

# St. Bernadette School

## Student Acceptable Use Policy Grades 6 - 8

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St. Bernadette is providing students access to the school's electronic network. This network includes Internet access, computer services, videoconferencing, computer equipment and related equipment for educational purposes. The purpose of this network is to assist in preparing students for success in life and work in the 21st century by providing them with electronic access to a wide range of information and the ability to communicate with people throughout the world. This document contains the rules and procedures for students' acceptable use of the St. Bernadette electronic network.

- The St. Bernadette electronic network has been established for a limited educational purpose. The term "educational purpose" includes classroom activities, career development, and limited high-quality self-discovery activities.
- The St. Bernadette electronic network has not been established as a public access service or a public forum. St. Bernadette has the right to place reasonable restrictions on material that is accessed or posted throughout the network.
- Parent/guardian permission is required for all students under the age of 18. Access is a privilege — not a right.
- It is presumed that students will honor this agreement that they and their parent/guardian have signed. The school is not responsible for the actions of students who violate the standards as outlined in this policy.
- The school reserves the right to monitor all activity on this electronic network. Students will indemnify the school for any damage that is caused by students' inappropriate use of the network.
- Students are expected to follow the same rules, manners, morals, and common sense guidelines that are used with other daily school activities as well as the law in the use of St. Bernadette electronic network.

### ***General Unacceptable Behavior***

While utilizing any portion of the St. Bernadette electronic network, unacceptable behaviors include, but are not limited to, the following:

- Students will not post information that, if acted upon, could cause damage or danger of disruption.
- Students will not change or delete another's student's work in a shared folder.
- Students will not engage in personal attacks, including prejudicial or discriminatory attacks.
- Students will not harass another person. Harassment is persistently acting in a manner that distresses or annoys another person. If a student is told by a person to stop sending messages, they must stop.
- Students will not knowingly or recklessly post false or defamatory information about a person or organization.
- Students will not use criminal speech or speech in the course of committing a crime such as threats to the principal, instructions on breaking into computer networks, pornography, drug dealing, purchase of alcohol, gang activities, threats to an individual, etc.
- Students will not use speech that is inappropriate in an educational setting or violates school rules.
- Students will not abuse network resources such as sending chain letters or "spamming".
- Students will not display, access or send offensive messages or pictures.
- Students will not use the St. Bernadette electronic network for commercial purposes. Students will not offer, provide, or purchase products or services through this network.

- Students will not use the St. Bernadette electronic network for political lobbying. Students may use the system to communicate with elected representatives and to express their opinions on political issues.
- Students will not attempt to access non-instructional school systems, such as student information systems or business systems.
- Students will not use school equipment, network, or credentials to threaten employees, or cause a disruption to the educational program.
- Students will not use the school equipment, network, or credentials to send or post electronic messages that are abusive, obscene, sexually oriented, threatening, harassing, damaging to another's reputation, or illegal.

### ***E-Mail***

- Students will be assigned an email address at St. Bernadette. **Students are responsible for checking their email inbox daily for daily announcements and messages from teachers or staff.** The school email address is provided to students for the purpose of communicating with teachers, obtaining reference materials, and conducting school-related business.
- The student's e-mail address is not private, and it can and will be monitored by school personnel. School administrators may review emails and attachments at any time to maintain system integrity and to ensure that all users are using the system responsibly. Students are responsible for the content of their St. Bernadette e-mail accounts and may **never** use another student's e-mail account.
- WHILE AT SCHOOL, students are not permitted to send/receive email from any other email address other than a St. Bernadette email address. Email is intended for educational purposes only.
- Students will not repost/forward a message that was sent to them privately without the permission of the person who sent them the message.
- Students will not post private information about another person.

### ***Email Rules and Etiquette***

- Please remember that an e-mail sent to a teacher or administrator should be more formal than one sent to a friend. Address the email properly ("Dear Ms. Smith" or "Dear Mr. Brown") and do not use expressions such as "Hey" or "What's Up?" as a greeting.
- Re-read your e-mail for the proper tone. Irony in email can be misinterpreted, so think twice about your wording.
- Always use the subject line to convey the topic of your e-mail.
- Write your e-mails using proper grammar. An e-mail is a written record of what you have said.
- Do not use abbreviations as you might in a text message.
- Do not send mass-emails or large attachments that will overload the system. Doing so will result in serious consequences and loss of computer and e-mail privileges.
- Do not write in all caps—that is equivalent to "shouting" in an e-mail.
- Do not forward e-mails to others without explanation and a good reason.
- Do not "reply to all" unless it is necessary—usually it is not!
- Keep your email message concise and use proper punctuation so that your meaning will be clear.
- Take a good look before you send any email. Once an email is sent, it can go anywhere and to anyone. Do not put in writing (and in circulation) something you would not want anyone or everyone to see.
- Never send an e-mail when you are upset or angry.

## ***Personal Safety***

- Students will not share personal contact information about themselves or other people. Personal contact information includes home address, telephone number, or school address.
- Students will promptly disclose to a teacher or other school employee any message received that is inappropriate or makes the student feel uncomfortable.

## ***System Security***

- Students are responsible for their individual accounts and should take all reasonable precautions to prevent others from being able to use them. Under no conditions should students provide their password to another person.
- Students must immediately notify a teacher or the system administrator if they have identified a possible security problem. Students should not go looking for security problems, because this may be construed as an illegal attempt to gain access.
- Students will not attempt to gain unauthorized access to any portion of the St. Bernadette electronic network. This includes attempting to log in through another person's account or access another person's folders, work, or files. These actions are illegal, even if only for the purposes of "browsing."
- Students will not make deliberate attempts to disrupt the computer system or destroy data by spreading computer viruses or by any other means. These actions are illegal.
- Users will not attempt to access Web sites blocked by school policy, including the use of proxy services, software, or Web sites.
- Users will not use sniffing or remote access technology to monitor the network or other user's activity.

## ***Software and Files***

- A student's account may be limited or terminated if a student intentionally misuses software on any school-owned equipment.
- Files stored on the network are treated in the same manner as other school storage areas, such as lockers. Routine maintenance and monitoring of the St. Bernadette electronic network may lead to discovery that a student has violated this policy or the law. Students should not expect that files stored on school servers are private.

## ***Lenovo Chromebooks Specific***

- Many of the textbooks will be online or as electronic copies that can be accessed with the Chromebook.
- Students may not personalize the outside of their Chromebook with stickers, writing, etc.
- Included software: Windows 10, Office 2016 Professional, MS OneNote, textbook software, and Sophos anti-virus software.
- Accidental damage protection is in place. Any hardware issues must be reported to the Technology Administrator
- Lost or stolen Chromebooks must be paid for by the parents/guardians. We highly recommend adding a rider policy to your homeowner's insurance to cover other damages, loss, or theft of the Chromebook.
- The Chromebooks are the property of St. Bernadette.
- Students are not permitted to log on to or use another student's Chromebook.
- If ID sticker is removed or damaged, student is required to get a replacement from the Technology Administrator.

## ***Vandalism***

- Any malicious attempt to harm or destroy data, the network, other network components connected to the network backbone, hardware or software will result in cancellation of network privileges. Disciplinary measures in compliance with the school's discipline code and policies will be enforced.
- Any attempt to maliciously change or delete another student's work in a shared folder will result in a disciplinary action and/or loss of privileges.

## ***Plagiarism and Copyright Infringement***

- Students will not plagiarize works found on the Internet. Plagiarism is taking the ideas or writings of others and presenting them as if they were those of the student.
- School policies on copyright will govern the use of material accessed and used through the school system.
- Copyrighted material will not be placed on any system without the author's permission. Permission may be specified in the document, on the system, or must be obtained directly from the author.  
**For more information, please refer to the Student Handbook on the St. Bernadette website.**

## ***Student Rights***

- The St. Bernadette electronic network is considered a limited forum, similar to a school newspaper, and therefore the school may restrict a student's speech for valid educational reasons. The school will not restrict a student's speech because of a disagreement with the opinions that are being expressed.
- An individual search will be conducted if there is reasonable suspicion that a student has violated this policy or the law. The investigation will be reasonable and related to the suspected violation.

## ***Due Process***

- The school will cooperate fully with local, state, or federal officials in any investigation related to any illegal activities conducted through the school network. Students and parents should note that any case involving a student suspected of "sexting" (sending sexually explicit messages or photographs) will be turned over to and investigated by the police.
- In the event there is an allegation that a student has violated the school acceptable use regulation and policy, the student will be provided with a written notice of the alleged violation.
- Disciplinary actions will be tailored to meet specific concerns related to the violation and to assist the student in gaining the self-discipline necessary to behave appropriately on an electronic network. Violations of the acceptable use regulation and policy may result in a loss of access as well as other disciplinary or legal action.
- If the violation also involves a violation of other provisions of other school rules, it will be handled in a manner described in the school rules. Additional restrictions may be placed on a student's use of his/her network account.

## ***Limitation of Liability***

- The school makes no guarantee that the functions or the services provided by or through the school network will be error-free or without defect. The school will not be responsible for any damage suffered, including but not limited to, loss of data or interruptions of service.
- The school is not responsible for the accuracy or quality of the information obtained through or stored on the network. The school will not be responsible for financial obligations arising through the unauthorized use of the network.

## ***ONLINE/REMOTE LEARNING***

As part of the Responsible Use of Technology Policy, parents/guardians further agree as follows:

While the COVID-19 pandemic continues to exist and evolve, “remote” and/or “distance” learning (hereinafter referred to as “Remote Learning”) may at some point be required, either for the entire school or for a specific student or group of students. In such cases, the school may livestream and/or record a class to allow any student who is absent due to COVID-19 to continue to observe, and participate in, the class as much as reasonably practicable. Although the school will attempt to focus the camera and/or recording device on the respective teacher, aide, and/or instructional materials being utilized during instruction, there will be times when a specific student or students appears on the video. Parent/Guardian hereby consents and agrees that: (1) such Remote Learning is permissible; and (2) his/her child may appear in videos being livestreamed and/or recorded as part of that Remote Learning.

Furthermore, Parent/Guardian promises and agrees not to record, disseminate, publish, or share any livestreamed or recorded video of such Remote Learning to anyone outside of student’s immediate family. To the extent any Remote Learning videos are created and recorded, Parent/Guardian promises and agrees to permanently delete such recording following his/her child’s observation of, and/or participation in, that particular class session.

## ***Violations of this Acceptable Use Policy***

Violations of this policy may result in loss of access as well as other disciplinary or legal action. Students who violate this policy shall be subject to the consequences as indicated within this policy as well as other appropriate discipline, which includes but is not limited to:

- Detention
- Suspension of network privileges
- Revocation of network privileges
- Suspension from school
- Expulsion from school and/or
- Legal action and prosecution by the authorities

The school administrator shall determine the particular consequences for violations of this policy. It shall be assumed that an offense using the Chromebook will serve the same punishment as an offense that is the same in nature without the Chromebook. For example, an “off task” on the Chromebook (emailing when they should not, surfing the web when they should not, etc.) violation will serve the same punishment as an “off task” in the classroom punishment (doing math homework instead of science, passing notes, etc.), which will likely be a conduct referral. If a student is bullying someone via email or other ways on the Chromebook, it will be treated as though the student is bullying someone else in the hallways or classrooms at school, and will likely receive a detention at minimum.

## ***Warranty & Repair:***

One-time accidental damage protection covers one (1) accidental repair per device over the 3 years the student has the Chromebook , specifically, non-intentional damages. *(A second or further occurrence will result in a fee as listed if negligence is the cause.)*

- Screen replacement: \$ 175
- Keyboard replacement \$ 150

### **Loss or Theft**

Entire Replacement Cost: \$ 360 + (Shipping)

### **Lost or Stolen Accessories:**

Lost or stolen accessories are the responsibility of the student and will be subject to but not limited to the following fees:

- AC power adapter: \$40
- Stylus (pen) \$35

# St. Bernadette School

## Student Responsible Use Policy

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Lenovo Chromebook 's are issued to St. Bernadette 6<sup>th</sup>, 7<sup>th</sup>, and 8th Grade students. Each student is responsible for the proper care and safety of the computer and related equipment.

### **Purpose**

This statement establishes policies and procedures for information technology acquisition and use at St. Bernadette. For this policy, the term information technology encompasses the Lenovo Chromebook's including the following items: System Unit, Software, and Stylus.

### **Stewardship of Equipment**

Upon signing this form, a student and parent assume responsibility for the equipment. This form will be completed annually. The Principal will maintain the signed forms.

### **Personal Use of Computers**

Incidental personal use of computers and/or software is allowed to the extent of maintaining or improving proficiency or education development. **However, no hardware, software, or data should be used for direct or indirect personal business use or in violation of the STB Acceptable Use Policy and should not be used as a storage device for personal music or videos files.**

### **Physical Security**

Each student is responsible for ensuring that the Lenovo Chromebooks (at or away from STB) are reasonably secured from unauthorized use, vandalism, or theft. (For example: Do not leave the Chromebook inside a passenger car compartment; place in locked trunk.)

### **Chromebook Rules**

- Come to school with the Chromebook (with the pen) and keyboard fully charged.
- Never leave it unattended.
- Never leave it lying around on the floor.
- Keep it in your book bag in the protective sleeve when not in use.
- Use caution when removing your backpack from your shoulder and placing it on the floor.
- Do not deface the Chromebook with stickers, graffiti, or labels. (*You do not own the Chromebook, but are responsible for it.*)
- Do not remove any St. Bernadette official stickers attached to the Chromebook or its attachments.
- The Chromebook is intended for academic purposes. Downloading programs, music, or photos for personal use is not permitted.
- Instant messaging or chatting will not be permitted on the Lenovo Chromebook's unless assigned and supervised by a member of the St. Bernadette faculty or staff.
- Come to the Computer Center across from the main office if you have any hardware or software problems. We will do the repairs. *Do not try to repair it on your own.*

**Ownership of the Chromebook :** The Chromebook is the property of St. Bernadette.

\* **DISCLAIMER:** St. Bernadette reserves the right to revise these rules at any time

# St. Bernadette School

## Student Agreement/Parent Permission Form

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*Both Signatures Required*

### **Student:**

I have read the terms and conditions of the **Acceptable Use of Technology Policy**.

I understand that technological resources are provided for educational purposes only.

I agree to abide by the terms and conditions stated in the **Responsible Use of Technology**.

Additionally, I will be responsible for the consequences of inappropriate use of technology, including the Internet, both on and off school property. I understand that consequences may include suspension or revocation of privileges to access the Internet and/or other technological resources, suspension, expulsion, and possible legal action.

Student Name (Parent, please print) \_\_\_\_\_

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

Grade \_\_\_\_\_ Homeroom \_\_\_\_\_

### **Parent / Guardian:**

I have read the terms and conditions of the **Acceptable Use of Technology Policy** and the **Responsible Use of Technology Policy**.

I am requesting that the above named student be allowed to use the school's technological resources, including the Internet, and agree to support the school in the Responsible Use of Technology Policy.

Parent/Guardian Name (print) \_\_\_\_\_

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