

ACCEPTABLE USE POLICY - CHROMEBOOKS Mission Statement

The mission of the 1:1 program at St. Peter Catholic School is to create a collaborative learning environment for all students. This environment will enable and support students and teachers to implement transformative uses of technology while enhancing students' engagement with content and promoting the development of self-directed and lifelong learners. Students will transition from consumers of information to creative producers and owners of knowledge. St. Peter Catholic School endeavors to prepare students for an ever-changing world that sees technological advancements happening at a rapid rate and is committed to preparing students for high school. St. Peter Catholic School is implementing the Chromebook initiative to further personalize the way each student uses time, receives support to master essential skills, and deepens understanding of content.

Monitoring Student Use

St. Peter Catholic School administrative staff and faculty retain the right to collect and/or inspect Chromebooks at any time, including via electronic remote access and to alter, add or delete installed software or hardware. Users of school technology have no rights, ownership, or expectations of privacy to any data that is, or was, stored on the Chromebook, school network, or any school-issued applications and are given no guarantees that data will be retained or destroyed. Students have no expectation of confidentiality or privacy with respect to any usage of a Chromebook, regardless of whether that use is for school-related or personal purposes, other than as specifically provided by law. The school may, without prior notice or consent, log, supervise, access, view, monitor, and record use of student Chromebooks at any time for any

reason related to the operation of the school. By using a Chromebook, students agree to such access, monitoring, and recording of their use.

The information on the network in general files and email is not private and is subject to review by the network manager at the request of the St. Peter Catholic School administration to substantiate inappropriate activity and to comply with requests of law enforcement agencies as part of their investigations. Search of particular files of a user shall be conducted if there is a reasonable suspicion that a user has violated the law or St. Peter Catholic School Policies. Teachers, school administrators, and the technology department staff may use monitoring software that allows them to view the screens and activity on student Chromebooks.

Inappropriate media may not be used as Chromebook backgrounds or themes. No images or graphics containing people can ever be used as a background or theme. The presence of guns, weapons, pornographic materials, inappropriate language, alcohol, drug, gang-related symbols or pictures will result in disciplinary actions. Students may be selected unannounced and at random to provide their Chromebook for inspection. The purpose for inspection will be to check for proper care and maintenance as well as inappropriate material contained on the device.

Network Access

The purpose of the system / network is to assist in preparing students for success in life and work by providing access to a wide range of information and the ability to communicate with others. The system/network will be used to increase communication (staff, parent, and student), enhance productivity, and assist staff in upgrading existing skills and acquiring new skills through a broader exchange of information. The system / network will also be utilized to provide information to the community, including parents, government agencies, and businesses.

Access to the system / network, including external networks, shall be made available to employees and students for instructional and administrative purposes and in accordance with administrative regulations and procedures. Access to the system / network is a privilege, not a right. All users shall be required to acknowledge receipt and understanding of all administrative regulations and procedures governing use of the system and shall agree in writing to comply with such regulations and procedures.

Noncompliance

Failure to comply with applicable regulations and procedures may result in suspension or termination of user privileges and other disciplinary actions consistent with the policies and student handbooks of St. Peter Catholic School and the Diocese of Orlando.

Content Filtering

The school utilizes an Internet content filter that is in compliance with the federally mandated Children's Internet Protection Act (CIPA). If an educationally valuable site is blocked, students should contact their teachers to request the site be unblocked. Such requests will be given consideration following administrative review.

Improper Use/Consequences

Violations of the Acceptable Use Policy may result in loss of Chromebook privileges, as well as other disciplinary action including detention, suspension, and/or police involvement. Use of the computer network and Internet is an integral part of research and class work, but abuse of this technology can result in loss of privileges. Students who use technology devices, digital resources, and network infrastructure, along with information technology inappropriately may lose their access privileges and may face additional disciplinary or legal action. The length of

time for loss of privileges will be determined by building administrators and/or other staff members. If the user is guilty of multiple violations, privileges can be removed for one year or more.

Ownership

Chromebooks are issued to individual students for educational purposes and should be used only by the student to whom it is issued. The Chromebooks are the property of either the student or school depending on the payment plan parents select. The school will maintain a log of all Chromebooks that includes the Chromebook serial number, asset tag code, and name of the student assigned to the device. Each Student will be assigned the same Chromebook for the duration of her or his time at St. Peter Catholic School. Manufacturer and school issued ID tags shall not be removed or marked upon until after graduation from St. Peter Catholic School. The Chromebooks are the property of the student once the lease program has been paid in full.

Warranty / Liability

St. Peter Catholic School makes no warranties of any kind, whether expressed or implied, for the service it is providing. St. Peter Catholic School will not be responsible for any damages students suffer. This includes loss of data resulting from delays, non-deliveries, mis-deliveries, or service interruptions caused by its own negligence or your errors or omissions. Use of any information obtained via the Internet is at a student's own risk. St. Peter Catholic School specifically denies any responsibilities for accuracy or quality of information obtained through its services.

St. Peter Catholic School makes no warranties of any kind, implied or expressed, that the services and functions provided through the St. Peter Catholic School technology devices, digital

resources and network infrastructure, along with information technology will be error free or without defect. St. Peter Catholic School, along with any persons or organizations associated with the school department internet connectivity, will not be liable for the actions of anyone connecting to the internet through the school network infrastructure. All users shall assume full liability, legal, financial or otherwise for their actions while connected to the internet. St. Peter Catholic School assumes no responsibility for any information or materials transferred or accessed from the internet. St. Peter Catholic School cannot be responsible for inappropriate or offensive material students encounter on the Internet. Parents and guardians agree to accept financial responsibility for any expenses or damages incurred as a result of their student's inappropriate or illegal activities on the St. Peter Catholic School network. Parents and guardians agree to reimburse St. Peter Catholic School for any expenses or damages incurred in the use of school owned devices such as desktops. Parents and guardians will have third party insurance carriers with the purchase of the Chromebook. St. Peter Catholic School shall not be liable for users' inappropriate use of electronic resources or violations of copyright restrictions, users' mistakes or negligence, or costs incurred by users.

Insurance and Fees

St. Peter Catholic School has provided students and their families the insurance for their Google Chromebooks. This insurance policy will cover accidental damage and theft. The insurance will not cover any damage caused by intentional or negligent acts. The cost of the insurance is \$79 per year. As a reminder, all obligations must be satisfied prior to commencement in order to participate in St. Peter Catholic School 1:1 Chromebook program by the date of the graduation ceremony.

Acceptable Use

- **Guidelines for School Use: Violations of the Acceptable Use Policy** include, but are not limited to, the following conduct:

1. Using the computer/network for non-educational purposes (i.e., commercial/political purposes, financial gain, or fraud).
2. Sharing and/or using someone else's password to access the computer/network.
3. Attempting to bypass the computer/network security system, including use of any and all proxy servers.
4. Trespassing in, deleting or altering others' folders, work, or files.
5. Using the computer/network in any way that is disruptive to the educational process (i.e., listening to loud audio or video without headphones).
6. Engaging in any form of cyber-bullying, harassment, or other malicious behavior that would negatively affect another's ability to participate in the school community.
7. Revealing anybody's personal information, such as home address or telephone number.
8. Sharing or re-posting audio, video, or any material of or created by another student or faculty member without that individual's permission.
9. Sending massive, inappropriate and unsolicited information through "spamming," chain letters or the like.
10. Damaging or modifying the computers, computer system, or computer network in any way.
11. Intentionally wasting limited network or district resources by downloading unnecessary files or through unnecessary printing.
12. Viewing, sending, or displaying offensive images or messages.

13. Purchasing goods and services for personal use on-line through the computer/network.
14. Abusing or vandalizing system software, applications, files, or other network resources. I
5. Accessing any social media networking websites for non-educational purposes during the school day.
16. Using mobile electronic devices of any kind without direct permission from a staff member for appropriate educational purposes.
17. Violating any federal, state, or local laws including, but not limited to copyright, plagiarism, libel, and slander laws.

St. Peter Catholic School reserves the right to change these Acceptable Use Guidelines for Computer and Internet Use at any time.

Digital Citizenship

While working in a digital and collaborative environment, students should always conduct themselves as good digital citizens by adhering to the following:

1. *Respect Yourself*- I will show respect for myself through my actions. I will select online names that are appropriate. I will use caution with the information, images, and other media that I post online. I will carefully consider what personal information about my life, experiences, and/or relationships I post. I will not be obscene. I will act with integrity.
2. **Protect Yourself** - I will ensure that the information, images, and materials I post online will not put me at risk. I will not publish my personal details, contact details, or a schedule of my activities. I will report any attacks or inappropriate behavior directed at me while online. I will protect passwords, accounts, and resources.

3. **Respect Others** - I will show respect to others. I will not use electronic mediums to antagonize, bully, harass, or stalk people. I will show respect for other people in my choice of Websites: I will not visit sites that are degrading to others, pornographic, racist, or inappropriate. I will not enter other people's private spaces or areas.

4. **Protect Others** -I will protect others by reporting abuse and not forwarding inappropriate materials or communications. I will avoid unacceptable materials and conversations. I will not publish others' personal details, contact details, or a schedule of their activities.

5. **Respect Intellectual Property** - I will request permission to use copyrighted or otherwise protected materials. I will suitably cite all use of websites, books, media, etc. I will acknowledge primary sources. I will validate information. I will use and abide by the fair use rules.

6. **Protect Intellectual Property** - I will request to use the software and media others produce. I will purchase, license, and register all software or use available free and open source alternatives rather than pirating software. I will purchase my music and media and refrain from distributing these in a manner that violates their licenses.

Student Use

Educational Use

School issued Chromebooks should be used for educational purposes, and students are to adhere to the Acceptable Use Policy at all times.

Charging Device

Students are expected to bring a fully charged Chromebook to school every day if taken home. If the student's Chromebook remains at school it is still the responsibility of the student to charge the device.

Personalizing the Chromebooks

Chromebooks must remain free of any writing, drawing, stickers, paint, tape, adhesives and labels. Students may add appropriate music, photos and videos to their Chromebooks. Personalized media is subject to inspection, and must follow the St. Peter Catholic School's Acceptable Use Policy.

Use Outside of School

Students are encouraged to use their Chromebooks at home and other locations for educational purposes. A WiFi internet connection will be required for the majority of Chromebook use. Students are required to abide by the SPCS Acceptable Use Policy and Student Handbooks, local, state and federal laws.

Sound

Sound must be muted at all times, unless permission is obtained from a teacher. Student provided headphones may be used at the discretion of the teachers.

Printing

Students will be encouraged to digitally publish and share their work with their teachers and peers, when appropriate. Because all student work should be stored in an internet cloud application, students will not print directly from their Chromebooks. A print station will consist of a desktop computer and networked printer. Students may log into a print station to print their work.

Data Backup

The majority of student work will be stored through Google Drive and cloud-based applications, and can be accessed from any computer with an Internet connection and most mobile devices. Students are encouraged to maintain backups of their work on portable storage devices. St. Peter Catholic School does not backup student data, and is not responsible for lost or corrupted data.

Right of the School Committee

St. Peter Catholic School Acceptable Use Policy shall govern all use of technology devices, digital resources, and network infrastructure. Student use of technology resources, digital resources, web enabled devices, and network infrastructure will be governed by the St. Peter Catholic School Committee's disciplinary policies as outlined in the policy manual of the district and the student's school handbook. Because information technology is constantly changing, not all circumstances can be anticipated or addressed in this policy. All users are expected to understand and comply with both the "letter" and the "spirit" of this policy and show good judgment in their use of these resources. St. Peter Catholic School Committee reserves the right to modify or change this policy and related implementation procedures at any time.

Compliance with the Law

Students using the Internet will follow all laws, policies, and rules set forth governing computers. This includes but is not limited to copyright laws, software publisher's rights, license agreements, acts of terrorism, cyber bullying, assault, threats, and student right of privacy. Students are required to follow all copyright laws around all media including text, images, programs, music and video. Downloading, sharing, and posting online illegally obtained media is

against the Acceptable Use Policy. Congress enacted the Children's Online Privacy Protection Act, 15 U.S.C. §6501, et seq. (COPPA) in 1998. COPPA required the Federal Trade Commission to issue and enforce regulations concerning children's online privacy. The Commission's original COPPA Rule became effective on April 21, 2000. The Commission issued an amended Rule on December 19, 2012 that became effective on July 1, 2013. The Children's Internet Protection Act (CIPA) was enacted by Congress in 2000 to address concerns about children's access to obscene or harmful content over the Internet. CIPA imposes certain requirements on schools or libraries that receive discounts for Internet access or internal connections through the E-rate program. Schools and libraries subject to CIPA may not receive the discounts offered by the E-rate program unless they certify that they have an Internet safety policy that includes technology protection measures. The protection measures must block or filter Internet access to pictures that are: (a) obscene; (b) child pornography; or (c) harmful to minors (for computers that are accessed by minors). St. Peter Catholic School works diligently to comply with COPPA and CIPA requirements. St. Peter Catholic School does not collect student personal information or transmit such information directly to online entities for the purpose of creating web based accounts. In cases of web based account creation, St. Peter Catholic School will use an internal school identification to represent each student user, and all accounts will be private.

Device Mode: _____ Serial # _____

Acknowledged and Agreed to this _____ day of _____ 2015

Student: _____

Print Name: _____

Parent Name: _____

Print Name: _____

SPCS Handbook 14-15 / Student computers/Chromebooks policy/BYOD policy /Updated 10/19/2015

Three Payment plans will be provided for each family:

Plan #1

Pay in Full - one payment of \$500.00

The Chromebook will be the property of the student and can be taken home.

Plan #2

For 6th

7 payments

1 - Payment of \$68.00

6 - Payments of \$72.00

After the 7th payment the Chromebook will be the property of the student. If at any time a payment is in default the Chromebook will not be used at home and **MUST** stay in school until payment is made.

Plan #3

For 6th Grade ~ 17 Months

1 - Payment of \$36.00

16 - Payments of \$29.00

After the 17th payment the Chromebook will be the property of the student. If at any time a payment is in default the Chromebook will **NOT** be used at home and **MUST** stay in school until payment is made. The Chromebook will also stay at the school through the summer months until school is back in session.

Plan #4

For 6th Grade ~ 27 months

1 - Payment of \$32.00

26 - Payments of \$18.00

After the 27th payment the Chromebook will be the property of the student. If at any time a payment is in default the Chromebook will **NOT** be used at home and **MUST** stay in school until payment is made. The Chromebook will also stay at the school through the summer months until school is back in session.