

Holy Family Catholic School Student Technology Acceptable Use Policy

Holy Family Catholic School provides its students and approved guests with information technology resources for enhancing and facilitating teaching and learning. These resources include, but are not limited to: hardware, application software, library and information resources, and Internet resources. Along with the opportunity this provides comes responsibility. This Acceptable Use Policy is designed to give the student and family clear and concise guidelines regarding the appropriate use of technology, consistent with the educational goals of Holy Family Catholic School.

Access: Network and Internet access is a privilege which requires a high level of personal responsibility and may be denied due to inappropriate use. Inappropriate use shall include but not be limited to:

- Using the network for personal or private business purposes.
- Attempting to gain access to restricted or unauthorized servers, files, or other network information.
- Attempting to read, delete, copy, or modify another person's files or information.
- Engaging in, arranging to engage in, or advocating any illegal act.
- Sending false or defamatory information about a person or organization.
- While at school, connecting to any wired or wireless network outside of the school network, including portable Internet hotspots.
- Utilizing proxy avoidance IP numbers, sites, and programs.
- Bypassing or attempting to bypass the school's filtering system.
- Utilizing the command prompt interface and any method to obtain control of another person's computer through the use of their own computer.
- Uploading, creating, or spreading computer viruses.
- Playing games, chatting, taking/sending photos, listening to music, or instant-messaging during school hours except as part of an assigned, class activity.
- Viewing, sending, posting, or receiving inappropriate materials and messages. These materials include, but are not limited to, items of a sexual or pornographic nature, extremist or militant materials, gambling, depictions of violence, and items of an obscene or abusive nature. If a student accidentally accessed inappropriate material, he/she is to notify a teacher or school administrator as quickly as possible.

Damage and Loss

- Students are not to take Chromebooks off of school grounds.
- Students will immediately report any malfunctions, damage or loss of the Chromebook to a classroom teacher or administration.
- The student and guardian are responsible for the Fair Market Value of the Chromebook if it is deliberately damaged. (See Fair Market Chart).
- The student and guardian are responsible for the reasonable cost of repair for damages to the Chromebook which is not covered by the warranty; i.e., broken/cracked LCD screen caused by dropping the Chromebook, a keyboard repair caused by deliberately removed keys, etc. (A table of estimated pricing for a variety of repairs is included in this handbook).

- Each student is to use only the device that has been issued to him/her unless otherwise directed by Holy Family Catholic School staff.

Files and Software

- No student is permitted to download, install, or run any unauthorized files or programs on school computers. This includes, but is not limited to: Internet Browsers, games, file-sharing programs, apps, and instant-messaging programs.
- Additions, modifications, or deletion of files that you did not create or that you do not recognize, are not allowed.
- The school reserves the right to remove any file or program that has been loaded onto a school computer.
- Holy Family Catholic School is not responsible for damaged or lost data transferred through our network or stored on laptops, computers, or our file servers.
- The student is responsible for having work completed on the device ready for classroom use by designated timelines.
- Students will not access social networking sites on their Chromebooks.
- Files created for school use are not to be used for purposes outside of Holy Family Catholic School. For example, no pictures or communications may be posted online at any time.
- Holy Family Catholic School reserves the right to review all student accounts, including **holyfam.com** email, at any time and without prior notice.

Copyright and Plagiarism

- Unauthorized duplication, installation, alteration, or destruction of data programs, hardware, or software is prohibited.
- Illegal use, transfer, storage, or downloading of copyrighted materials is not allowed. These materials include, but are not limited to, software, text, photos, images, audio files, music, movies, and videos.
- A student is required to give proper credit to all Internet sources used in academic assignments, whether quoted or summarized. This includes all forms of media on the Internet, such as graphics, movies, music, and text.
- Students will not plagiarize works they find using electronic resources. Plagiarism is taking the ideas or writings of others and presenting them as their own.
- Students will not copy the work of other students in an attempt to pass it off as their own work. Cheating is strictly prohibited. This includes emailing assignments, projects, or tests to each other.

Privacy, Safety, and Security: Holy Family Catholic School is not responsible for materials stored on or activities conducted on school computers or the network, or for any information a student releases over the Internet. The following actions are strictly prohibited by students using system technology resources:

- Participating in an act of cyberbullying. Cyberbullying is defined as intentional harm inflicted through electronic media and includes, but is not limited to, sending or posting on the Internet, social networking sites, or other digital technologies harassing messages, direct threats, socially

cruel, intimidating, terrorizing, or otherwise harmful text or images, as well as breaking into another person's account and assuming that person's identity for harmful purposes.

- Giving out any personal information regarding themselves or others through electronic mail or the Internet including name, phone number, address, passwords, credit card numbers, social security numbers.
- Providing email addresses or other personal information regarding other students, faculty, or administration to anyone outside of the school without their permission.
- Recording, posting, or distributing audio or video without the prior permission of all parties being recorded.
- Accessing faculty, administration, and staff computers as well as school file servers for any reason without explicit permission from the user or administrator of that computer.

The school will monitor computer activities that take place on school-owned computers including logging website access, bandwidth, and network use.

Holy Family Catholic School reserves the right, without notice or consent, to access, monitor and review students' use of technology resources, including computers (hardwired, wireless or handheld), mobile devices, hardware, software, files (current or deleted), portable media, portable storage devices, mobile devices, the Internet and email, including attachments. This includes, but is not limited to, accessing stored information, reviewing logs of incoming and outgoing information and messages, as well as the content of that information.

Any electronic device used on the school network, even if privately owned, is subject to all policies and consequences of the Acceptable Use Policy including: the right to view the content of the device at any time; the right to remove content from the device; and the right to retain the device in the school's possession if there is an infraction to the Acceptable Use Policy that deserves that consequence.

Appropriate Use of Email and Cloud drive: All students who have been issued a Chromebook have access to a Holy Family Catholic School email address and Google Docs which will store student files for use at home and at school. Holy Family Catholic School email and Google Docs shall not be used to transmit, store, or post any harassing, obscene, discriminatory or offensive material. School administration has the right to monitor all postings. Email and chats sent through the school's account may be scanned for content violating the terms of the Acceptable Use Policy. Students receiving any threatening, obscene, or harassing communication should report it immediately to school staff. Students are not to share their email password with other students and are responsible for all communications sent through their account. Students must not harm or destroy data of another user or student, nor log in as another classmate. If a student uses his/her Holy Family Catholic School account in an inappropriate manner, he/she will be reported to the administration and the appropriate consequences will be applied.

Email addresses are the property of Holy Family Catholic School. Use of email must reflect the spirit of the Holy Family Catholic School Code of Conduct and of our school mission statement. Email addresses will be deleted when a student leaves Holy Family Catholic School.

Consequences: Holy Family Catholic School reserves the right to enforce appropriate consequences for the violation of any section of the Acceptable Use Policy. Students are to report any known violations of this policy to appropriate school officials. Failure to use information technology resources in accordance with this agreement will result in any or all of the following consequences:

- Loss of computer, network, and Internet privileges for a specified period of time
- Detention (Lunch and/or after school)

- Suspension from school
- Dismissal from school (may be readmitted at a future time)
- Expulsion from school (may not be readmitted to Holy Family Catholic School)
- Civil or criminal liability under applicable laws

Parent/Student Responsibilities

- At least one parent and the student must attend any orientation/training programs offered by Holy Family Catholic School. There may be a meeting at the beginning of the year or during the year as needed.
- Students are to take care of the school-issued device as if it were their own. Each student is responsible to get his or her own device only from the charging station every morning and return it to the appropriate spot at the end of every school day. When plugging and unplugging the unit, care must be given to make sure plugs are used appropriately and not damaged.
- A student is to use only the device that has been issued to him/her. There will be no exchanging or borrowing of devices between/among students unless it has been teacher directed.

Table of Estimated Repair/Replacement Costs

If the Chromebook must be replaced/repared due to negligent loss or damage the following charges will apply:

Fair Market Value*

Age of Chromebook	Value
1 year or less	100%
1-<2 years	85%
2- <3 years	60%
3- <4 years	35%

*Fair Market Value is currently \$140

Table of Estimated Repair Pricing

Repair or Replacement	Loss, Damage, or Neglect
Broken/Cracked Screen	\$90
Keyboard Replacement	\$52
Power Adapter + Cord	\$40

Student/Parent Chromebook Use Agreement

Student Name: _____

Parent Name: _____

In this agreement, “we,” “us”, and “our,” means Holy Family Catholic School. “You” and “your” means the parent/guardian and student enrolled at Holy Family Catholic School. The “property” is a Chromebook owned by Holy Family Catholic School.

Terms: You will adhere to the Student Technology Acceptable Use Policy before taking possession of the property and will comply at all times with these agreements. Any failure to comply may terminate your rights of possession effective immediately and the school may deny you access to the property. By signing this agreement you also agree to allow your child permission to use Google Apps for Education and to have a holyfam.com email.

Loss or Damage: If the property is damaged, lost or stolen, you will report the incident to the school immediately or by the next school day. Normal wear and tear is covered by Holy Family Catholic School, but if you demonstrate negligence you may be held responsible for the costs associated with the damage.

Repossession: If you do not comply fully with all terms of the Student Technology Acceptable Use Policy, Holy Family Catholic School shall be entitled to declare you in violation and can take possession of the property.

Terms of Agreement: Your right to use and possess the property terminates no later than the last day of the school year unless terminated earlier by Holy Family Catholic School or by your withdrawal from Holy Family Catholic School.

Signatures:

Parent/Guardian Signature

Student Signature

Date