Technology Policy

The policies, procedures, and information within this document applies to all laptops used at St. Mary's campus by students, staff, or guests. This includes other devices capable of accessing the web.

Receiving Your Device
Laptops will be distributed each fall during the early weeks of school. PARENTS and
STUDENTS MUST SIGN AND RETURN THE ST. MARY'S (AUP), acceptable user policy.
The AUP must be signed and returned before student can receive their device. This document
can be signed during student registration or during new student enrollment.

Training
Students will be trained by their homeroom or classroom teacher. Training will be an ongoing
event for staff and students.

Return
Student laptops will be inventoried at the end of each semester. Periodic examinations may occur
by the classroom teacher or principal. Students will retain their original laptop each year while
enrolled at St. Mary's.

Any student transferring out of St. Mary's will have the device inspected and if determined
repair is needed, the parent/guardian will be held responsible for payment in full.

Taking Care of Your Device
Students are responsible for the general care of the device. Laptops that do not function properly
should be reported immediately to the Tech director or the classroom teacher. If a loaner is
needed, one will be issued to the student.
General Precautions:
- No food or drink near your device is allowed while in use.
- Cords, cables, and removable storage devices must be carefully inserted and removed
  from the device.
- DO NOT carry the device with the screen open, unless directed to you by an adult.
- Devices should be shut down when not in use to conserve battery life.
- Devices should be properly laid, stored, used on an appropriate area to avoid damage to
  the device.
- DO NOT expose to extreme temperature or direct sunlight for extended periods of time.
- The device should never be left in an area that is not secure. Do not leave in an unlocked
  classroom, cafeteria, Activity Center. The device should be placed in the storage area or a
  large flat uncluttered area.

Screen Care
The device screen can be damaged if subjected to rough treatment. The screens are particularly
sensitive to damage from excessive pressure on the screen.
- DO NOT lean on top of the device.
- DO NOT place anything near the device that could put pressure on the screen.
- DO NOT poke the screen.
- DO NOT place or leave anything on the keyboard before closing the lid.
- Clean the screen with a soft, dry anti-static, or micro-fiber cloth. These will be
  provided. We will provide pre-moistened eyeglass lens for cleaning.

Using Your Device
- The device is intended for use at school each day. Accessing information for classroom work, educational videos, current events, are a few of the many examples the device is intended to be used.
- Sound: Sound must be muted at all times unless the instructor states differently. Students should have their own ear buds or headphones.

Printing
- Printing is available on a limited basis at school and subject to classroom requirements. Permission must be granted by the instructor before copies are made.

Additional Software
- Students are not to install additional software on the device. This includes the use of flashdrive, due to the possibility of infecting the device with a virus.
- An instructor may allow additional software for educational purposes.

Procedure for Restoring the Chrome OS
- If technical difficulties occur, use the "5-minute" rule. This rule will be demonstrated by the classroom teacher or the tech director.
- Restoring the device to the OS state will enable the user to continue work with information saved and retrievable.
- If this procedure is not successful inform your teacher.

Devices Left in Unsupervised/Unsecured Areas
Under no circumstances should a device be stored in unsupervised areas. These areas are… school grounds, cafeteria, unattended classrooms, library, hallways, bathrooms, or any entity that is not secure or no supervision.

Device Technical Support
The tech office is located in the Computer Room located on the first floor. The tech director will be present at hours designated by the principal. These hours will be posted at the door of the classroom. Services provided by the tech office include:
- Password Identification
- User account support
- Coordination of warranty repair
- Distribution of loaner device.
- Hardware maintenance and repair
- Operating system or software configuration support
- Restoring device to factory default
- System software updates

Technology Acceptable Use
- Students will have access to forms of media and communication which is in support of education and research and in support of educational goals of St. Mary's School.
- Students are responsible for their ethical and educational use of the technology resources of our system.

- Access to the St. Mary's technology resources is a PRIVILEGE and not a right. Each employee, student, parent, or guest will be required to follow the rules of our user policy.
- Recognize that it is impossible to define all instances that can occur when using the web. It will be at the discretion of the network administrator/principal to judge what is acceptable.
- Transmission of any material that is in violation of any federal or state law is prohibited. This includes any information that is copyrighted, threatening or obscene in nature.
- Any attempt to alter data, configure files or files of another user, school administrator, or tech director will be considered an act of vandalism. Disciplinary action will be taken.

Privacy and Safety
- Do not go into any chat rooms.
- Do not open, use, or change computer files that do not belong to you.
- Do not reveal your full name, phone number, home address, or any personal info.
- Remember the network storage is not guaranteed to be private or confidential. Administration reserves the right to inspect your files at any time and will take the necessary steps if files are in violation our policy.
- If you inadvertently access a website that is offensive notify a teacher or principal immediately. We will block from further access. This is not a request, it is a responsibility!

Email
- Students in need of email for academic reasons will only be allowed email access through an address assigned by St. Mary's. The email access will be through a Google Gmail system managed by St. Mary's. The interface is heavily monitored by administration and is subject to filtering of inappropriate content.
- No private chatting is allowed with outside sources.
- Email is subject to inspection at any time by any staff member.
- Students will only be able to communicate with other St. Mary students and faculty.

Consequences:
- The student or staff member whose name is assigned to the device is responsible for its proper use at all times.
- Steps if the St. Mary's policy is breached.
    A. The party or parties involved in the infraction will have a conference with the principal and classroom teacher.
        1. Depending on the type of infraction punishment could be as severe as losing the privilege of using a device on our campus. Punishment could be as simple as a conversation and a course of action to insure the breach will never be repeated.
        2. The parent(s) will be notified of the breach regardless of the severity of the breach.

St. Mary's School
Acceptable User Policy (AUP)
2019/2020

Student Network and Internet Acceptable Use Agreement

Grades K - 3

Student Name: _____   Grade: _____

I have read the St. Mary's Technology policy and hereby release the parish, its personnel, and any institutions with which it is affiliated, from any and all claims and damages of any nature arising from my child's use of, or inability to use the technology devices. This includes the unauthorized use of the network components.

I give permission for my child to access all components of the district electronic network, which includes internet access, computer services, computer equipment and related equipment for educational purposes.

Parent/Guardian Name: _____

Parent Guardian Signature: _____

Date: _____

St. Mary's School
Acceptable User Policy (AUP)
2019/2020

Student Network and Internet Acceptable Use Agreement

Grades 4 - 8

Student Name: _____ Grade: _____

I agree to abide by the guidelines and regulations pertaining to the use of technology as stated in the St. Mary's School Handbook and Technology Policy. I understand that if I violate the agreement, my access can be terminated and I may face other disciplinary measures.

Student Signature: _____ Date: _____

Parent Guardian Section:

I have read the St. Mary's Technology policy and hereby release the parish, its personnel, and any institutions with which it is affiliated, from any and all claims and damages of any nature arising from my child's use of, or inability to use the technology devices. This includes the unauthorized use of the network components.

I give permission for my child to access all components of the district electronic network, which includes internet access, computer services, computer equipment and related equipment for educational purposes.

Parent/Guardian Name: _____

Parent Guardian Signature: _____

Date: _____