

# St. Joseph Catholic School



Technology Handbook

2022-2023

## 1. **Receiving your Device**

### **Ownership**

All school-issued technology and cords are the property of St. Joseph Catholic School.

### **Receiving your Notebook**

Parents and students must sign and return all required documents and provide an approved notebook carrying case before the device can be issued to their child. Notebooks must remain on the designated floor at all times unless the student is given permission.

### **Notebook Check-In**

During student notebook inspections, if a teacher determines a device has been intentionally damaged, defaced, or in a condition not attributable to normal wear and tear, the student will be charged for the full assessed damage amount or replacement cost.

## 2. **Taking Care of Your Device**

Students are responsible for the general care of the notebook they have been issued by the school. Notebooks that are broken or fail to work properly must be taken immediately to the student's homeroom teacher.

### **General Precautions**

- No food or drink is allowed next to your technology while it is in use.
- To conserve battery life, the notebook should be turned off when not in use.
- Notebooks must remain free of any writing, drawing, stickers or labels that are not the property of St. Joseph Catholic School.
- Students are responsible for keeping their notebook's battery charged for school each day.
- Nothing is to be placed on top of the notebooks.
- Notebooks are not to travel between rooms unless in its protected case.
- It is the student's responsibility to keep the notebook safe from any damage.

### **Screen Care**

The notebook screen can be damaged if subjected to rough treatment. The screens are particularly sensitive to damage from excessive pressure and sharp objects.

- Do not lean on the notebook.
- Do not place any heavy or sharp objects on top of the notebook.
- Do not poke the screen.
- Do not use pens, pencils or other writing instruments on the screen.
- Clean the screen with a soft, dry cloth or anti-static cloth. Do not spray cleaners onto the screen.

Non-compliance with the General Precautions and Screen Care may result in administrative action. Additional offenses may result in the loss of notebook privileges as determined by the school administration.

### **Cases and Earbuds**

Students are required to purchase an approved case and earbuds for their notebooks. It is recommended that the cases have shoulder straps. Earbuds may only be used under teacher direction.

### 3. Using Your Device at School

Notebooks are intended for use at school each day. Apps are chosen by your child's teachers to coordinate with and supplement our curriculum. Students are responsible for bringing their notebooks to all classes unless specifically instructed not to do so by their teacher.

#### **Notebooks Undergoing Repair**

When possible, the Homeroom teachers will make alternate laptops available when a student's notebook is dropped off for repair due to normal wear and tear, insurance issues, or software issues. If the repair is required due to a violation of school policy or malicious intent, the laptops will be issued at the discretion of the administration.

#### **Charging Your Notebook**

Notebooks must be charged at the end of each school day. Repeated failure to charge the notebook so that it is not ready for use will result in written infractions. Notebooks should not be charged with the protective cover on.

#### **Notebook Settings**

- Students may not change any settings on their computers without permission from the teachers.
- Inappropriate media may not be used as a background.

#### **Sound, Music, Games, and Apps**

- Students are not permitted to use audio or video recording apps/software/extensions during the school day unless permission is obtained from the teacher for instructional purposes.
- Games and/or music are not permitted to be played during school hours unless used in conjunction with academic purposes pre-approved by the classroom teacher.
- Students are not permitted to install any apps or extensions on the device without authorization from the supervising teacher.

### 3. Managing Files and BackUps

#### **Saving Documents to Google Drive**

All files saved to the Chromebooks automatically sync to the Google Cloud when connected to Wi-Fi. Students then have the ability to access all their documents from home by signing in to their Google account. These accounts and passwords are provided to the students at the beginning of the school year.

#### **Backups**

Students are encouraged to backup all data on Google Drive. Misplacing files or losing data will not be an excuse for late assignments.

### 4. Inspection

Notebooks are the property of St. Joseph Catholic School. The Administration and/or staff can perform an inspection of damage and or appropriate use at any time.

## 5. Acceptable Use

### School Responsibilities

- Provide high-speed internet to its students within the school building.
- St. Joseph Catholic School reserves the right to review, monitor, and restrict content stored and transmitted via school-issued equipment.
- Provide staff guidance to aid students in using the device for educational purposes.
- Assure students' compliance with this Handbook.

### Student Responsibilities

- Notebook use is permitted during class time *as directed by the teacher*. Notebooks are not to be taken from the designated floor unless requested by the Specials teachers and approved.
- Notebooks are not to be used in the hallways, placed on the floor or stored in lockers/cubbies.
- Students must use technology in a responsible and ethical manner.
- Students must report inappropriate content so that the site may be blocked.
- Follow general school policies concerning behavior and communication that apply to technology use.
- Use all technology in an appropriate manner as to not damage school equipment.
- Contact their homeroom teacher with any malfunction, damage or security issues.
- School issued accounts such as Google are used for educational purposes only.

### Student Activities Strictly Prohibited

- Any action that violates the guidelines in this handbook or St. Joseph Catholic School Student-Parent Handbook.
- Illegal use of copyrighted material.
- Use of websites selling papers, reports or other forms of plagiarized work.
- Messaging, chatting or social networking services.
- Taking pictures with the notebook's camera unless directed and approved by the teacher.
- Joining Google meets or using Google chat unless directed by the teacher.
- Inappropriate games.
- Hacking or installing alternate operating systems.
- Spam or anonymous communications.
- Vandalism.
- Participation in fraud, forgery or other forms of illegal behavior.
- Giving out personal information, except in educational content.
- Use of any content that is obscene, offensive, threatening or otherwise intended to harass, coerce, bully or demean others.

### Legal Propriety

- Comply with trademark and copyright laws and all license agreements. Ignorance of the law is not immunity.
- Plagiarism is a violation of school policy. This includes internet resources, graphics, videos, music, and text.

### Student Discipline

Technology owned or issued by St. Joseph Catholic School is first and foremost for educational purposes. A student's school email address and device is only to be used for educational purposes. Any misuse of the school's device or email address, will result in disciplinary action and possible loss of device and/or the student's email account. Students who violate any part of this handbook will be subject to disciplinary consequences from school.

administration.

## 6. Protecting Your Device

### **Notebook Identification**

Notebooks are labeled and the serial numbers are recorded by the school. Students are not to tamper with any labels or other identifying marks on their device.

## 7. Protecting Your Passwords

### **Notebooks and other Passwords**

It is common to have the Google Chrome browser save passwords on frequently visited websites. Students are to keep the password to those sites and the notebook password in a safe place. These are not to be shared with others. No login and password information should be written and attached to the device itself.

# Technology Pledge Form

## Student Pledge for Technology Use

1. I will follow all of the policies and regulations included in the Technology Handbook.
2. I agree to return the notebook and power cord in good working order.
3. I understand that the use of the school's technology is a privilege, not a right.

## Parent Pledge

1. I hereby give permission to allow my child to be issued a notebook or iPad for the 2022-2023 school year and to access services such as the Internet, Google for Education email, and installed Apps.
2. I understand that some materials on the Internet and available apps may be objectionable. However, I accept responsibility for providing guidance to my son/daughter on responsible and appropriate use both in and outside of school, setting and conveying standards for the student when selecting, purchasing, sharing, downloading, or exploring information and electronic media.
3. I understand that St. Joseph Catholic School will attempt to restrict access to objectionable material through the admin control panel recognizing, however, that blocking all objectionable content is not possible. Further, I will not hold school employees or authorities responsible for materials my son/daughter may acquire through the use of any school-issued technology.
4. I will assume full responsibility for any damage that occurs to the notebook while the device is in my child's possession. I must also be responsible for any damage my child causes to another student's notebook.
5. I understand that the notebook and all its contents are the property of St. Joseph Catholic School.

**I agree to the stipulations set forth in the Handbook, the Student Pledge for Technology Use, and the Parent Pledge.**

Student Name (Please Print) \_\_\_\_\_

Student Signature \_\_\_\_\_ Date \_\_\_\_\_

Parent Name (Please Print) \_\_\_\_\_

Parent Signature \_\_\_\_\_ Date \_\_\_\_\_

**Added addendum to the Technology Handbook for students in need of technology at home:**

I, \_\_\_\_\_, give permission for my child, \_\_\_\_\_, to take home the school-issued technology daily. I understand that if any damage were to take place to the school-issued device, I would be responsible for the cost of repair or replacement. I also understand that it would be the responsibility of my child to charge the device at home and bring it to school daily fully charged. At home, school-issued devices should be restricted to academic purposes only. All actions are recorded in the history of the device for later review.

Student Signature \_\_\_\_\_ Date \_\_\_\_\_

Parent Signature \_\_\_\_\_ Date \_\_\_\_\_