

## **TECHNOLOGY ACCEPTABLE USE POLICY**

All users of Padua Franciscan High School's technology resources and/or school network must sign the Padua Franciscan High School Acceptable Use Policy and abide by the rules defined in Padua's Acceptable Use Policy. This is in addition to the rules and policies that this policy contains.

### Privacy and Safety

Do not go into any chat rooms other than those set up by your teacher or mandated in other distance education courses.

Do not open, use, or change computer files that do not belong to you.

Do not reveal your full name, phone number, home address, social security number, credit card numbers, passwords, or passwords of other people.

Remember that network storage is not guaranteed to be private or confidential, Padua Franciscan Teachers and Administration reserve the right to inspect your files at any time and will take the necessary steps if files are in violation of the school's Acceptable Use Policy.

If you inadvertently access a website that contains obscene, pornographic, or otherwise offensive material, notify a teacher or an Administrator immediately so that such sites can be blocked from further access.

### Disciplinary Consequences

Non-compliance with the policies of the Chromebook Policy Handbook or the Acceptable Use Policy will result in disciplinary action as outlined by the discipline code and/or other school policies for the user unless there is proof that another is responsible.

Electronic mail, network usage, and all stored files shall not be considered confidential and may be monitored at any time by the network administrator or other school administrators to ensure appropriate use.

**Padua Franciscan High School cooperates fully with local, state, or federal officials in any investigation concerning or relating to violations of computer crime laws.**

### General Understandings for School Computer Use

Padua Franciscan High School has made a profound and pervasive commitment to providing excellence in computer related educational experiences for all its students. In order that optimum advantage may be taken of both the equipment and computer related classroom experiences, mature and responsible behavior is expected of all students at all times. Respect for administrators, teachers, staff, other students, as well as for the equipment itself is essential.

The various Padua networks and programs (including the Internet) available to students in a variety of classes are meant to enhance the learning environment and contribute to the overall development of knowledge both in the subject areas and in computer-related technology. The right of a student to use computers is contingent upon his/her cooperation with the understandings and procedures outlined here as well as those indicated by the individual classroom teachers.

The understanding and procedures outlined here are in effect for all computers throughout the building.

### Specific Understandings

The computers at Padua Franciscan High School are to be used for academic purposes.

1. Students are not to bring computer games to school, nor are they to spend time online, or otherwise,

playing games.

2. Students are not to occupy themselves in writing personal letters, journals, blogs, social networking sites, or sending personal e-mail messages on the school's computer without the explicit permission of a teacher or staff member.
3. Students may not use any removable media including flash drives, external hard drives, floppies, etc. in classroom school computers unless approved by the teacher in charge.
4. Students may use data storage flash/USB drives only. No installation programs or portable applications are permitted on flash drives; this includes but is not limited to file names with an extension of .bat, .com, .vbs, .exe.
5. Students are not to access or utilize e-mail.
6. Students are never allowed to send any messages across the network or Padua domain to any other computers.
7. Any attempts to bypass content filtering or security by using a portable application or proxy server will result in severe consequences.

Each student is required to have a password.

1. The password should be considered as the combination lock on one's locker, and should not be shared with anyone else. Should any difficulties arise, a student who has shared his/her password shares in the responsibility for the incident.
2. Students will be issued a password that cannot be easily deciphered.
3. Students with more than one account shall log on to the class computer with the appropriate class account.
4. Students will be assigned a password for their personal account.
5. Students are to always log on to the classroom accounts in the computer labs for computer classes.
6. Students may use the classroom account or personal account in non-computer classes

## **Chromebook Policy**

### Intended Use

The Chromebook issued to students by Padua Franciscan is intended for academic use and is to be treated in a fashion similar to textbooks. The Chromebook is not to be used as a personal entertainment device, social media, gaming, personal business, attempts to access blocked sites, attach to the guest WiFi, or any attempt to bypass security will be considered a violation of the Padua Computer Acceptable Use Policy. Violations will result in a detention for the first offense. Serious or repeated violations will result in more severe disciplinary actions.

### Ownership

Ownership of the Chromebook belongs to Padua Franciscan High School through the duration of its use here at the school.

Students will retain their original Chromebook each year while enrolled at Padua Franciscan High School and will receive ownership upon completion of 12th grade if purchased for the optional buy out cost. If the Chromebook is not purchased at the end of use for the optional buy out cost, the device will be surrendered to Padua.

The device will be treated in a similar manner as other school-owned educational tools such as textbooks. Therefore, all Padua Franciscan High School policies, rules, handbooks, contracts, and directives, including disciplinary measures, apply to the use of device.

Each Chromebook will be associated with a student that matches the serial number on the unit in order to track and maintain individual use.

Any student's Chromebook may be inspected at any time. Additionally, Administration and teachers have management software that allows screen inspections at all times. The purpose for inspection will be to check for proper care and maintenance as well as to identify and respond to inappropriate use and materials on the device.

Students are responsible for lost or damaged devices due to accidental drops damage and any form of misconduct. (See *Insurance* below). Please take extra caution to secure your Chromebook while in the classroom, in transit, and during after school activities.

### Insurance

Private insurance for the Chromebook is provided by Padua to parents through a third party provider (Worth Ave. Group). This policy covers accidental damage or loss due to theft (which requires a police report to be filed) or natural disaster such as flooding or fire. Theft from an unlocked, unattended vehicle, damage due to malicious intent, and negligence are not covered.

### Google Management Console

Each Chromebook issued at Padua will have a special license established with Google which allows the administration the ability to control access to the internet and allow for administrative control over the fleet of Chromebooks. This is helpful to protect our students as well as to manage classroom lists and instructional groups and many other administrative features.

At the end of the 12th grade year and with transfer of ownership to the student, the management console will be removed from the device.

### Student Identification of Chromebooks

Chromebooks will be labeled in the manner specified by the school.

### **Under no circumstances are students to modify, deface, remove or destroy identification labels.**

Records will be kept of serial numbers and correlating student with a Padua Franciscan Identification Label located on the outside of the Chromebook.

Chromebooks must remain free of any decorative writing, drawing, stickers, paint, tape, or labels that are not the property of Padua Franciscan High School. Compliance checks will be done by the technology team, teachers, and school administration.

When not in use, the Chromebook should be stored in a protective padded case. **These cases are required and mandatory. Chromebooks must be carried in their covers at all times when transporting.**

### Care of Chromebook

The Chromebook screen can be damaged if subjected to rough treatment. The screens are particularly sensitive to damage from excessive pressure on the screen.

Do not lean on top of the Chromebook.

Do not place anything near the Chromebook that could put pressure on the screen.

Do not place anything in the carrying case that will press against the cover.

Do not poke the screen.

Do not use window cleaner or any type of liquid or water on the Chromebook.

Never use any product containing any alcohol, ammonia, or other strong solvent to clean your Chromebook.

Do NOT spray or wipe your Chromebook with any ammonia/household cleaner/water and/or cleaning cloth/wipes.

Clean the screen with a soft, dry anti-static, or micro-fiber cloth. Individually packaged pre-moistened eyeglass lens cleaning tissues can be purchased to clean the screen. These are very convenient and relatively inexpensive.

Students should never carry their Chromebook while the screen is open unless directed to do so by a teacher. Do not lift the Chromebook by the screen.

Do not place anything on the keyboard before closing the lid (e.g. pens, pencils, notebooks).

Chromebooks should never be shoved into a locker or wedged into a book bag as this may break the screen.

No food or drink should be placed next to your Chromebook while it is in use.

Cords, cables, and removable storage devices must be inserted carefully into the Chromebook.

Chromebooks should be shut down when not in use to conserve battery life. (Closing the lid puts it to sleep automatically and locks the screen.)

Do not expose your Chromebook to extreme temperature or direct sunlight for extended periods of time. Extreme heat or cold may cause damage to the laptop. Never store your Chromebook in your car.

Always bring your laptop to room temperature prior to turning it on.

When not in use, Chromebooks should be stored in their case or in their lockers.

Students are responsible for securely storing their Chromebook during extra-curricular events.

### Using Your Chromebook at School

New students will be trained on how to use the Chromebook at the beginning of each school year. Additional training opportunities will be available for all students throughout the school year.

**The Chromebook is intended for use at school each and every day.** Students are responsible for bringing their Chromebook to all classes, unless specifically advised not to do so by their teacher.

In addition to teacher expectations for Chromebook use, school messages, teacher correspondence, announcements, calendars, academic handbooks, student handbooks and schedules may be accessed using the Chromebook.

1. A teacher or staff member has control over when and how Chromebooks are to be used in the classroom or similar settings. Chromebooks are not to be used in the classroom unless it is part of the instruction and under the supervision of the teacher. **In general, students will be permitted to take notes on their Chromebook.**
2. Chromebooks must be in silent mode at all times unless otherwise indicated by a teacher or staff member for the purpose of his or her particular class or session.
3. **Students are not permitted to install or download any apps.**
4. **Students are not permitted to print from their Chromebook in school.** When necessary assignments may be printed from Library or Café computers.

5. Use of the camera and or recording functions on Chromebooks is only permissible for educational purposes and requires prior permission and supervision from a teacher or staff member.
6. Students may use their Chromebook in the following areas: Cafeteria, School library, classroom with teacher permission, hallways before and after school.
7. The use of Chromebooks is not permitted in the following areas: Chapel, all athletic areas, locker rooms, bathrooms or while walking in the school.
8. Students who do not cooperate with the above understandings or who engage in unacceptable behavior may be subject to sanctions of detention, temporary or permanent suspension of Chromebook privileges, suspension or expulsion from school. Such actions may have a detrimental effect on the student's academic record.
9. Students are responsible for all material sent by and/or stored on the device loaned to them.
- 10. Students accept responsibility for keeping their device free from all inappropriate material, or files that may compromise the integrity of Padua Franciscan High School's network, equipment, or software.**
11. Padua Franciscan High School is not liable for any material sent by and/or stored on the device.
12. Padua Franciscan High School cannot guarantee that content stored on devices issued in accordance with this policy will be private. Padua Franciscan High School respects the rights of its students; however, Padua is also responsible for servicing and protecting its property.
13. Padua Franciscan High School reserves the right to monitor or access the hard drives of its devices if it suspects or is advised of possible breaches of security, harassment, or other violations of other school policies, rules, regulations, directives, or law, or evidence exists which demonstrates to the school that its device may contain information, data, or other intellectual property that belongs to another person.
- 14. Students must not intentionally modify Wi-Fi settings at school (specifically not connect the Chromebook to the Guest Wi-Fi) or otherwise interfere with the functioning of the Chromebook,** in accordance with the Padua Acceptable Usage Policy.

#### Managing Your Files and Saving Your Work

Students may save documents to their Google Drive, or they may save to an external memory device such as a miniSD card or USB flash drive. Saving to Google Drive will make the file accessible from any computer with internet access. Students using Google Drive to work on their documents will not need to save their work, as Drive will save each keystroke as the work is being completed. It will be the responsibility of the student to maintain the integrity of their files and keep proper backups. Students will be trained on proper file management procedures.

#### Padua Student Gmail Accounts

Part of the Google Platform is that each student will be assigned a google email account. The accounts are set up with the "paduafranciscan.net" user domain.

Use of email as a group chat or for non-academic purposes or activities not sanctioned by the instructors or school administration is prohibited.

All students will be issued passwords for their Google Account at the beginning of the school year.

Padua Franciscan Technology staff will retain a master list of passwords.

Students are not permitted to login to anyone else's account.

Email access will be through a Google Gmail system managed by the school and only allows use within the Padua user domain.

Accessing personal Gmail account is a violation of the school Acceptable Usage Policy and is rendered unnecessary by the issuance of a Padua student account.

The interface is heavily monitored by Padua network administrators and is subject to filtering of inappropriate content and the Discipline Policies of Padua Franciscan High School.

#### Taking Your Chromebook Home Daily

**All students are required to take their Chromebook home each night throughout the school year for charging. Students need to charge their Chromebooks each evening.** All students need to bring their Chromebooks fully charged to school each day.

The protective shell of the Chromebook will only provide basic protection from everyday use. It is not designed to prevent damage from drops or abusive handling. **Avoid placing the Chromebook in a book bag or carrier where heavy items such as books may press against and damage the screen.** Do not toss the bag or drop the bag if your Chromebook is inside.

Parents and students are fully responsible for the devices off school property.

#### Technical Support and Maintenance

Padua Franciscan will provide technical support and service on the operational end of the device and will be responsible for maintenance. Chromebooks that fail to work properly will be serviced by Padua Franciscan High School. Students must not modify, upgrade, or attempt to repair device issued under this policy.

Student Chromebooks, original boxes, and accessories (charger and battery) will be collected at the end of each school year for maintenance over summer vacation.

Students are responsible for keeping their Chromebooks clean and free of cosmetic damage.

#### Loss or Repair of Your Chromebook

The Chromebook Help Desk is located in the library next to the Librarian's Desk. Students are encouraged to take their Chromebooks to the help Desk if they are having any problems, including missing screws, hardware issues or problems with Google Apps.

Normal Help Desk hours are 7:30 am to 12:30 pm Monday through Friday.

If extended service is necessary, a loaner Chromebook will be issued to the student until his/her Chromebook can be repaired or replaced.

Repaired Chromebooks will end up with the original factory image as first received. It is important that students keep their school data synced to cloud drives so documents and class projects will not be lost.

If repair is needed due to malicious damage, further sanctions may result. Students and parents will be charged for Chromebook damage that is a result of misuse or abusive handling.

Loss or theft of device must be reported to the school by completing a *Request for Loaner* form and submitting a copy of the police report by the first subsequent business day following the loss or theft. It is the family's responsibility to report theft to the local police department.

#### Loaner Chromebooks

A student who does not have use of their Chromebook at any point during the day (left at home, not charged, dead battery, lost...) may be issued a loaner for the day. Unless the student's Chromebook is being sent

out for repair, the availability of a loaner is not guaranteed. Obtaining a loaner can occur at the Help Desk between the hours of 7:30 am - 11:30 am and in the Library from 11:30 am- 2:30 pm.

Loaners issued because a student forgot theirs or needed a charge are to be returned to the Help Desk or Librarian by the end of the end of the school day. If the student must catch a bus, or the library is closed, Chromebooks should be returned to the General Office by the end of the school day on which the loaner was issued. **Those issued a loaner will be given a warning or a detention for repeated violations.** Repeat violations of this policy will result in further disciplinary action including suspension. Loaners issued due to mechanical failure or damage resulting in an insurance claim **will not** result in disciplinary action, unless it is determined the damage was caused by willful neglect or misuse of the Chromebook.

### Software on Chromebooks

Chromebook software is delivered via the Chrome Web Store. These are web-based applications that do not require installation space on a hard drive. Some applications, such as Google Drive, are available for offline use. The software originally installed on the Chromebook must remain on the Chromebook in usable condition and easily accessible at all times.

All Chromebooks are supplied with the latest build of Google Chrome Operating System (OS), and many other applications useful in an educational environment. The Chrome OS will automatically install updates when the computer is shut down and restarted.

From time to time the school may add software applications for use in a particular course. This process will be automatic with virtually no impact on students. Applications that are no longer needed will automatically be removed by the school as well.

**Students should not attempt to install additional software or apps on their Chromebook.**

### Virus Protection

Virus protection is unnecessary on the Chromebook due to the unique nature of its design. This is one of the many benefits of this platform.

The computers may never be used to review or transmit indecent or harassing material.

1. Transmitting indecent material includes making, creating, soliciting, copying, or initiating the transmission of any comment, request, text, graphic file, suggestion, proposal, image, or any other communication which is obscene, offensive, or otherwise inconsistent with the Padua Franciscan High School philosophy as determined by the Padua Franciscan Administration.
2. Students are not to use the computer to threaten, harass, insult, or defame others.

Teachers, site coordinators, systems operators, and school administrators always retain the right to access, read, alter, or perform any needed function regarding any files, documents, or programs in all school computers.

1. Students should assume that computer usage is monitored for breaches of security or inappropriate use.
2. Students should not assume that their files are confidential.

**All students using computers, and their parents, are required to sign the Acceptable Use Policy.**

**\* This contract will be kept on file.**

### Unacceptable Behaviors

The following behaviors are considered unacceptable and will be dealt with swiftly and judiciously:

1. logging in- or attempting to log in- to the computer as another student

2. logging in-or attempting to log in-to the computer as a teacher, administrator, or systems operator
3. sending messages of any kind without the explicit permission of a teacher or staff member
4. damaging, defacing, marring, or in any way harming the computer hardware or furniture, including but not limited to the monitor, keyboard, CPU, headphones, printers, desks, trays, chairs, glass, etc.
5. doing-or attempting to do-any damage or mischief to the software-including the introduction of viruses or any form of hacking
6. any activity deemed inappropriate by the systems operator or site coordinator
7. copying-or attempting to copy-the work of another student whether from a disk or hard drive
8. destroying or tampering with another's disk and/or USB flash drive
9. copying or attempting to copy licensed software
10. intentionally wasting limited resources
11. posting personal contact information about yourself or other people
12. employing the network for commercial purposes
13. accessing chat rooms, forums, message boards, journals, instant messaging, blogging, AIM, email, games, on-line games, auction site (i.e. E-Bay)
- 14. printing personal topics or pictures for non-school purposes**
15. downloading information for personal use
- 16. changing and/or adding software of any type to a school computer**
17. changing any settings to a school computer, (including backgrounds)
18. executing applications from the Internet
19. hacking, spamming, and phishing

\* **The preceding list is not an all-inclusive list of inappropriate uses and activities.**

#### Cafeteria Computers

1. The café computers may be used during study halls. Academic use takes priority over any other use.
2. Printing in the café is for academic use only. Consequences will be served for printing personal topics, personal graphics, sports brackets, fantasy sports, birthday messages, etc.
3. Be sure to log yourself off of your personal account when you are finished. If an account is found logged on that is not your account, log it off. Do not use this account.
4. Do not install any software or make any changes to the computer including background wallpaper.
5. Any attempts to bypass content filtering or security by using a portable application or proxy server will result in severe consequences.

#### Consequences

A student who does not cooperate with the above understandings or who engages in unacceptable behavior may be subject to the sanctions of detention, temporary or permanent suspension of computer privileges, or suspension or expulsion from school. Such actions may have a detrimental effect on the student's academic record.

If a user acts inappropriately through the communications systems, Padua Franciscan High School reserves the right to report such actions to any outside authorities and/or take appropriate internal disciplinary action.