



TECHNOLOGY ACCEPTABLE USE POLICY (TAUP)

Sacred Heart Catholic School is pleased to offer students access to technology resources for educational purposes, which may include computer hardware and software licensed to the school. To gain access to the technology resources, all students must obtain parental permission as verified by the signatures on this agreement.

WHAT IS EXPECTED?

Students are responsible for appropriate behavior on the school's computer network just as they are in a classroom or on a school playground. Communications on the network are often public in nature. General school rules for behavior and communications apply. It is expected that users will comply with Archdiocesan standards and the specific rules set forth below. The use of technology resources is a privilege, not a right, and may be revoked if abused. The user is personally responsible for his/her actions in accessing and utilizing the school's technology resources. The students are never expected to access, keep or send/communicate anything that they would not want their parents or teachers to see.

Whether occurring within or outside of school, when a student's use of technology jeopardizes the safe environment of the school, staff or students or is contrary to Gospel values, the student can be subject to the full range of disciplinary consequences including the expulsion of the student.

INTERNET AND EMAIL

Access to Internet will enable students to explore thousands of libraries, databases, museums and other repositories of information. **FAMILIES SHOULD BE AWARE THAT SOME MATERIAL ACCESSIBLE VIA THE INTERNET MAY CONTAIN ITEMS THAT ARE ILLEGAL, DEFAMATORY, INACCURATE, OR POTENTIALLY OFFENSIVE.** While the purpose of the school is to use Internet resources for constructive educational goals, students may find ways to access other materials. We believe that the benefits to students from access to the Internet outweigh the disadvantages.

Students may not access any personal email and/or other accounts other than their school-issued Google account on school grounds and/or on school-issued technology devices.

ELECTRONIC COMMUNICATION – Texting & Posting

Students may not use electronic communication in a way that jeopardizes the safe environment of the school, staff, or students or is contrary to Gospel values. This policy applies to all forms of electronic communications whether they occur through the school's equipment or through private equipment. **Students are strictly forbidden to use any electronic devices on campus without administrative approval.**

CYBER-BULLYING

Cyber-bullying is defined as use of the internet, cell phone or other electronic device to send or post text messages or visual images intended to hurt or embarrass another person. Cyber-bullying includes, but is not limited to the following:

- Cruel instant computer messaging or threatening emails.
- Mean, repeated cell phone text messages.
- Creating a website for the purpose of mocking certain students or school personnel.
- Posting humiliating “photo shopped” or digitally modified images of students, family members, or school personnel.

- Forwarding “private” photos or videos to other students.
- Pretending to be someone else by using someone else’s online screen name.

Students are encouraged to report any incident of harassment to the teacher or principal. The principal has the responsibility to look into a harassment or bullying complaint in an expeditious manner. Retaliation or intimidation for having reported or threatened to report harassment or for assisting the school in the investigations is strictly prohibited. Acts of retaliation will result in disciplinary action.

CELL PHONES AND ELECTRONIC DEVICES

Students may not use cell phones (including texting) on the school campus. Cell phones must be turned off and in the student’s locker and/or in their backpacks while on campus, this includes school activities. The school office phone may be used for emergencies. Calling parents for forgotten homework, projects or making social plans, etc. does not constitute emergencies.

Parents or other family members choosing to call or text students during school hours (7:45 a.m.-3:45 p.m.) are strictly prohibited. Be aware that if a cell phone “goes off” during school hours, it will be confiscated. Messages of an emergency nature will be relayed to students through the front office.

Parent cell phones and pagers must be turned off or put on vibrate while on the school campus and attending school activities.

SOCIAL NETWORKING

Accessing social networking websites are off limits on school premises and property. The use of circumventors to get around school network security is prohibited.

REMOTE LEARNING

Virtual Academic settings like Zoom, Loom, Screencast, Google Meets, Google Hangouts, Google Classroom may be used during remote learning. Students will be given information from their teachers, and or technology coach to join video conference calling, online live classes, or pre-recorded lessons. This form of virtual academic settings is for Sacred Heart student use only. For the safety and privacy of all students, faculty, and staff, students are strictly prohibited in sharing any of their meeting numbers, passwords, and/or links. Violation of any of these regulations and policies will result in a disciplinary action including possible suspension of remote learning and/or other appropriate consequences.

SACRED HEART LEARNING PLATFORMS

****All grade levels will have access to Clever. Clever is an easy way for your child to log in and learn with all the online programs they use at school. With their own personal portals, students will have immediate access to resources selected by their teachers. ****

Grades PreK-3 – 3rd will use Seesaw learning platform. Seesaw is a platform for student engagement. Teachers can empower students to create, reflect, share, and collaborate. Students “show what they know” using photos, videos, drawings, text, PDFs, and links. It’s simple to get student work in one place and share with families, and nothing is shared without teacher approval.

Grades 4-8 use Google Classroom as their learning platform. Google Classroom helps both teachers and students organize assignments, boost collaboration, as well as fostering better communication skills.

Ethical Use of Internet, Other Technologies and Electronic Devices

It is the policy of the Archdiocese of Galveston/Houston, the Archdiocesan Catholic Schools Office and Sacred Heart to require the ethical use of the internet and related technologies by all employees, volunteers and students. Access privileges may be revoked, school disciplinary action may be taken, and/or appropriate legal action taken for any violations that are unethical and may constitute a criminal offense.

Violations of the above regulations and policies will result in some form of disciplinary action(s). Final dispensation will be determined by Sacred Heart Catholic School.

Note: Any violation that is determined to be illegal may result in criminal prosecution. Individuals will be held financially responsible for costs incurred as a result of an act of intentional vandalism or damage to software, computers, or related hardware



Grade 5-8 – APPROPRIATE SCHOOL OWNED CHROMEBOOK USAGE

Due to COVID19 pandemic, technology devices are in high demand. Since the demand is greater than the supply, Sacred Heart Students who have placed an order for a Chromebook through CDWG will be given the opportunity to check out a school owned Chromebook if theirs has not arrived. Sacred Heart Catholic School students will check out a Chromebook through the Technology Coach. The Chromebook will travel with him/her from home to school as part of the school's curriculum. Each student is responsible for recharging his/her Chromebook.

Chromebooks in the classroom: 1 to 1 Google Chromebook - The teacher is the instructional leader and determines when and how the classroom Chromebooks are to be used.

1. Personal devices may NOT be brought to school.
2. Students who need a Chromebook will checked out a device through the Technology Coach.
3. All Chromebooks have been barcoded and each student's will be tracked this way.
4. Students will use Chromebooks integrated into daily lessons, research and presentation of projects.
5. There will be NO video, photos or voice recordings to be taken of anyone or anything unless it is part of assignment that has been approved by their teachers. Students are not allowed to post images of any student or staff member. Distribution of unauthorized media may result in disciplinary action. NO EXCEPTIONS.
6. No Social Media is to be brought up, logged into or uploaded to any Chromebook (ex. Facebook, Instagram, Twitter, Snap Chat, TikTok or anything else similar).
7. Students are not allowed to share or borrow each other's Chromebook. If something were to happen or damages occur to the Chromebook, then the student responsible would be the one that the Chromebook is checked out to according to the bar code.
8. Google accounts have been set up for each student and will be managed through Google Management Console. Email has been turned off with each Google account.
9. Students at Sacred Heart Catholic School have access to a student wireless network. It is the responsibility of each student to know how to connect to the Sacred Heart Catholic School Student wi-fi network.
10. Chromebooks will be checked at random times to make sure guidelines are being followed.
11. Games are not allowed to be played on Chromebooks.

*******Distance Learning: For the safety and privacy of all students, faculty, and staff, students are strictly prohibited in sharing any of their meeting numbers, passwords, and/or links. Violation of any of these will regulations and policies will result in a disciplinary action including possible suspension of remote learning and/or other appropriate consequences. *******

Technology and Acceptable Use Policy (TAUP) and Chromebook Agreement

_____ has read and understands the guidelines of the Technology and Acceptable Use Policy.
(Student Name)

_____ has my permission to check out a Chromebook from Sacred Heart Catholic School. I have read and agree to the terms and conditions of the Chromebook Agreement.
Student Name

Parent Signature

Date