

Immaculate Heart of Mary School Student Responsible Use Policy (RUP)

Computer and Internet Policy

Immaculate Heart of Mary School (IHM) uses technology as a way to improve student learning and help our teachers be more effective. Our rules make sure we use technology safely and also to protect IHM's investment in hardware and software.

The Responsible Use Policy is designed to ensure everyone can benefit from school technology. The policy is focused on making sure we use technology in ways that are appropriate for a Catholic school environment, and discourages harmful practices. The attached **IHM School Technology Rules and Consequences** sets penalties for students who violate the policy. Ultimately, student parents and guardians are responsible for making sure their children understand and follow the rules when using school technology equipment and software.

How do we define “IHM Technology?”

For this policy, “IHM Technology” can be defined as any electronic tool, device, program, or system owned by, published by, or authored by IHM that aids the educational environment. This includes but is not limited to:

- IHM technology infrastructure
- All computer hardware and software
- Analog and digital networks (e.g. data, video, audio, voice, and multimedia)
- Servers, routers, hubs, switches, and internet gateways including wireless access
- Administrative systems, media systems, and learning information systems
- Cloud computing applications and resources affiliated with, owned by, licensed by, or published by IHM. Specifically, but not limited to, the IHM-KY.org website, Google Apps for Education (includes email, docs, sites, calendar etc.), Edmodo, Microsoft Office, Sycamore and G-Scholar.
- Chromebooks which have the IHM management software installed.
- Social networking/web 2.0 applications that are identified with the IHM community
- Any additional systems or technology that may be used in the future.
- Personally-owned devices when on school property or connected to the school infrastructure or networks.
- Chromebooks with the IHM asset sticker

I agree to the following list of appropriate behaviors and guidelines when using IHM technology:

Digital Citizenship

Digital Citizenship encompass the rules of appropriate and responsible behavior when using technology. It includes digital etiquette, laws, rights and responsibilities, literacy, and communication.

I understand IHM expects and requires the same high standard of responsible behavior online as we do inside our physical building: Christian behavior is to be reflected online in language, pictures, and content, whether viewing or posting. Academic honesty is expected.

Students must observe the following rules of being a good digital citizen:

1. **Respect Yourself:** I will show respect for myself through my actions. I will select online names, images, and avatars that are appropriate for a Catholic school. I will carefully consider what personal information about my life, experiences, experimentation, or relationships I post.
2. **Protect Yourself:** I will ensure the information, images, and materials I post online will not put me at risk. I will not post 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 equipment. If able, I will create strong passwords that meet IHM standards, and I will not share my password with anyone but my parents, teacher, or school technology staff, nor leave it in a place where others may find it. I will not click on links received in an email unless a teacher approves it. (Note: student log-in and passwords are currently set by our Technology Staff.)
3. **Respect Others:** I will show respect to others. I will not use phones or computers to upset, 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 for a Catholic school environment. 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 or use another student's or staff member's account is a serious violation of our rules.
4. **Protect Others:** I will protect others by reporting abuse and by not forwarding inappropriate materials or communications, such as advertisements, solicitations, surveys, etc. without prior approval from a teacher or school staff. When I become aware of anything that may threaten another person or the school, I will report it to my teacher.

5. **Respect Intellectual Property:** I will ask permission to use school technology. I will keep track of and cite all websites, books, media etc. I use for school assignments such as research papers. I will acknowledge all primary sources. I will validate information. I will not take credit for anything I did not write or create.

6. **Protect Intellectual Property:** I will request to use the software and media others produce. I will not use pirated software. I will purchase, license, and register all software. I will purchase my music and media, and refrain from distributing these in a manner that violates their licenses. I will act with integrity.

7. **Protect the Network:** I will protect the network by not downloading or uploading files which can affect the bandwidth of the school's internet resources, especially unauthorized videos, games, or music streaming sites. I will also be aware of any sites that ask for permission to install or download any materials that have not specifically been requested by me, and report them immediately to my teacher. I will not attempt to bypass any IHM firewalls or security software. This includes but is not limited to deliberate bypassing of the firewall or content filtering or removal/bypassing of the Chromebook management system. I will only log my Chromebook into the IHM-SCHOOL wireless network.

8. **Personal Social Networking:** Since the lines between our school life and private life are blurred in the digital world, I understand content published or posted by me on any social media, web2.0, or other internet sites which negatively affects IHM school is considered a violation of the technology policy. I will not attempt to follow or contact a faculty member through their private website or social networking site. I understand that classroom or school-based websites are completely acceptable and necessary for online curriculum. **Also, I understand that diocesan policy says I am required to use my IHM domain accounts ONLY to contact faculty.** This includes, but is not limited to their IHM email and other authorized accounts.

9. **Cell Phones/Personal devices not issued by IHM:** I understand I may bring my personal phone or smartwatch to school. I understand that all student cell phones will be collected upon arrival each morning and will be kept in a secured cabinet by their homeroom teachers during the school day. I understand that using my cell phone during school hours will result in confiscation, and be returned only to my parents. I understand that I may use personally owned wireless mouse or headphones, but the IHM School assumes no responsibility for their loss or damage.

10. **Future Technologies:** Technology changes quickly, and new tools will find their way into the classroom almost daily. We cannot predict what new technologies will be developed or how they will change the classroom. So, the definition of "acceptable use" will be at the sole discretion of IHM and its administrators for all future technologies and uses for existing technologies.

Chromebook

Each Junior High student will be issued a Chromebook. The Chromebook is to be treated as an educational tool. **Students may not download or stream music or videos for personal use.**

I understand staying on task during class time is important to my education. I understand I am misusing my Chromebook when I am not using it for educational activities. I understand teachers and staff may limit Chromebook use if I misuse it.

I understand teachers and administration reserve the right to delete any material that is inappropriate for school or interferes with the instruction in classroom.

I understand that **teachers and the administration do monitor my use of the Chromebook**, and that my teacher(s) are able to screen capture my Chromebook and shut down sites I am on from their teacher computer.

I understand the IHM asset tags found on the Chromebook are not to be tampered with, removed, or covered.

I understand the IHM management system is not to be “wiped.” I may not put my Chromebook in developer mode.

I am responsible for making sure my Chromebook is in good working order when I come to school for the day. **I will make sure it is charged and never leave it unsecured and always kept in its protective case.** I will quickly report any problems to the administration/media personnel. At the end of each school day, I will return the Chromebook to my homeroom’s charging cart. I will not remove my Chromebook from school grounds.

I understand IHM is not responsible for any data loss due to malfunction of the Chromebook.

I will not, for any reason, remove my Chromebook from its protective case. I will not drop it, or place heavy objects (i.e. books) on top of it, as I realize doing so will damage the LCD screen.

I understand that I and my parent/guardian are fully responsible for any loss or damage to my Chromebook, and will pay IHM to repair or replace the Chromebook, if necessary, at a cost not to exceed \$300.00. While IHM offered an insurance policy in the past, we are not in 2020-21. As such, I will take good care of my Chromebook, to include keeping it in its provided case.

Privacy

IHM administration may and will at any time and without notice to or consent from users, obtain access to all information, conveyed or stored anywhere within the IHM 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 email accounts.

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

Permission to Use Google Apps for Education and Microsoft Online Services

IHM uses both Google Apps for Education (GAFE) (Google renamed as G Suite for Education) and Microsoft online services, and certain approved add-in apps such as GScholar, Kami. (As this add-on list of apps changes frequently to keep up with available technology, a current list can be obtained from the teacher or school staff). Student online accounts include but are not limited to email, drive, calendar, sites, YouTube and Chromebook Management. IHM is required under its Google Apps agreement and its Microsoft Agreement to get parental consent before allowing students under age 18 to use these services. More can be found in Google's Help Center.

- By signing below, you acknowledge and agree to give permission for your student to use both GAFE and Microsoft online services as deemed necessary by IHM administration, understanding that IHM will make every effort to ensure your student's safety and privacy.
- You also acknowledge receipt of this Responsible Use Policy, the IHM School's Technology Rules and Consequences, and the Jr. High Chromebook Information document.

**Please print the next two pages and
return to school with signatures,
information and fees by the first day of
school.
Thank you!**

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(Return this page to the school office)

My child understands the IHM Responsible Use Policy, as well as its rules and consequences.

➤ **Students in K-5:**

Student's Name: _____

Student's Name: _____

Student's Name: _____

of K-5 Students: _____ x \$25 tech fee = _____ **TOTAL**

➤ **Students in 6-8:** (Payment MUST be made by 8/12 in order to be issued a Chromebook.)

Student's Name: _____

Student's Signature: _____ Date: _____

Student's Name: _____

Student's Signature: _____ Date: _____

Parent's Signature: _____

of 6-8 Students: _____ x \$50 tech fee = _____ **TOTAL**

****Total Tech fee paid for 2020-2021 school year:** _____

Check #: _____ / CASH

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(Return this page to your child's homeroom teacher)

My child, _____, will have a personal cell phone with him/her each day at school. I understand the phone must be turned off upon entering the building and will be collected and kept secured each day by the homeroom teacher. The phone will be returned to my child upon dismissal. No pictures, videos, phone calls, texting, posting to social media may occur within the building at any time. If for any reason my child will NOT have his/her phone at school, I will contact the teacher to notify that it will not be necessary to collect the phone on that given day.

Child's Name: _____ Teacher: _____

Child's Name: _____ Teacher: _____

Child's Name: _____ Teacher: _____

Child's Name: _____ Teacher: _____

Parent Name(s): _____

Parent Signature: _____