

## Ownership & Acceptable Use Policy High School Prep

### Educational Purpose

St. John's is working to provide students and staff with the latest technology tools in education. The goal is to prepare our students for higher education or the world of work in the 21<sup>st</sup> century. Our students need the skills to be competitive and we will do our best to provide them with those skills. We want each of our students to be able to operate from a level playing field, and with each of our students having a Chromebook and wireless internet access, the students are technologically equal. The increased use of technology within our school will also foster leadership, communication, achievement, collaboration, problem solving skills, responsibility and ethical decision-making skills. This opportunity is a privilege and must be treated as such by all users.

### Chromebook Policy

Each student in grades 6-8 will be given a St. John's domain licensed Chromebook and access to a Google Apps account. Students will not be allowed to take a Chromebook home until the Chromebook *Ownership and Acceptable Use* policy is signed by the student and the parent.

Chromebooks are not to be left unattended. Students will have their Chromebooks with them at all times. Chromebooks will go home with the students each day and they are responsible for bringing them back to school fully charged. If students fail to have it fully charged, they will be without a Chromebook for the remainder of the day. The only exception to this will be if a teacher deems it is absolutely necessary for the student to have it for class. **The student will be responsible for replacement in case of theft.**

Chromebooks will retain identical content filtering rules away from the school as the student has while at school. Students are subject to school discipline for inappropriate technology use off campus. Students will comply with the school's technology *Ownership and Acceptable Use* policy.

Each Chromebook is covered by a manufacturer's warranty, which covers manufacturer's defects in materials and workmanship for a period of 1 year from the date of purchase of the machine. **Any physical (carelessness) damage, repairs, or replacements beyond the manufacturer's warranty is the responsibility of the student/parent and full replacement cost (\$250) is charged.** It is strongly encouraged that you purchase a protective sleeve or case to help minimize the chance of damage.

### Computer Network & Internet Use Policy

In order for a student to gain access to the school domain and the internet, the individual student must have parental/legal guardian permission. All students/parents must sign the *Acceptable Use Guideline Agreement*. Failure to do so will result in the internet/network being denied.

Students shall have no expectation of privacy when using school email or computer systems. E-mail messages shall be used only for approved educational purposes and appropriate communication. Students must use appropriate language and grammar in all messages. Students are expected to use the system following guidelines approved by teachers or the administration. Students will only be allowed to email within the St. John's domain.

Any email, computer application, information in the domain, or computer system is subject to monitoring by the staff and/or the administration. The school retains the right to duplicate any information created by students in a computer system or on any individual computer. Students who violate these rules, or any other classroom rules relating to computer use are subject to disciplinary action up to and including suspension from school.

Please remember that use of the internet/network is a privilege, not a right. Students violating policies pertaining to the standards of conduct regarding internet use will be subject to the following:

1. Restriction or loss of network/internet access for an undisclosed period of time deemed appropriate by the administration: and/or
2. Disciplinary or legal action including, but not limited to, suspension or expulsion from school and/or criminal prosecution under appropriate local, state and federal laws; and/or
3. Restitution for the cost of damages to hardware/software.

Inappropriate use of the internet/network will include, but not be limited to the following:

1. Use of any method to bypass the school's content filtering policies.
2. Accessing, uploading, downloading or distributing pornographic, obscene, or sexually explicit material of any kind.
3. Accessing, uploading, downloading or distributing music or electronic files of any kind.
4. Transmitting obscene, abusive, sexually explicit or threatening language.
5. Accessing another individual's materials, information, or files without previously being given permission.
6. Using or attempting to discover another's password.
7. Violating copyright or using the intellectual property of another individual or organization without their permission.
8. Vandalizing, defined as any unauthorized access and/or malicious attempt to damage computer hardware/software or networks. Also, including the destruction or attempt to destroy the data of another user by creating, uploading, or intentionally introducing viruses into the network/internet.
9. Intentionally wasting limited resources and storage space.
10. Harassing, insulting, or attacking others. "Bullying" means intimidation or harassment that causes a reasonable student to fear for his or her physical safety or property. Bullying may consist of physical actions, including gestures, or oral, cyberbullying, electronic, or written communication, and any threat of retaliation for reports of such acts.
11. Using, disclosing, or disseminating personal information online, such as full name, home address, phone number etc., except with the pre-approval of certified staff or the administration.
12. Using email lists from the district, network or server to gain personal information about other individuals.
13. Gaining unauthorized access to resources or entities.
14. Invading the privacy of others.
15. Improperly and/or intentionally altering the set-up of computers as determined by the administration. This includes, but is not limited to; desktops, wallpapers, screensavers, shareware or any installed apps.
16. Using apps that have not been pre-approved or assigned by staff or administration.
17. Seeking to gain or gaining unauthorized access to the domain, apps, internet or computer devices.
18. Failure to follow school policy, building policies and guidelines, or any other policies established by the building administration, or certified staff designed to prevent computer, internet or network usage.
19. Any issue the administration deems as inappropriate use.

## Acceptable Use Guideline Agreement 2022-2023 School Year

This form must be signed and returned prior to a Chromebook or a User ID and password are issued to a student. This policy covers all use of technology at St. John's.

Please read the previous pages of the technology *Ownership and Acceptable Use* policy. After reading, please discuss these policies with your son/daughter. If you have any questions, please feel free to contact Mrs. Franklin or Mr. Green. This permission will remain in force through the current school year unless revoked by the school for disciplinary reasons.

### Student Pledge for Chromebook Use

1. I will take good care of my Chromebook.
2. I will never leave my Chromebook unsecured.
3. I will never expose my Chromebook to excessive heat or cold.
4. I will never loan out my Chromebook to other individuals.
5. I will know where my Chromebook is at all times.
6. I will bring my Chromebook to school fully charged every day.
7. I will keep food and beverages away from my Chromebook since they may cause damage to the device.
8. I will not disassemble any part of my Chromebook, or attempt any repairs as this may void the Manufacturer Warranties.
9. I will use my Chromebook in ways that are appropriate, meet St. John's expectations and are educational.
10. I will not place decorations (such as stickers, markers etc) on my Chromebook.
11. I understand that my Chromebook is subject to inspection at any time without notice and I will be responsible for any repairs deemed necessary by a teacher or administration.
12. I will follow the policies outline in the technology *Ownership and Acceptable Use* policy while at school, as well as outside the school day.
13. I will be responsible for all damage or loss caused by neglect or abuse.
14. I will not touch or use another student's Chromebook unless I have been given permission.

**I agree to the stipulations set forth in the *Ownership and Acceptable Use* and the *Student Pledge for Chromebook Use*.**

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

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

Parent/Guardian Name (Print Please): \_\_\_\_\_

Parent/Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_