

## **Saint Joseph School**

### Acceptable Use Policy

St. Joseph School supports the use of computer and Internet technology to facilitate learning and teaching. When a student at St. Joseph School accesses computers, computer systems, and computer networks owned or operated by St. Joseph School, she/he assumes certain responsibilities and obligations.

I understand that using the computer equipment at St. Joseph is a privilege. I understand that I've been granted this privilege so that I may take advantage of modern tools to help me learn and produce work efficiently. I agree to the following list of appropriate behaviors and guidelines when using St. Joseph's technology:

- I will treat all equipment in a respectful manner. I will never deliberately damage any equipment
- I will access the Internet for educational purposes with teacher authorization only and only with an adult present.
- I will not give out ANY personal information over the Internet, such as; but not limited to:  
full name, home address, phone number, age
- I will not reveal my password or let anyone else use my password for access to my files.
- I will use appropriate and non-offensive language.
- I will never deliberately go to any inappropriate site on the Internet.
- I will be academically honest by properly citing sources, including electronic sources
- I will not install unauthorized software or download files from the Internet with permission.
- If I fail to obey these guidelines I agree to a loss of school computer privileges to be determined by the school administration. I also agree to pay for the repair of any deliberate damage I may cause.

St. Joseph School does not have control of the information on the Internet. The Internet may contain material that is illegal, defamatory, inaccurate or potentially offensive to some people. While St. Joseph School's intent is to make Internet access available to further its educational goals and objectives, students will have the opportunity to access other materials as well. St. Joseph School believes that the benefits, in the form of information resources and opportunities for collaboration, far exceed the disadvantages of access.

### **Google**

St. Joseph School is a Google Apps for Education School. Google accounts will be given to all students. Students will have the ability to use Google Applications which includes Google Drive and other apps developed within Google. This will help students and teachers work more in the cloud and use technology in real world situations. To be enrolled in our school domain, students are issued a Google account (under the school domain) that is used as their login. This account has the ability to include email; however, the email will be disabled most of the time. The account could be used to register for educational websites under the direction of their teacher. Students under 13 ordinarily need parent permission to have Google accounts, however COPPA (Children's Online Privacy Protection Act) allows St. Joseph School to act as the parents' agent and approve the accounts on their behalf. To be COPPA compliant, we must provide an opt-out process (see Google Opt-Out).

## **Google Opt-Out**

St. Joseph School wants students to be interested and excited about learning. If you have concerns about the use of Google Apps for Education, please contact the Technology Department. If you still feel it would be best for your child not to utilize these tools, please request an Opt-Out form. Fill out and submit this form to school and the account will be disabled.

St. Joseph School is supplying all 1st through 8th grade students with a Chromebook and all Kindergartners with an iPad. This device is property of St. Joseph School. The supplied device will provide each student access to educational materials needed for each student to be successful. No other device may be used at school in place of the school provided device. All devices will be collected at the end of each school year.

Students are responsible for the general care of the device they have been issued by the school. Devices that are broken, or fail to work properly, must be submitted to the computer room as soon as possible so that they can be taken care of properly. Do not take the school-owned device to an outside computer service for any type of repairs or maintenance.

### **1 Year Warranty (Applies to Chromebooks used in 1st thru 5th Grade and iPads in Kindergarten)**

If there is damage to the device that is caused by misuse, abuse, or accidents the following charges will be assessed.

1st claim of damage - covered 100% by the school

2nd claim of damage - School will pay 50% and the student/parent will pay 50%

After 2nd claim of damage - Student/parent will pay 100%

### **3 Year Warranty (Applies to Chromebooks used in 6th, 7th and 8th Grades)**

Each sixth grader is issued a brand new Chromebook, and this same Chromebook will be used by the student through eighth grade. If there is damage to the Chromebook that is caused by misuse, abuse, or accidents the following charges will be assessed.

1st claim of damage - covered 100% by the school

2nd claim of damage - School will pay 50% and the student/parent will pay 50%

After 2nd claim of damage - Student/parent will pay 100%

Device charger and school provided cases are NOT covered under this warranty. Replacement chargers and cases are at the expense of the parents and must be ordered through the school.

**If a device or charger is lost or stolen the student/parent will be responsible for its replacement.**

St. Joseph School reserves the right to limit the privilege of taking the device home.

## **General Care**

- No food or drink (water bottle) should be consumed or open near the device.
- Cords, cables, and removable storage devices must be inserted and removed carefully.
- Heavy objects should never be placed on top of the device.
- Devices should never be used as a writing surface.
- Never leave your device in extreme temperatures, direct sunlight, or in a vehicle overnight.

- Always bring your device to room temperature prior to turning it on.
- Vents CANNOT be covered.

Never leave the device on top of a stack of books or on the edge of the desk.

### **Screen Care**

The screen can be damaged if subjected to heavy objects, rough treatment, some solvents, and other liquids. The screens are particularly sensitive to damage from excessive pressure.

- Do not put pressure on the top of a screen when not in use.
- Do not store a Chromebook with the screen open.
- Do not pick up the Chromebook by the screen, always pick up from the bottom of the device.
- Do not transport the Chromebook when the screen is open.
- Do not poke the screen with anything that will mark or scratch the screen surface.
- Make sure there is nothing on the keyboard before closing the lid (ex. pens, pencils, or disks).
- Only clean the screen with a soft, damp microfiber cloth or anti static cloth. Do not spray directly on the screen.

### **Inspection**

Students may be selected 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. Inappropriate use or content will be subject to disciplinary action.

### **Charging Device (Applies to Chromebooks used in 6th, 7th and 8th Grades)**

Students must bring their Chromebook charged to school every day.

### **Chromebooks should be at school each day**

- Chromebooks are intended for use at school each day.
- Students are responsible for bringing their Chromebooks to all classes, unless specifically advised not to do so by their class teacher.
- If students leave their Chromebook at home, they will complete school work using paper and pencil. They will not be given a loaner Chromebook.
- Violation of this policy may result in disciplinary action.

### **Personalizing the Chromebooks**

- St. Joseph School will provide a protective case that must be used at all times.
- Chromebooks must remain free of any writing, drawing, stickers, paint, tape, adhesives and labels.
- Students may not change their Chromebook screensaver/background.

### **Use Outside of School**

Students are encouraged to use their Device at home and other locations for educational purposes. Students are required to abide by the SJS Acceptable Use Policy and Student Handbook, as well as local, state and federal laws.

### **Sound**

Sound must be muted at all times unless permission is obtained from the teacher.

## **Printing**

Students must obtain permission from the teacher to print from their device at school.

## **Video Conferencing/**

St. Joseph School will use video conferencing to support learning. The use of video conferencing will be only initiated by the teacher and only invited members may attend. It is illegal to record or share pictures of video conferencing without the participating members' consent. There are additional expectations of behavior that must be followed in order to maintain the safety and integrity of those participating.

### Family Expectations:

1. Abide by policies in the [St. Joseph School Parent/Student Handbook](#).
2. Appropriate dress is required during participation at all times as described in the handbook for out of uniform days. Students are encouraged to wear their school uniforms.
3. Polite and professional language shall be used at all times.
4. Background noise and distractions should be kept to a minimum.
5. Promptly enter and exit video conferencing as instructed by the teacher.
6. Only accept invitations for video conferencing from school staff.
7. Students are not permitted to create/initiate video conferencing.
8. Give your best effort online as you would in the classroom.

***Parents should discuss the contents of this document with their child to ensure understanding.***

*Updated 7/2020*

**I have read the school handbook with my child(ren) and we (parents/guardian and children associated with this account) agree to be governed by this handbook.**

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Parent/Guardian

**My child(ren) and I have read the Acceptable Use Policy for student computer use and access to the Internet. We understand that this access is designed for educational purposes. St. Joseph School will uphold the conditions as stated in this policy. My child(ren) and I agree to the terms of this policy for the 2020-2021 school year.**

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Parent/Guardian