St. Catherine of Siena Catholic School

One to One Technology HANDBOOK & Contract

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One to One Technology Handbook

1-to-1 Program Policy Title and Ownership

The 1-to-1 devices are issued by St. Catherine of Siena (SC) for student use throughout the school year. These devices are issued in the same manner as a school textbook. The student or parent does not have ownership of the device and St. Catherine of Siena (SC) reserves the right to collect and redistribute devices as needed. LICENSE AGREEMENT SC is the sole licensee of the software included with the 1-to-1 device. Any copying, modification, merging, or distribution of the software by the student, including written documents, is prohibited. The student is responsible for complying with any and all hardware, software, and service provider licensing agreements, terms of use, and applicable state and federal copyright and other intellectual property protections. Violation of any such license, terms, and laws shall constitute a violation of this policy.

Acceptable Use Policy for Technology, Internet, and Network

SC adopted the Acceptable use policy to serve as a guideline for the expectations of students in regards to the use of technology provided by the school system. Before your child can use any technology at our school, you and your child must review the Acceptable use policy in Appendix I of this handbook and return the Contract Signature form (pages 1 and 2) in Appendix II of this handbook.

**1-to-1 program liability Excerpts from the Acceptable Use Policy Agreement
Accountability**

Students' use of school technology shall be reserved for academic purposes only. All students using a school computer or a computer network or computers accessing the Internet shall be accountable for its use. This shall include, but not be limited to: (a) unauthorized use resulting in expenses to the school; (b) equipment damage; (c) use of unauthorized software; (d) privacy and copyrights; (e) tampering; (f) accessing obscene and objectionable materials; (g) sending or soliciting inflammatory, abusive, harassing, vulgar, or obscene messages or language; (h) disregarding established safeguards which align the district's technology systems to the Children's Internet Protection Act; (i) using another's password or sharing passwords with others; and (j) any action that is deemed inappropriate by supervisory personnel.

Repeated Instances of Misuse

Use of the internet is a privilege, and any inappropriate use may result in disciplinary action and loss of privileges to use the Internet or technology. Repeated instances of misuse, loss, or negligence will be reviewed on an individual basis to determine the amount of financial responsibility and restitution that the parent or guardian may be required to pay. Device Misuse/Damage Students will be issued a device that can be taken home as long as there is no

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evidence of intentional abuse and/or neglect. If a student's actions display a trend (3 or more damaged devices) or clearly evident abuse no matter the number, administrators may choose to only issue the student a device to be used during the school day. Students can lose the privilege to take the device home. Parent contacts must be made and documented for all device damages, accidental or intentional. Anytime that a student is issued a new device due to damage, schools must communicate to the parent that a device has been damaged and the circumstances so that parents are aware this has occurred.

Use and Care of Device

It is the students' responsibility to know where their 1-to-1 device is at all times. Any devices left behind or unattended will be taken to the administrative office. Students who misplace devices will be required to pick up the device and talk to a staff member regarding the importance of accountability of their 1-to-1 device. It is also the responsibility of the student to keep his/her device clean and maintained. Cleaning the device with a computer-cleaning towel is recommended on a regular basis to avoid dirt and grime buildup.

Charging and Preparation for Class

It is the students' responsibility to charge their 1-to-1 device each night before school. It will be up to the school on the disciplinary action that will be enforced for uncharged computers. It is also the responsibility of students to bring their 1-to-1 device each day and be prepared for class. Loaner devices and chargers will not be available for students who do not have their supplies and equipment.

Transporting Your Device

Chromebooks will be issued a case to protect the Chromebook. Students who are moving between classes are expected to pack their 1-to-1 devices into their backpack or computer bag with NO WIRES plugged into it. Students must NOT leave the charger connected to the laptop when placed in a backpack or computer bag in order to protect it from damage. If students are moving outside of class during a lesson, they are expected to have the case on their device. Students should at no time walk around with an open computer. The device must remain in the case at all times.

Use at School and Home Inappropriate Use of Devices

It is the responsibility of each student to use his or her issued device in an acceptable way. Students will be subject to the Acceptable Use Policy and must adhere to the expectations of each teacher regarding the use of their device in a classroom environment. Students may at no time download material that violates the Acceptable Use Policy.

School Communications & Email

Students will have secure access to a variety of communication tools. These tools will be used to help prepare students for the 21st century workplace and to provide collaboration opportunities during class assignments. The communication programs will allow students to communicate with

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other students or staff members within the district. These systems should not be used by students to individually connect to outside systems unless directed by their teacher.

Use and Care at Home

Students are issued a 1-to-1 device for the majority of the school year and are expected to take the device home each day. Students are encouraged to use their device at home for assignments. Students and parents are still responsible for any damage that may take place to the device when it is at home.

Internet Use and Printing at Home

Students who have wireless Internet connections at home are permitted to use the Internet at home. Students who use 1-to-1 devices at home are still obligated to adhere to the Acceptable Use Policy. Students who violate this agreement may lose Internet capability. Students may also connect to free wireless providers, such as Starbucks, local churches, and the local library as long as those providers allow the connection. Parents should always monitor students' use of the devices at home. Included in this document are suggested Best Practices for Parents that will help parents to play and role in modeling and teaching Digital Citizenship. At this time, students who have printers at home may NOT connect their device to a printer. However, if a student needs to print at home they may save the item in google docs and print from another device.

Parent Best Practices for Internet Safety at Home

- Keep computers in a central place. This will make it easier for you to monitor and keep an eye on your child's activities.
- Know where your children go online.
  - o Establish specific times when access to the Internet is permitted and keep that schedule.
  - o Limit the length of access time. This will encourage your child to go directly to the information required, rather than aimlessly surfing the Internet.
  - o Talk about what kinds of sites that they like to visit and establish what is and isn't appropriate for your family.
  - o You can also check where your kids have been by looking at the history in the browser menu.
- Teach Internet Safety.
  - o It's impossible to monitor your child's online activity all the time.
  - o As they get older, they need to know how to use the Internet safely and responsibly.
- Beware of Strangers.
  - o Teach children not to communicate or share any personal information with strangers on the Internet.
- Use Privacy Settings and Sharing Controls.
  - o Many sites that feature user-generated content, YouTube, Facebook, and other social networking sites, have sharing controls that put users in charge of who sees personal blogs, photos, videos, and profiles.
  - o Teach your children to respect the privacy of friends and family by not identifying people by name in profiles and pictures.

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- Protect Passwords.
  - o Remind your children not to give out their passwords to anyone for any reason.
  - o Make sure they make a habit of unclicking "Remember Me" settings on their computer.
- Teach Your Children to Communicate Responsibly.
  - o Instruct your child to talk to you if he or she finds anything on the Internet that makes them feel uncomfortable.
  - o Ask about their Internet experiences and what they have learned.
  - o Remind them not to text, email, instant message or post any hurtful or inappropriate things on someone's page.
- View all Content Critically.
  - o Just because you see it online doesn't mean that it is true.
  - o Children should learn how to distinguish reliable sources from unreliable ones, and how to verify information that they find online.
  - o Make sure that they understand that cutting and pasting content directly from the Internet is plagiarism.

Chromebook Safety and Security Privacy

Students will be issued a username and password that will allow them access to their Chromebook and email. It is extremely important that students NEVER give their username or password to any other student. By doing so, he/she will be held accountable for all Internet or network actions that may take place as a result of other students posing as them. Students who attempt to hack into other systems or steal student or staff information will be subject to school disciplinary actions and legal actions, if deemed necessary.

Unauthorized Use of Devices

St. Catherine's technology staff monitors ALL Internet traffic. Parents and Guardians will be notified if their child has been flagged because of inappropriate use of the device or network. Students who use a device in an inappropriate way may be subject to school disciplinary actions. These actions will be based on the severity of the inappropriate action or materials.

Disciplinary Measures

Non-Compliance with the Acceptable Use Policy or St. Catherine's School Policies may result in one or more of the following actions:
1. Restricted use or loss of 1-to-1 device privileges. Possession of a 1-to-1 device may be revoked at any time.
2. Student and parent may be required to make full financial restitution for any unauthorized expenses incurred or damage caused by inappropriate actions.
3. Student may face school disciplinary actions based on district and school policy violations.
4. Student may face legal actions based on the severity of the actions taken.

Device Repair and Replacement

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Instances of misuse, loss, or negligence will be reviewed on an individual basis to determine the amount of financial responsibility and restitution that the parent or guardian must pay. Parents or guardians WILL BE RESPONSIBLE FOR THE COST OF REPAIRS AND REPLACEMENTS.

Timeline for Repairs

Some repairs for 1-to-1 devices can be managed in the district while other repairs must be sent to a 3rd party vendor. Devices that are sent to a vendor will be processed in the order they are received and by the availability of the parts needed to make the repair. Some repairs may take over (30) days because of the specific claims process under the Warranty.

Loaner Device

As a district, we anticipate the need to loan devices to students who are having their primary devices repaired. Each school will be given 5% of their total computer allotment to be held as replacements for units out for repair. While we hope to have loaner devices available to students during these repair periods, there may be times where we do not have any available loaner devices. Under these circumstances, teachers will make every effort to give the student an alternate assignment of equal value. Loaner devices will be assigned to students for the duration of their device repair. Loaner devices will be assigned on a first come, first serve basis. If a student needs a loaner device due to damages, they must advise the current teacher immediately. The teacher will send the damaged device to Tech personnel on the school campus. Tech personnel will issue a loaner device to the student. When the damaged device is repaired, the Chromebook will be returned to the Tech personnel and checked back out to the student while the loaner is checked back.

Appendix I Technology Usage-Students
Acceptable Use Policy (AUP) for Technology, Internet, and Network Use

The purpose of the St. Catherine's Technology resources is to enhance student learning by providing students with the latest tools to make learning relevant to the goals of the workplace. This is accomplished by facilitating student research, differentiating instruction, accommodating student needs, augmenting student communication skills, and motivating students to become leaders. We are very pleased to bring these resources to St. Catherine's students and believe this offers vast, diverse, and unique resources to both students and teachers. In an effort to provide students the vast resources accessible through a computerized information resources such as the Internet, St. Catherine's believes it is necessary for all persons to become aware of acceptable uses of technology. The academic benefits of having access to resources from all over the world must be weighed against objectionable materials found on the Internet.

Student and Teacher Access

- online instructional resources
- online books
- research institutions, i.e., Universities, NASA, etc.
- electronic mail (email) communication with people all over the world
- databases

- online library catalogs and resources, Library of Congress, etc.
- other world wide web sites

Use of the Internet

The Internet is a vast global computer network that provides access to resources. Acceptable use of these resources shall be consistent with the philosophy, goals, and objectives of St. Catherine of Siena. Any person using computers or other electronic information resources shall be required to use such equipment and resources in a responsible, legal manner. The school retains the right to monitor all computer usage and files for compliance to all regulations and/or procedures.

Accordingly, regulations for participation by anyone on the Internet shall include, but not be limited to, the following:

1. Appropriate language and manners, which demonstrate honesty, ethics, and respect for others, shall be required.
2. Individual students shall be permitted to have email accounts created by the school. Student email accounts shall not be considered private and will be monitored by district personnel.
3. Two-way, real-time electronic communication technologies such as Internet-based instant messaging and Internet chat shall not be allowed within the District. Furthermore, the participation by students in asynchronous electronic forums or bulletin boards shall be prohibited. The exception to this is pre-approved access to such technologies and/or sites for a specific educational need.
4. No personal addresses or personal phone numbers shall be permitted on the Internet. Impersonations are not permitted.
5. Illegal activities, including copyright or contract violations, shall not be permitted on the Internet.
6. Threatening, profane, harassing, or abusive language shall be forbidden.
7. Use of the network for any illegal activities is prohibited. Illegal activities include: (a) tampering with computer hardware or software, (b) unauthorized entry into computers and files, (c) knowledgeable vandalism or destruction of equipment, and (d) deletion of computer files. Such activity is considered a crime under state and federal law.
8. No user is permitted to knowingly or inadvertently load or create a computer virus or load any software that destroys files and programs, confuses users, or disrupts the performance of the system. Certified personnel or designee should only install software.
9. Invading the privacy of another user, using another's account, posting personal messages without the author's consent, and sending or posting anonymous messages shall be forbidden.
10. Accessing obscene materials or using or sending profanity in message is forbidden.
11. Perusing or otherwise accessing information on manufacturing incendiary devices shall be forbidden.
12. Email, web access, and other electronic communications should not be considered private. While it is a violation of policy for a user or student to attempt to gain access to information for which they do not have authorization, authorized staff may monitor or examine email, file folders, and communications to maintain system integrity, to ensure users are using the system responsibly, or for any other reasonable purpose.

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13. All web pages or electronic publications created by any organization, staff, student, or other person that are housed on the school-funded computer systems shall be subject to treatment as school-sponsored publications. Therefore, the school reserves the right to exercise editorial control over the content of these web pages or publications.

Only content that supports the administrative, instructional, or other legitimate mission of the school or department shall be allowed on District or school websites. Additionally, no web page that represents any school, department, or organization of the St. Catherine's Advisory Board may be published on a web server that is outside of the District's control without written permission of the Director of Information Services and Technology.

Use of the Internet is a privilege, and any inappropriate use may result in disciplinary action and loss of privileges to use the Internet. Disciplinary action may include, but is not limited to, loss of computer use, monetary reimbursement, suspension, detention, or suspension, or assignment in Behavior Modification Class. This shall apply to all students.

Accountability
Students' use of the Chromebooks or the School Computer System (SCS) shall be reserved for academic purposes only. All students using a school computer or a computer network or computers accessing the Internet shall be accountable for its use. This shall include, but not be limited to:

(a) unauthorized use resulting in expenses to the school;
(b) equipment damage;
(c) use of unauthorized software;
(d) privacy and copyrights;
(e) tampering;
(f) accessing obscene and objectionable materials;
(g) sending or soliciting inflammatory, abusive, harassing, vulgar, or obscene messages or language;
(h) disregarding established safeguards which align the district's technology systems to the Children's Internet Protection Act;
(i) using another's password or sharing passwords with others; and
(j) any action that is deemed inappropriate by supervisory personnel.

Email and student or class files on the network are analogous to school lockers, that is, these accounts will be treated as district property subject to control and inspection, rather than private property which cannot be searched without just cause. The network systems manager shall assign access codes or passwords if and/or when it is needed. Use of the Internet and/or the SCS is considered a privilege and any inappropriate use may result in disciplinary action and loss of privileges to use the Internet and/or the SCS. Depending on the nature and degree of the violation and the number of previous violations, unacceptable use of the district's systems may result in one or more of the following consequences:

(a) temporary or permanent loss of privileges,
(b) payments for damages and repairs,
(c) discipline as outlined in the district policy manual,
(d) suspension, expulsion, and/or
(e) civil/criminal liability under other applicable laws.

Unauthorized and Illegal Use

Tampering with selection menus, procedures, or icons for the purpose of misleading or confusing other users shall be prohibited. Any use by any person of the SCS that incurs expenses to the school other than the monthly user fees and rates shall be strictly prohibited. Use of the network for any illegal activities shall also be prohibited. Illegal activities include:

        (a) tampering with computer hardware or software,
        (b) unauthorized entry into computers and files,
        (c) knowledgeable vandalism or destruction of equipment, and
        (d) deletion of computer files. Such activities are considered a crime under state and
        federal law.

Installing Prank Software

Students should avoid the knowing or inadvertent spread of computer viruses. "Computer viruses" are programs that have been developed as pranks, and can destroy valuable programs, and data. To reduce the risk of spreading a computer virus, students shall not import files or programs from unknown or disreputable sources. If a student obtains software or files from remote sources, proper procedures should be followed to check for viruses before use. Deliberate attempts to degrade or disrupt the system or the performance of the network or spreading of computer viruses shall be considered criminal activity under state and federal law. Only certified personnel or designee shall load any software.

Objectionable Materials

St. Catherine, in compliance with the Children's Internet Protection Act, will use its best efforts to prevent access to material reasonably believed to be obscene, conducive to the creation of a hostile or dangerous school environment, pervasively vulgar, excessively violent, sexually harassing, or disruptive in the school environment. The Board shall enforce a policy of Internet safety that incorporates the use of computer-related technology or the use of Internet service provider technology designed to block or filter access for minors and adults to certain visual depictions and materials as mentioned above. It should be understood that no matter how much supervision and monitoring SC provides, there would always be the possibility of a user coming into contact with inappropriate material. Profanity or obscenity shall not be tolerated on the network. All persons should use language appropriate for school situations. Offensive or inflammatory speech should be avoided. The rights of others must be respected both in the local network and the Internet at large. Personal attacks are an unacceptable use of the network. If a user is the victim of a "flame," a harsh, critical, or abusive statement, the user should bring the incident to the attention of the teacher or network systems manager. It is usually better not to respond. The SC shall be used for academic purposes only.

Conduct that is in conflict with the responsibilities as may be outlined in this document shall be subject to disciplinary action. Special restrictions by the school or District may be implemented in order to meet special needs provided that School Board policy is not violated.

Warranty of Service

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St. Catherine's makes no warranties of any kind, whether expressed or implied, for the service it is providing. St. Catherine's shall not be responsible for any damages suffered. This includes loss of data resulting or service interruptions caused by the district's negligence or the user's errors or omissions. Use of any information obtained via the Internet is at the user's risk.

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Contract

Appendix II Student and Parent 1-to-1

By signing this form, the user and his/her parent(s) or guardian(s) agree to follow the guidance outlined in the St. Catherine of Siena Acceptable Use Policy, this APSB 1-to-1 Contract and directions described by teachers and staff. SC makes a significant effort to filter objectionable content, but recommends that parents and guardians remain diligent in observing student behavior when using these devices. While the SC supports the privacy of electronic mail, users must assume that this cannot be guaranteed. SC believes that the benefits to students from access to this technology and the Internet, in the form of information resources, information organization, modeling, and opportunities for collaboration far exceed any possible disadvantages of access.

Parents or guardians WILL BE RESPONSIBLE FOR THE COST OF REPAIRS AND REPLACEMENTS. $100 replacement cost for chromebook/laptop and $30 for the charger.

_____USER: I understand and will abide by the Acceptable Use Policy (AUP) for Technology, Internet, and Network Use Policy. I further understand that any violation of this policy constitutes a violation of school discipline policy. Should I commit any violation, my access privileges may be revoked and disciplinary action may be taken against me.

Date: _____

Student(s) Name (print): _____

User Signature: _____

PARENT OR GUARDIAN
As the parent or guardian of this student, I have read the Acceptable Use Policy (AUP) for Technology, Internet, and Network Use Policy. I understand that this access is designed for educational purposes.

I hereby give my permission for my child to participate.

Date: _____ Parent Name (print): _____

Parent Signature (print): _____

Visit the website at stcatherineschool.org for the one-to-one technology handbook.

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