# TECHNOLOGY ACCEPTABLE USE POLICY

All users of Padua Franciscan High School's technology resources and the school network must sign the *Padua Franciscan High School Acceptable Use Policy Contract* and abide by the rules defined in Padua's *Technology Acceptable Use Policy* as listed and defined in this document. By signing this contract, you are agreeing that you have read and understand the policies stated in this document, and you are accepting responsibility for all actions as outlined in this policy. *Your signed contract will be kept on file.*

## ***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, and for the equipment itself is essential.

The various Padua networks and programs (including the Internet) as well as school computers, Chromebooks, and other loaned equipment that are made 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. *Use is intended for academic purposes.* 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 in this document are in effect for all computers throughout the building as well as devices loaned to students.

## ***Privacy and Safety***

The Padua network is neither private nor confidential. Padua Administration and teachers reserve the right to inspect student files and email at any time and will take the necessary steps if there has been a violation of the school's Technology Acceptable Use Policy.

Be sure to read the *Acceptable & Required Behaviors* and *Unacceptable Behaviors for School Computers and Chromebooks* lists so expectations are clearly understood. If a student inadvertently accesses a website that contains obscene, pornographic, or otherwise offensive material, or if a student feels a computer or his/her Chromebook has been tampered with, the student should notify a teacher or an Administrator immediately so that appropriate actions may be taken.

For the safety of our students, a **PASSWORD** will be assigned to each student:

- **Each student will be assigned a unique password that he/she is required to use on school computers, Chromebooks, and all devices loaned to him/her.**

- This password 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. It is the student's responsibility to contact a teacher or an Administrator immediately if a password has been compromised.

- Students with more than one account shall log on to a computer with the appropriate class account ONLY. For example: Students must log with their assigned classroom accounts in the Computer Labs for computer classes.

## ***Acceptable & Required Behaviors for School Computers and Chromebooks***

*The computers at Padua Franciscan High School are to be used for academic purposes only.* **Since Padua Franciscan strives to have students take full advantage of both the equipment and the computer experiences provided to them while in a safe and academic manner, the following behaviors are considered acceptable and required.**

Important Note: **The following list is not an all-inclusive list of appropriate and required behaviors. Students should also be aware that additional information may be listed under the *Chromebook Specific Policy* of this document.**

- Students are required to access their assigned Gmail accounts daily for school and teacher communication. (They may access this Padua assigned Gmail at school during approved and designated times or any time at home.)

- Students are required to know and understand the *Chromebook Specific Policies* in addition to the general computer policies. See *Chromebook Specific Policy* regarding the following topics: Chromebook Intended Use, Ownership, Insurance, Google Management, Identification, Care, Use at School, File Management, Gmail, Daily Requirements, Technical Support, Loss/Repair/Theft, Loaners, Software, and Virus Protection.

- 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, and exe.

- Students may use the Cafeteria and Library computers before and after school as well as during Study Halls. Please note that academic use takes priority over any other use.

- Students must be sure to log themselves off when finished on school computers. If an account is found logged on that is not your account, log it off. Do not use this account.

- Printing in the Cafeteria or in the Library is permitted but is for academic use only. Printing personal topics, personal graphics, sports brackets, fantasy sports, birthday messages, etc. will result in consequences. All printing is logged by Student ID.

- 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. Students should bring earbuds for personal use or when permitted to use them by classroom teacher.

- Students may use their Chromebooks in the following areas: Cafeteria, School Library, classrooms (with teacher permission), and school hallways (before and after school).

- Students must sign off or put Chromebooks in sleep mode when Chromebooks are not in use.

- Students may access their assigned Gmail accounts with teacher approval or when they are not in class.

## ***Unacceptable Behaviors for School Computers and Chromebooks***

*The computers at Padua Franciscan High School are to be used for academic purposes only.* **Since Padua Franciscan strives to have students take full advantage of both the equipment and the computer experiences provided while in a safe and academic manner, the following behaviors are considered unacceptable and will be dealt with swiftly and judiciously.**

Important Note: **The following list is not an all-inclusive list of inappropriate uses and activities. Students should also be aware that additional information may be listed under the *Chromebook Specific Policy* of this document.**

- Students may never use school computers, Chromebooks, and/or any equipment loaned to them to threaten, harass, insult, or defame others.

- Students may never use school computers, Chromebooks, and/or any equipment loaned to them to review or transmit indecent or harassing material. (Transmitting indecent material includes but is not limited to making, creating, soliciting, copying, or initiating the transmission of any comment, request, test, 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.)

- Students may never use school computers, Chromebooks, and/or any equipment loaned to them to copy or transfer copied homework, test material, or project material to other students unless given explicit permission by a teacher. This is considered academic dishonesty and would be dealt with accordingly.

- **Students may not bring computer games to school, nor are they to spend time playing games during any time of the school day, including Study Halls and Lunch.** Teachers may make exceptions for academic purposes, i.e. quiz sites.

- Students may not charge Chromebooks at school.

- Students may not modify network or Wi-Fi settings at school.

- Student may not attempt Chromebook repairs. See the Help Desk for any Chromebook issues.

- Students may not send any messages across the network or Padua domain to any other school devices.

- Students may not attempt to bypass content filtering or security by using a portable application proxy server, or any other means. This action will result in severe consequences.

- Students may not send messages of any kind during class instruction without the explicit permission of a teacher or staff member.

- Students must never reveal full names, phone numbers, home addresses, social security numbers, credit card numbers, passwords, or any other personal information regarding themselves or other people.

- Students may not occupy themselves in writing personal letters, journals, blogs, social networking sites, or sending personal email messages on the school's computer without the explicit permission of a teacher or staff member.

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

- Students must not open, use, or change computer files that do not belong to them.

- 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.

- Students may not access or utilize *personal* email accounts. (Students are only permitted to access the Padua assigned Gmail account given to them during approved and designated times at school or any time while at home.)

- Students may neither borrow Chromebooks from other students share or loan Chromebooks to other students.

- Students may not log in or attempt to log in to computers or Chromebooks as a teacher, administrator, systems operator, or another student.

- Students may not damage, deface, mar, or in any way harm Chromebooks, loaners, computer hardware or furniture, including but not limited to the monitor, keyboard, CPU, headphones, printers, desks, trays, chairs, glass, etc. (Also refer to *Chromebook Specific Policy > Care of Chromebook*.)

- Students may not do or attempt to do damage or mischief to the software, including the introduction of viruses or any form of hacking or any other activity deemed inappropriate by the systems operator or site coordinator.

- Students may not destroy or tamper with another's computer, disk, and/or USB flash drive.

- Students may not copy or attempt to copy licensed software.

- Students may not intentionally waste limited resources.

- Students may not employ the network for commercial purposes.

- Students may not access chat rooms, forums, message boards, journals, instant messaging, blogging, AIM, email, games, or on-line games unless approved by the class instructor for educational purposes.

- Students may not print personal topics or pictures for non-school/non-academic purposes.

- Students may not download information for personal use during classroom instruction.

- Students may never download inappropriate information.

- Students may not change and/or add software of any type to a school computer.

- Students may not change any settings to a school computer (including backgrounds).

- Student may not execute applications from the Internet without teacher permission.

- Students may not engage in hacking, spamming, and/or phishing activities.

- Students may not use Chromebooks in the classroom unless it is part of the instruction and under the supervision of the teacher.

- Students may not install or download any apps or additional software on Chromebooks.

- Students may not use the camera and or recording functions on Chromebooks (this is only permissible for educational purposes and requires prior permission and supervision from a teacher of staff member).

- Students may not use Chromebooks in the following areas: Chapel, all athletic areas, locker rooms, bathrooms or while walking in the school.

**\*\*\*<u>Disciplinary Consequences</u>\*\*\***

Non-compliance with the *Technology and Chromebook 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.

Students are responsible for their actions while operating school computers and Chromebooks as well as for all materials sent by and/or stored on devices loaned to them. Students who do not cooperate with Padua's Technology Policy and who engage in unacceptable behaviors may be subject to one or more of the following sanctions: (1) detention, (2) temporary and/or permanent suspension of Chromebook privileges or Internet access, or (3) suspension or expulsion from school. Such actions may have a detrimental effect on the student's academic record.

All student computer activities are monitored. If a student's account is flagged for policy violations, a warning is issued. If the student fails to respond to email warning within 24 hours, their account will be temporarily suspended. Repeated violations will result in account restrictions and possibly additional sanctions.

Electronic mail, network usage, and all stored files (including cloud storage) shall <u>not</u> be considered confidential and may be monitored at any time by the network administrator, school administrators, and/or teachers 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.**

**\*\*\*<u>Chromebook Specific Policy</u>\*\*\***

**\*\*\*<u>Intended Use</u>\*\*\***
***The Chromebook issued to students by Padua Franciscan is intended for academic use only*** and is to be treated in a fashion similar to textbooks. The Chromebook is not to be used for personal entertainment, social media, gaming, personal business, etc. Any attempts to access blocked sites, attach to the guest WiFi, or bypass security will be considered a violation of the *Padua Technology Acceptable Use Policy*. Refer to the *Disciplinary Consequences* section in regard to violations.

**\*\*\*<u>Ownership</u>\*\*\***
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.

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. This includes the viewing of email, assignments, the revision history of assignments, etc. The purpose for inspection will be to check for proper care, use, 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.. Please take extra caution to secure your Chromebook while in the classroom, in transit, and during after school activities.

### ***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.

Upon graduation, the student will take ownership of the device, and Padua controls and software 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, drawings, 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.

A Chromebook is assigned to each student. Students may neither loan their Chromebooks to other students nor may they borrow Chromebooks from other students.

### ***Care of Chromebooks***
- Protect Chromebook screens, which can be damaged if subjected to rough treatment. The screens are particularly sensitive to damage from excessive pressure.
- Do not place anything near the Chromebook that could put pressure on the screen.
- Do not poke or push the screen.
- Do not lean on top of the Chromebook.
- Do not lift the Chromebook by the screen.
- Chromebooks should never be shoved into a locker or wedged into a book bag, which may break the screen.
- **If the Chromebook endures accidental damage, one free repair will be issued. Otherwise, the student will be responsible for the cost of repairs. If the damage is deemed by an administrator to be intentional or through negligence the student will be responsible for the cost of repairs regardless.**

- Do not carry Chromebooks while open. Chromebooks must always be closed when transporting.
- Do not place anything on the keyboard before closing the lid (e.g. pens, pencils, notebooks).
- 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 Chromebooks.
- Do NOT spray or wipe Chromebooks 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.
- 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.)
- Chromebooks should be SHUT DOWN in addition to just signing out at least weekly to allow for necessary updates.  Closing the lid only puts the device to sleep!
- 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 a car for this reason.
- Always bring your laptop to room temperature prior to turning it on.
- When not in use, Chromebooks should be stored in 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~~ required for use at school each and every day**. Students are responsible for charging their Chromebook at home each night and for bringing their Chromebooks to all classes, unless specifically advised not to do so by their teacher.

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. Students may be permitted to take notes on their Chromebook, but this will be determined by individual class teacher.

### ***Acceptable & Required Behaviors and Unacceptable Behaviors***

Be sure to read the section on *Acceptable & Required Behaviors and Unacceptable Behaviors for School Computers and Chromebooks* listed in this document which covers school computers, Chromebooks, and all devices loaned to students.

### ***Managing Your Files and Saving Your Work***

Students may save documents to their Google Drive, or they may save (or create a back-up file) to an external memory device such as a mini-SD 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 Gmail account. The accounts are set up with the "paduafranciscan.net" user domain.

Students are required to access this Gmail account daily for school and teacher communication. It is also the means by which students can contact teachers and administrators.

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

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

If it is deemed necessary to email the entire student body or an entire class (i.e. Juniors) students should first permission from a teacher, moderator or administrator before issuing said email.

Email access will be through a Google Gmail system managed by the school and only allows use within the Padua user domain. Emails from users outside the paduafranciscan.net is restricted to school determined addresses. Contact technical support if there is a valid reason to unblock and external email.

Accessing personal Gmail accounts is a violation of the *Padua's Technology Acceptable Usage Policy* and is rendered unnecessary by the issuance of a Padua student account as well as access to Google drive.

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.

### ***Daily & Home Student Chromebook Responsibilities***

**All students are required to take their Chromebooks 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. **Charging at school is not permitted.**

**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. Be sure to read the *Care of Chromebook* section.

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

### ***Technical Support, Maintenance, and Repairs***

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.* These same rules apply to Chromebook loaners.

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.

If a student is restricted access for an academic site necessary for class, he or she should contact the teacher with details about the site. The teacher will then contact the Director of Technology for approval.

## ***Loss or Repair or Theft of Your Chromebook***

The Chromebook Help Desk is located in the Padua Library. ~~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 2:35 pm on 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 (whether to an assigned or loaned Chromebook) 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 and a copy of the police report must be submitted 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.

Chromebooks lost at School can be reported to the General Office, Library, or Help Desk.

Replacements for lost chargers must be done through the help desk as using third party charging adapters violates manufacturer's warranties. Replacement chargers are $35.00

### ***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. Students can obtain a loaner at the Help Desk between the hours of 7:30 am to 2:35 pm on Monday through Friday (a Student ID will be required).

Loaners are to be returned to the Help Desk by the end of the end of the school day. If the student must catch a bus, or if 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. It is important to shut down completely on a regular basis or the Chromebook may perform erratically and become unstable until it is 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.

### ***Consequences and Disciplinary Actions***

Disciplinary consequences are listed and defined in a previous section of this document covering school computers, Chromebooks, and all devices loaned to students.

**All students and their parents/guardians are required to sign the *Padua Technology Acceptable Use Policy* contract. By signing this contract, you are agreeing that you have read and understand the policies stated in this document, and you are accepting responsibility for all actions as outlined in this policy. \*Your signed contract will be kept on file.\***