



STUDENT TECHNOLOGY USE & ACCEPTABLE USE POLICIES School Year 2023-2024

School curricular outcomes articulate the expectation that every graduate will be able to demonstrate the skill to use technology and to analyze its impact. In support of student's efforts to achieve this outcome, the School of St. Mary remains committed to providing our students with the necessary resources to access information and with the skills to evaluate its usefulness and credibility. Access to computers provides the potential availability of material that may not be considered of educational value in the context of the school setting. Appropriate behavior, as it relates to the use of computers, is no different from behavior expectations in all other aspects of the learning and instructional program. All students are expected to use the computers and computer networks in a responsible and ethical manner.

To ensure the responsible and ethical use of these technologies, the School of St. Mary has established the following policies, guidelines, and regulations.

Network

The School of St. Mary's network is comprised of servers, routers, switches, wired and wireless connections, databases, and software packages, offering networking resources and services, including Internet access, home directory accounts, and a school e-mail account. Unexpected emergency maintenance may occur at any time; therefore, students are encouraged to save their documents frequently. E-mail access will follow the normal network access timeframes.

The School of St. Mary is responsible for coordinating the Internet connection with an ISP; therefore, individuals may not establish unauthorized gateways to the Internet from the school. Any use of a Mobile Broadband device (Verizon, Cricket, Comcast, etc.) is strictly prohibited on the school property between the hours of 8:40 a.m.–3:40 p.m. Devices using these networks carry the same restrictions as cell phones, and they will be confiscated.

Network resources refer to all aspects of the School of St. Mary's owned or leased equipment, and all network users are expected to use network resources in a spirit of cooperation. Users are assigned unique usernames and passwords to protect their information on the network, and they must respect the need to keep this secure and confidential.

COMMUNICATIONS & RIGHTS TO ACCESS INFORMATION

All electronic communications from the School of St. Mary shall reflect the Catholic school values. The network provides students with the means for communicating effectively with teachers, administrators, and each other. These resources should be used in a manner that both enhances students' educational experiences and complies with this policy. All communications are accessible and can be monitored by the administration at any time. The School of St. Mary's filtering software may detect inappropriate messages; which, if found, may be brought to the attention of the principal and pastor.

Students are strictly prohibited from placing any personal software on a school system for the purpose of preventing such monitoring.

Students should know that any message or material transmitted or stored is NOT private.

FORBIDDEN USE

Students may not use the network, including e-mail, in any way that may be seen as insulting, disruptive, offensive, or harmful to anyone. Examples of inappropriate use may include, but are not be limited to:

- Deleting internet browsing histories on their devices;
- Violating any state or federal law or local ordinance;
- Selling or purchasing illegal items or substances;
- Displaying or communicating inappropriate graphics or messages; including e-mails, chat rooms, etc.
- Posting of self, other students, staff, or the School of St. Mary on blogs and journal sites and all other social media sites, i.e., Facebook, Twitter, Instagram, Snapchat, etc.
- Re-posting personal communication without the author's prior consent;
- Using obscene or offensive language;
- Using inappropriate language, pictures, and gestures in any form on the Internet;
- Using the School of St. Mary e-mail accounts to send inappropriate messages that harass, insult, threaten or violate recipients in any way;
- Using chatting software during the school day is strictly forbidden.
- Changing or altering the default School of St. Mary Desktop on the Chromebook.
- Using materials for purposes other than educational research or study;
- Using school technology resources for financial gain, credit card fraud, electronic forgery, other illegal activity, and political purposes;
- Using the laptop to conduct personal business &/or store personal information;

- Running computer games or other personal software;
- Subscribing to any proxy bypass notification system;
- Using a forum for gossip or for personal gain;
- Violating copyright laws as they pertain to text, graphics, and software;
- Using information without proper citation or acknowledgment, including AI;
- Using any form of technology to cheat; this is also a serious academic violation which will result in additional penalties; (see: Cheating/Plagiarism in the Student Parent Handbook)
- Using, tampering with, or accessing another's files, folders, records, or password (hacking);
- Sharing account passwords, devices, or accessories with others;
- Intentionally causing or assisting in the spread of computer viruses, chain letters, mass mailings, etc.
- Intentionally gaining network access to disrupt network performance;
- Attempting to bypass the school's filtering and/or firewall system for any reason;
- Intentionally damaging computer hardware or software;
- Unauthorized downloading of programs or any unacceptable material and installing them to any of the school's computer equipment, including laptops;
- Failing to report suspected viruses in a timely manner (report within 1 day of regular school schedule);
- Failing to report computer damages to the administration in a timely manner (report within 2 days of an incident);
- Disclosing without authorization and/or using personal information of a minor or of any other individual; and
- Attaching any personal computing devices to the school's network.

Note: Specific sites may be restricted during the school day for various reasons. Those sites are classified as forbidden unless they are temporarily opened for classroom use under the directive of a teacher.

E-MAIL

Any e-mail sent is neither secure nor private. Students must be sensitive to the global audience that the Internet reaches and use good judgment when sending electronic mail or posting information to newsgroups. Student e-mail accounts are intended for instructional purposes only within the School of St. Mary Domain. The School of St. Mary may sporadically back up some email databases; a systematic archive is not in place at this time. Appropriate language must be used at all times; swearing, vulgarity, ethnic or racial slurs, use of threatening, harassing, or inflammatory language, either in full or texting, is strictly prohibited. Other prohibited acts include but are not limited to:

conducting any commercial business using the school's network; pretending to be someone else when sending/receiving messages; transmitting obscene messages or pictures, and sending file attachments greater than 10MB. Because of space limitations, pictures/images cannot be used in your email signature. Remember to be polite. A message typed in all capital letters is the equivalent of SHOUTING and considered rude. Students are prohibited from tampering with their e-mail address in any way.

NEWSGROUPS

It is a violation of this Student Technology Use and Acceptable Use Policies to advertise School of St. Mary services in newsgroups without the written consent of the School's administration. It is also a violation to speak poorly of another school, business, or institution.

INTERNET POSTINGS/BLOGS/VLOGS/VIDEOS

Under no circumstances may students post inappropriate material representing themselves or the school directly on sites such as Twitter, Instagram, Facebook, YouTube, etc. Students must realize that giving out personal and inappropriate information about themselves or anyone else can have long-term consequences. Points to consider:

- Anyone can see and manipulate personal information and pictures without your approval and use them in a threatening, false, and/or inappropriate way.
- Using the name School of St. Mary in an inappropriate manner is a serious infraction and is recognized as an off-campus behavior prejudicial to the school. For safety considerations, students cannot post photos/videos of themselves wearing School of St. Mary attire to any social networking site.
- Inappropriate displays of words/pictures can demonstrate criminal negligence, i.e. drinking underage, drug use, etc.
- Electronic information can have long-term consequences. Harmful information can prevent students from reaching their future education and work goals when background checks are prepared for admission.

As always, the School of St. Mary is concerned about the well-being and safety of each student. Students not only need to conduct themselves in a "safe" fashion but present themselves in a moral, spiritual, and ethical way at all times.

ACADEMIC DISHONESTY

Any form of information stored in or sent to an electronic device that could be used for cheating indicates academic dishonesty. Any such action will be reported to the administration for appropriate action. This is a serious academic violation which will

result in additional penalties; (see: [Cheating/Plagiarism in the Student Parent Handbook](#)).

SOFTWARE

Computer software, whether purchased, developed, or modified by the school, may not be downloaded, copied, reproduced, altered, or appropriated by students without prior school authorization. Any such computer software is the property of the school and may not be copied or appropriated by students for personal use. Students should be aware that the illegal duplication of computer software may result in the filing of criminal copyright charges by the owners of the copyrights; copyright infringement is punishable by fines and/or imprisonment. Also, the school does not condone the use of “bootleg” or “pirate” software on any of its computer systems. Any student who becomes aware of the presence of any “bootleg” or “pirate” software on the school’s computer system should notify the administration.

SECURITY

The School of St. Mary may use filtering software to monitor activity exchanged on the network at any given time. The School of St. Mary has the right to view and place restrictions on any materials deemed inappropriate and assumes no responsibility for the accuracy or reliability of this information. Student laptops must be in the powered-off position when entering the school each morning (they cannot be in standby or hibernate mode from an external connection). A clean boot or reboot is required to properly and securely connect to the school’s network. Students must charge Chromebooks at home each evening.

DISCIPLINE/VIOLATIONS

Learners thrive when parents, students, and teachers work together to achieve a robust technology-based classroom learning environment. Chromebooks are a powerful tool and can present distractions for students if high expectations of student discipline are not enforced. Discipline will play a key role in determining the success of every student’s educational technology experience.

Any misuse will result in disciplinary consequences, which may include but not be limited to loss of network and device privileges immediately and into the future, as well as disciplinary action. The faculty, administration, and the technology team will work collaboratively to enforce these Student Technology Use & Acceptable Use Policies. Legal authorities may be contacted if there is any suspicion of illegal activity.

The School of St. Mary's Technology Department Staff may generate sporadic reports on prohibited student network activities. Students that appear on this list are in violation of the Student Technology Use & Acceptable Use Policies, regardless of what class or free period they are in. They will face a range of sanctions that may include detentions and restrictions of access to the school's network or use of the student's assigned laptop. Infractions are based on the "Forbidden Use" list stipulated in this policy. Penalties are as follows:

First offense: One 45-minute detention

Second offense: Two 45-minute detentions

Third offense: Disciplinary probation & one 45-minute detention

Additional offenses: Disciplinary probation, possible loss of tech privileges, and possible removal from school

LEGAL ISSUES AND SCHOOL'S RIGHT OF ACCESS

The School of St. Mary owns and operates the equipment and software that comprise our network resources. Any illegal use of network resources is prohibited. All content created, sent, accessed, or downloaded using any part of the school's network resources is subject to the rules stated in this policy as well as within the student handbook. School administration may find it necessary to investigate electronic incidents even if they happen after hours and outside of school. As the owners of our network resources, including the e-mail system, the school administration reserves the right to open, examine, delete, or submit as evidence electronic files in the process of investigating suspected violations of these Student Technology Use & Acceptable Use Policies. The School of St. Mary may monitor network data and traffic, and students should never assume that anything done on the school's network is private.

FAMILY FINANCIAL RESPONSIBILITY

Tuition/Fees include the Technology Device Program. The cost includes the use of the School of St. Mary's technology device, network related resources, including wireless and wired bandwidth, network filtering, software, service, support, and training.

REPAIRS

All School of St. Mary device repairs will be handled through the School of St. Mary's Technology Department. All School of St. Mary devices come with a standard warranty, which does not include accidental damage. Any and all damages must be reported within two days of the incident. Excessive and repeated damages to the device (which include cosmetic damages to the trackpad, LCD lid, etc.) are categorized as "neglect"

(determined by the School of St. Mary and the manufacturer), and repair costs will be charged to the student's Tuition & Fee FACTS account. In these incidents, students/parents are liable for damages.

REPAIR DISCLAIMER

The School of St. Mary devices are covered under warranty; however, the warranty does NOT cover damage that is intentional or due to misuse and neglect, which includes cosmetic damage. Students/parents are responsible for the full cost of replacing these items. (Ex: \$300 for complete replacement of Chromebook, \$150 for damaged screen, \$40 for carrying case, \$50 for charger cord)

LOST/STOLEN CHROMEBOOKS

Fees associated with the replacement of lost, stolen, vandalized, and/or damaged devices are the responsibility of the student and his/her family. A payment of \$150.00 must be paid before a replacement device is ordered and is due within 5 school days from the date of the school incident report. The remaining balance of \$150.00 must be made within 30 days of the loss and before a replacement device is re-issued to the student. (Chromebook replacements cost \$300.00).

STUDENT/FAMILY RESPONSIBILITY FOR DEVICE CARE AND SECURITY

The student and her/his family are responsible for the care and security of the device. The student shall take reasonable and prudent care to maintain the device and assorted components in a safe and secure manner. The student and her/his family shall bear the risk of loss for a lost, stolen, or damaged device components from the date the student receives the device until the device is returned to the School of St. Mary. Given this liability, the family is strongly encouraged to include their child's device on their homeowner's or renter's insurance or pursue separate insurance policies; the student and her/his family must report all incidences of theft of and/or vandalism to the laptop within forty-eight (48) hours of the student's knowledge of the loss to the school and local law enforcement authorities. The student and family agree to cooperate fully with the school and local law enforcement authorities in completing all necessary reports. As stated above, the student and his/her family are responsible for a minimum payment of \$150.00 within 5 school days, with the balance of \$150.00 due within 30 days of the report. If the device is lost or damaged because of intentional neglect, parents are responsible for the full replacement cost of the device and components.

DEVICE OWNERSHIP

There is nothing in these Student Technology Use & Acceptable Use Policies and the Student Handbook that shall be interpreted in a manner that transfers ownership of the device, components, peripherals, and/or software to the student or family.

DEVICE LOANERS

In some cases, students will be issued a loaner device to use while their devices are being repaired. All policies, procedures, and agreements that are in effect for the student's assigned device will transfer to the device loaner. In the case of isolated computer viruses, devices will NOT be issued, and the student device will automatically be reimaged. A loaner device will not be issued to a student if they are in possession of another device, i.e. forgets it at home, etc. At no time should a student have two devices assigned to them.

CASES

A device case is provided and carries a limited warranty during the first year on manufacturer defects only. A student cannot adhere any stickers to the case or place any type of food or beverage in the main compartment or outside pockets. Even though the case is designed to protect the device, it should not be thrown, exposed to extreme temperatures, and/or filled to capacity with books and other objects that could potentially damage the device and or device components. Care needs to be taken with the zipper to prevent premature damage. Should the School of St. Mary determine a replacement case is needed (example: both sides of the case zipper are broken), the School of St. Mary will be the sole provider of the replacement case. The minimum cost for a new case is \$40.00. Purchasing a replacement case from an outside vendor is strictly prohibited. Students must keep their device in its case when travelling between classes and to and from school. The device should never be placed in a book bag, purse, or any other carrying device other than the case supplied by the School of St. Mary.

DISCLAIMER

The School of St. Mary does not have control of Internet information or incoming e-mail outside of school, and although we utilize a filtering system and are compliant with the Children's Internet Protection Act (CIPA), this does not always prevent users from accessing the full range of information available. Sites accessible via the Internet may contain material that is defamatory, inaccurate, abusive, obscene, profane, sexually oriented, threatening, racially offensive, illegal, or otherwise inconsistent with the

mission of the School of St. Mary. While the school's intent is to provide safe Internet access available for educational goals and objectives, account holders may have the ability to access inappropriate materials and/or be the recipient of unsolicited e-mails. Students accessing the Internet do so at their own risk. Students are to follow the Student Technology Use & Acceptable Use Policies when using the Internet and all network resources at all times. Any inappropriate, unsolicited type of activity/email, etc., should be reported to the administration immediately.

ASSUMPTION OF RISK

The School of St. Mary continues to make a sincere effort to keep its network and its available information reliable and accurate. However, the student(s) and parent(s)/guardian(s) acknowledge that there is no warranty of any kind, either expressed or implied, regarding the accuracy, quality, or validity of any of the data available. For example, and without limitation, the School of St. Mary does not warranty that the school network will be completely available or reliable, or free of computer viruses. In using the school's network, the student and parent/guardian agrees to release the School of St. Mary from all claims of any kind, including claims for direct or indirect, incidental or consequential damages of any nature arising from any use or inability to use the network, and from any claim for negligence in connection with the operation of the network. Again, any inappropriate, unsolicited type of activity/email, etc., should be reported to the Principal or the Assistant to the Principal immediately.

INDEMNIFICATION

The student and parent/guardian indemnifies and holds the School of St. Mary harmless from any claims resulting from the user's activities while utilizing the school's network that cause direct or indirect damage to the user, the School of St. Mary, or any third party.

STUDENT CHROMEBOOK PROCEDURES

NETWORK ACCOUNTS

Each student is given her own network email account and password for which she is responsible to maintain throughout their years at the School of St. Mary. Students are responsible for the contents of their email/Google Drive folder.

FILE SAVING

Documents should be saved to the students' cloud-based Google Drive. It is the responsibility of the student to REGULARLY (daily) backup their files to their Google Drive. **THIS MUST BE DONE PRIOR TO DROPPING OFF THE DEVICE FOR REPAIR.**

DEVICE & CASE CARE

Students must assume responsibility for the condition of their device and adhere to the following:

DO:

- Only install software for peripheral devices that do not pose a risk;
- Connect to the school's network daily (from a cold boot) to receive anti-virus and other critical updates;
- Keep device safe at home, out of view from windows when not in use;
- **KEEP THE DEVICE IN ITS CASE WHEN TRAVELLING TO AND FROM SCHOOL AND BETWEEN CLASSES;**
- Report any damages to the device and/or case immediately to the administration.

DO NOT:

- Eat or drink near the device to avoid spillage on the keyboard and screen;
- Intentionally place the device where it can be damaged, stolen or destroyed;
- Delete the Internet Browser History;
- **ADHERE ANY STICKERS OR MAGNETS TO THE DEVICE OR CASE;**
- **WRITE ON THE DEVICE OR CASE;**
- **CHANGE OR ALTER THE DEFAULT "SCHOOL OF ST. MARY" DESKTOP.**

SECURITY

Your device must be in your possession at all times:

- Do not leave your device in the car; extreme heat or cold will damage the device and your files;
- Do not share your password;
- Do not allow others to use your account, device or accessories.

DAILY PROCEDURES

Your device **MUST** be with you on every school day, and your battery must be fully charged each morning before arriving at school. Please note that AC adapters are not

loaned to another student. Parents/Guardians are not allowed to bring your device to school if you forget it at home.

REPAIRS

It is important for students to back up their data to the Google Drive and/or external USB flash drive prior to submitting the device for repair. Devices that are damaged or malfunctioning need to be taken to the administration within two days of the incident. If there is a problem with the case, it should also be brought to the Homeroom Teacher. Students should come prepared to clearly explain device issues including the following:

1. Present the exact error message; when does the error message occur?
2. What rebooting procedures have been attempted? (log off/on and/or complete reboot)
3. Were new programs recently installed or were any system files altered?

LOST AND FOUND

Lost devices or technology-related items must be taken to the administration.

CHAT

Using chatting, group emails, instant messaging or video streaming during the school day is strictly forbidden.

DEVICE WARRANTIES

Most device items in need of repair due to normal wear and tear will be covered under warranty. However, if device abuse is evident, repair costs will be charged to the student. Examples include: lost or damaged power cords/adapters, lost or damaged batteries, damaged hard drives, damaged case or screen that has been written on, or cosmetic damage, including glue marks, LCD scratches, LCD cover scratches, or discoloration from stickers.

PROCEDURE FOR LOST OR STOLEN DEVICE

Loss or theft of the property must be reported to the School of St. Mary by the next school day after the occurrence. Incidences of theft and/or vandalism to the device must be reported to local law enforcement authorities within 48 hours of the incidence. A police report must be filed and presented to the school.

SAFETY FOR TEENS

It is important for students and parents to communicate on the importance of safe, responsible, and ethical Internet use. The following links can provide some guidance.

- Source: www.i-safe.org
- Source: <http://www.microsoft.com/security/family-safety/default.aspx#Internet-use>
- Source: www.NetSmartz.org