



23-24

TECHNOLOGY HANDBOOK

St. Joseph Catholic School

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TECHNOLOGY PHILOSOPHY



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DIRECTOR OF MARKETING,
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Dear Parents and Students:

I want to start off by welcoming each of you to another year at St. Joe. We couldn't be happier that each of you have made the decision to trust us with helping your children develop into the amazing humans we know each of them will become. It means the world to us -- and we all take the responsibility seriously and promise we will do everything possible to help them succeed every day.

This handbook will go over what you should expect in regards to technology for our students at St. Joseph Catholic School. In summary, most of this handbook could be considered common sense ideas when it comes to handling technology that the school is providing for our students. But, we wanted to make sure everything is spelled out so that everyone understands the expectations we require from every student.

Every day the world wide web becomes a little more dangerous for children -- we recognize that and work hard every day to ensure that we are doing everything we can to ensure they have the safest digital space in their daily lives. However, we have to count on our students and parents to also join with us in this mission. Our students have to pledge that they are going to make good moral decisions when it comes to caring for the items that we are assigning them -- and also good moral decisions online. None of this can be truly successful without the support of our parents -- your partnership in this endeavor is invaluable.

I look forward to watching every student succeed daily here at St. Joe and am always available for any concerns or questions you may have in regards to our technology.

Sincerely,

A handwritten signature in black ink that reads "Josh McComas".

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RECEIVING YOUR DEVICE

Ownership

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

Receiving Your Device

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

Device Check-Out/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.

CARING FOR YOUR DEVICE

Students are responsible for the general care of the device they have been issued by the school. Devices 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 device should be turned off when not in use.
- Devices 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 device's battery charged for school each day.
- Nothing is to be placed on top of the device.
- Devices are not to travel between rooms unless in a protected case.
- **Only the device is to be in the protected case. Students are not to use the device case as a way to carry books and supplies from class to class.**
- It is the student's responsibility to keep the device safe from any damage.

Screen Care

The device 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 device.
- Do not place any heavy or sharp objects on top of the device.
- 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 device privileges as determined by the school administration.

Cases and Headphones

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

USING YOUR DEVICE

Devices are intended for use at school each day, and thus are not able to be taken home. If there is not a device at home available for students to complete their assignments, parents can request an exception for the device to be taken home. An additional form will need to be signed by the parent and student agreeing to the responsibility of the device when off campus.

Apps are chosen by your child's teachers to coordinate with and supplement our curriculum. Students are responsible for bringing their devices to all classes unless specifically instructed not to do so by their teacher.

Devices Undergoing Repair

When possible, the Homeroom teachers will make alternate devices available when a student's device 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 devices will be issued at the discretion of the administration.

Charging Your Device

Devices must be charged at the end of each school day. Repeated failure to charge the device so that it is not ready for use will result in written infractions. Devices should be returned to their homeroom charging station at the end of each day so that they are ready to go for the next day.

Device Settings

- Students may not change any settings on their computers without permission from the teachers and Mr. McComas.
- Inappropriate media may not be used as a background.
- Third-party Chrome plugins need to be approved by Mr. McComas.
 - Continued issues with installing plugins will result in written infractions and could possibly lead to administrative action.

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 Mr. McComas.

Blocking Websites

- St. Joe reserves the right to block access to any website at any point in time.
- Continued complaints about students accessing inappropriate websites will result in serious administrative action.
- Continued use of websites that mask the identity of the student computer to access unapproved websites, through VPN websites and similar, will result in serious administrative action.

MANAGING FILES

St. Joseph Catholic School uses the entire Google suite for all student email, files, classroom and document creation. The school maintains ownership of all files created on school devices and on the school-managed Google accounts. The administration reserves the right to review any and all emails and files in any managed account.

Saving Documents to Google Drive

All files that are created on the student device automatically sync to our Google suite 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 and File Management

All files that are created while signed into the managed Google account will automatically be saved and backed up on the Google Servers. However, misplacing or losing files and data will not be an excuse for late assignments. It is the responsibility of the student to pay close attention to how they name each file and how they organize their files on Google Drive.

Improper Use of Google Files

Although students create, edit, organize and manage all files created on their assigned device, improper use of the system will result in written infractions. Examples of improper use are listed below:

- Using Google Docs as a chat room.
- Using Google Sheets as a chat room.
- Sharing inappropriate files with others within our managed users.
- Trying to contact anyone outside of our managed users through the Google Suite.
- Any other instance that may arise during the year that the administration deems improper.

DEVICE INSPECTION

Physical and Online

Devices 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.

- Physical damage to device.
- Destruction of device with stickers or any writing utensil.
- Improper websites.
- Improper use of Google suite.

ACCEPTABLE USE

School Responsibilities

- Provide high-speed internet to 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

- Device use is permitted during class time as directed by the teacher. Devices are not to be taken from the designated floor unless requested by the teachers and approved.
- Devices 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.
- 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.**

Strictly Prohibited Student Activities

- Any action that violates the guidelines in this handbook or the Student-Parent Handbook.
- Illegal use of copyrighted material.
- Use of websites selling papers, reports or other forms of plagiarized work.
- Unapproved use of AI websites.
- Messaging, chatting or social networking services.
- Taking pictures with the device'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.
- Using the school logo, name or branding without approval.
- Using the Google document creation programs as chat rooms.

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.
- Use of AI-generated content will also fall under the plagiarism policy of St. Joe.

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.**

PROTECTING YOUR DEVICE

Device Identification

Devices 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.

Device and Other Passwords

It is common to have the Google Chrome browser save passwords on frequently visited websites. It should be considered pre-approved for students to be able to save their passwords while logged into their account on their assigned device. However, students are required keep their passwords to those sites and the device password in a safe place.

Passwords are not to be shared with others. No login and password information should be written and attached to the device itself unless it is done by a teacher or the administration.

It is strictly prohibited for students to use a device assigned to another student without it being approved by Mr. McComas.

Unapproved use of another student's device in the attempt to use their device to pretend to be the other student, for any purpose at all -- but especially with ill intent or to bully -- will be considered a serious infraction and will be handled by the administration in the most serious of manners.

Online and digital bullying will result in serious administrative action and will include a meeting with the parent/guardian. Suspension or expulsion of the student will be considered swiftly.

St. Joseph Catholic School has a zero-tolerance policy in regards to bullying.





CONTACT INFORMATION



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