



Technology Use Agreement 2023-2024 School Year

INTERNET USAGE

- Students will use their Internet and network access privileges only for activities in support of education and research consistent with the educational objectives of **Sacred Heart School**.
- The school's Internet may be used only for school-related activities. Academic honesty requires proper citation of sources including electronic sources. Other persons' Internet accounts (SSIDs) may not be used on the school's computers without authorization by the Principal. Students are expected to abide by the generally accepted rules of network and interpersonal etiquette. Therefore, vulgarities, abusive language, or threatening actions are strictly prohibited.
- **Sacred Heart School** utilizes a web filtering software as a precaution against inappropriate materials. However, with the ever-changing internet landscape and countless new applications, extensions, and websites being added each day there can be gaps in filtering. Students will immediately notify an adult supervisor if any inappropriate web page or portion of a web page is accessed. Students may not demonstrate the problem to other students. Students shall not deliberately attempt to upload or download inappropriate materials. Students shall not reveal online their personal home address, phone number, or any other personal information.
- Dishonesty and vandalism will result in immediate suspension of privileges as well as other disciplinary actions. These acts include (but are not limited to) any malicious attempt to steal, harm, or destroy the data of another user, making equipment or software alterations, network hacking and uploading or creating computer viruses. No software of any kind may be brought from home for use on school computers. Students may not create or access personal web pages without the permission of a teacher or other authorized adult. Students may not download or otherwise access any files, applications or extensions (i.e., music files) without the permission of a teacher. Students' work will be published only under the direction of a teacher.
- Students may not place stickers or any other permanent items on their devices without permission from the school.
- Chromebooks will be monitored by Go Guardian both on and off campus.

GOOGLE ACCOUNTS

- Students are given credentials to access Google accounts, hosted by Google "G Suite for Education." **Sacred Heart School** provided email accounts that can only be used for sending messages to others with "shschool.com" e-mail accounts. Included in student Google accounts is access to cloud-based storage and Google applications. These resources are intended to facilitate student learning and should not be used for inappropriate purposes. Students have no expectation of privacy in e-mail and file storage, and such files will be examined from time-to-time to assure propriety. Use of the school Internet account and local area network by anyone other than staff or

students or persons authorized by the Principal is prohibited. Transmission of commercial information, advertising, or political lobbying is prohibited.

- Only school authorized email accounts are permitted under the supervision of a teacher, and students shall not access personal email accounts on school computers without specific teacher approval.

DEVICES

This user policy applies to all devices used by students participating in the tablet shared, classroom Chromebooks, and Chromebook 1:1 program. Sacred Heart School retains sole right of possession of Chromebooks, tablets and related equipment. The Chromebook will be issued to students according to the guidelines set forth in this document. The school's technology or administrative staff retains the right to collect and/or inspect the Chromebook at any time.

LOANER DEVICES

- In the event that the device is inoperable, Sacred Heart School may have a limited number of loaner devices for use while the device is repaired or replaced. This agreement remains in effect for the loaner device. If a student is granted permission to remove the loaner Chromebook from school and forgets to bring their loaner Chromebook or power charger to school, a substitute **will not** be provided.

DAMAGE OR LOSS OF EQUIPMENT

- Report any damage to Sacred Heart School's technology department.
- The student agrees to avoid any and all actions that would be judged to be negligent or abusive in nature. For example, throwing the device or using the device as an umbrella would be considered examples of neglect and abuse.
- If the device is damaged by negligence or abuse, it is the family's financial responsibility to pay for repairs or to replace the device. Please note that all repairs must be done through the school, **outside repairs are not permitted** and will result in the family having to pay for the school to purchase a new device.

STANDARDS FOR CARE (1:1 Devices)

- Student Responsibilities, if the student is granted permission to remove Chromebook from School:
 1. Bring the Chromebook and charging unit to Sacred Heart School every school day. Keep the Chromebook with you or within your sight at all times.
 2. Do not let anyone use the Chromebook other than your parents or guardians.
 3. Adhere to Sacred Heart School's Acceptable Use Policy (AUP) at all times. When in doubt, ask a member of the Technology Team.
 4. Report any problems, damage or theft immediately to a member of the Technology Team.
 5. **Arrive to school each day with a fully charged battery.**
 6. Do not do anything to the Chromebook that will permanently alter it in any way. Do not remove any serial numbers or identification placed on the Chromebook.
 7. Keep the equipment clean.

PERSONAL HEALTH & SAFETY

- Avoid extended use of the Chromebook while resting directly on your lap. The bottom of the Chromebook can generate significant heat.
- Take breaks when using the Chromebook for long periods of time. Look away from the Chromebook approximately every fifteen minutes.
- Do not provide your personal information to anyone over the Internet.
- Do not share your passwords with anyone.
- Keep the Chromebook in a secure location when it is not at school.

STUDENT AGREEMENT:

I understand that the use of the Internet, network, and the school's computer is a privilege. I also understand that failure to follow the rules outlined above is not consistent with the values of Sacred Heart School. Should I commit any violation, my access privileges may be taken away and appropriate school disciplinary action will be taken.

PARENT(S) AGREEMENT:

By signing the online Signature & Acknowledgement form, I understand that my child is participating in the Sacred Heart School technology program to enhance classroom learning. I understand that the device can only be used for school purposes on and off campus. This device is the property of the school while the student is enrolled at Sacred Heart School. If the Chromebook and/or cover is damaged due to neglect or mistreatment, I understand it is my financial responsibility to replace and/or repair damage.

Revised 7/24/23
Subject to change