

Our Lady of the Greenwood Catholic School Technology Policy Guide

1. Purpose

Our Lady of the Greenwood Catholic School (OLG) is committed to using available technology to communicate with and educate members of the school community. It recognizes an expanding reliance on computers among students, faculty, staff, and the administration due to the convenience, speed, most cost--effectiveness, and environmental advantages it provides. Upon the return of the Technology Agreement signed by the student and one parent or guardian, OLG School will provide all 6th, 7th, and 8th grade students with a Chromebook™ or other comparable device. The following policy will define the proper use of school- provided computers.

2. Applicability of Other School Policies and Rules

OLG only authorizes the use of its devices in a manner consistent with established instructional, research, and administrative objectives of the school. Accordingly, because OLG does not discriminate in its policies and practices because of an individual's race, religion, sex, national origin, height, weight, marital status, political belief, handicap, or disability, the Technology Program must also comply with these standards.

3. Ownership

- A. Devices issued through the Technology Program are the property of OLG. Students have no ownership, interest, or right to title in the laptop computers unless otherwise notified by OLG.
- B. OLG is the sole licensee of the software included with the device. Any copying, modification, merging, or distribution of the software by the student, including written documentation, is prohibited. The student is responsible for complying with any and all hardware, software, and service provider licensing agreements, terms of use, and applicable state and federal copyright and other intellectual property protections. Violation of any such licenses, terms, or laws shall constitute a violation of this policy.

4. Acceptable Use

- A. OLG only authorizes use of its devices in a manner that supports OLG handbook policies and procedures.
- B. Personal use is permissible so long as, in the determination of OLG, it does not interfere with the school's mission or preempt normal business and education activity, does not impede student productivity, does not interfere with or negatively impact any other person's or entity's rights and work and/or learning environment, and does not conflict with OLG Parish Policy, Archdiocese of Indianapolis Policy, OLG School Policy, local, or federal law.



- Notwithstanding the above described permissible personal uses, the devices are not to be used for personal profit or non-profit purposes such as advertising, rentals, selling or buying things, soliciting for charity, or other such uses.
- A nonexclusive example of illegal activity for which the device may not be used is transmission or storage of copyrighted materials not in the name of the student or OLG.

C. Students must handle the device with care and replace his/her device to the computer cart in the homeroom to be charged overnight unless instructed to do otherwise by a school administrator/teacher.

D. Students must not use the device or any computer program in any manner other than that for which it is intended.

E. Students must not install software onto the devices borrowed under this policy unless specifically authorized to do so by a school administrator.

F. Students must not intentionally modify network configuration files or otherwise interfere with the functioning of the OLG device.

G. Students must not intentionally transmit viruses and other such malicious computer programs via the OLG device.

H. Devices will be treated in a similar manner as other educational tools such as textbooks. Therefore, all OLG policies, rules, handbooks, contracts, and directives, including disciplinary measures, apply to the use of laptop computers. Loss or theft of device must be reported immediately to the school personnel.

I. Students must not modify, upgrade, or attempt to repair the device issued under this policy without the express permission of the school.

5. Reporting Unacceptable Use

Students are responsible for maintaining the integrity of OLG Technology Program and reporting any violations of this policy.

6. Liability

A. Students are responsible for all material sent by and/or stored on the device provided to them. Students accept responsibility for keeping his/her device free from all pornographic material, inappropriate test files, or files dangerous to the integrity of the OLG network, equipment, or software.

B. OLG is not liable for any material sent by and/or stored on the devices issued to students via the Agreement.

7. No Guaranteed Content Privacy

A. OLG cannot guarantee that the content stored on the device issued in accordance with this policy will be private.

B. OLG reserves the right to monitor or access the storage of its devices for any reason in accordance with the law. This right includes but is not limited to circumstances where OLG suspects or is advised of possible breaches of security, harassment, or other violations of other school policies, rules, regulations, directives, or law, or evidence exists which

demonstrates to the school that its laptop computers may contain information, data, or other intellectual property that belongs to another person.

8. Disciplinary Measures

A. Noncompliance with the above OLG Technology Policy shall result in loss or restriction of the device.

Repeated or severe infractions may result in permanent termination of privileges. Possession of an OLG device may be revoked at any time for infractions.

B. Students may be required to make full financial restitution for any unauthorized expenses incurred or any damages caused.

C. School administrators will determine violations of the above OLG Technology Policy.

D. Students violating any part of this policy may face additional disciplinary action deemed appropriate in keeping with the adopted disciplinary policies and guidelines of OLG. Discipline may include legal action.

9. Indemnification

By signing the OLG Technology Program Agreement, the student and his or her parent(s) or guardian(s) agree to reimburse and hold OLG harmless from and against any and all liabilities, costs, collections costs, attorney fees, and other damages which arise out of or relate in any way to the use of the Chromebook™ computer or any other comparable device and its software to OLG in accordance with this policy.



Our Lady of the Greenwood Catholic School

Technology Program User Guide

Program Highlights

Our Lady of the Greenwood School (OLG) continues to move into new areas of technology for our students. This laptop program creates a culture of technology in which students use 21st Century skills to accomplish a variety of learning activities and everyday tasks. This opportunity to be creative and collaborative makes technology an integral part of the education of young people. A Chromebook™ or other comparable device in the hands of every 6th - 8th grade student changes the approach to learning - a change that will only help students as the future becomes increasingly digital. The following Program User Guide will provide guidance for parents, students, and teachers as we move forward with incorporating the devices into our classrooms.

The responsibility of proper care and usage lies solely with the student at all times. Understand that the laptop belongs to the school while you are in attendance, and it can be taken away for maintenance or disciplinary reasons at any time.

Repairs and Maintenance

In the event of breakdown, the incident must be reported and any damaged parts must be brought to the attention of the student's homeroom teacher.

Loss or Theft

In the event of loss or theft:

1. Students are responsible for notifying a teacher/staff member immediately.

The Paperwork

There are several important documents that are necessary in the Technology Program to ensure that there is a clear understanding of responsibilities inherent in using the Chromebook™ or other comparable device and Internet.

1. Technology Policy

This document defines the proper use of school- provided and owned devices.

2. Technology Program Guide

This document is intended to ensure that families understand and accept the responsibilities in participating in the device program. It covers detailed expectations and guidelines of the program.

3. Internet Policy



This agreement outlines the appropriate use of all technology use at Our Lady of the Greenwood Catholic School.

Internet Use

The devices have wireless capability. While at school, students will access the school's Internet using the school's wireless infrastructure.

Printer Use

Printers are provided for students within the school. Students will be encouraged to practice "responsible printing" to avoid unnecessary waste and expense.

Daily Requirements and Expectations for Use

1. Device should be plugged in each night to the student's homeroom cart to assure a full charge the following day.
2. Devices are fragile like all other computing devices, and if they are dropped they may break. Devices should only be used while they are on a flat, stable surface such as a table or desk.
3. Devices will be kept in a safe place at all times.
4. Teachers will determine whether or not the device should be opened or closed each class period.
5. Power conservation must be practiced by closing the lid when not in use and shutting down if not used for an extended time (lunch or classes not using the devices).
6. The devices are pre--installed with the necessary hardware and software. It is not permissible to add or change the hardware (memory, storage, etc) or software under any circumstances.
7. Students are prohibited from playing non-academic games during the instructional day, unless the game is directly related to a school assignment or activity and approved by the teacher.
8. Downloading music and videos is allowed only for academic purposes. A general rule of allowed downloads is 90 seconds of video and 30 seconds of audio.
9. Students may not download illegal content such as music, video, games, etc. onto device.
10. Students may not stream music, video, or any other type of file at any time while on school property, unless directed to do so by a teacher. This slows the network. These types of files are very resource intensive and may take a heavy toll on the device itself as well as the network.
11. The device is not permitted in the cafeteria during lunch time in order to prevent any spills.
12. The Internet is to be used for scholarly activities and as a means of obtaining needed information. Accessing pornographic materials, vulgarity, gambling, militant/extremist material, or anything not in line with the teachings of the Catholic Church, etc. is prohibited.
13. Sound must be turned off except when it is being used as part of a class.
14. Headphones are prohibited except when being used as part of a class.
15. Instant messaging is allowed at the discretion of the classroom teacher using Google Chat.



16. Students will store data in Google Drive; this does not include video files except as assigned.
17. Students are allowed to access only those files that belong to them or which they have permission to use or which have been shared with them via Google Drive..
18. Files stored within the school computer systems should be limited to those relating to formal school courses or activities.
19. Email (or any other communication) should be used only for legitimate and responsible communication between students, faculty, and the outside world.
20. Rude, abusive, threatening, or otherwise inappropriate language is not permitted.
21. Be patient. Sometimes computers require time to do their job.
22. When transporting the Chromebook™ make sure it has been securely stored or held tightly in hands - not on top of books or folders.

Privacy

All communications and information transmitted by, received from, stored within, or that passes through OLG facilities may be archived, deleted, monitored and reviewed for content or usage at any time by OLG. Students do not have a right to personal or confidential electronic information or communications that are exempt from this guide. OLG also reserves the right to investigate suspected inappropriate uses of its resources or systems using its resources.

Security Procedures

1. Each device is assigned to an individual student. Students should never “swap” or “share” their device with another student.
2. Devices should be in a student’s possession, or secured in a designated area at all times.
3. Students may never share their password with another student. Passwords should always be kept confidential.
4. Students should never share personal information about themselves or others while using the Internet or email.
5. If the device is lost or stolen, the student should immediately report the loss or theft to a teacher/staff member.
6. Devices will be checked periodically to ensure they do not contain any unapproved software or files. Internet histories may also be checked.
7. Students may NOT clear their Internet history at anytime. Students may not use Incognito or Guest mode at any time.
8. Students may not bypass the school’s network at anytime while on school property. Use of outside proxy servers or wireless connections is prohibited. Students are to ONLY use the OLG wireless network for connecting to the Internet while at school. (NO Wireless Air Cards, cell phone tethering, or MiFi, etc).
9. Devices are never to be left unattended. Homeroom teachers will advise students where to place devices before leaving the classroom for lunch, specials, mass or any other activity away from their regular classrooms.
10. If a password is compromised and/or lost students should immediately report the

incident to a teacher/staff member.

General Care Procedures

1. Students are expected to treat their devices with care and respect. The device should be kept clean and free of marks at all times. Placing stickers, writing or drawing on, engraving or otherwise defacing the device is not allowed without permission and will result in loss of privileges. If damage occurs, the student will receive a bill for damages.
2. When transporting the device around the school, students should always be sure it is placed in a secure environment such as a laptop bag, laptop sleeve, etc.
3. Devices should be protected from weather, water or other liquid, food and pets.
4. Students should never eat or drink (including water) while using their device, or use their device near others who are eating or drinking.
8. No object should ever be placed or stacked on top of your device. This includes books, musical instruments, sports equipment, etc.
9. Students should use care when plugging in power cords, as the plug and insertion point on the laptop are common breakage points.
10. Any inappropriate or careless use of a device should be reported to a teacher or other staff member immediately.
11. Power supplies are secured in the charging carts; however, if the need for a power cord away from the cart is necessary the following information applies. Power cords are very fragile. They should be safely secured and balanced so that the weight of the cord is not dangling. Care should be taken when walking or moving around areas where device cords are plugged in.
12. Do not use on a soft surface that could interfere with the cooling system.

Cleaning your Device

Dust, pet hair, and other particles can accumulate on or inside the device. When this happens, they form a layer of grime that can scratch or shorten the life of hardware components by causing overheating. Cleaning the device can extend its life by getting rid of this potentially damaging build-up. The student may clean the display or keyboard by following these guidelines below.

Clean the Display

Turn off the device. Dampen a clean, soft, lint free cloth or paper with water only. Wipe the screen. Do not spray liquid directly on the screen. You may also use a mild glass cleaner that contains no alcohol or ammonia.

Clean the Keyboard

If a small vacuum cleaner with a brush attachment is available, use it to clean the keyboard of debris. A can of compressed air can be used to blow out particles that get in between the keys.



Consequences of Inappropriate Use

The use of any school technology is a privilege and not a right. Students are expected to use the device in accordance with Technology Policy, Program and Internet Guides, and any applicable Regulations and laws. Failure to use the device in an appropriate manner will result in any or all of the following consequences, as determined by the staff and administration of OLG, these could include a student conference, a parent conference and/or cancellation of student use or access privileges.

Our Lady of the Greenwood Catholic School Technology Internet Use Guide

Internet access is available to teachers and students in Our Lady of the Greenwood School. The Internet offers vast, diverse, and unique resources. Our goal in providing this service is to promote educational excellence by facilitating resource sharing, creativity and communication.

The Internet is a collection of interconnected computer networks connecting millions of computers all over the world and over a billion individual subscribers. With this level of access comes the availability of material that may not be considered to have educational value or to be appropriate in the context of the school setting. Our Lady of the Greenwood School has taken precautions to restrict access to controversial materials. However, on a global network, it is impossible to control all materials, and an industrious user may discover controversial information. Controversial or inappropriate information may be accessed. We at Our Lady of the Greenwood School firmly believe that the valuable information and interaction available on this worldwide network far outweighs the possibility that users may procure material that is not consistent with the educational goals of the School.

Network—Terms and Conditions

1. **Privilege**—Use of electronic information resources is a privilege, not a right. Inappropriate use may result in a cancellation of those privileges, disciplinary action (including the possibility of suspension or expulsion), and/or referral to legal authorities. The principal, teacher/supervisor, or systems administrator may limit, suspend, or revoke access to electronic resources at any time.
2. **Acceptable**—The purpose of NSFNET, the backbone network of the Internet, is to support research and education in and among academic institutions in the United States by providing access to unique resources and the opportunity for collaborative work. Your use must be in support of education and research and consistent with the educational objectives of Our Lady of the Greenwood School. Use of other organization(s)' network(s) or computing resources must comply with the rules appropriate for that network. Transmission of any material in violation of any U.S. or state regulation is prohibited. This includes, but is not limited to copyrighted material, threatening or obscene material, or material protected by trade secret. Use for commercial activities is generally not acceptable. Use for product advertisement or political lobbying is also prohibited.

3. Network Etiquette—You are expected to abide by these rules of network etiquette. These include, but are not limited to the following: Be polite. Never use or encourage others to use abusive or inappropriate language. (Whatever is written, sent, or received on an isolated terminal has the potential to be viewed globally.) Do not reveal your full name, personal address, phone number, or password or those of other students or colleagues. Do not use the network in such a way that you disrupt the use of the network by other users.

4. Communication—**Students should not use the school network for social communication. This prohibits the use of email, instant messenger, MySpace, Facebook, Twitter, Instagram, YouTube, or any other social networking or sharing site or protocol, (i.e., any site that requires a username and password.)** The only exceptions will be with teacher-led instruction, specific to each assignment.

5. Security—Security on any computer system is a high priority; especially when the system involves many users. If you feel you can identify a security problem on the network, you should notify a staff member or administrator. Do not demonstrate the problem to other users. **Do not use another individual's account. Attempts to login to the network as anyone else may result in cancellation of user privileges.**

Any user identified as a security risk or having a history of problems with other computer systems may be denied access to the network.

6. Vandalism—**Vandalism will result in cancellation of privileges.** Vandalism is defined as any malicious attempt to harm or destroy hardware, software, or data of another user, Internet, or any other agencies or networks. This includes, but is not limited to the uploading or creation of computer viruses or breaching security measures.

7. Warranty—Our Lady of the Greenwood School makes no warranties of any kind, whether expressed or implied, for the service it is providing. Our Lady of the Greenwood School will not be responsible for any damages you suffer. This includes loss of data resulting from delays, non-deliveries, misdeliveries or service interruptions caused by its own negligence or your errors or omissions. Use of any information obtained via the Internet is at your own risk. Our Lady of the Greenwood School specifically denies any responsibility for the accuracy or quality of information obtained through its services.

8. Copyright and Plagiarism—This topic cannot be fully covered in this space; however, the following are the basic rules to follow. All communications and information accessible via the network should be assumed to be private property. **Everything accessible on the World Wide Web is by that fact protected by Copyright law, and therefore may not be copied without permission.** And, using the words or ideas of others as your own without giving credit is plagiarism and is a serious offense.

Parents and/or guardians are encouraged to monitor student Internet and email use at home. Network use—including email, instant messaging, and websites that harm the character and well-being of another student, while done outside of school, fall under our discipline policy because the relationship between students and faculty may be affected within the school.