ACCEPTABLE USE POLICY FOR TECHNOLOGY

St. John Fisher provides access to computers, iPads, Chromebooks and the Internet to students to enrich the learning environment. Through the St. John Fisher School network, students have the opportunity to access the Internet and obtain information from around the world. Students can collaborate with one another and with persons at other locations. They can find documents that contain pictures and text, and post their own informational items for others to view. The Internet allows people around the world to share information. The ability to communicate electronically with others and to access information is of great value to instruction. Digital resources and devices are provided to students with the sole purpose of improving the instructional climate and providing new and innovative educational opportunities.

As required by state law, St. John Fisher has in place content filtering software and equipment that blocks objectionable web content, including violence, nudity, mature sexual content, criminal and illegal activities, gambling, hate and racism. Through close supervision by faculty, and education on safe use of the Internet, our students have the opportunity to safely explore a wealth of educational resources available on the Internet. The purpose of this Acceptable Use Policy is to establish guidelines that provide safe and responsible access to resources by all students.

Acceptable Uses of Technology

- Creating reports, presentation, videos, and other visual displays of knowledge
- Using software and apps to improve academic skills
- Using the Internet to research topics
- Viewing educational videos and simulations
- Communicating with others to share information or to acquire expert information on a particular academic topic.
- Other technology activities that help the student learn, gain and share information that is educational in nature.

Uses of Technology That Are Unacceptable and Strictly Forbidden

- Deliberate damage to computers, Chromebooks, iPads, printers, network, etc.
- Using technology for activities that are not educational, or without the consent of the teacher.
- Accessing, attempting to access, uploading, downloading or sharing inappropriate material (violence, nudity, mature sexual content, criminal and illegal activities, gambling, hate, racism, etc.)
- Using objectionable, impolite, abusive or profane language.

- Accessing or attempting to access another person's files without the permission of that person.
- Violation of copyright laws (illegal use/sharing of software or other files).
- Plagiarism, which is defined as the using of ideas or writings of others and presenting them as if they were original.
- Falsifying one's identity while on the Internet.
- Disabling or attempting to disable protective programs on the school network such as virus protection, content blocking, etc.
- Cyberbullying, which is defined as the use of technology to tease, taunt, hurt, threaten, or be cruel to another individual. See Archdiocese of Chicago Bullying Prevention Policy.
- Giving out personal information such as name, address or telephone number.
- Sharing one's password with others, or using another person's password.
- Intentional sharing or posting of files which are dangerous to the integrity of the network (viruses, etc.)
- Accessing or attempting to access administrative areas of the school network, individual computers or iPads, or areas not specifically for student use. This includes computer control panel, iPad settings, displays, desktop and iPad backgrounds.
- Use of non-school related social networking sites and apps.
- Use of instant messaging.
- Using the network for non-school activities.
- Food and drinks are prohibited in areas near computers.
- Use of digital cameras or iPad cameras for non-educational purposes or without the permission of the teacher.
- Downloading apps or streaming video on iPads without direction by teacher.

Consequences for Inappropriate Use of Technology

Unacceptable uses of St. John Fisher School's technology resources may result in the suspension or cancellation of computer privileges, disciplinary measures noted in the St. John Fisher School Academic and Behavior Policy, as well as monetary and/or legal consequences.

1:1 PROGRAM CHROMEBOOK ACCEPTABLE USE POLICY

DISTRIBUTION OF CHROMEBOOKS

7th and 8th grade students will be issued school-owned Chromebooks and cases. Arrangements will be made for 8th graders attending one of the high school math programs to receive their Chromebooks on an earlier date. Students and their parents

must sign a form that indicates their compliance with the St. John Fisher Acceptable Use Policy and the St. John Fisher School 1:1 Chromebook Policies and Procedures.

CHROMEBOOK CARE

General Precautions

- Students are expected to bring a fully-charged Chromebook to school every day and bring their Chromebooks to all classes unless otherwise instructed by their teacher. Failure to do so will result in a demerit (unprepared for school). Students with uncharged or missing Chromebooks should report to the computer lab before homeroom period to obtain loaners, which MUST BE RETURNED at the end of the school day.
- Power cords should be left at home and cannot ever be plugged in at school.
- Students are not allowed to use any device in school other than the school-issued Chromebook.
- Students should never leave their device unattended in the hallway or other public areas.
- No food or drink should be near Chromebooks.
- Chromebooks are not allowed in Kane Hall at lunchtime.
- Students will be provided with cases for their Chromebooks. The cases and the Chromebooks must remain free of any writing, drawing, stickers, and labels. No other cases may be used.
- Although the cases are reinforced to help protect the Chromebooks, they are not guaranteed to prevent damage. It remains the student's responsibility to care for and protect his/her device.
- There is a business card slot on the school-provided case. Students should design a business card that contains their name in large print.
- Heavy objects should never be placed on top of Chromebooks.
- Chromebooks should not be placed in extreme heat or cold or near any magnetic devices.

Carrying Chromebooks

- Always transport the Chromebook with care and in its protective case. Failure to do so may result in severe damage such as shattered screens.
- The Chromebook should be ON TOP of any items being carried by the student. Do not place books or other items on top of the Chromebook.
- Never lift Chromebooks by the screen.
- Never carry Chromebooks with the screen open.

Screen Care

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

- Do not put pressure on the top of a Chromebook when it is closed.
- Do not store a Chromebook with the screen open.
- Do not place anything in the protective case that will press against the cover.
- Make sure there is nothing on the keyboard before closing the lid (e.g. pens, pencils, or other supplies.)
- Only clean the screen with a soft, dry microfiber cloth or anti-static cloth.

Asset Tags

- St. John Fisher School will maintain a log of all Chromebooks that includes the Chromebook serial number, asset tag code, and name and grade of the student assigned to the device.
- Your Chromebook will be labeled with "Property of St. John Fisher School."
- Labels and tags should not be modified or tampered with in any way.

REPAIRS AND LOANERS

- Students are responsible for the care of their Chromebooks. Chromebooks that are broken or fail to work properly should be taken to the computer lab as soon as possible, so they can be properly assessed.
- Students will be issued a loaner that they can use at school and at home while theirs is being repaired. NOTE: Loaners provided due to missing or uncharged devices must be returned by 2:15 pm on the date issued.
- Student must sign the "Chromebook Loaner Agreement." The student is responsible for any damage to or loss of the loaned device.
- The Technology Department will analyze and fix the problems they can. If unable to be repaired by the Technology Department, broken Chromebooks will be sent to a repair facility.
- Chromebooks include a one year hardware warranty from the vendor. The vendor warrants the Chromebook from defects in materials and workmanship. The limited warranty covers normal use, mechanical breakdown, and faulty construction. The vendor will provide normal replacement parts necessary to repair the Chromebook or, if required, a Chromebook replacement.

- The vendor warranty does not warrant against damage caused by misuse, abuse, or accidents. Students/families are responsible for the cost of repairs due to misuse, abuse, or accidents. Please refer to the "Repair Price List."
- The Technology Department will notify the student when the Chromebook is repaired and ready for pickup.
- All students borrowing loaners are responsible for damage to or loss of the issued device.

IN-SCHOOL USE OF SCHOOL-ISSUED CHROMEBOOKS

- Backgrounds and Themes can only be changed at discretion of a faculty member.
- Sound. Students should have their own personal set of earbuds with them at all times, which can only be used when instructed by a teacher. Sound must be muted at all times unless permission is obtained from a teacher.
- Printing. Students are encouraged to digitally publish and share their work with their teachers and peers without printing. On the rare occasion that a teacher requires an assignment to be printed, students will be permitted to print at the printing stations in teacher classrooms or in the computer lab. Students will not print directly from the Chromebook, but instead will login to their Google account on a desktop computer. Students are encouraged to set up their Chromebooks to print from home printers with the Google Cloud Print solution. More information can be found at https://www.google.com/cloudprint/learn.
- Login. Students will log into their Chromebooks using their school issued Google Apps for Education account. Students should never share their account passwords with anyone other than a parent, unless requested by an administrator. Students should not allow other students to use their Chromebooks at any time unless permission has been given by the teacher.
- Managing and Saving Digital Work. The majority of student work will be stored in Internet/cloud based applications and can be accessed from any computer with an Internet connection and most mobile Internet devices. Students are encouraged to maintain backups of their important work on a portable storage device or in another cloud storage resource.
- Prohibited Use of Chromebooks. St. John Fisher School is providing Chromebooks to students for educational purposes as specified by the junior high faculty. Chromebooks are not to be used for any other purpose.

USE OF CHROMEBOOKS OUTSIDE OF SCHOOL

- Students are encouraged to use their Chromebooks at home to complete school assignments.
- A Wi-Fi Internet connection will be required for the majority of Chromebook use; however, some applications can be used while not connected to the Internet. Students should connect their Chromebook to their home wifi network.
- Students should not use or install any operating systems on their Chromebook other than the current version of ChromeOS.
- Operating System and Security. The Chromebook operating system, ChromeOS, updates itself automatically. Students do not need to manually update their Chromebooks. Chromebooks use the principle of "defense in depth" to provide multiple layers of protection against viruses and malware, including data encryption and verified boot. Students should not install other virus protection software on their Chromebook.
- St. John Fisher utilizes an Internet content filter that is in compliance with the federally-mandated Children's Internet Protection Act (CIPA). All Chromebooks will have all Internet activity protected and monitored by the school while in the building. Parents are required to monitor home use to prevent student access to inappropriate content. This can be accomplished by direct supervision or use of a digital solution such as http://www.securly.com/parents.html or other home content monitoring solutions. St. John Fisher School does not recommend or provide technical support for home content monitoring programs.

SOFTWARE, APPS AND EXTENSIONS

Chromebooks seamlessly integrate with the Google Apps for Education suite of productivity and collaboration tools. This suite includes Google Docs, Sheets, Slides, Drawings, and Forms. All work is stored in the cloud. Students are allowed to install appropriate Chrome web apps and extensions from the Chrome Web Store only when instructed by a teacher. Viewing or installing inappropriate or non-educational material, apps or extensions will result in disciplinary action.

NO EXPECTATION OF PRIVACY

St. John Fisher School maintains ownership of student Chromebooks and may, without prior notice or consent, log, supervise, access, view, monitor, and record use of student Chromebooks at any time for any reason. By using a Chromebook, students agree to such access, monitoring, and recording of their use. Teachers, school administrators, and the Technology Department staff may use monitoring software that allows them to view the screens and activity on student Chromebooks.

ACCEPTABLE USE AND DIGITAL CITIZENSHIP

St. John Fisher Students are required to adhere to the St. John Fisher Acceptable Use of Technology Policy and all of its corresponding administrative procedures at all times. While working in a digital and collaborative environment, students should always conduct themselves as good digital citizens by adhering to the following:

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, or relationships I post. I will not be obscene. I will act with integrity.

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 inappropriate behavior directed at me while online. I will protect passwords, accounts, and resources. 27

Respect Others. I will show respect to others. I will not use electronic mediums to antagonize or bully others. I will show respect for other people in my choice of websites: I will not visit sites that are degrading to others or inappropriate in any way. I will not enter other people's private spaces or areas.

Protect Others. I will protect others by reporting abuse and not forwarding inappropriate materials or communications. I will avoid unacceptable materials and conversations.

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 all primary sources.

Act with Academic Honesty. I will not plagiarize the work of another person, nor will I provide my work to others.