ST. PATRICK CATHOLIC SCHOOL

TECHNOLOGY AND INTERNET ACCEPTABLE USE (2024-25)

Scope of Policy

St. Patrick School will provide technology resources to its students and staff for educational and administrative purposes. The goal in providing these resources is to promote educational excellence by facilitating resource sharing, innovation and communication with the support and supervision of parents/guardians, teachers, and support staff. The use of these technology resources is a privilege, not a right.

Access to computers/Chromebooks/iPads provides the potential availability of material that may not be considered of educational value in the context of the school setting. Appropriate behavior, as it relates to the use of computers/Chromebooks/iPads, is no different from behavior expectations in all other aspects of the learning and instructional program. All users are expected to use the technology resources and computer networks in a responsible and ethical manner. This document is intended to clarify these expectations as they apply to computer/Chromebook/iPad and network usage at St. Patrick School.

Ownership of Devices

- All devices, Chromebooks, iPads, and Desktops, are the property of St. Patrick School. To ensure their use as a positive learning tool in coordination with the school's curriculum, St. Patrick School administrative staff and faculty retain the right to collect and /or inspect any school owned device at any time, including via electronic remote access and to alter, add or delete installed software or hardware during a student's enrollment at St. Patrick School.
- Each student will be issued a school-owned Chromebook for the 2024-25 school year. Guardians/Parents/Students are responsible for paying the leasing cost per Chromebook per year. Upon payment students will be issued a Chromebook that will be used by them for the entire school year. Chromebooks will be collected at the end of the school year. When students graduate from St. Patrick School, St. Patrick School takes ownership of the Chromebook. If the student ceases to be enrolled at any point in the 2024-25 school year at St. Patrick School, the student must return his/her device and power cord to St. Patrick School. The original leasing fee is nonrefundable.
- All students must have a *Technology Acceptable Use Policy Form* on file in order to receive their school-owned Chromebook.

No Expectation of Privacy

- Students have no expectation of confidentiality or privacy with respect to the use of any Chromebook that has been leased to them by St. Patrick School. The school may, without prior notice or consent, log, supervise, access, view, monitor and record use of student Chromebooks at any time for any reason related to the operation of St. Patrick School. By leasing and using a St. Patrick School Chromebook, students, parents, and guardians agree to such access, monitoring, and recording of student technology use both on and off campus.
- Students have no expectation of confidentiality or privacy with respect to their spwstudent.org account. This account is owned and monitored by the school. Any person who is granted an email and online account shall be referred to herein as an "account holder." St. Patrick School reserves the right to monitor the information contained in any user account.
- Teachers, school administrators, and the technology department staff will be using *GoGuardian,* a monitoring and reporting platform in Grades K-8, during the 2024-25 school year. This program

allows faculty and technology staff to view the screens and activity on student Chromebooks at all times.

Access and Use of the Local Area Network (LAN) and Internet

St. Patrick School refers to the school's administration, St. Patrick School Technology Office and the Board of Specified Jurisdiction. St. Patrick School utilizes a Local Area Network (LAN) and the Internet for use by faculty and students. The Board of Specified Jurisdiction, and the administration have a duty to ensure that the manner in which the LAN is used does not conflict with the basic educational mission of St. Patrick School. Use of the St. Patrick School's LAN may be restricted in light of the maturity level of students involved and the special characteristics of the school environment. Therefore, St. Patrick School shall not permit use of the LAN which: (a) disrupts the proper and orderly operation and discipline of St. Patrick School; (b) threatens the integrity or efficient operation of the St Patrick School's computer network; (c) violates the rights of others; (d) is socially inappropriate or inappropriate for a student's age or maturity level; (e) is intended as an immediate solicitation of funds, unless approved by the Pastor, Principal or designee for school-related purposes; (f) violates federal, state, or local law, including but not limited to copyright laws; or (g) constitutes gross disobedience or misconduct. St. Patrick School also shall implement technology protection measures consistent with the Children's Internet Protection Act and its implementing regulations.

Any person who is granted access to the LAN will receive a school owned email account, and shall be referred to herein as an "account holder. St. Patrick School reserves the right to filter and monitor the information contained in any user account.

St. Patrick School shall encourage students to use digital tools safely and for educational purposes only. St. Patrick School uses Google Workspace for Education throughout the school. All students will receive a Gmail account under the spwstudent.org domain (our school owned Google Education Account) upon entering Kindergarten. For students in Grades K-5, the Gmail address in inactive, meaning emails cannot be received or sent. Students in Grades 6-8 have an active Gmail account under the spwstudent.org domain. This Gmail account will be locked down to the spwstudent.org domain, meaning that students may only send and receive emails from other users with a spwstudent.org email address.

Google Workspace For Education
- Chromebooks seamlessly integrate with the Google Workspace productivity and collaboration tools. This suite includes, but is not limited to, Google Docs, Sheets, Slides, Drawings, Sites, Gmail, Forms, and Meet. Any use of any Google App for non-educational purposes can result in loss of the Chromebook or temporary suspension of a student account under the spwstudent.org domain.
- Youtube is an additional Google Service that integrates seamlessly with our Google workspace for Education Account. This additional service is used for educational purposes only at St. Patrick School. Students will not be able to create personal accounts, however, the service is widely used for educational purposes in Pre-Kindergarten through Grade 8. In signing this form you are agreeing to the use of this service for your children. Youtube use is monitored by Go-Guardian. St. Patrick School is not responsible for any non-educational, student initiated, search that results in an encounter with controversial content.

Learning Management Systems and Digital Curriculum

St. Patrick School uses two learning management systems, *Seesaw for Schools* in Grades K-3, and *Google Classroom* in Grades 4-8. Students will have school accounts created within these platforms for educational purposes consistent with the acceptable use policies of the school.

St. Patrick School uses online school digital curriculum programs as well as other digital educational

resources, and as such, students will have additional user accounts created within these programs. The digital platform accounts include, but are not limited to, Savvas Learning (ELA), McGraw Hill (Social Studies, Math, Music, and Health), iReady, Brain Pop, Epic, IXL (Math and ELA), Desmos Math, HMH Ed (Science), EdPuzzle, NoRedInk, Kahoot, Blooket, and Quizlet. Such use shall be limited to educational content consistent with the acceptable use policies of the school.

St. Patrick School is not responsible for any information that may be lost or damaged, or become unavailable when using the network, or for any information that is retrieved or transmitted via the Internet. Furthermore, St. Patrick School will not be responsible for any unauthorized charges or fees resulting from access to the Internet.

Internet Safety
St. Patrick School administration is authorized to implement the Internet Safety Policy and its Procedures. The administration also may promulgate additional procedures, and other terms and conditions of its local area computer network use as may be necessary to ensure the safe, proper, and efficient operation of the computer network.

The administration or designees shall include measures in this policy's implementation plan to address the following:
- Ensure staff supervision of student access to online electronic networks.
- Restrict student access to inappropriate matters as well as restricting access to harmful materials.
- Ensure student and staff privacy, safety, and security when using electronic communications.
- Restrict unauthorized access, including "hacking" and other unlawful activities.
- Restrict unauthorized disclosure, use, and dissemination of personal identification information, such as, full names and addresses.
- Maintaining a curriculum, with certification, in the area of Digital Citizenship through Common Sense Media.

Use of Under Age 13 Applications for Educational Purposes
Your student under the age of 13 may be asked to create user accounts on digital applications or websites for educational purposes as they relate to classroom instruction. These are applications or websites that have been approved for students under the age of 13. Classroom teachers as well as the Technology Coordinator will be familiar with the Terms of Service on these applications to ensure the safety of our students. The account creation will be under the direct supervision of the classroom teacher. Student information required to create such an account is typically limited to school email address, username, or birthdate for age verification. No other personal information will be shared with these digital applications. In some instances, a digital program will require a parent email in order to complete the registration process. If a parent email is required, the parent will be notified, and the email address on record will be used to complete the registration process.

Encounter of Controversial Material
Users may encounter material which is controversial and which the user, parents, teachers or administrator may consider inappropriate or offensive. However, on a global network it is impossible to effectively control the content of data and users may discover controversial material. Users must notify the instructor, classroom teacher, St. Patrick School Technology Office or an administrator of any inappropriate material. It is the user's responsibility not to initiate access to such material. Any decision by St. Patrick School to restrict access to Internet material shall not be deemed to impose any duty on the school to regulate the content of material on the Internet.

Vandalism and Harassment
Vandalism is defined as any malicious attempt to harm, modify, or destroy data, hardware, software or networks. Harassment is defined as the persistent annoyance of another user, or the interference of

another user's work. Harassment includes, but is not limited to, the sending of unwanted email, the sharing of inappropriate/ harmful comments and pictures via Google Apps for Education. ● Vandalism and harassment will not be tolerated

   - ● **Parents are responsible for any charges incurred due to the intentional damage of a school owned device (Desktop Computer, iPad, Chromebook).**

Technology Resources Restrictions
Technology Resources include but are not limited to the LAN, Internet, fax, email, desktop computers, Chromebooks, iPads, Mimio equipment and telephones. Students who do not comply with the St. Patrick School Technology Acceptable Use Policies will be subject to loss of privileges, detention, suspension, and /or expulsion at the discretion of the school administration.

Use of the technology resources that are prohibited include, but are not limited to:

● Attempting any unauthorized access, including hacking of any computer system.
Downloading unacceptable materials onto any school owned device.
● Storing unacceptable materials within any Google Drive under the spwstudent.org domain.
● Re-posting personal communication without the author's prior consent.
● Violating copyright law.
● Using school technology resources for political lobbying, commercial activities, product advertisement, financial gain, credit card fraud, electronic forgery, or other illegal activity and political purposes.
● Downloading, installing or storing software on a school computer without the approval of appropriate school personnel.
● Changing or attempting to alter any configuration, program or password on any computer or school devices.
● The use of another's account or passwords.
● Using the Internet for unauthorized purchases.
● Using inappropriate language, pictures, and gestures in any form on the Internet.
● Using school technology to download pictures of staff and/or students.
● Using school technology to download pictures of staff and/or students and modify them in any way.
● Transmitting over of its computers and the computer network of inappropriate material via Internet, electronic mail, or other forms of direct electronic communications.
● Attempting to log on to the Internet as a system administrator.
● Use of games and activities played on the Internet or LAN that are not educationally related.
● The use of any Google App under the spwstudent.org domain including, but not limited to, Drive, Docs, Slides, Meet, and Sheets for inappropriate, non-educational related activities, such as student social group chats.
● The use of any device or spwstudent.org account for non-educational purposes.

School Responsibility
The school is primarily responsible for:
   - ● Applying blockage to visual depictions of material deemed obscene or to any material deemed harmful to minors as determined by the school administration.
   - ● Teaching proper techniques and standards for Internet participation.
   - ● Guiding student access to appropriate areas of the Internet.
   - ● Informing students that misuse of the Internet in school could result in loss of access privileges and / or further disciplinary action.
   - ● Monitoring privacy, software policy, copyright laws, email etiquette, approved/intended use of the school's Internet resource; and
   - ● Disabling; subject to administrative supervision, protection measures in the case of bona fide adult research or other lawful purpose

The School is Not Responsible For:
- Unauthorized costs or charges that are incurred by students over the Internet.
- Any damages the student may incur, including loss of data.
- The accuracy or quality of any information obtained through any school Internet connection.
- The accidental encounter of controversial material, unless there is proof of gross negligence in the area of content filtering or student monitoring, by St. Patrick School staff while the children are onsite.
- The accidental encounter of controversial material while students are at home, unless there is proof of gross negligence in the area of maintaining our GoGuardian, our cloud based, Chromebook monitoring platforms.
- Any student initiated, inappropriate search, which results in the viewing of controversial content at home and/or at school.

Chromebook Restrictions and Guidelines
- No food or drink should be near the Chromebook.
- Cords, cables, and removable storage devices must be inserted carefully into the Chromebook.
- Chromebooks should not be used with the power cord plugged in where the cord may be a tripping hazard.
- Heavy objects should never be placed on top of the Chromebook.
- Never leave the Chromebook in an unsecure location.
- All Chromebooks in Grades K-8 need to be in their mandatory, school purchased case at all times.
- Identification tags must not be interfered with, this includes the student's name plate. A $5.00 charge will be added to the parent/guardian FACTS account if a Chromebook is turned in without a nameplate.
- No stickers of any kind are to be placed on the keyboard, screen, or on the outside of the Chromebook or school owned Chromebook case. This is considered vandalism to school property.
- No drawings, engravings or markings of any kind are to be placed on any part of the Chromebook or school owned Chromebook Case. This is considered vandalism to school property. Parents/Guardians will be responsible for the repair/replacement cost of any chromebook or school owned case that has been misused . The charges will vary depending on the damage done.
- Never pull back the rubber or plastic framing on the cover of the Chromebook. This is considered vandalism to school property.
- Chromebook screens should never open to lay flat on any surface (180 degrees).
- Chromebooks should be stacked on top of books, not under them.
- Do not put pressure on the top of the Chromebook when it is closed.
- Do not store a Chromebook with the screen open.
- Do not place anything in the protective case that will press against the cover.
- Make sure there is nothing on the keyboard before closing the screen (pens, pencils, etc.).
- Never lift the Chromebook by the screen.
- Never carry the Chromebook with the screen open.
- Students must come to school with their Chromebook fully charged.
- ***Students are not to share their Chromebooks with each other. The student that the Chromebook is issued to, is responsible for any inappropriate material or damage.***

**Please note: Any student observed violating any of the above care procedures, will lose the use

of their device for the remainder of the school day. If a student is observed violating these care procedures on a regular basis, a student may lose their device for a longer time frame as decided upon by the Administration. If a student, at any grade level, cannot or will not care for their school owned Chromebook according to the policies stated in this document, an older model Chromebook will be issued to the student. Once a student can properly care for their Chromebook, they will be reissued the model they received at the beginning of the 2024-25 school year.

Chromebook Protective Case Policy

- Each student in Grades K-8 will be issued a school owned, mandatory model, Chromebook case. This case is not to be intentionally damaged in any way. There can be no writing, drawing, stickers or any other intentional markings present on the cover at any time. If the case is intentionally damaged to the extent that it no longer protects the Chromebook or has inappropriate markings on the cover, the parent/guardian will be responsible for purchasing a new school model case from St. Patrick School. The replacement fee will be based on the current case pricing at the time of the replacement ($30.00). The fee will be added to the parent/guardian's FACTS account.
- All Chromebooks in Grades K-8 need to be in their mandatory, school purchased case at all times.
- Although the cases are reinforced to help protect the Chromebook, they are not guaranteed to prevent damage. It remains the student's responsibility to care for and protect their device.

Chromebook Printing

- Students are encouraged to digitally publish and share their work with their teachers and peers when appropriate.
- Students may set up Google Cloud Print to print from their Chromebooks at home. Information about Google Cloud Print can be found here: http://www.google.com/cloudprint/learn/

Managing and Saving Your Digital Work with a Chromebook

- The majority of student work will be stored in Internet/Cloud based applications and can be accessed from any computer with an Internet connection and most mobile Internet devices. Some files may be stored directly on the Chromebook however, Google Drive is the primary filing system in which our students store and share their work.
- St Patrick School will not be responsible for the loss of any student work.

Chrome Operating System and Security

- **Updates**: The Chromebook operating system, Chrome OS, updates itself automatically. From time to time a student will need to restart their device in order for the update to take effect.
- Students may not attempt to install or run any operating system or browser on the Chromebook other than the Chrome OS operating system and Google Chrome.

Chrome Virus Protection

Chromebooks use the principle of "defense in depth" to provide multiple layers of protection against viruses and malware, including data encryption and verified boot. There is no need for additional virus protection.

Chromebook Content Filter

- St. Patrick School utilizes an Internet content filter that is in compliance with the federally

mandated Children's Internet Protection Act (CIPA). All Chromebooks used in the school will have all Internet activity protected by the same firewall.

- In addition, Google provides a lockdown component that is part of their licensing per device. This provides another layer of protection.
- Also included in each device's annual leasing cost, in Grades K-8, is a subscription to the *Go Guardian* monitoring platform. *GoGuardian* allows teachers and Technology Staff to see everything a student is doing on their Chromebook at any time. This cloud based, monitoring platform gives St. Patrick School the added benefit of securing our students' online activities and safety. This security feature will work at school and at home.

Chrome Web Apps and Extensions

Students are allowed to install appropriate Chrome web apps and extensions from the Chrome Web Store **only when instructed by their teachers**. Most apps and extensions are managed by the Administrator on our Google Workspace for Education Account. Students are responsible for the web apps and extensions they install on their Chromebooks. Some web apps will be available to use when the Chromebook is not connected to the Internet.

Chromebook Repair

- If a student's Chromebook needs repair, the student should bring it to Mrs. Orchard's office the day the Chromebook is damaged.
- If a device is lost, on or off campus, the parent/guardian/student will be charged the full replacement cost of the device in addition to the yearly leasing fee. In K-2 the replacement cost is $350.00 (touchscreen model) and in Grades 3-8 the cost is $250.00 (non-touchscreen model). Any fees will be charged to your FACTS account.
- The parent/guardian/student is responsible for the repair cost of any Chromebook which cannot be repaired through insurance. Damage that is not covered by insurance is termed vandalism. Such damage includes, but is not limited to, drawings, markings, engravings, as well as damage to the framing of the screen (rubber or plastic). The repair cost is dependent upon the quote/invoice from our repair facility and at the discretion of the Administration. Any fees will be charged to your FACTS account.
- A replacement fee of $20.00 will be charged for any power cord that is lost or damaged. This fee will be charged to your FACTS account.
- If another student has damaged the Chromebook in any way, the student who was issued the Chromebook is still responsible for the fees.

Chromebook Loaner Policy

- **If a student's Chromebook is in need of repair, the student will receive a loaner for the duration of time that the Chromebook is out for repair.**
- All students need to bring their Chromebook to school daily. In Grades K-8, if a student forgets their Chromebook, the parent/guardian will be contacted in order to bring their child's Chromebook to school. If a parent/guardian cannot bring their child's Chromebook to school, a loaner may be issued, if there is one available. If a student forgets his/her Chromebook on a regular basis, a demerit may be issued at the discretion of the teacher, in Grades 4-8.
- Students must charge their Chromebooks every night. In Grades K-8, if a student forgets to charge their device, there will be a limited number of cords available in each classroom for charging. If a student in Grades 4-8 comes to school, on a regular basis, without their Chromebook being charged, a demerit may be issued at the discretion of the teacher.
- The parent/guardian/student will be responsible for any damage to or loss of the loaner

Chromebook while it's in their child's possession.
- The parent/guardian/student will be responsible for any damage to or loss of the loaner
  Chromebook while it's in their child's possession.

Use of Google Meet

- Teachers may be using Google Meet during the school day to meet the needs of students on
  campus. Google Meet will be used at the discretion of the individual classroom teachers.

Policy on Livestreaming Classes on Google Meet
- Beginning in 2021-22, there was no longer a need for long term e-learning, which included live
  streaming, and as such the livestreaming of classes on an ongoing basis was discontinued. For
  the 2024-25 school year this policy remains in effect.
- In the event of a possible class quarantine or a weather emergency, teachers may use live
  streaming at their discretion.
- **Please Note: The Archdiocese of Chicago approves the use of Google Meet for virtual, non
  recorded, class meetings.**

Chromebook Turn-in June 2025

At the end of the 2024-54 school year all Chromebooks need to be returned in good condition.
The charge cords will be kept home for use in the 2025-26 school year. Students in Grades 8 and
Grade 2 will turn in their cords as the 2nd graders get non-touch in Grade 3 and, of course,
Grade 8 is leaving us. The parent/guardian/student is responsible for any costs needed to
restore the device to the condition in which it was received by the student in August 2024.
These costs are dependent upon if the device can be repaired, as well as if the needed repair is
covered by insurance. If the device cannot be repaired by insurance, the cost is dependent upon
the quote/invoice from our repair facility. If the device cannot be repaired, the
parent/guardian/student will be charged the full replacement cost for the Chromebook (Grades
K-2, $350.00 and Grades 3-8, $250.00). If a student doesn't return his/her charger, the
parent/guardian/student will be charged a replacement fee of $20.00. Any fees will be charged
to your FACTS account.

June 1, 2024