



Pacelli Catholic Schools Technology Handbook and Acceptable Use Policies

Overview

Pacelli Catholic Schools is committed to preparing our students to succeed in the changing societal landscape. It is essential that the school provide our students with the 21st century skills that they need to be self-directed learners. We believe that effective teaching and learning include the effective use of technology to best prepare each student for the world in which they will live. Technology resources at Pacelli Catholic Schools are used to support, enhance, and complement the academic mission of the school. To accomplish this vision, the school is making personalized technology available to all Pacelli students in grades 6-12 as described below.

The use of Pacelli Catholic Schools information technology is a privilege conditioned on adherence to this policy and any procedures or guidelines adopted pursuant to this policy. The administration reserves the right to change or amend this policy immediately and without notice if, in their judgment, a situation occurs warranting an immediate amendment to this policy.

The following requirements and guidelines apply to both the Laptop and iPad programs.

I. Student Responsibilities

- A. Students are expected to use the devices appropriately for educational purposes.
- B. Students are expected to have their device in school each day with a fully charged battery. A limited number of loaner chargers may be available on a first-come, first-serve basis. Forgetting a device or having a dead battery will not be accepted as a reason for failing to complete work or turn in assignments. Charging stations will be available in the media center for students who may need a recharge during the school day or for students who might not be bringing their device home. Repeated failure to bring the device to school or failing to charge the battery may result in the loss of home privileges for the student.
- C. Students are responsible for being informed of their assignments by accessing their teachers' calendars or online syllabus.
- D. Students are responsible to download to the device any necessary documents and/or materials from the teachers' websites or Google Classrooms. If a family does not have wireless access at home, students must do this before school, during the school day, or after school.
- E. All content on the school-owned device must comply with this Acceptable Use Policy. The use of music on the device during instructional time will be at the discretion of the classroom teacher. Students may set their own screensaver photos. The presence of inappropriate music or photos may result in the loss of the device and/or other disciplinary actions.

F. Students may not install software, download apps or attempt to reconfigure the software of the device. If non-conforming apps or software are discovered on school-owned devices, the devices will be restored to the school set of software, and disciplinary actions may be enacted. Tech staff are not responsible for saving, restoring or backing up documents, music or photos that students may be storing on the devices.

G. Students may recommend free or paid apps that can be used for educational purposes by filling out the Tech Department web form. These apps will be evaluated by technology staff for possible future inclusion on the devices.

H. Students are encouraged to store documents, worksheets, notes and other files on their device, but they must be responsible for backing up or saving all work to other media. Students must either email documents to themselves as a backup, or they may use a cloud-based storage account such as Google Drive.

I. Students may not attempt to hack or jailbreak the device.

J. Students are discouraged from printing and encouraged to use email and cloud-storage solutions. A printer will be available in the media center specifically for limited printing from the devices.

K. Students are required to set a passcode or password on their device that is known only to themselves and a parent/guardian. Tech staff are able to reset these passwords if necessary.

L. Unacceptable uses of the devices or any other Pacelli provided technology resources include, but are not limited to:

- 1) Using Pacelli Catholic Schools information technology resources to compose, transmit, access, or receive any content that could be considered discriminatory, offensive, obscene, threatening, harassing, intimidating, or disruptive to any employee or other person. Examples of unacceptable content may include, but are not limited to, sexual comments or images, racial slurs, gender-specific comments, illegal activity, or any other comments or images that could reasonably offend someone on the basis of race, age, sex, religious or political beliefs, national origin, disability, sexual orientation, or any other characteristic protected by law.
- 2) Users will not use Pacelli Catholic Schools information technology resources to engage in any illegal act or violate any local, state or federal statute or law. Including copyright and licensing laws.
- 3) Use Pacelli Catholic Schools information technology resources to vandalize, damage or disable the property of another person or organization.
- 4) Use Pacelli Catholic Schools information technology resources to gain unauthorized access to information resources or to access another person's materials, information or files without the implied or direct permission of that person.
- 5) Use Pacelli Catholic Schools information technology resources to circumvent, attempt to circumvent, or assist another in circumventing security controls in place to protect the privacy and integrity of data stored on information technology resources, including, attempting to log in through another person's account, or use computer accounts, access codes or network identification other than those assigned to the user.

6) Use Pacelli Catholic Schools information technology resources for political causes or activities or any sort of gambling, wagering or betting.

M. Internet use is not confidential and no rights to privacy exist. These devices are the property of Pacelli Catholic Schools and as such, the school reserves the right to monitor internet traffic and retrieve and read any and all data composed, sent, or received through our online connections and stored on our servers. An individual investigation or search will be conducted if school authorities have a reasonable suspicion that the search will uncover a violation of law or school policy.

N. Social Media usage, including, but not limited to, Facebook, Twitter, Instagram ... etc; will be permitted for students 13 years of age and older, according to the user agreements of these organizations. Users must adhere to all the policies described in this handbook when using social media. Students must remember that they are representatives of Pacelli Catholic Schools whether in the community or in the online communities of social media.

O. Inappropriate use of technology may result in disciplinary action at the discretion of the administration. Disciplinary action may include device lockdown, loss of home privileges, detention, expulsion and/or legal action.

II. Parent Expectations

A. Parents are required to attend a Technology Orientation Session with their child. This session will be held on Wednesday, September 9th at 7:00 p.m. in the Pacelli Auditorium for all new middle and high school students and students that are entering 6th and 9th grade.

B. Federal law requires that schools filter content accessible to students. This filter is available both at school and at home. It is important to note that no filter is completely reliable. The best filter is monitoring by parents.

C. The school asks for the parents' support in communicating with their children about the standards of appropriate content and helping to monitor the use of the devices at home.

D. Parents are responsible for filling out and signing the attached Parent/Student Technology Agreement form.

E. If necessary, parents are expected to assist their child in filling out any forms needed to report theft or damage.

F. Parents are encouraged to become familiar with the device and help ensure the use of the technology to track their child's progress. The devices allow parents and students to view teachers' assignment calendars, track homework, and monitor progress toward coursework completion.

G. Parents should help to ensure that only the student and parents use the school-assigned device.

H. Parents may request that the student only use the device at school and not bring the device home. Please provide a written request for the restriction of home use. Your student's device will then be kept in the media center or the school office for their use at school.

III. Terms of the Device Loan

- A. Pacelli Catholic Schools provide a device for every student involved in the 1:1 program (grades 6-12). Personally owned devices in these grades are not permitted on our network unless previously authorized.
- B. Devices will be distributed at the discretion of the District Administration upon confirmation that the Parent/Student Policies and Procedures form and Acceptable Use have been signed and the Technology Fee has been paid.
- C. Legal ownership of the devices remains with the school. The use of the device is a privilege extended to students and is conditioned upon compliance with the requirements of this handbook and all other school policies.
- D. Student devices and accessories will be checked in at the end of each school year at a date and time determined by the Administration. Students who graduate early, transfer, withdraw or are expelled will return the device and accessories at the time of withdrawal.
- E. The school reserves the right to repossess the device and accessories at any time if the student does not fully comply with the terms of this Handbook. The school may also choose to limit and/or withdraw home use privileges for failure to comply.
- F. Failure to return a device, charger, and case upon graduation or withdrawal may result in the involvement of law enforcement.
- G. Software and apps will be managed by the school, due to the need to comply with licensing agreements.
- H. The devices will be subject to routine monitoring by teachers, administrators, and/or technology staff. Users have no expectation of privacy when using Pacelli Catholic Schools' equipment or technology systems.
- I. If technical difficulties arise with a device, or inappropriate content is discovered, the device will be completely erased and returned to factory setting by tech staff.
- J. Each device has identifying labels, which must not be removed or altered in any fashion. Students may not permanently mark the device itself or any of the accessories in any fashion.
- K. The use of the iPads during instructional times is governed by classroom teachers. Failure to follow the instructions of the teacher may result in disciplinary action.

IV. General Care Instructions

- A. Device screens should only be cleaned with a soft, clean cloth. Chemical cleaners or liquids, including water, should not be used on the devices. Approved cleaning cloths will be available in the media center.
- B. Charging cables/cords should be inserted and removed carefully to prevent damage. This should be done on both ends of the cable by grasping the plugs rather than the cord. The charging cord should be plugged

into the wall outlet before connecting the device. When disconnecting, remove the cable from the iPad before pulling the cord from the wall outlet.

C. Devices must be kept in the protective cases at all times, and should be kept away from food and liquids.

D. Students should never put weight on the devices, stack items on top of them or wedge them tightly into a backpack or case.

E. Devices should not be exposed to temperature extremes. Students should not leave the device in any location where the temperature falls below freezing or exceeds 95 degrees. If the device is cold, it should be allowed to warm up to room temperature before use. A device exposed to direct sunlight or high temperatures may overheat during use and must be allowed to cool down before subsequent use.

F. Battery life is shortened by using wi-fi, bluetooth, a high screen brightness, and video. Students should learn to manage these settings and apps to improve battery performance.

G. Students are encouraged to refer to the device Instruction Manual located on the device for further information.

V. Protection Plan and Fees for Damages

A. School owned devices have an Apple protection plan that covers specific and limited instances of damage or defect. This protection plan is already on said devices and will not need to be purchased by the student.

B. Any damage to a school owned device beyond the scope of these protection plans will be the responsibility of the student.

- 1) Damage done to either the skins of the laptops, or the cases of the iPads will result in a \$35 fine.
- 2) Students will be responsible for the cost of replacing a lost or damaged Apple power cord.
- 3) Damage done to a device as a result of carelessness or abuse will be the responsibility of the student.

C. Any and all charges will be determined on a case by case basis and will be at the discretion of the administration.

D. The school recommends adding any devices on loan to the student to their personal insurance policies as a further protection in case of accidental damage. However, adding a device to a personal insurance policy is not a requirement at this time, only a recommendation.

E. Damaged, stolen, or lost devices must be reported to the Tech Team immediately upon discovery of the item being damaged, stolen or lost. If damaged, the device will be assessed by the Tech Team and a plan for repair and subsequent charges will be determined at that time.

VI. Security and Theft Prevention

A. The device may ONLY be used by the student to whom it was assigned or by the parents of the student. The student may not loan it to another student or sibling.

B. The student is responsible for the security of the device at all times. The device should never be left unsecured. When not with the student, the device should be secured or stored in a locked location out of view. During after-school activities and/or away events, students are still responsible for securing the device.

C. Students should keep personal information about themselves and others off the device. Password security for network systems should be maintained, as should the privacy of locker combinations. It is the responsibility of the student to keep his or her information secure.

VII. Disclaimers

A. Pacelli Catholic Schools makes no warranties of any kind either expressed or implied for the technology access provided.

B. Pacelli Catholic Schools and its employees are not responsible for any damages incurred, including, but not limited to, loss of data resulting from delays or interruption of service, for the loss of information stored on school resources, or for any personal property used to access or utilize the school technology resources.

C. Pacelli Catholic Schools will not be responsible for the accuracy, nature, or quality of information stored on or available through the school technology resources.

D. Pacelli Catholic Schools will not be responsible for unauthorized financial obligations resulting from use of school provided technology access.

E. Pacelli Catholic Schools may use technical and manual methods to regulate access and information, but it is understood that these methods do NOT provide a foolproof means of enforcing the provisions of this policy.

F. If a user inadvertently accesses unacceptable materials or an unacceptable Internet site, the user shall immediately disclose the inadvertent access to an appropriate school official. This disclosure may serve as a defense against an allegation that the user has intentionally violated this policy.

Office Use:

- Yearly Fee Paid:** _____(Gr. 6-8)iPad-\$50 _____(Gr. 9-12) MacBook-\$150
- Parent/Student Orientation Attended** _____
- Technology Turn-In:** _____Device _____Charger



STUDENT NAME _____ **GRADE** _____

STUDENT AGREEMENT

1. I will properly care for my assigned device and accessories.
2. I will keep my device in its school-provided case or skin at all times.
3. I will keep my device in my possession or secured area at all times.
4. I **will not** loan my device or share my secure passwords with anyone.
5. I will bring my device to school charged and ready for use each day.
6. I **will not** disassemble, repair, hack or subvert the security of the device.
7. I **will not** install apps.
8. I have read and I understand the Pacelli Technology Handbook & Acceptable Use Policy.
Pacelli Technology Handbook can be found on Pacelli website at www.pacellschools.org under the PARENT link.
9. I will protect my device and privacy, and respect the device and privacy of others.
10. I understand that my device is subject to inspection by Pacelli Catholic Schools' staff at any time and that it remains the property of Pacelli Catholic Schools.
11. I understand that I am responsible for any intentional or negligent damage to the device, and will report such damage immediately.
12. I will immediately report loss, theft, or equipment failure of my device to the Technology Department and law enforcement within 24 hours.
13. I will return the device, case, and charger in working order as directed by technology staff. I understand that I am responsible for the replacement cost of the device and any other accessories including the case, skin, charger.

I agree to abide by the expectations set forth in this document as well as the Pacelli Catholic Schools' Technology Handbook & Acceptable Use Policy, and understand my failure to do so may result in school disciplinary action, loss of device privileges, and appropriate legal action.

Student Signature _____
Date

PARENT AGREEMENT

1. I have read and understand all terms of the Technology Handbook & Acceptable Use Policy and agree to let my child participate in the 1:1 device program.
2. I have discussed the device expectations and responsibilities with my child and will support the school in guiding my child in using the device at home and as an educational tool.
3. I understand that I am responsible for monitoring and guiding my child's activity while not in the school setting.

Parent Signature _____
Date

PARENT DAY USE ONLY AGREEMENT

I wish my child to ONLY have access to their device during the school day. I understand my child **will not** be allowed to bring their device home, and will need to make arrangements outside of school hours to complete any assigned homework each day.

Parent Signature _____
Date