

Lake Michigan Catholic Middle & High School

COMPUTER AND INTERNET USAGE POLICY

Computer use and Internet access is encouraged and made available to further education and research in an academic setting consistent with the mission of Lake Michigan Catholic Schools. Computers and Internet access may be used only for academic purposes. Internet access is provided at times and places determined by the school under the direction and supervision of the staff. Files stored on school computers are restricted to school-related assignments only.

Telecommunication is restricted to school-related projects and must be supervised by the teacher or staff. No public forum is created through the provision of this access or the use of the system. Before being permitted access to computers or the Internet, each student will complete verification that the student has read and understands this code. Acceptance of this policy is mandatory. Use of Lake Michigan Catholic computers and accounts is required for successful participation in class assignments. All students must have computer accounts.

The Internet contains extensive information on a variety of subjects. Not all information is accurate or reliable, particularly where the advice of medical, legal, accounting or other professionals would be appropriate. Caution is advised with information obtained in this manner, and users should not rely on advice found therein. Lake Michigan Catholic expressly disclaims responsibility for such advice. There is no privacy on the Internet; therefore, personal or identifying information should not be provided concerning anyone in the school. Many laws, including those related to copyright infringement, harassment, slander, and obscenity apply to Internet use.

Students Shall Not:

- Use Lake Michigan Catholic computers or Internet access for private or commercial business.
- Violate any local, state, federal or international laws that apply to a computer or Internet use, including but not limited to copyright infringement, plagiarism, software licensing, harassment, slander, and obscenity.
- Access, produce, transmit and/or retransmit material advocating or promoting violence or hatred against individuals or groups, promoting the destruction of property, or containing sexually-oriented material.
- Use their devices in areas where there is a reasonable expectation of privacy, such as locker rooms or restrooms.
- Use their device to facilitate cheating on assignments, quizzes or tests.
- Hack or infiltrate school or outside computers' accounts, or networks, or attempt to establish or establish contact into school-restricted computer nets or any other unauthorized databases. Users shall not access, transmit, and/or retransmit material requiring a password or security authorization without legally possessing such password or authorization.
- Commit or attempt to commit any willful act which disrupts the operation of any school or outside computer or network. For example, users shall not release viruses, worms, spam, email bombs, or other files that cause a disk to fill up, a network to bog down, or a software application to crash.
- Use computers for games, non-academic surfing, chatting, gambling, non-academic multimedia listening or viewing during school hours.
- Send, store or intentionally receive inappropriate or frivolous e-mail. All electronic communication must be polite, respectful, and contain no obscene, vulgar, degrading, or defamatory language.
- Use or include Lake Michigan Catholic's email address in non-school web pages.
- Use encryption software from any access point within Lake Michigan Catholic schools.
- Use school computers to enter chat rooms or for online messaging.

Security

- Lake Michigan Catholic Schretains the ownership of all data, hardware, and software. Students shall not copy (without authorization), delete, damage, or alter any hardware or software.
- Students shall not attempt to disable or circumvent Internet content filtering.
- Students shall not use personal hotspots or any other type of wifi connection during school hours that circumvent the school internet content filtering.
- All users must have their own password, keep it confidential, use only their own account, and log off after every use.
- Users may not access, use, modify or delete directories, files, data, or accounts or passwords of others.

- Any student who becomes aware of unauthorized use of a password or account should report the problem to the Technology Coordinator.
- Users damaging computers will be held responsible.
- There is no privacy on the Internet. Personal information, including full names, addresses, and phone numbers may not be included in electronic communications to strangers, unknown persons or entities.
- All non-school software and storage devices must be checked for viruses before being used on any computer and are subject to inspection and approval by school personnel at any time.
- Student computers are subject to random checks at any time.

Software

- Downloading and/or installing software is prohibited except by the express approval of the Technology Coordinator. This includes copyrighted software, shareware, and freeware.
- No user shall download, use, possess, transmit, retransmit and/or load bootleg software (any software which has been downloaded or is otherwise in the user's possession in any storage format without the appropriate registration of the software, including the payment of any fees). Use of any Lake Michigan Catholic equipment to duplicate any bootleg software is strictly prohibited.
- Modifying Lake Michigan Catholic computers, including additions, deletions, and changes of software, settings, preferences, properties, or account customization, is strictly prohibited.

Usage Monitoring

Lake Michigan Catholic reserves the right to monitor, inspect, copy and/or delete all files and records created or stored on school-owned computers and/or software, and control all computer and Internet usage including but not limited to, the transmission, receipt and storage of email and websites visited to determine whether there have been breaches of security or inappropriate computer usage. Student files, including e-mail messages, should not be assumed to be private. The school administration may at any time inspect, copy and/or delete all files and records created or stored on school-owned computers, and report any violations of rules or laws.

Extracurricular Use of Computers and Internet Access

Use by student clubs and organizations is limited to those times when the computers and Internet access are not in use for instruction and shall be limited to educational purposes and governed by this policy.

Penalties

A violation of this policy will be treated as a violation of the student discipline code and may result in temporary or permanent loss of computer and Internet access privileges or other disciplinary measures set forth in the discipline code including detention, suspension or expulsion if appropriate. Notification to parents/guardians will be made at any penalty level.

Lake Michigan Catholic High School ***Student 1:1 Device Policy***

Overview

The following policies refer to the use of an individual student-computing device. Students are also required to follow all the guidelines outlined in the Lake Michigan Catholic School's current "Technology Acceptable Use Policy". As Lake Michigan Catholic School's instructional technology evolves, additional policies may be added and updated.

Care and Maintenance of the Device

1. Do not attempt to gain access to the internal electronics or repair your device. If your device fails to work or is damaged, report the problem to the Technology Coordinator or your school's main office as soon as possible.

Device repair/replacement options will be determined by the school's administration. You may be issued a temporary device or other materials until your device is working properly or replaced.

2. Never leave the device unattended. When not in your personal possession, the device should be in a secure, locked environment. Unattended devices will be collected and stored in the school's main office.
3. Never expose a device to long term extremes in temperature or direct sunlight. An automobile is not a good place to store a device.
4. Devices do not respond well to liquids. Avoid applying liquids to the device. The device can be cleaned with a soft, dry, lint-free cloth. Do not use window cleaners, household cleaners, aerosol sprays, solvents, alcohol, ammonia, or abrasives to clean the device. Use of unapproved cleaners may remove the protective film covering the face of the device.
5. While the device is scratch-resistant, it will scratch. Avoid using any sharp object(s) on the device.
6. Your device comes with a case: The role of the case is to protect the device, especially while the device is being transported. The device is to remain in the case at all times.
7. Avoid placing weight on the device.
8. Never throw or slide your device.
9. Your device comes with ports for charging and other accessories. Care must be exercised when plugging and unplugging accessories.
10. Each device has a unique identification number and at no time should the numbers or labels be modified or removed.
11. Do not lend your device to another person. Each device is assigned to a student and the responsibility for the care of the device solely rests with that student.
12. The device is an electronic device and care must be exercised when handling it. Never throw a book bag that contains another device. Never place a device in a book bag that contains food, liquids, heavy, or sharp objects.
13. The device is designed for daily use; therefore, each device must be charged and ready to use each school day. **It is our expectation that your devices will be charged at home each night and ready for a full school day.** This will be considered a part of coming to school ready for class and any referrals for non-compliance will be handled by the teacher.
14. The device must remain free of stickers, writing, painting, or any other forms of adornment.
15. The device cover may not be personalized.
16. Do not attempt to "jailbreak or root" the device as this will void the warranty and result in a 100% assessment to the parent.

Cost of device, Apps, and Accessories

1. The replacement cost of the device is approximately \$300 and includes: the device, device charger, software applications (apps) including assorted programs/accessories specific to individual classes.
2. **It is the parent/guardian's responsibility to cover the cost of the issued device in the event of theft, loss or damage due to intentional or unintentional abuse or misuse. We understand that accidents happen, but cannot afford to replace broken, lost or stolen devices.**
3. Issued software applications (apps) are needed for student learning and should not be deleted. The school reserves the right to reimage the device at any time to reset it to our original settings.
1. Modifying the settings of the district issued device or deleting issued software applications apps(s) may result in student discipline and/or the need for reformatting at a cost to the student.

Damaged, Lost, or Stolen devices

1. In the event that an LMC issued device is damaged, lost, or stolen the student and parent/guardian should immediately notify the Assistant Principal. The filing of a police report by the parent/ guardian may be advised at that time.
2. In the event that a device is lost or stolen the parent/guardian will be assessed for the replacement cost of the device (\$300).
3. Students who withdraw from Lake Michigan Catholic Schools during the school year must return the device, along with any issued accessories, at the time they leave the district. The device and all accessories should be

returned to the school's Technology Coordinator. Failure to return a device in a timely fashion may result in legal action.

Distribution of devices

1. Each student will receive a device formatted by Lake Michigan Catholic Schools.
2. A unique, individual device will follow the student throughout the student's career at Lake Michigan Catholic High School.
3. A parent/guardian may choose not to have their child participate in the device take-home program by sending written notification to the Building Principal. In this event, students will be issued a device, but will not be able to take the device home. Students who do not participate in the device take-home program will pick up and return their device to the Guidance Office on a daily basis. Lake Michigan Catholic High School cannot guarantee equal access to materials and/or quality of materials to students opting out of the device take-home program. Additionally, this does not relieve the parent of responsibility in the case of breakage or theft.
4. Devices will be distributed at the beginning of the school year and collected at the end of the school year. Devices not turned in by the last day of school will be treated as lost or stolen devices, which may include additional fees and possible legal action.

Student Use of the device

1. The device is the property of Lake Michigan Catholic Schools and as a result, may be confiscated and reviewed at any time. The student should have NO expectation of privacy of materials found on a device or a school-supplied or supported email service.
2. Many school-owned devices come equipped with both a front and rear-facing camera and video capacities. Students may take photographs and audio/video recordings only with a person's consent and when authorized by school personnel for educational purposes.
3. Students are responsible for bringing their device to school every day unless otherwise directed by a staff member. Failure to bring a device or any other class material(s) does not release the student from their responsibility for classwork. If a student repeatedly fails to bring materials to class, including a device, the student will be subject to disciplinary action.
4. It is the student's responsibility to bring their device to school fully charged. A student's repeated failure to bring their device charged may result in disciplinary action.
5. While personalized screensavers or backgrounds are permitted, inappropriate or provocative images including but not limited to pornographic images, guns, weapons, inappropriate language, threatening language, drug, alcohol, or gang-related images are not permitted and such actions are subject to disciplinary action.
6. Music, videos, and sound use while at school, will be at the discretion of the classroom teacher and building administrator.
7. The device affords limited electronic storage space. As with all electronic files, it is good practice to back up, duplicate or archive files to independent storage space.
8. The issued device is designed as a tool for learning; misuse of the device may result in disciplinary action.
9. All students should recognize and guard their personal and private information. While on the Internet, students shall not reveal personal information, including a home address or phone number, or the address or phone numbers of other students.
10. Lake Michigan Catholic Schools encourages students to take their device home at night for classwork and recharging. All care, handling and appropriate use that is in effect during the school day shall extend to the use of the device at home.
11. Lake Michigan Catholic Schools makes no guarantee, written or implied, that materials on the device, including student work, will be safe from deletion or corruption, accidental or otherwise.

Internet Filtering & Parental Controls

1. Lake Michigan Catholic Schools filter the device for web content when the students are at school. Here are options for how to filter the internet at home:
 - a. Adult Supervision
 - i. Talk with your child and have him/her show you what they have been doing on the device.

- ii. Set up a contract with your child that the device can only be used in public places in your home (like the living room)
- iii. Take a look at the web history on the device
- b. Filter your home wireless network
 - i. Contact your home Internet provider - many ISPs have free parental control options and virus software available to their subscribers. You can also use free services such as [OpenDNS](#) to filter your home Internet. [OpenDNS free parental control home filtering information is available at https://www.opendns.com/home-internet-security/](https://www.opendns.com/home-internet-security/).
 - ii. Purchase a wireless router that supports filtering.
 - iii. Put a passcode on your wireless and enter it for your child when they need to use the Internet.

It is the responsibility of the parent to filter the Internet for their child at any location outside of the school building.

Lake Michigan Catholic High School

BRING YOUR OWN DEVICE (BYOD) POLICY

Electronic devices brought to school shall be restricted to educational and administrative use in approved locations and times under the supervision of school personnel. Students who have chosen to bring their own device to school will not be issued a school-owned device. Students who opt to BYOD must register this choice with the Technology Coordinator.

Authorized users shall:

- a. use electronic devices in accordance with the expectations set forth in the Lake Michigan Catholic Middle & High School Computer and Internet Usage Policy and Student 1:1 Device Policy;
- b. comply with guidelines set by school personnel for the use of electronic devices while on school property or while engaged in a school-sponsored activity;
- d. access the school network using approved infrastructure only;
- e. have no expectation of privacy when using their device. Student computer devices will be subject to routine monitoring by teachers, administrators, and technology staff. Users shall have no expectation of privacy while using their computing device to access electronic information resources, including the contents of computer files or communication undertaken by way of the computers and/or network. Teachers and/or administration may conduct an individual search of a student's computer, files, video, email, or other related items if there is a suspicion that LMCS policies or guidelines have been violated.
- f. submit a signed **Parent Acknowledgement Form** prior to connecting to the school network;

Liability

Users are solely responsible for the care and security of electronic devices they choose to bring to school. Users bringing these devices to school do so at their own risk. The school and school personnel shall not be liable for the loss, damage, misuse, or theft of any student-owned electronic device: possessed/used during the school day; in/on school buildings, property, vehicles, or contracted vehicles; during transport to/from school; while attending school-sponsored activities. Teachers and other staff will not store or hold onto devices. The school and school personnel shall not be responsible for any negative consequences to electronic devices caused by running specific software or by accessing the school network.

Technical Support

School personnel shall not provide technical support, troubleshooting, or repair for user-owned electronic devices.