

Technology Acceptable Use and Safety Policy

Our mission at St. Ambrose is to provide a foundation of Catholic truths and values, so that students leave with the knowledge and skills necessary for life in the modern world. One important aspect of this mission is utilizing the advantages and access that technology provides, while maintaining our focus on effective educational practices and values. To this end, the St. Ambrose Catholic School encourages the responsible use of computers; computer networks, including the Internet; and other electronic resources by students, parents, and other responsible parties.

I. Available technology;

- A. 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 in computer class. Students in grades 3-8 will use the devices more regularly, including taking the devices outside the school. The frequency of outside-of-school use is dependent on grade, class requirements, and disciplinary standing.
- B. Google Classroom – There will be a portal for each class. Assignments, digital curriculum, digital resources, online gradebook, dates, and announcements will funnel through each teacher’s page.
- C. School issued email - A student’s email will be first initial and last name, (i.e. John Smith would be jsmith@stambrosegodfrey.org.) Email will occasionally be used to submit assignments and must be created to enter a student into the Classroom portal. Emails will only be issued and used for the 5-8 grades. Student emails will only be able to receive internal messages through the St. Ambrose network.
- D. Live Stream of Some Events – This provides access to those that cannot be present for certain activities. We will attempt to live stream some events, 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.

II. Equipment Ownership

- A. All equipment issued by Saint Ambrose Catholic School is the property of the school and is issued to the student for educational purposes only.
- B. The student is responsible for the use and handling of the equipment while it is in their possession.
- C. The student may not deface, disassemble, destroy, or alter the appearance of this property in any way (including but not limited to stickers, skins, and personal cases.)
- D. Inappropriate use of any device may result in the student losing the privilege to use it.
- E. The equipment must 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.

III. **Acceptable Use**

- A. School property may not be used by the student for commercial purposes, in accordance with school policies and rules, diocesan policy, as well as local, state, and federal statutes.
- B. Students may not install or use any software on the school issued Chromebook other than software owned or approved by the school, and subsequently made available to the student in accordance with this agreement.
- C. User accounts and privileges are managed by the school IT department. Students agree to make no attempts to change, or allow others to change, the configuration and privileges of managed user accounts.
- D. Students may take no action that would interfere with the efficient, academic use of the network.
- E. The school issued email account is for communication within the school and is only to be used for academic purposes between students and staff.
- F. Students must use best efforts to ensure that 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 school property is a privilege. By signing, the student/parent acknowledges they have read, understand, and accept the terms of this agreement. The student will make every effort to safeguard school property that is in their possession, and to return the property in good condition.