

TECHNOLOGY AGREEMENT & INTERNET ACCEPTABLE USE AND SAFETY POLICY

Our students live in a digital world, altered by ever-changing technology. The onset of the worldwide pandemic has forced us to rely on technology even more. We as the St. Ambrose Catholic School community must evolve as education and the world evolves. For parents choosing virtual learning and in preparation for the possibility of the entire school being forced into distance/virtual learning, we have incorporated new technology that will facilitate the necessary interaction between teachers and students. Given the state of education and the real possibility that distance/virtual learning could happen at any time, we as a school are obligated to provide the best education possible for our students. That reality requires that we implement new technology for the 2020-2021 school year.

New technology includes;

- Chromebooks (K-8) - Students in grades K-8 will be issued a Chromebook. Kindergarten, 1st and 2nd grade students are not likely to be taking their Chromebooks home nightly. More realistically they will take them home approximately once a week to complete homework and to continue “practicing” using the technology. Students in grades 3-8 should take their devices home most nights. If we are all forced into distance/virtual learning all students will take devices home.
- Google Classroom – This will be a portal for each class, (assignments, digital curriculum, digital resources, online gradebook, dates, announcements will all funnel through each teacher’s page.
- School issued email (a student’s email will be first initial and last name, (i.e. John Smith would be jsmith@stambrosegodfrey.org) – this will occasionally be used to submit assignments and must be created to enter a student into the Classroom portal.
- Google Meet – see below

If we are forced into distance/virtual learning or for those students opting into distance/virtual learning, we will use Google Meet for class meetings. This tool allows teachers to teach the content, answer questions, and conduct live/interactive classes. For virtual learning to be effective, teachers and students must be able to interact. During these Google Meet sessions, the students will be invited into the meeting through their teacher’s Google Classroom portal. This will be a secured invite as only students enrolled in the class (we will manage enrollment) will be funneled into the Meet session. **These are not public digital meetings.**

Once school starts, we expect the majority of our students will be at school for in-person learning. We also expect that each class is likely to have students in distance/virtual learning. The students in virtual learning will be connecting via Google Meet, will view recordings of class content, and will also access content through Google Classroom. For students connecting to Google Meet at home or away from school, we ask they do so in a private setting. The private setting can be the student’s home or the home of their caretaker during the day of virtual learning. We ask that no student connects to Google Meet when they are in a public setting. If they do connect in a public setting, the teacher will immediately disconnect them. We ask that the supervising adult of that child ensure that they are able to connect and help create an environment that minimizes disruptions, is conducive to learning, and is mindful that a classroom full of students are in class.

When a class is connected to Google Meet everyone (those at home and those at school) in the class could be recorded providing responses and interacting with their teacher and classmates. The focus of the camera/recording will be on the teacher. Students may be recorded from side or peripheral views, but not a direct recording. Full names of students will not be used. No images will display their names. Remember these recordings are private and will be uploaded only to a teacher’s Google Classroom page. This will allow all students to go back and review the lessons. For any student whose parents wish to

exclude them from Google Meet sessions, we will ensure that their faces are not recorded, but we cannot entirely prevent their voice from being recorded.

Participation in Google Meet will not be required, but will be strongly encouraged. Without the teacher/student interaction, learning is significantly more challenging, especially if the entire school is required to do distance/virtual learning. A student who does not connect to Google Meet will be limited in how they can interact with their teacher. That student will likely require substantial additional support from parents and adults in their home. In this instance, work will be provided via Google Classroom and the teacher/student interaction will be limited to emails, pre-recorded videos and through the Classroom portal, none of which will be live and interactive.

Equipment / Responsibilities / Usage

One Chromebook and charger are being issued to each student and are in good working order. It is the student's responsibility to care for the equipment and ensure that it is kept safe.

This equipment is the property of Saint Ambrose Catholic School and is herewith issued to the student for educational purposes only for the school year. The student may not deface or destroy this property in any way. Inappropriate use of the device may result in the student losing their right to use the Chromebook. The equipment will be returned when requested by Saint Ambrose Catholic School, or if the student withdraws from Saint Ambrose Catholic School prior to the end of the school year.

The school property may be used by the student only for non-commercial purposes, in accordance with school policies and rules, diocesan policies, the school's Technology Agreement / Acceptable Use and Safety Policy, as well as local, state, and federal statutes.

Students may not install or use any software on the school issued Chromebook other than software owned or approved by the school and made available to the student in accordance with this agreement.

One user with specific privileges and capabilities has been set up on the Chromebook for the exclusive use of the student to which it has been assigned. The student agrees to make no attempts to change or allow others to change the privileges and capabilities of this user account.

The student may not make any attempt to add, delete access, or modify other user accounts on the Chromebook or on any school owned technology.

The Saint Ambrose Catholic School network is provided for the academic use of all students and staff. The student agrees to take no action that would interfere with the efficient, academic use of the network.

Identification labels have been placed on the Chromebooks. These labels are not to be removed or modified. If they become damaged or missing, contact IT support or the Principal for replacements. Additional stickers, labels, tags, or markings of any kind are not to be added to the device.

An email account will be created and available for each student to use for appropriate academic communication with other students and staff members only. This email is for communication within the school and will only be used for academic/school purposes.

The student agrees to use best efforts to ensure that the school property is not damaged or rendered inoperable by any such electronic virus while in the student's possession.

The student/parent acknowledges and agrees that the student's use of the school property is a privilege and that by the student's/parent's agreement to the terms hereof, the student acknowledges the student's responsibility to protect and safeguard the school property and to return the same in good condition.

Parent Responsibilities

Your child has been issued a Chromebook to improve and personalize his/her education this year. It is essential that the following guidelines be followed to ensure the safe, efficient, and ethical operation of this device:

- I will supervise my child's use of the Chromebook at home while on Google Meet or other video communications as designated by the school.
- I will discuss with our student(s) the Catholic Church's values and expectations regarding the use of the Internet and technology.
- I will discuss with our student(s) our family's values and expectations regarding the use of the Internet, technology and email.
- I will supervise my child's use of the Internet and email at home.
- I will not attempt to repair the Chromebook, nor will I attempt clean it with anything other than a soft, dry cloth.
- I will report to the school any problems with the Chromebook.
- I will not load or delete any software from the Chromebook.
- I will make sure my child recharges the Chromebook battery nightly.
- I will make sure my child brings the Chromebook to school every day or is available to them daily.
- I agree to make sure that the Chromebook is returned to school when requested and upon my child's withdrawal from Saint Ambrose Catholic School.

Student Responsibilities

Your Chromebook is an important learning tool and is to be used for educational purposes only. In order to take your Chromebook home each day, you must be willing to accept the follow responsibilities:

- When using the Chromebook at home, at school, and anywhere else I may take it, I will follow the policies of Saint Ambrose Catholic School, especially the Student Code of Conduct and Acceptable Use Policy. I will abide by all diocesan policies, as well as local, state, and federal laws.
- I will treat the Chromebook with care by not dropping it, getting it wet, leaving it outdoors, or using it with food or drink nearby.
- I will not lend the Chromebook to anyone, not even my friends or siblings; it will stay in my possession at all times.
- I will not remove, deface or alter any of the identifying tags, serial numbers or inventory numbers that have been placed on the device.
- I will not load any software onto the Chromebook.
- I will not use my Chromebook for personal email accounts.
- I will not remove programs or files from the Chromebook.
- I will not give personal information out while using the Chromebook.
- I will bring the Chromebook, charged, to school every every day; failure to do so may result in disciplinary action.

- I agree that email (or any other computer/digital communication) should be used only for appropriate legitimate, and responsible communication.
- I will keep all accounts and passwords assigned to me secure and will not share these with any other students.
- I will not attempt to repair the Chromebook.
- I will return the Chromebook and charger when requested and upon my withdrawal from Saint Ambrose Catholic School.

TECHNOLOGY AGREEMENT & STUDENT NETWORK AND ACCEPTABLE USE POLICY

1. Users may access a computer, portable device, or network account only by using their own assigned network username/password.
2. Users are responsible for their behavior and communication on the computer/network. Users may not access the network or school property to engage in transmission, receiving, or possession of obscene materials or pornography of any kind. Users may not send or receive emails that contain inappropriate or obscene comments, suggestions, or language.
3. Users may not intentionally seek information or modify files, data, or passwords belonging to other users, or misrepresent other users on the device/network.
4. Users may not access the network or school property to engage in illegal activities such as software pirating, peer to peer file sharing, and/or intellectual property violations. Rules against cheating and plagiarism will be enforced.
5. Software may be installed on school devices only with the consent of the administration and/or IT staff.
6. Users may not access the network or school property to engage in "hacking", defined as malicious use of the network or school property to develop programs intended to infiltrate a computer or computer system to cause damage to the computing system or network. Users may not access the network or school property to disrupt its use by others.
7. Users will not disseminate any personal identification or information regarding minors.
8. Users may not bypass or attempt to bypass the school's technology protection measures.
9. Transmission of any material in violation of any diocesan policy, state law, federal law or school policy is prohibited.
10. Use of the network or school property to engage in cyberbullying is prohibited. Cyberbullying involves the use of information and communication technologies to support deliberate, repeated, and hostile behavior by an individual or group that is intended to harm others.
11. While on the school network, unauthorized use of chat clients, social networking sites, and personal web-based email are prohibited.
12. Privacy in communications over the Internet and the school network is not guaranteed. The school reserves the right to inspect any directories, files, and/or messages residing on or sent using the school network or property.
13. Users and/or parents will indemnify and hold the school harmless from any financial losses or legal ramifications sustained due to misuse of the network or school property.
14. Unauthorized use of games, videos, movies, while on the network or using school property is prohibited.
15. When using the network or school devices students must follow the directions of school staff and adhere to school policies. It shall be the responsibility of all members of the staff to educate, supervise and monitor appropriate usage of the online computer network and access to the Internet in accordance with this policy, the Children's Internet Protection Act, the Neighborhood Children's Internet Protection Act, and the Protecting Children in the 21st Century Act. Failure to adhere to network policies and rules may subject users to warnings, usage restrictions, disciplinary actions, or legal proceedings.

SAINT AMBROSE CATHOLIC SCHOOL TECHNOLOGY AGREEMENT/ACCEPTABLE USE AND SAFETY POLICY CONSENT FORM

Use of the Internet is a privilege, not a right. The schools' Internet connection and network are provided for educational purposes only. Unauthorized and inappropriate use will result in a cancellation of this privilege.

The school has implemented the use of Go Guardian, which is a specific technology that will protect against (e.g., block/filter) Internet access to visual displays that are obscene, inappropriate, or harmful to minors. The school also monitors online activity of students in an effort to restrict access to pornography and other material that is obscene, objectionable, inappropriate and/or harmful to minors. Nevertheless, parents/guardians are advised that determined users may be able to gain access to information, communication and/or services on the Internet which the school has not authorized for educational purposes and/or which they and/or their parents/guardians may find inappropriate, offensive, objectionable or controversial. Parents/Guardians assume this risk by consenting to allow their students to participate in the use of the Internet. Students accessing the Internet through the school's devices assume personal responsibility and liability, both civil and criminal, for unauthorized or inappropriate use of the Internet.

The school has the right to monitor, review and inspect any directories, files and/or messages residing on or sent using the school's devices/networks. Messages relating to or in support of illegal activities will be reported to the appropriate authorities.

As the **parent/guardian** of this student, I have read the Technology Agreement/Internet Acceptable Use and Safety Policy and have discussed them with my child. I understand that student access to the Internet is designed for educational purposes and that the school has taken available precautions to restrict and/or control student access to material on the Internet that is obscene, objectionable, inappropriate and/or harmful to minors. However, I recognize that it is impossible for the school to restrict access to all objectionable and/or controversial materials that may be found on the Internet. I will not hold the school (or any of its employees) responsible for materials my child may acquire or encounter while on the Internet. Additionally, I accept responsibility for communication to my child, providing guidance concerning his/her acceptable use of the Internet. I further understand that individuals and families may be liable for violations.

I have read and agree to abide by the Technology Agreement/Internet Acceptable Use and Safety Policy. I understand that any violation of the terms and conditions set forth in the policy and guidelines is inappropriate and may constitute a criminal offense. As a user of the school's computers/network and the Internet, I agree to communicate over the Internet and the network in an appropriate manner, honoring all relevant laws, restrictions and guidelines. I have read and understand the responsibilities of use of the school owned equipment.

Teachers and building employees are responsible for determining what is unauthorized or inappropriate use. The Principal may deny, revoke or suspend access to the network/Internet to individuals who violate the school's Technology Agreement/Internet Acceptable Use and Safety Policy and related guidelines, and take such other disciplinary action as is appropriate pursuant to the Student Code of Conduct.

By signing this form, I am acknowledging that my child(ren) will adhere to this policy and I as the parent/guardian consent to the following.

Please initial those that apply;

_____ I give permission for my child(ren) to use and access the Internet and to access digital content using a teacher's Google Classroom Page. At home my student will also connect to class content on Google Classroom (**This must be initialed for a Chromebook to be issued. Pre-school students will not receive, Chromebooks. In order to access content on a teacher's Google Classroom page, pre-school parents must consent to this policy as well.**)

_____ I give permission for my child(ren) to connect to class via Google Meet.

I have read and understand the responsibilities of my child(ren)'s use of the school owned equipment and of all the expectations set forth in Technology Agreement/Internet Acceptable Use and Safety Policy.

Student(s) Name:

Parent/Guardian Printed Name:

Parent/Guardian Signature:

Date:
