APPENDIX A

STUDENT ACCEPTABLE USE POLICY FOR TECHNOLOGY

Dear Parents and Students,

Attached are copies of the *St. Vincent-St. Mary Computer and Internet Acceptable Use Policy and Chromebook Agreement*. Our computer network is configured to provide every student with his/her own user ID, password, e-mail, and personal file storage.

It is more important than ever that you read carefully the attached sheets which explain the policies, rules, and consequences regarding computer, Internet, and e-mail use. **The law requires that a parent permission form be completed each year for students to use the Internet.**

In order for students to have access to the computers at the beginning of the school year, the following procedures have been established:

1. Read carefully the *Computer and Internet Acceptable Use Policy and Chromebook Agreement*.
2. Sign the User Agreement and Parent Permission Form.

New students will receive their own user ID and log on information. This information will be used the first time a computer is accessed at school. The student will then be asked to change his/her password to a new password. ***Students cannot share their passwords, as the students are responsible for any activity done under their account.*** It will be the student's responsibility to remember his/her password.

If you have any questions, please contact the Technology Department. We can be reached by e-mail at kkuehn@stvm.com.

Sincerely,

Kyle Kuehn, Educational Technology Specialist & LMS Administrator

Student Acceptable Use Policy for Technology
2024-25 School Year
St. Vincent – St. Mary High School

In this 21st century, we are in a time of new and ever changing technologies. We at St. Vincent-St. Mary High School believe using new technologies, electronic resources, and Internet access enhance student learning and provide a quality educational experience for all students. It is our privilege to be able to offer use of such technological resources to enhance the educational experience. However, despite these benefits, the Internet reflects the values of a global society and can provide access to sites that would be considered inappropriate. The purpose of this policy is to ensure the proper use of the technologies while enrolled at St. Vincent -St. Mary High School**.**

All users are expected to use the technology available at St. Vincent – St. Mary High School in a manner that is consistent with the teachings and mission of the Catholic Church and the school's academic programs. Technology includes, but is not limited to, cell phones, radios, CD/MP3/DVD

players, video recorders, video games, personal data devices, computers, iPads, Chromebooks, other hardware, electronic devices, software, Internet, e-mail and all other similar networks and devices. Users are expected to be responsible and use technology to which they have accessed appropriately. Obscene, pornographic, threatening, or other inappropriate use of technology, including, but not limited to, e-mail, messaging, social media sites, web pages, and the use of hardware and/or software which disrupts or interferes with the safety and welfare of the school community, is prohibited, even if such uses take place after school hours or off school property (i.e., home, business, private property, etc.).

Students must*:

1. Respect and protect the privacy of others.
    a. Use only assigned accounts.
    b. Decline to view, use, or copy passwords, data, or networks to which they are not authorized.
    c. Avoid distribution of private information about others or themselves.
2. Respect and protect the integrity, availability, and security of all electronic resources.
    a. Observe all network security practices.
    b. Report security risks or violations to a school administrator, teacher or network administrator.
    c. Refrain from destroying or damaging hardware, software, data, networks, or other resources that do not belong to them.
    d. Conserve, protect, and share these resources with other students and Internet users.
    e. Abstain from overriding the Internet content filtering system.
    f. Refrain from downloading games, music, or other software that may compromise the network security.
3. Respect and protect the intellectual property of others.
    a. Refrain from copyright infringement (no making illegal copies of music, games, or movies).
    b. Avoid plagiarism.
4. Respect and practice the principles of parish and school community.
    a. Communicate only in ways that are kind and respectful.
    b. Report threatening or discomforting materials to a school administrator, teacher or network administrator.
    c. Refuse to access, transmit, copy, or create material that violates the school's code of conduct (such as messages or pictures that are pornographic, threatening, rude, discriminatory, or meant to harass; or inappropriate websites that escape filtering).
    d. Avoid accessing, transmitting, copying, or creating material that is illegal (such as obscenity, stolen materials, or illegal copies of copyrighted works, music, games, etc.).
    e. Abstain from using the resources to further other acts that are criminal or violate the school's code of conduct.
    f. No sending homework answers or test answers via email or phones, smart watches. (See STVM Honor Code)
    g. Refrain from buying, selling, advertising, or otherwise conducting business, unless approved as a school project.
    h. Avoid posting or disseminating any harassing, demeaning, threatening or immoral comment or visual injurious to the reputation of the school, the parish, the Church or an individual, whether the action occurs on school property or off grounds.

*** Numbers one through four are not an all-inclusive list of inappropriate uses and activities.**

Consequences for Violation: Violations of these rules may result in disciplinary action, including the loss of a student's privileges to use the school's information technology resources. Users have the responsibility to use technology resources in an appropriate manner. Consequences of misuse or abuse of these resources will be disciplined depending on the severity of the situation.

Supervision and Monitoring: School and network administrators and their authorized employees periodically monitor the use of information technology resources to help ensure that uses are secure and in conformity with this policy. Students have no expectation of privacy with respect to the use of technology resources. Administrators reserve the right to examine, use, and disclose any data found on the school's information networks in order to further the health, safety, discipline, or security of any student or other person, or to protect property. The school administration has the right of access to any electronic devices brought onto school property. They may also use this information in disciplinary actions and will furnish evidence of crime to law enforcement should one be committed.

Agreement form: In order to ensure the proper use of technology resources, it is necessary that each user and parent/guardian annually sign the attached Student Acceptable Use Policy – User Agreement Form. The signed form must be on file at St. Vincent – St. Mary High School before Internet and other technology access is permitted. Signing the form indicates that the user will abide by the rules governing Internet and other technology access as stated in this policy.

The school reserves the right to issue additional or more detailed rules for the use of technology resources, and violations of such rules may be a cause for imposition of any of the penalties delineated above.

The school reserves the right to seek financial restitution for any damage caused by a student.

CHROMEBOOK AGREEMENT

Please read this agreement carefully. It is made between St. Vincent-St. Mary High School (STVM), the student, and their parent(s) or legal guardians. Students will retain their original Chromebook each year while enrolled at STVM.

The undersigned Student and Parent(s), in consideration of being provided with a **Chromebook** (*Device*), software, and related materials for use while enrolled at St. Vincent-St. Mary, hereby agree to the following:

- **EQUIPMENT**
  - **Ownership**. STVM retains the sole right of possession of the device and grants permission to the Student to use the device according to the guidelines set forth in this document. The STVM staff retains the right to collect and/or inspect the device at any time, and to alter, add or delete installed software or hardware at any time.
  - **Equipment provided**. Students will receive a Chromebook, and the charging unit for this device, and required apps for the Device. Students are encouraged to buy a protective device cover by the first day of school. The hard-shell cover is recommended.
  - **Substitution of Equipment**. In the event the device is inoperable or missing, STVM will have a *limited* number of spare devices for use while the device is being repaired or replaced. This agreement remains in effect for such a substitute. The device must be returned at the end of the day and may NOT be taken home. The Student may NOT opt to keep a broken device or to avoid using the device due to loss or damage. Please note that if the Student forgets to bring the device to school, a substitute will not be provided. The Student's device must be charged at all times when coming to school.
- **DAMAGE OR LOSS OF EQUIPMENT**
  - **Warranty for Equipment Malfunction**. Device has a 1-Year parts and labor warranty from the time of purchase -- *not from the time when the student receives the device*; this does not cover accidental damage or damage from misuse.
  - **Responsibility for Damage or Loss**. The Student is responsible for maintaining a 100% working device at all times. The Student shall use reasonable care to ensure that the device is not lost, stolen or damaged. It is the responsibility of the family to secure insurance for the device. The Student is responsible for full payment of the device to STVM if it is damaged, lost, or stolen. The STVM Technology staff will make technical support, maintenance, and repair available, but an additional cost may be incurred by the students and/or parents. Report all lost, damaged, stolen, broken Chromebooks or power adapters to the Google Hangout located in the LRC.
  - **Loss or Damage**. In the event of damage or loss without insurance, the student's tuition account will be billed for the replacement or repair cost of the item.
- **LEGAL AND ETHICAL USE POLICIES**
  - **Acceptable Use Policy**. All aspects of the STVM Acceptable Use Policy (above) are in effect for this device.
  - **Approved Software and Apps**. When the student receives his/her device, it will be installed with software and apps that are approved by our Technology Staff and teachers. Teachers may add apps as they see fit for their class curriculum. These apps must remain on the device at all times. The Technology Department will send email when maintenance will be performed on all devices.
  - **Customization**. It is NOT acceptable to deface the device's exterior case in any manner.
  - **Surrender of Device upon exit**. If for any reason you leave STVM, the device and charger must be returned in good condition to our school. If not, no report cards or transcripts will be released.
  - **The Student is NOT allowed to**

- Share their device or password with another student
- Remove the labels on the device
- Install games
- Use improper wallpaper
- Damage or deface device
- Leave the device at home on school days

- **DISCIPLINARY ACTION**
  - **According to our Technology Use Policy in the Parent/Student Handbook**
    - Violations of these rules may result in disciplinary action, including the loss of a student's privileges to use the school's information technology resources (including the Chromebook). Users have the responsibility to use technology resources in an appropriate manner. Consequences of misuse or abuse of these resources will be disciplined depending on the severity of the situation, and according to the decision of the classroom teacher, or in severe cases, the Dean of Discipline.

- **CARE AND USE**
  - **General Precautions**
    - No food or drink is allowed next to your Chromebook while it is in use.
    - Cords, cables, and removable storage devices must be inserted **carefully** into the Chromebook.
    - Students should never carry their Chromebook while the screen is open unless directed to do so by a teacher.
    - Chromebooks should never be shoved into a locker or wedged into a book bag as this may break the screen.
    - Do not expose your Chromebook to extreme temperature or direct sunlight for extended periods of time. Extreme heat or cold may cause damage to the laptop.
    - Always bring your laptop to room temperature prior to turning it on.

  - **Screen Care**. The Chromebook screen can be damaged if subjected to rough treatment. The screens are particularly sensitive to damage from excessive pressure on the screen
    - Do not lean on top of the Chromebook.
    - Do not place anything near the Chromebook that could put pressure on the screen.
    - Do not place anything in the carrying case that will press against the cover.
    - Do not poke the screen.
    - Do not place anything on the keyboard before closing the lid (e.g. pens, pencils, notebooks).
    - Clean the screen with a soft, dry anti-static, or micro-fiber cloth.
    - Do not use window cleaner or any type of liquid or water on the Chromebook.
    - NOTE: You can also purchase individually packaged pre-moistened eyeglass lens cleaning tissues to clean the screen. These are very convenient and relatively inexpensive.

  - **Sound**. Sound must be muted at all times unless permission is obtained from the teacher for instructional purposes. It is recommended that student bring personal headset or 'ear-buds' for any audio projects they work on.

  - **Printing**

- At School: Printing functionality will be available on a limited basis at school and subject to classroom requirements. Teaching strategies will facilitate digital copies of homework.
- At Home: The Chromebook will not support a physical printer connection. Instead, students may print to their home printers using the Google Cloud Print service. A wireless home network is required for this.
- http://google.com/cloudprint

- **Storing Your Chromebook**. When students are not monitoring their Chromebook, they should be stored in their lockers.
  - Nothing should be placed on top of the Chromebook when stored in the locker.
  - Lockers should be equipped with a lock purchased from the Bookstore.
  - Students need to take their Chromebook home with them every night.
  - The Chromebook is not to be stored in their lockers or anywhere else at school outside of school hours.
  - The Chromebook must be charged fully each night at the student's home.
  - Chromebooks should never be stored in a vehicle.

- **Storing Chromebooks at Extracurricular Events**. Students are responsible for securely storing their Chromebook during extra-curricular events.

- **Chromebooks Left in Unsupervised / Unsecured Areas**. Under no circumstance should a Chromebook be stored in unsupervised areas. Unsupervised areas include the school grounds and campus, the cafeteria, unlocked classrooms, library, locker rooms, dressing rooms, hallways, bathrooms, extra-curricular bus, in a car, or any other entity that is not securely locked or in which there is not supervision. Unsupervised Chromebooks will be confiscated by staff and taken to the Google Hangout. Disciplinary action will be taken for leaving a Chromebook in an unsupervised location.

Students and Parent(s), Please review each statement below before signing and returning this page to STVM Technology Department at Registration.

1. I understand that I am responsible for having my Device with me for each class, every day, charged and ready to use. I understand that I am the only one that can sign into my Chromebook and Google Account and can not share my Chromebook with another student.

2. I understand that I am responsible for having my Device charged to 100% at the beginning of every school day; I understand that charging my device is not allowed during the day, unless special permission is given. I understand I am to leave my charger at home unless special permission is given.

3. I understand that I am responsible for backing' up my own files and important files should always be stored in at least two locations (such as Google Drive, and a flash drive, etc.)

4. I understand that, at any time and without prior authorization, STVM Administration can view any and all files and email related to my Google Account.

5. I understand that if I installed apps, music, etc., that is not school related, it will be removed from Device when maintenance is made on the Device.

6. I will not leave my laptop unattended unless it is locked in a secure place. My family will be fully responsible for the cost of replacement should my laptop become lost or stolen.

7. I understand that my family is financially responsible for the full cost if damage occurs due to my gross negligence.

8. I will not install or use file-sharing programs to download music or video or other media.

9. I will not duplicate or distribute copyrighted materials other than a backup copy of those items I legally own.

10. I handle my Device with care.

11. I will read and follow general maintenance alerts from school technology personnel.

12. I will immediately report any problems with my Device to the teacher stationed in the LRC or to Mrs. Valle in Rm. 250.

13. I will follow all rules set up in the STVM Acceptable Use Policy while using technology in school and off school property.

14. I will not remove any labels identifying my chromebook or adapter.

15. My family will purchase chromebook insurance to cover the chromebook and charger.

**Students and parents must sign the acceptable use agreement in MyIrish (Blackbaud).