

2022-2023 St. Ambrose Technology Agreement /Internet Acceptable Use and Safety Agreement

TECHNOLOGY AGREEMENT & INTERNET ACCEPTABLE USE AND SAFETY POLICY

Technology has more and more become a part of daily lives as well as in the educational process. The key is to utilize the conveniences and access to information technology provides, while not losing touch with effective educational practices and values that do not rely on technology.

Technology includes;

- Chromebooks (K-8) - Students in grades K-8 will be issued a Chromebook. Kindergarten, 1st and 2nd grade students are likely to use their devices only once a week computer class. Students in grades 3-8 will use devices more regularly. 3-4 grade students will often leave their Chromebooks at school each day, and on occasion will be used at home to complete homework and other assignments.
- Google Classroom – This will be a portal for each class, (assignments, digital curriculum, digital resources, online gradebook, dates, announcements will all funnel through each teacher’s page.
- School issued email (a student’s email will be first initial and last name, (i.e. John Smith would be jsmith@stambrosegodfrey.org) – this will occasionally be used to submit assignments and must be created to enter a student into the Classroom portal.
- Live Streams of Events –This provides access to those that cannot be present for activities. We will continue to live stream as many events as possible, with events like athletic contests, school Masses, school wide events, etc. It is possible your child could be displayed on a live stream, but no identifying information will be provided.
- Google Meet – see below

Google Meet may be used for students that are absent, but are able to connect virtually with their class. This will allow the student to be engaged in much of the academic content of the day. Please contact the school office by 8:00 to provide notification of an absence and that you would like your student to connect virtually.

This will be a secured invite as only students enrolled in the class (we will manage enrollment) will be funneled into the Meet session. **These are not public digital meetings.**

Equipment / Responsibilities / Usage

One Chromebook and charger are being issued to each student and are in good working order. It is the student's responsibility to care for the equipment and ensure that it is kept safe.

This equipment is the property of Saint Ambrose Catholic School and is issued to the student for educational purposes only. The student is responsible for the equipment. The student may not deface or destroy this property in any way. Inappropriate use of the device may result in the student losing their privilege to use the Chromebook. The equipment will be returned when requested by Saint Ambrose Catholic School, or if the student withdraws from Saint Ambrose Catholic School prior to the end of the school year.

The school property may be used by the student only for non-commercial purposes, in accordance with school policies and rules, diocesan policies, the school's Technology Agreement / Acceptable Use and Safety Policy, as well as local, state, and federal statutes.

Students may not install or use any software on the school issued Chromebook other than software owned or approved by the school and made available to the student in accordance with this agreement.

One user with specific privileges and capabilities has been set up on the Chromebook for the exclusive use of the student to which it has been assigned. The student agrees to make no attempts to change or allow others to change the privileges and capabilities of this user account.

The student may not make any attempt to add, delete access, or modify other user accounts on the Chromebook or on any school owned technology.

The Saint Ambrose Catholic School network is provided for the academic use of all students and staff. The student agrees to take no action that would interfere with the efficient, academic use of the network.

The school issued email account is for communication within the school and is only to be used for academic purposes between students and staff.

The student agrees to use best efforts to ensure that the school property is not damaged or rendered inoperable by any such electronic virus while in the student's possession.

The student/parent acknowledges and agrees that the student's use of the school property is a privilege and that by the student's/parent's agreement to the terms hereof, the student acknowledges the student's responsibility to protect and safeguard the school property and to return the same in good condition.

Parent Responsibilities

Your child has been issued a Chromebook to improve and personalize his/her education this year. It is essential that the following guidelines be followed to ensure the safe, efficient, and ethical operation of this device:

- I will supervise my child's use of the Chromebook at home while on Google Meet or other video communications as designated by the school.
- I will discuss with our student(s) the Catholic Church's values and expectations regarding the use of the Internet and technology.
- I will discuss with our student(s) our family's values and expectations regarding the use of the Internet, technology and email.
- I will supervise my child's use of the Internet and email at home.
- I will not attempt to repair the Chromebook, nor will I attempt clean it with anything other than a soft, dry cloth.
- I will report to the school any problems with the Chromebook.
- I will not load or delete any software from the Chromebook.
- I will make sure my child recharges the Chromebook battery nightly.
- I will make sure my child brings the Chromebook to school every day or is available to them daily.
- I agree to make sure that the Chromebook is returned to school when requested and upon my child's withdrawal from Saint Ambrose Catholic School.

Student Responsibilities

Your Chromebook and use of the school network are important learning tools and are to be used for educational purposes only. When using the Chromebook at home, at school, and anywhere else I may take it, or while connecting to the school network, I will follow the policies of Saint Ambrose Catholic School, especially the Student Code of Conduct and Acceptable Use Policy.

- I will treat the Chromebook with care by not dropping it, getting it wet, leaving it outdoors, or using it with food or drink nearby.
- I will not lend the Chromebook to anyone, not even my friends or siblings; it will stay in my possession at all times.
- I will not remove, deface or alter any of the identifying tags, serial numbers or inventory numbers that have been placed on the device.
- I will not load any software onto the Chromebook or network.
- I will not use my Chromebook or the network for personal email accounts.
- I will not remove programs or files from the Chromebook or network.
- I will not give personal information out while using the Chromebook or while on the network.
- I will bring the Chromebook, charged, to school every day; failure to do so may result in disciplinary action.
- I agree that email (or any other computer/digital communication on the network) should be used only for appropriate legitimate, and responsible communication.
- I will keep all accounts and passwords assigned to me secure and will not share these with any other students.
- I will not attempt to repair the Chromebook.
- I will return the Chromebook and charger when requested and upon my withdrawal from Saint Ambrose Catholic School.
- I will not search for inappropriate content or inappropriate topics/websites.
- I am aware that the Principal and Dean of Students have access to all my activity on my Chromebook and while connected to the network.

TECHNOLOGY AGREEMENT & STUDENT NETWORK AND ACCEPTABLE USE POLICY

1. Users may access a computer, portable device, or network account only by using their own assigned network username/password.
2. Users are responsible for their behavior and communication on the computer/network. Users may not access the network or school property to engage in transmission, receiving, or possession of obscene materials or pornography of any kind. Users may not send or receive emails that contain inappropriate or obscene comments, suggestions, or language.
3. Students may only use the network with their assigned Chromebooks during school hours.
4. Users may not intentionally seek information or modify files, data, or passwords belonging to other users, or misrepresent other users on the device/network.
5. Users may not access the network or school property to engage in illegal activities such as software pirating, peer to peer file sharing, and/or intellectual property violations. Rules against cheating and plagiarism will be enforced.

6. Software may be installed on school devices only with the consent of the Principal and/or IT staff.
7. Users may not access the network or school property to engage in "hacking", defined as malicious use of the network or school property to develop programs intended to infiltrate a computer or computer system to cause damage to the computing system or network. Users may not access the network or school property to disrupt its use by others.
8. Users will not disseminate any personal identification or information regarding minors.
9. Users may not bypass or attempt to bypass the school's technology protection measures.
10. Transmission of any material in violation of any diocesan policy, state law, federal law or school policy is prohibited.
11. Use of the network or school property to engage in cyberbullying is prohibited. Cyberbullying involves the use of information and communication technologies to support deliberate, repeated, and hostile behavior by an individual or group that is intended to harm others.
12. While on the school network or school Chromebook, unauthorized use of chat clients, personal web-based email, and social networking sites/apps (Facebook, Snapchat, Instagram, Tik Tok, Yik Yak, etc.) are prohibited. One troublesome site the Diocese wants all to be aware of is Yik Yak. This is an anonymous social media app, that is unfortunately being used by some individuals to bully students and threaten harm and violence in schools throughout the country, including instances in our diocese. This app is somewhat different than others due to its anonymity and its notorious and prevalent use for activities that violate our child safety policies. As such, effective immediately, for the safety of our school children and staff, the social media app Yik Yak is banned from all school and personal devices on any of our campuses. Anyone with the app on their device and on school premises will be subject to discipline up to and including termination and/or expulsion. Using the app off premises could be subject to the same discipline if such use is directed to the school, other students, or school staff.
13. Users may not access or post to social media while at school, in the building after hours, or while away from school when representing St. Ambrose such as at an athletic contest. The misuse of social media will not be tolerated in any form.
14. Privacy in communications over the Internet and the school network is not guaranteed. The school reserves the right to inspect any directories, files, and/or messages residing on or sent using the school network or property.
15. Users and/or parents will indemnify and hold the school harmless from any financial losses or legal ramifications sustained due to misuse of the network or school property.
16. Unauthorized use of games, videos, movies, while on the network or using school property is prohibited.
- 17.** When using the network or school devices students must follow the directions of school staff and adhere to school policies. It shall be the responsibility of all members of the staff to educate, supervise and monitor appropriate usage of the online computer network and access to the Internet in accordance with this policy, the Children's Internet Protection Act, the Neighborhood Children's Internet Protection Act, and the Protecting Children in the 21st Century Act. Failure to adhere to network policies and rules may subject users to warnings, usage restrictions, disciplinary actions, or legal proceedings.