

**HOLY REDEEMER CATHOLIC SCHOOL
TECHNOLOGY ACCEPTABLE USE POLICY**

The role of technology in education and society has evolved into a daily tool and resource and will only expand in the future. For this reason, Holy Redeemer Catholic School is committed to providing a comprehensive computer technology curriculum.

An important element of a computer program is the ability to retrieve information from a wide variety of sources. An essential part of this is the use of the Internet. Mindful of the need to educate our students on the use of the Internet, it is crucial to realize the responsibilities of its use.

Parents and students are asked to sign an acceptable use policy which emphasizes the personal responsibilities of anyone using the school's computer and telecommunications resources, including FastDirect, Google Apps for Education (GAFE), desktop computers, Chromebooks and iPads.

Acceptable Use Policy:

This policy applies to communications or depictions through e-mail, text messages, or web site postings, whether they occur through the school's equipment or connectivity resources or through private communications, which: (1) are of a sexual nature; (2) threaten, libel, slander, malign, disparage, harass or embarrass members of the school community or (3) in the principal's discretion, cause harm to school, or the school community, (collectively referred to as "Inappropriate Electronic Conduct").

Inappropriate Electronic Conduct shall be subject to the full range of disciplinary consequences, including withdrawal for cause.

Computing, data storage, and information retrieval systems are designed to serve the students, faculty, staff, and volunteers of the Holy Redeemer community. Network and Internet access is provided to further the educational goals of this institution. Holy Redeemer Catholic School provides computing and network resources for the use of students, employees, and others affiliated with the school. Members of Holy Redeemer Catholic School are encouraged to use the computers, software, electronic mail (email), or network software for educational or school-related activities and to facilitate the efficient exchange of information and ideas. However, the equipment, software, and network capacities provided through the school computer services are and remain the property of Holy Redeemer Catholic School. All users are expected to conduct their online activities in an ethical and legal fashion. The use of these resources is a privilege not a right. Misuse of these resources will result in the suspension or loss of these privileges, as well as disciplinary, legal, and/or monetary consequences.

Examples of appropriate or acceptable educational use(s) of these resources include:

- Accessing the Internet to retrieve information from libraries, databases, and World Wide Web sites to enrich and expand curriculum is encouraged.
- E-mail capabilities may be used to facilitate distance learning projects.
- GAFE accounts for facilitating collaborative projects.

Examples of inappropriate or unacceptable use(s) include, but are not limited to, those uses that violate the law, the rules of network etiquette, or hamper the integrity or security of any network connected to the Internet. Some unacceptable practices include:

- Transmission of any materials in violation of any US or state law, including but not limited to: copyrighted material; threatening, harassing, pornographic, or obscene material; or material protected by trade secret is prohibited. The transmission of copyrighted material without the written permission of the author or creator through school email or other network resources in violation of US copyright law is prohibited. It is also illegal for anyone to knowingly allow any telecommunication facility under their control to be used for the transmission of illegal material.
- The sending of unsolicited junk mail or chain letters is prohibited.
- The use of offensive, obscene, inflammatory, or defamatory speech or language is prohibited.
- Vandalism is prohibited. This includes, but is not limited to, any attempt to harm or destroy the data of another user, the network/Internet, or any networks or sites connected to the network/Internet. Attempts to breach security codes and/or passwords will also be considered a form of vandalism.
- The creation, propagation, and/or use of computer viruses is prohibited.
- The installation of personal software is prohibited unless permission from the Technology Coordinator is granted.
- The forgery, reading, deleting, copying, or modifying any files and/or data belonging to other users is prohibited.
- Willful destruction of computer hardware or software, or attempts to exceed or modify the parameters of the system is prohibited. Nothing in this policy shall prohibit the Technology Coordinator from intercepting and stopping email messages which have the capacity to overload the computer resources. Discipline may be imposed for intentional overloading of school computer resources.

Access to the school's email and similar electronic communications systems is a privilege, and certain responsibilities accompany that privilege. School users are expected to demonstrate the

same level of ethical and professional manners as are required in face-to-face or written communications. Anonymous or forged messages will be treated as a violation of this policy.

- Unauthorized attempts to access another person's email or similar electronic communications or to use another's name, email, or computer address or workstation to send email without their permission is prohibited.
- All users must understand that the school cannot guarantee the privacy or confidentiality of electronic documents, and any messages that are confidential, should not be communicated via email.
- Holy Redeemer School reserves the right to access email, to retrieve school information and records, to engage in routine computer maintenance and housekeeping, to carry out internal investigations, or to disclose messages, data, or files to law enforcement authorities.
- Any information contained on a school computer's hard drive, or data storage device purchased by the school, are considered property of Holy Redeemer School.

This agreement applies to stand-alone computers as well as computers connected to the network or the Internet. Any attempt to violate the provisions of this agreement will result in revocation of the user's privileges, regardless of the success or failure of the attempt. In addition, school disciplinary action, and/or appropriate legal action may be taken. The administration reserves the right to determine inappropriate uses of the technology or telecommunication resources. Monetary remuneration will be sought for damage necessitating repair or replacement of equipment.

Device Initiative

Holy Redeemer School has initiated a 1:1 device program and has purchased Chromebooks for use in grades 4-8 to promote academic excellence. This initiative will support our mission to provide quality education by engaging students in the use of technology. Our belief is that this will foster critical thinking skills, creativity, collaboration, and content mastery.

Students in grades 4-8 will be using Chromebooks in the classrooms. After setting up a Google Ed account, passing the Chromebook and Google Ed Basic Usage Test, and returning the signed agreement, students will be allowed to use a Chromebook throughout the school day. Chromebook usage will be monitored by administration to gauge use and effectiveness of the device in the classroom. Chromebooks and Google Ed accounts are property of Holy Redeemer School and the contents on the device or account can be viewed at any time.

Guidelines

All software, applications, and documents stored on the Chromebook and/or GAFE account are property of the school and subject to on-going review and monitoring and are intended for educational use only.

Students should NOT

- Modify the device in any way other than instructed by the administrator or other school personnel.
- Apply marks, stickers, or other decoration to the supplied device.
- Exchange assigned device with any other student unless directed by school personnel.
- Clear or disable browsing history on the device.
- Disable the device or its applications assigned to them or anyone else's device.
- Use the device and/or GAFE account to play games.
- Set up or participate in chat rooms using the Holy Redeemer GAFE account.

Failure to comply with these guidelines will be treated as a violation of the User Agreement and will be handled according to the school's discipline code.

Applications (Apps)

- Devices will be distributed to students with key applications already installed. Applications should NOT be installed or uninstalled by the student. It is the responsibility of Holy Redeemer to install or uninstall all applications.
- The school will create and administer Google Apps for Education accounts for each student to allow access to necessary Apps.

Saving Documents

Saving documents with the Chromebook is accomplished using Google Drive and "cloud" storage. To access this storage, all students will require a Google Apps for Ed account. Using this account, students can create, save, share, and upload documents in various formats. Students will be able to access their Google Drive online from any computer with Internet access.

Security

Students will each have a personal password associated with their Google Apps for Ed account. This password should be known only by the student to ensure the student's documents and data are only accessed by that student. Holy Redeemer has the right to bypass the password with justifiable reason.

Loss or Damage

- If a Chromebook is lost or damaged parents are responsible for costs as noted in the "Estimated Replacement Cost" section of this document.
- The school is responsible for arranging all Chromebook repairs.
- If a Chromebook is damaged in any way, the damage must be reported to a teacher or administrator immediately.

Estimated Replacement Cost

The estimated replacement cost of a Chromebook is \$300.00.