



Acceptable Technology Use Policy

Holy Cross Catholic Academy is pleased to offer all students access to school technology. Technology will encompass all media that enhances the educational program for students. Access to technology enables students to become better prepared for the future.

Access to resources around the world makes materials available that may not be considered of educational value. Holy Cross Catholic Academy realizes it is impossible to control all materials that a student user may discover accidentally or deliberately. The benefits to students far outweigh the possibility that users may find materials that are not consistent with the educational goals of Holy Cross Catholic Academy.

Students must have no expectations of privacy when using school technology. All information, browser logs, Web pages, and e-mail created by students shall be considered school property, and shall be subject to unannounced monitoring by school staff/faculty/administrators. Holy Cross Catholic Academy retains the right to discipline any student, up to and including expulsion, for violations of this policy.

This policy is to ensure that the use of school technology is consistent with the school's stated mission, goals, and objectives. These terms are provided so students are aware of their responsibilities. Access is a privilege provided to the students of Holy Cross Catholic Academy – not a right. Violation of these terms will result in specified consequences.

Terms of School Technology Use

Student users are:

- Expected to conduct themselves in a responsible, ethical, legal, and polite manner while using school technology.
- Reminded that school policies against sexual harassment and other forms of discriminatory harassment apply equally to communication on school computer systems.
- Not permitted to transmit, receive, submit, or publish any defamatory, inaccurate, abusive, obscene, profane, sexually oriented, threatening, offensive, or illegal material.
- Not permitted to physically or electronically tamper with school technology.
- Expected to know and respect all copyright and intellectual property laws that protect the rights of software owners, artists, and authors.
- Not to use another user's password. Logging on as anyone other than you, and/or accessing another user's folder is not permitted.
- Expected to understand that any computer application, information, Internet browser logs, or e-mail messages in school computer systems are subject to monitoring by the staff/faculty/administration. The school retains the right to duplicate any information in the system or on any hard drive.
- Not permitted to install or download any software programs on any computer system.
- To understand using any information obtained via Internet is at the student user's risk. The school specifically denies any responsibility for the accuracy or quality of information obtained through its services.
- Not to access the Internet without an approved educational purpose and adult supervision.

Student E-Mail

- Students will be provided an e-mail account on the school Web server.
- Students may only use school provided e-mail only for educational purposes.

Google Chrome

- Google Chrome will be the browser used for students at HCCA.
- Students will only be allowed to sign in on Google Chrome using their HCCA account. *This applies to school and personal devices. If a student does not adhere to this policy, their technology privileges will be revoked until further notice.*
- Student accounts will be deleted two weeks after graduation or withdrawal from HCCA.

HCCA Chromebooks

- Chromebooks are to be checked out only if a student has a Technology Check Out Card.
- Chromebooks are to be checked out for one class period at a time. *Teachers please give students time at the beginning and end of class to adhere to check out procedures.*
- If a Chromebook is not returned at the end of a class period, you will be asked to return it and technology privileges will be revoked until further notice.
- If a teacher needs a set of Chromebooks for class, the teacher will check them out under his or her name. *Please inform staff and faculty that you will need to check out a class set at least two days in advance.*
- Chromebooks are to be handled with care. *If students are seen mishandling a Chrome Book, technology privileges will be revoked.*

Computer Lab Chromebooks

- The eight white HP Chrome Books are always to remain in the library.

Computer Lab Desktops

- Webcams are to be covered (rolled down) unless instructed by a teacher.
- Log off after every class period.

Publishing Student Work on the Web

All Web pages created by students and student organizations on the school's computer system will be subject to treatment as school-sponsored publications. Accordingly, the school reserves the right to exercise editorial control over such publications.

Holy Cross Catholic Academy:

- Must have a parental statement signed which gives permission for a student's work to be published on the Web.
- Must publish only the student's first name without signed parental consent.
- Must not publish pictures of a student without signed parental consent.
- Must not publish the home address or phone numbers of a student.
- Must ensure that all Web pages are approved by the school administration. Web pages may be linked to the school Web page.