

ST CLETUS CATHOLIC SCHOOL
2018-2019 TECHNOLOGY POLICIES AND PROCEDURES
FOR STUDENTS
Updated July 2018

Mission Statement

The mission of the Technology Department at St. Cletus School (SCS) is to provide a full range of technology services, tools, and experiences to further opportunities for academic excellence, faith development, and leadership.

The technology policy contains standards that foster our mission and goals. The policy is revised yearly to reflect any new technology and issues identified in the previous year. Each year, all SCS students and parents must read and agree to abide by these standards.

Student Access

Students will frequently have access to different types of electronic and virtual resources, including but not limited to: storage, network communications, equipment, apps, and software, to complete tasks. Only those resources issued to the student may be brought into the classroom environment. Students are not allowed to bring outside devices into school. Students should have developed habits that ensure their use of technology is efficient, respectful, legal, and safe.

All electronic resources provided by St. Cletus School remains the property of SCS. It reserves the right to access any file, email, network transmission or other information stored on or communicated through this property. The individual has no reasonable expectations of privacy. St. Cletus School retains the right to monitor all electronic resources in any manner it sees fit.

Email

Students will be issued an email account for school use. It is their responsibility to ensure password confidentiality on all resources. Individuals will be held responsible for any and all damages even if was due to a security issue.

Students are representatives of the school and are expected to act in a manner consistent with the school's mission and values. Communications via email must fall within school guidelines AT ALL TIMES.

Prohibited Behaviors

St. Cletus students may not engage in any of the following:

- Conducting or participating in any actions which are illegal including threatening or harassing others (according to city, state, or federal law)
- Participating in non-academic school sites during class time
- Compromising the privacy and/or security of users
- Advocating racial, ethnic, religious, or gender-based slurs
- Infringing software copyright or licensing agreements
- Purposely viewing, displaying, storing, or transmitting any obscene or discriminatory material or material of terrorists, gangs, hate groups, etc.
- Soliciting or conducting commercial or private/personal business enterprises
- Promoting private business, product advertisement, or political lobbying
- Sending unauthorized bulk or random messages (i.e. Junk mails, ads, etc.)
- Maliciously installing, invoking, or altering files to create a disruptive mechanism
- Writing on any technology piece with an instrument other than an approved stylus or affixing stickers
- Seeking or gaining unauthorized access to non-approved local or internet resources
- Illegally downloading copyrighted MP3s, games, images, or movies
- Sharing school-related files when the project, activity, or assignment is to be done independently
- Utilizing headphones and/or ear-buds without expressed prior teacher permission
- Taking pictures, recording via video, and/or audio at the school or any school activity without expressed prior permission of the person in charge
- Any other action deemed inappropriate by the administration

Consequence of Violation

A student whose behavior or repair record indicates careless use or abuse of electronic resources will be referred to the administration for disciplinary action. Consequences of violation include but are not limited to: detention, suspension, expulsion, or revocation of any and/or all electronic resources.

School administration has the right to restrict or terminate electronic resource access at any time to protect the integrity of the network or prevent misuse.

First violation of the technology policy will result in a loss of privilege for one week and "0"s in all classwork/graded work or group work that is taken for a grade in all subjects that week.

Chromebooks

Accident Insurance

Chromebooks are covered by accidental damage insurance. There is a \$50 deductible associated with accidents that happen within normal Chromebook use, including cracked screens. The coverage does not include damage that is intentional or the result of neglect or misuse. The individual is responsible for the costs of all repairs that are not covered by the insurance agreement.

Responsibilities

Chromebooks should be secured and attended at all times during the school day by keeping it with them or in their lockers. Chromebooks should be handled and carried in the manner set forth by authorities at school. These guidelines will be addressed in each homeroom, by each homeroom teacher with the support of the school IT Director and administration. Chromebooks should be returned to the charging carts every afternoon at school.

Individuals are responsible for replacing lost, broken, or unsafe cables and chargers.

Acceptance of Chromebook

To be filled out by School
Chromebook SN _____

NAME _____ Hm Rm. _____

Your acceptance of this Chromebook and your signature below acknowledge that you have read and will abide by the above policies and procedures of St. Cletus School as well as all Archdiocesan Internet Policies and Programs found at <https://www.arch-no.org/policies>.

This Chromebook is for your use while you remain enrolled at St. Cletus School. It is the property of the school. If you withdraw from St. Cletus School, the Chromebook remains with the school.

Acceptance of the Usage Agreement

I understand and accept these policies and procedures

Student Signature _____ Date _____

Parent/Guardian Signature _____ Date _____