

# Immaculate Heart of Mary School Diocese of Cleveland

## Junior High Student Acceptable Use Policy

Immaculate Heart of Mary Grade School makes a variety of communications and information technologies available to students through computer/network/Internet access. These technologies, when properly used, promote educational excellence by facilitating resource sharing, innovation, and communication. Illegal, unethical or inappropriate use of these technologies can have dramatic consequences, harming the school, its students and its employees. The Acceptable Use Policy (“Policy”) is intended to minimize the likelihood of such harm by educating the School’s students and setting standards that will serve to protect the school. We firmly believe that digital resources, information and interaction available on the computer, network or Internet far outweigh any disadvantages.

**Definition of school technology system:** The school systems and networks (collectively, “System”) are any configuration of hardware and/or software whether used on or off school property. The System includes, but is not limited to, the following:

- telephones, cellular telephones, and voicemail technologies;
- email accounts;
- servers;
- desktop and laptop computer hardware and peripherals;
- software including operating system software and application software including without limitation video conferencing software;
- digitized information including stored text, data files, email, digital images, and video and audio files;
- internally or externally accessed databases, applications, or tools (Internet- or District-server based);
- school provided Internet access;
- school filtered public Wi-Fi;
- school provided Chromebooks;
- school provided personal digital assistants (“PDAs”), tablets, IPADs and similar devices;
- school issued access to third party websites (i.e., Google apps, Zoom, Flipgrid, Dojo, etc.) ; and
- new technologies as they become available.

**Acceptable Use:** Students are responsible for appropriate behavior on the System just as they are in a classroom or on a school playground. Communications on the System are often public in nature. General school rules for behavior and communications apply. It is expected that users will comply with school standards and the specific rules set forth below as interpreted from this policy, whether on or off of school property. A student is personally responsible for his/her actions in accessing and utilizing the school’s computer resources in accordance with Student Code of Conduct and may be subject to discipline for misuse of the System.

**Access to communication system:** Access to the school’s electronic communications system, including the Internet, shall be made available to students for educational and instructional purposes. Each school computer/device and Wi-Fi (available for students who bring in their own personal telecommunication devices) has filtering software that block access to visual deceptions that are obscene, pornographic, inappropriate for students, or harmful to minors as defined by the federal Children’s Internet Protection Act (CIPA). Filtered Internet access is provided to students as defined by CIPA.

**Access to the School's computer/network/Internet is a privilege, not a right, and may be revoked at any time.**

**Scope of Use:** The System is intended for use for educational and instructional purposes only. Incidental, personal use shall be allowed only so long as such use is appropriate for a school setting, non-disruptive to the school's operations and mission, and not in excess or to the exclusion of the student's studies or school responsibilities.

**Inappropriate Use:** Inappropriate use includes, but is not limited to, those uses that are specifically named as violations in this document; that violate the rules of network etiquette; or that hamper the integrity or security of the System or any components that are connected to it.

Transmission on the System, including through email (personal or school accounts), social media, web pages, blogs and/or forums, of any material in violation of any federal or state law or this Policy is prohibited. This includes, but is not limited to:

- cyber bullying;
- threatening, pornographic, harassing, defamatory or obscene material;
- copyrighted material, plagiarized material or materials protected by trade;
- the use of hardware and/or software which disrupts or interferes with the safety and welfare of the school community (even if such uses take place after school hours or off school property).

**Vandalism or Mischief:** Tampering with or theft of components from the System may be regarded as criminal activity under applicable state and federal laws. Any attempt to break the law through the use of a school computer/network/Internet account may result in prosecution against the offender by the proper authorities. If such an event should occur, the school will fully comply with the authorities to provide any information necessary for legal action.

**Modification of Computer:** Modifying or changing computer/device settings and/or internal or external configurations without appropriate permission is prohibited and may result in discipline and/or the revocation of access to the System.

**Student Access:** System access is provided to all students unless parents or guardians request in writing to the school principal that access is denied. When a student is in a classroom setting on school property, student Internet access will be under the direction and guidance of a school staff member. Students must adhere to the following guidelines when using the System on or off of school property:

1. Respect and protect the privacy of others.
  1. Use only assigned accounts.
  2. Decline to view, use, or copy passwords, data, or networks to which they are not authorized.
  3. Avoid distribution of private information about others or themselves.
  4. Decline to record any individual, educational instruction or any portion of communications without prior written consent of teacher or school administration.
2. Respect and protect the integrity, availability, and security of all electronic resources.
  1. Observe all network security practices as posted.
  2. Report security risks or violations to a school administrator, teacher or network administrator.
  3. Refrain from destroying or damaging data, networks, or other resources that do not belong to them without clear permission of the owner.

4. Conserve, protect, and share these resources with other students and Internet users as appropriate.
  5. Get appropriate pre-approval before accessing the network with personal devices.
  6. Abstain from overriding the Internet content filtering system.
3. Respect and protect the intellectual property of others.
1. Refrain from copyright infringement (making illegal copies of educational lessons, music, games, or movies).
  2. **Avoid plagiarism.**
4. Respect and practice the principles of parish and school community.
1. **Communicate only in ways that are kind and respectful.**
  2. Report threatening or discomforting materials (cyber bullying) to a school administrator, teacher or network administrator.
  3. Refuse to access, transmit, copy, or create material that violates the school's code of conduct (such as messages that are pornographic, threatening, rude, discriminatory, or meant to harass).
  4. Avoid accessing, transmitting, copying, or creating material that is illegal (such as obscenity, stolen materials, or illegal copies of copyrighted works).
  5. Abstain from using the resources to further other acts that are criminal or violate the school's code of conduct.
  6. Avoid sending spam, chain letters, or other mass unsolicited mailings.
  7. Refrain from buying, selling, advertising, or otherwise conducting business, unless approved as a school project.
  8. 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.
5. Abide by the Student Code of Conduct in the use of the System at all times.

**School Email and Communication tools:** Email and other digital tools such as, but not limited to, blogs and wikis are tools used to communicate. The use of these communication tools should be limited to instructional, school related activities; or administrative needs. All communications within these tools should adhere to this Policy.

**The Use of Video Conferencing:** Staff and students may from time to time use video conferencing software for educational purposes, including without limitation Zoom and Google Hangouts.. . Video conferencing is a way that students can communicate with teachers, other students, speakers, others from their school, local community, and/or other parts of the country and the world, in real time. All students agree to the following related to use of video conferencing software whether or not on school property during use:

- a) Video Conference sessions may be videotaped by school personnel or by a participating school involved in the exchange in order to share the experience.
- b) Students' voices, physical presence, and participation in the videoconference are transmitted to participating sites during each session.
- c) Students are only permitted to transmit audio/video images using the System when all of the following conditions are met (i) it is under teacher's direction, (ii) it is for educational purposes, (iii) it is sent only to other classmates or school staff members, and (iv) it is sent during classroom hours.
- d) Students shall not record any portion of a video conferencing session without prior written approval from teacher or school administration.

- e) Students shall not save, share, post or distribute in any way any part of a videoconferencing session or any photos or audio recording from a video conferencing session without prior written approval from teacher or school administration.
- f) All sessions must be set up solely by school personnel and communicated to students and/or parents privately and not through any public domain.
- g) Classroom and school rules apply to all remote learning experiences.

**Subject to Monitoring:** All School System usage on or off school property shall **not be considered confidential or private and is subject to monitoring** by designated staff at any time to ensure appropriate use. All electronic files, including email messages, from both school-issued and personal accounts, transmitted through or stored in the System, will be treated no differently than any other electronic file. The School reserves the right to access, review, copy, modify, delete or disclose such files for any purpose. Students should treat the computer system like a shared or common file system with the expectation that electronic files sent, received or stored anywhere in the computer system, will be available for review by any authorized representative of the School for any purpose. Personal telecommunication devices are subject to examination in accordance with disciplinary guidelines if there is reason to believe that the Acceptable Use Policy has been violated.

**Students have no expectation of privacy with respect to use of the System whether on or off school property and whether the devices are school or personally owned. Administrators reserve the right to examine, use, and disclose any data found on the System in order to further the health, safety, discipline, or security of any student or other person, or to protect property. They may also use this information in disciplinary actions and/or may refer information to law enforcement if a crime is believed to have been committed.**

**All computers, chromebooks, devices, laptops, Chromebooks, tablets, or the like, used by students to access the System, including both school-owned equipment and personally-owned devices, are subject to search at any time if a violation of this Policy or other school policies is suspected.**

**Consequences for Violation:** Students have the responsibility to use the System in an appropriate manner which complies with all school policies. **Violations of these rules or any school policy may result in disciplinary action which may include the loss of a student's privileges to use the school's information technology resources and/or discipline.** Consequences of misuse or abuse of these resources will be disciplined depending on the severity of the situation. In addition to school disciplinary action, appropriate legal action may be taken.

**Agreement Form:** In order to ensure the proper use of technology resources, it is necessary that each student and parent/guardian *annually* sign the attached Student Acceptable Use Policy – User Agreement Form. The signed form must be on file at the 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.** Upon its discretion, the school reserves the right to request student/parent complete additional forms prior to the distribution of any electronic devices.

**Violation of Acceptable Use Policy**

- First violation will result in a 1 week loss of all technology privileges including access to the student's Google account and a detention. The student's chromebook will remain locked in the office during this time.
- Second violation will result in a minimum of a 2 week loss of all technology privileges including access to the student's Google account and a detention.. The student's chromebook will remain locked in the office during this time.
- Third violation will result in a minimum of a 2 week loss of all technology privileges including access to the student's Google account (the student's chromebook will remain locked in the office during this time), a meeting with the student, parents, principal, homeroom teachers, and Technology Integration Specialist, a detention, and probationary status for the remainder of the school year.

## Chromebook/Google Acceptable Use Policy

The focus of the Chromebook program at Immaculate Heart of Mary School is to help empower students to learn at their full potential and prepare them for the future in a world of digital technology and information. Using the Chromebooks encourages students to solve problems and think critically by stimulating analytical thinking. Technology immersion does not dim the vital role of the teacher in the classroom. It transforms the teacher from a director of learning to a facilitator of learning. Learning with Chromebooks integrates technology into the curriculum anytime, and anyplace. Learning results from the continuous dynamic interaction among students, educators, parents, and the extended community.

The policies, procedures, and information contained in this document apply to all Chromebooks used within Immaculate Heart of Mary School. Administrators and teachers may set additional requirements for computer use within the school and their classrooms.

### General Policies

- **Chromebooks, cases, and power cords are the property of Immaculate Heart of Mary Parish School.**
- Students and their parents/guardians are responsible for reviewing/signing the Chromebook Acceptable Use Policy and paying a minimal mandatory insurance fee. Insurance is issued through Worth Ave. Group. Students will not be issued a Chromebook until the insurance fee is received.
- **Insurance does not cover intentional damage to the device or damage to the case.** Charges for intentional damage or damage to the case will be the responsibility of the parents.
- Chromebooks are intended for use both at school and at home. Students are responsible for **bringing their Chromebooks home** and to school each day in their protective cases. They should bring the Chromebook to all their classes unless specifically instructed not to do so by their teacher. Students will **not** be permitted to call home if they forget to bring their Chromebook to school.
- All Immaculate Heart of Mary School chromebooks and cases are identified by student name and serial number.
- Chromebooks should not be stored in vehicles or left in unsupervised areas such as the cafeteria, the gym, locker rooms or hallways etc. **If a chromebook is found in an unsupervised area it will be returned to the office by a teacher.**
- Chromebooks must remain in their protective cases at all times.
- Chromebooks and cases must remain free of any writing, drawing, doodling, stickers, or labels that are not the property of Immaculate Heart of Mary School.
- To conserve battery life, Chromebooks should be shut down when not in use.
- No food or drink is allowed next to your Chromebook while it is in use.
- **Chromebooks MAY NOT BE stored on the floor. Students should hang on the back of the chair or place on top of desk.**
- Chromebook screens should be protected:
  - Close the screen before moving it.
  - Do not lean on the top of or put pressure on the Chromebook screen.
  - Do not carry anything in the protective case that will press against the cover.
  - Do not touch or poke the screen. The Chromebook does not have a touch screen.
  - Do not place anything on the keyboard before closing the lid.

- Clean screens only with an approved wipe. Students may get these from the Technology Specialist.
- Students should keep the Chromebooks muted at all times unless permission is obtained from the teacher for instructional purposes. Headphones may be used at the discretion of the classroom or study hall teacher. Headphones should be kept in the Chromebook case.
- Students will not change the standard IHM desktop and screensaver or otherwise modify their Chromebook.
- Students are not permitted to bring or use any personal electronic devices at school (This includes, but is not limited to, phones, tablets, Kindles, Nooks, laptops, iPods, iPads, etc.) **According to the Student Handbook this includes any school activities until 6:00 p.m.**
- Students will use all school-owned devices (iPads, Chromebooks, laptops, student computers) responsibly, **for educational use only, and only under the direct supervision of a faculty or staff member. Students should ASK before using the Chromebook for anything other than what a teacher has directed them to do in class. This includes Internet searching, checking grades or email, taking AR quizzes, etc.**
- Students will use their Google Account responsibly and for educational use only. This includes following the Acceptable Use Policy **regardless of where the device is being used.**
- Students are encouraged to create, explore, collaborate, and learn appropriately!
- Students will **only** use their school issued Google account to log onto any device at school (iPad, student computer, lab computer, laptop). **No other person should be allowed to use/log into a student's chromebook.**
- Students will not share or change their passwords.
- Students are NOT permitted to install apps **or change settings** on the school owned Chromebook or any other school owned device (laptop, iPad, computer). All necessary apps will be synced to the device remotely with no interruption to the student by the Technology Integration Specialist.
- Students must use appropriate language and etiquette in all forms of electronic communication.
- Students are required to give credit where credit is due (follow copyright laws).
- **Students are not to take or store any photos** of themselves or classmates on their Google Drive or on any school-owned device unless explicitly approved by a teacher.
- Student accounts will be monitored by Immaculate Heart of Mary School. There should be no expectation of complete privacy on a school-owned device using a school-managed account. **Students are not allowed to clear their history or any part of their history. Doing so will be handled as a violation of the AUP and result in loss of privileges.**
- We encourage and expect students to ask questions if they are not sure about a choice they make.
- At the end of the school year, all chromebooks will be returned to school for summer updating and storage.

### **Charging Your Chromebook**

**Chromebooks must be brought to school each day in a fully charged condition.** Students are responsible for charging their Chromebook battery each evening with the enclosed Chromebook power cord to assure proper battery life during the day. A fully charged battery will last from 6 - 8 hours.

### **Non-Functioning Chromebooks**

Chromebooks that are broken or not working correctly should be brought to Mrs. Conti, in the office, **immediately**. Repairs take from 4 to 6 weeks to complete.

### **Saving Documents**

Students will be logging into the Immaculate Heart of Mary School Google Apps for Education (GAFE) domain and saving documents to their @ihmgradeschool.org accounts. With each student GAFE log in, the student can access his/her schoolwork from any computer that has internet access. It is recommended that they use the Chrome browser. Students have been given their login credentials.

### **Printing**

- At School: Printing will be available on a limited basis at school only and subject to classroom and teacher requirements. Teaching strategies that teachers use in their classrooms will encourage and facilitate digital copies of some schoolwork.
- At Home: The Chromebook will not support a physical printer connection (no printer cables). Instead, students may print at home, as needed, using Google Cloud Print Service. A wireless home network and wireless printer is required for this. See <http://google.com/cloudprint> for further details.

### **Software on Chromebooks**

Immaculate Heart of Mary Chromebooks are managed devices. All software and apps on the Chromebooks will be installed and managed wirelessly through Immaculate Heart of Mary School. **Students will not be able to install additional apps or extensions on their Chromebooks.** Additional software will be installed wirelessly as it is recommended and approved by teachers and school administrators. Please note: virus protection is unnecessary on the Chromebook due to the unique nature of its design. Also, please note that Internet content on the Chromebook will be filtered through the school IHM-Student wireless network while in use at school. **At home, you will be responsible for filtering Internet content through your own wireless connection or via parental supervision.**

Students and their parents/guardians are reminded that use of technology is a privilege and not a right and that everything done on any device, network, or electronic communication device may be monitored by the school administration. Inappropriate use of the technology may result in notification of parents, receiving a failing grade, limited or banned computer use or internet access, disciplinary consequences, removal from school, and/or legal action as set forth in the school Acceptable Use Policy.

### **End of the Year Return Policy**

All students will return their chromebooks on May 22nd (8th grade) & 27th (7th grade), 2020. Chromebooks will be inspected by the Technology Integration Specialist in the presence of the student. Please note, students are required to report any damage to their Chromebooks or cases immediately to the Technology Integration Specialist. Therefore, at the time of turn-in, there should be no surprises. However, if a student has not reported damage, the student/family will be responsible for payment of any damages to the Chromebook and/or case by May 28, 2020.

### **Violation of Chromebook/Google Acceptable Use Policy:**

1. First offense of any chromebook policy violation (particularly but not limited to those listed below ) will be a verbal warning.
  - a. Not charged
  - b. Not being carried properly (with shoulder strap)
  - c. Accessing websites without teacher permission
  - d. Left at home, in another room, or an unsupervised area
  - e. Left on the floor
2. A second offense will result in a demerit.
3. All subsequent offenses will result in demerits and/or detentions according to the Student Handbook (3 demerits=detention)



4. These demerits/detentions accumulate for the entire year.

**Probationary Student Privileges:** To protect the assets of the Immaculate Heart of Mary School, some students will be required to turn in their Chromebooks at the end of each school day. A designated teacher will secure the equipment during the evening and the student will be allowed to check it back out on a daily basis. Students who will be included as probationary will be the following:

- Students who have repeatedly violated the Acceptable Use Policy
- Students who have damaged their Chromebook, or that of another student, and have not paid for the necessary repairs/replacement, if not covered under insurance coverage.



**Remember: Stop and think before you click!**



Any questions, comments, or concerns should be directed to Mrs. Conti, Technology Integration Specialist, at [jconti@ihmgradeschool.org](mailto:jconti@ihmgradeschool.org) or 330.923.1220 ext. 1210.

**PLEASE SIGN, DETACH, AND RETURN THIS FORM BY**  
**WEDNESDAY, AUGUST 19, 2020**

**STUDENT USER AGREEMENT / PARENT PERMISSION FORM**

**Both Signatures Required**

**Student Signature Section:**

- I have read the terms and conditions of the:
  1. **Student Acceptable Use Policy,**
  2. **Chromebook/Google Acceptable Use Policy**
  
- I understand Technological resources are provided for instructional and educational purposes only. Incidental, personal use shall be allowed only so long as such use is appropriate for a school setting, non-disruptive to the school's operations and mission, and not in excess or to the exclusion of the student's studies or school responsibilities
  
- By signing below, I agree and acknowledge that I have read the terms and conditions of the Student Acceptable Use Policy and I understand that it is a violation of the Policy to use the System, on or off of school property, to, among other things. I agree to abide by the terms and conditions stated in the **Student Acceptable Use Policy and Chromebook/Google Acceptable Use Policy** . Additionally, I will be responsible for the consequences of inappropriate use of technology, including the Internet, both on and off school property. I understand that consequences may include revocation of privileges to access the Internet and/or other technological resources, and/or other disciplinary actions such as demerit, detention, suspension, expulsion, and possible legal action.

Student Name (print): \_\_\_\_\_

School: Immaculate Heart of Mary

Student Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Grade: \_\_\_\_\_

Homeroom: \_\_\_\_\_

**Parent/Guardian Signature Section:**

As the parent or legal guardian of the student signing above, I have read this **Student Acceptable Use Policy and the Chromebook/Google Acceptable Use Policy** have discussed these policies in their entirety with my child, and grant permission for him/her to access Immaculate Heart of Mary school's information technology resources. I understand that my child will be held liable for violations of this agreement. I understand that Immaculate Heart of Mary school's information technology resources are intended for educational purposes. I also understand that my child's school may not be able to restrict access to all controversial materials, and I will not hold Immaculate Heart of Mary responsible for materials acquired on the network.

Parent/Guardian Name (print): \_\_\_\_\_ Date \_\_\_\_\_

Parent/Guardian Signature: \_\_\_\_\_

\_\_\_\_\_ **By checking this line, I indicate that I understand that the Chromebook Insurance Fee of \$40 will be charged via FACTS incidental billing.**