal law is prohibited and is a breach of the terms and conditions of responsible use. Also, any commercial use is strictly forbidden.

USER RESPONSIBILITY CONTINUED

The user will be a responsible Digital Citizen by:

1. Respecting Yourself. I will show respect for myself through my actions. I will select online names, images, and avatars that are school appropriate. I will carefully consider what personal information about my life, experiences, experimentation, or relationships I post.
2. Protecting Yourself. I will ensure that the information, images, and materials I post online will not put me at risk. I will not publish my personal details, contact details, or a schedule of my activities. I will report any attacks or inappropriate behavior directed at me. I will protect passwords, accounts, and resources.
3. Respecting Others. I will show respect to others. I will not use electronic mediums to antagonize, bully, harass, or stalk other people. I will show respect for other people in my choice of websites. I will not visit sites that are degrading, pornographic, racist, or inappropriate. I will not abuse my rights of access and I will not enter other people's private spaces or areas. I will obtain permission from a faculty member before taking pictures, video, and/or audio media. I also understand that attempting to gain access to another's account is prohibited. Especially egregious is attempting to gain access to a staff member's account.
4. Protecting Others. I will protect others by reporting abuse and by not forwarding inappropriate materials or communications.
5. Respecting Intellectual Property. I will request permission to use resources. I will suitably cite any and all use of websites, books, media etc. I will acknowledge all primary sources. I will validate information. I will use and abide by fair use rules.
7. Protecting the Network. I will protect the network by not downloading or uploading files without the permission of the principal, teacher, or system administrator. I will not attempt to bypass any sjscrescent.org domain security. This includes but is not limited to deliberate bypassing of the firewall or content filtering or removal/bypassing of the Chromebook management system.
8. Personal Social Networking. Given that the lines between school and private are blurred in the digital world, I understand that content published by me on any social media, web2.0, or other internet sites which adversely affects the learning atmosphere inside St. Joseph School, will be subject to the same consequences as if it occurred within the St. Joseph School Domain. I will not attempt to follow or contact a faculty member thru their private website or social networking site, while understanding that classroom or school based

websites are completely acceptable and necessary for online curriculum. Also, in accordance with diocesan policy, I am required to use my St. Joseph School domain accounts ONLY to contact faculty.

9. Personal devices other than those issued and managed by St. Joseph School. I understand that I may bring in my personal cell phone, but **all personal electronics** are to be kept in my locker or backpack and **turned off** during the school day when classes are in session. **Users will not be permitted** to connect personal devices to our wifi before, during, or after school.

10. Future Technologies. With the exponential growth of technology in today's world, it is expected that new technologies find their way into the classroom almost daily. There is no way to predict what new technologies will be developed and implemented, nor how they will affect learning in the classroom. Therefore, for all future technologies and new uses for existing technologies, "acceptable use" will be at the sole discretion of St. Joseph School and its administrators.

CHROMEBOOKS

The Chromebooks are owned and managed by St. Joseph School and are to remain on school property at all times unless the device is checked out for remote learning. I understand that faculty and administration reserve the right to delete any material that is inappropriate for school or interferes with the instruction in the classroom. I understand the St. Joseph School Console Management System is not to be removed. I understand that St. Joseph School is not responsible for any data loss due to malfunction of the Chromebook. The users will not be negligent, destructive, or careless, while the Chromebook is in the users' possession. Misuse or neglect of the Chromebook will not be tolerated and may result in the loss of user privilege.

Each student will be assigned a Chromebook for in-school use during the school year. The individual student is responsible for general care of the device. The cost to purchase and maintain Chromebooks is included in the book fees/computer fees. This fee includes insurance for accidental damage to the Chromebook. Student insurance is limited to one Chromebook insurance-covered incident per school year. There is a \$25 deductible for a Chromebook that is damaged. Following the first insurance-covered incident a replacement cost up to the full cost of the device will be charged for accidental damage. If the device is lost, the party is responsible for covering the full cost to replace the device. Software or hardware malfunctions (not related to abuse) are covered under the manufacturer's warranty and the book fees/computer fees. At the end of the school year when the Chromebooks are collected, there will be a damage assessment. If damage is excessive, additional fees may apply.

If your Chromebook fails to work or is damaged, report the problem to the SJS Technology Coordinator as soon as possible. Do not attempt to gain access to the internal electronics or repair your Chromebook. Chromebook repair/replacement options will be determined by the SJS Technology Coordinator. You may be issued a temporary Chromebook (possibly an older model i.e. no touchscreen) until your Chromebook is repaired and working properly or replaced.

You may want to purchase a padded carrying case for your Chromebook in order to safely transport the device. Proper cleaning and disinfecting instructions are as follows:

1. Completely power down the Chromebook by holding down the power button in the top right corner.
2. Remove any connected peripherals attached to the Chromebook including any USB devices or external monitors. Make sure there is nothing still connected to the Chromebook.
3. To clean and disinfect the Chromebook's keyboard, trackpad, lid and body use a microfiber cloth with 70% Isopropyl alcohol and wipe in a circular motion (each key on the keyboard, the trackpad, the lid, and the body of the Chromebook.) Remove any dirt or debris that comes off and try to keep it from falling into the cracks. Allow the Chromebook to completely dry. (This should only take a few minutes.) Microfiber cleaning cloths and Isopropyl alcohol are available in the computer lab.
4. To clean the screen you will need to use a special screen cleaning solution. Do NOT use Isopropyl alcohol or normal soap to clean the Chromebook screen. Screen cleaning solution can be found at any retailer that carries computers. You will follow the manufacturer's directions provided on the packaging with a microfiber cloth. There are microfiber cleaning cloths and screen cleaning solution available in the computer lab.
5. Make sure your Chromebook is completely dry before powering on and reconnecting any peripherals.

PRIVACY

Given a valid reason, St. Joseph School administration may at any time and without notice to or consent from users, obtain access to all information, conveyed or stored anywhere within the St. Joseph School domain as defined above, even if the information has been password protected or encrypted. This includes but is not limited to Internet history and student@sjscrescent.org email.

I understand that teachers, school administrators, and the technology department staff may use monitoring software that allows them to view the screens and activity on students' Chromebooks or other school-owned devices during school hours or on personal devices accessing the St. Joseph School infrastructure.

DISCIPLINARY ACTION

The school may take disciplinary actions against students, who violate the Responsible Use of Technology Policy or other school or diocesan policies by means of inappropriate use of technology. Disciplinary action may also be taken against those who use telecommunication devices to cause mental or physical distress to other members of the school community, whether these incidents take place on or off the school property. Disciplinary action taken by school authorities may include revocation of access to technological resources, suspension, expulsion, and/or possible legal action.

TECHNOLOGY POLICY

All Schools must have on file, a signed **Responsible Use of Technology Policy---User Agreement Form** for any student, faculty member, or administrator using a school's technology resources, school's Internet account, school-sponsored account, or personal account to access the Internet. All Internet access and use of other electronic communication technology is strictly limited to educational purposes. Students are not allowed to access personal accounts from school. The school has the right to access **any** electronic devices on school property. All information received or sent from school property remains the property of the school and is not considered confidential. The school reserves the right to investigate the download history of all school computers. There shall be no reasonable expectation of privacy.



USER AGREEMENT / PARENT PERMISSION FORM

Both Digital Signatures Required

- I have read the terms and conditions of the Responsible Use of Technology Policy from St. Joseph School.
- I understand that technological resources are provided for educational purposes only.
- I agree to abide by the terms and conditions stated in the Responsible Use of Technology Policy. Additionally, I will be responsible for the consequences of inappropriate use of technology, including the Internet, both on and off school property. I understand that consequences may include suspension or revocation of privileges to access the Internet and/or other technological resources, suspension, expulsion, and possible legal action.
- I understand that I am responsible for the general care of the Chromebook assigned to me for the school year. If the Chromebook is damaged, it is my sole responsibility to pay the \$25 deductible for the first incident and up to the full cost for any following incidents.

I have read the terms and conditions of the Responsible Use of Technology Policy. I am requesting that the above named student be allowed to use the school's technological resources, including the Internet, and agree to support the school in the Responsible Use of Technology Policy.