



2023-2024

TECHNOLOGY USE HANDBOOK

Holy Trinity Catholic High School
6608 W. Adams Avenue
Temple, Texas 76502
Phone: 254-771-0787
<http://www.holytrinitychs.org>

Holy Trinity Catholic High School reserves the right to amend the contents of this handbook at any time. Students and Parents will be notified of any such amendments by mail or email and a revised handbook will be posted on the web site for viewing.

OVERVIEW

This document covers general requirements, documentation, and expectations of students' use of school-issued and personal technology while on Holy Trinity Catholic High School campus.

Laptop Policy & Procedures Handbook

The goals of these policies are to increase student achievement through the improvement of 21st-century skill sets of our students and staff. Areas of emphasis will include:

- Creativity and innovation
- Communication and collaboration
- Research and information fluency
- Critical thinking, problem-solving, and decision-making
- Digital citizenship
- Technological operations and concepts

School Issued Device Usage

Many classes may require the use of technology devices to complete class work and assignments. **Students are required to use the school-issued laptops that have been prepared for efficient usage as it relates to these classes. This includes having software on the device for classroom management and content filtering.**

Any student that wishes to use a school-issued laptop off-campus must agree to the terms and conditions included in the Laptop Loan Agreement (found below).

Personal Device Usage

With the teacher's permission, a student will be allowed to **temporarily** use a personal device but must agree to the terms and conditions as it relates to on-campus use, including the networks provided by HTCHS and personal networks. The terms of acceptable use and behaviors apply to all devices while on campus.

- No personal devices, such as laptops, tablets, or smartphones will be allowed on the Holy Trinity student Wi-Fi and the school LAN network (ethernet cable plugged into the wall). These devices will need to use the Holy Trinity guest mobile Wi-Fi.
- No personal devices, such as laptops, tablets, smartphones, smartwatches, etc. will be plugged into the school-issued laptop (this includes not plugging the device in for charging purposes).

Laptop Specifications

- Lenovo V14 G3 I3-1215U 256/8 W11P
- Part # 82TS005NUS
- 65W Charger
- Padded protective sleeve

Receiving Your Laptop

Students and their parents will be required to complete the following before laptops are issued.

- Completion of the:
 - o Laptop Responsibilities Agreement Form
 - o Acceptable Use Policy Form

Using Your Laptop at School

Laptops are intended for use at school each day. Students are responsible for bringing their charged laptops to all classes. Only charge your laptop with the provided charger. Laptops are expected to come to school fully charged every day.

Privacy and Internet

E-mail is provided to each student for educational purposes only. The only email account that students are allowed to access while using a school-issued laptop is one which has been assigned by Holy Trinity Catholic High School. Please note that emails sent on school-issued devices are not private and may be reviewed at any time and without notice.

The following rules will apply when using a school-issued computer:

- Always use appropriate language and respect toward others.
- Do not transmit or access language/material that is profane, sexual, obscene, abusive, or offensive to others.
- Do not send mass emails, chain letters, or spam. Students should maintain high integrity regarding email content.
- Use of “chat rooms” or conferencing applications may not be utilized during class without permission.
- Use of music websites or applications may not be utilized during class without permission.
- Use of Gaming websites or applications may not be utilized during class without permission.

Managing Your Files

- The computers and the space dedicated to the computer for each student is quite limited. Students will not be able to store libraries of music or photos on their laptops or on the server due to this space limitation.
- Even with these restrictions, assignments, research papers, and general word-processing types of documents do not require large file sizes allowing for plenty of space for saving these types of documents. Additional storage on the server may be granted for assignments with permission from the administration.
- Students are responsible for ensuring that their work on the technology device is not lost due to mechanical failure or accidental deletion.
- Students are encouraged to use Microsoft OneDrive to save and store files in the cloud and not just on the device.

Software

- The software originally installed HTCHS must remain on the laptop in usable condition and be always easily accessible.
- No new software may be added without explicit permission to do so.
 - o Technology devices may be checked periodically to ensure that no new software has been added, and software that is no longer needed has been removed. Students may also be selected at random to provide their technology device for inspection by a system administrator.

Screen Savers & Backgrounds

- Only school backgrounds and screen savers may be used on the laptops.

Sounds

- Students must have personal earbuds/headphones to listen to audio.
- Sound must be muted unless permission is granted by the teacher for instructional purposes.

Care of Your Laptop & Accessories

- Laptops are provided to further enhance academic achievement. Students will use the laptops responsibly, safely, and respectfully. Students are responsible for the general care of the laptop and accessories they have been issued by the school.

General Precautions

- Keep all liquids away from the laptop. Never eat or drink while using the laptop.
- Laptops should not be placed on or under soft items, such as blankets, pillows, or sofa cushions. This may cause the laptop to overheat and physically damage the machine.
- Cords and cables must be inserted carefully into the device to prevent damage.
- Laptop and case must remain free of any writing, drawing, stickers, or labels that are not the property of HTCHS.
- A laptop must never be left unsupervised.

Screen Care

- To avoid damaging the screen, only the power supply and power cord should accompany the laptop inside the sleeve.
- Never close the laptop with anything on the keyboard, such as pencils or notebooks.
- Avoid touching the laptop screen. Please use a clean, soft cloth if you need your screen clean. No cleansers of any kind.

Protecting and Storing Your Laptop

- Laptops must always be transported within the school-issued protective sleeve.
- Protect the laptop from extreme heat and cold.
- Laptops should never be left in a car.
- If the laptop has been in extremely cold or hot temperatures, let it come up to room temperature before use.
- When the laptop is not in use, please store it securely.
- Heavy objects should never be placed or stacked on top of the laptop. This includes books, musical instruments, etc.

Laptop Repair & Assessed Fees

- If a computer is damaged or malfunctioning, it must be reported within one school day to a school administrator so repairs can be made.
- Under no circumstances should anyone else attempt repairs on laptops. All laptop repairs will be provided by Holy Trinity Catholic High School.
- If a laptop is lost or stolen, it must be reported immediately to the school and appropriate law enforcement authorities.
- A “loaner” laptop may be issued to a student when they leave their laptop for repair. The student will be expected to return the loaner laptop at the end of the school day in the same condition it was given to them.
- Each summer, all laptops will be inspected for damage that would cause them to be inoperable or for major physical damage.

Suspension of Laptop Use

The use of any HTCHS technology is a privilege and not a right. Students are expected to use their computer in accordance with the HTCHS laptop policy and procedures, and any applicable laws. Failure to use this computer in an appropriate manner will result in consequences as outlined in the Student-Parent Handbook and determined by the administration of HTCHS.

The following actions are NOT permitted on school-issued laptops:

- Attempting to bypass or bypass the Internet filter.
- Accessing or attempting to access social media sites and computer games without specific permission from a teaching or administrative staff member.
- Physically altering or disassembling a computer in any way.
- Accessing or attempting to access inappropriate material on the Internet.
- Giving your username and password to another student to use (Remember - you are responsible for whatever they do with your account!)

Any of these violations could lead to any or a combination of the following:

- Removal of off-campus privileges.
- Permanent removal of school technology privileges.
- Financial payment for damages.
- Other consequences deemed necessary.
- Criminal charges being filed against the student

Financial Responsibility

If a technology device is lost, stolen, or damaged, the student and the student's parent(s) or guardian(s) are responsible for the cost of repair or for the device's fair market value on the date of loss or damage. Examples are, but not limited to: Screen replacement: \$100; Body replacement: \$40/panel; Keyboard damage: \$5/key; Charger replacement: \$30; Sticker removal/addition: \$10/sticker; Case replacement: \$25

*Original cost of the Lenovo V14 G3 to the School is \$625.00.

The school will not pay for loss or damage caused by or resulting from the following:

- Loss of data caused by surge, lightning, or inappropriate electrical use.
- Dishonest, fraudulent, or criminal acts.
- Any loss to accounts, valuable documents, music or videos, records, or assignments and/or their effects by being missing on grades, GPAs, special group considerations such as valedictorian, college or university admission, or employment. Students are responsible for backing-up their own data. A repair claim will only cover material issues with the device, not lost opportunities or data.
- Loss caused by failure to use all reasonable means to protect the technology device that has been damaged.
- Disappearance not accompanied by a police report.

The principal has the final say in determining replacement and repair situations.

Technology and Internet Safety Acceptable Use Policy Agreement

Holy Trinity Catholic High School HTCHS believes in the educational value of electronic devices and services to support the curriculum and student learning. While on campus, students agree to access only the school's servers and the Internet by using the infrastructure and filtering system provided by HTCHS.

By deploying a filtering system, HTCHS will make every effort to protect students and teachers from misuse or abuse because of their experience with an information service. This places HTCHS in compliance with the Children's Internet Protection Act (CIPA).

This policy applies to the following:

- School provided technology resources such as computers, Chromebooks, one-to-one devices; and
- Student devices are defined as, any device brought to school by the student with the school's and student's family's permission. This includes but is not limited to "smartphones", tablets, laptops, e-readers, and other devices with Wi-Fi capability.

The following policies are guidelines for the appropriate use of technology:

1. I understand that this is not an exhaustive list and agree to ask a teacher or designated authority if I have a question about what a violation of the technology acceptable use policy is.
2. I recognize the use of HTCHS technology is a privilege, not a right. Inappropriate use such as vandalism or intentional modification of system settings may result in immediate revocation of my technology privileges. I acknowledge that I may be financially responsible for computer or component misuse resulting in physical damage.
3. I understand that technology use is for education to enhance the learning of the designated curriculum. I will not access, store, or display non-educational material or inappropriate material, such as obscene writings, drawings, photographs, vulgarity, violence, gambling, etc. I also agree not to post, store, or display inappropriate language, or pictures that contain personal, prejudicial threatening, discriminatory, harassing, bullying, or false content.
4. I understand that HTCHS will use a CIPA Compliant Content Filter to block harmful materials. I agree HTCHS administrators and/or the technology personnel may audit or monitor my system, data, files or network at any time. I realize that after prior notice files stored on the school's storage system may be deleted from the system.
5. I will not gain unauthorized access, including "hacking" or engage in other activities; such as attempting to log into another's account, use another's files without permission, attempt to learn others' passwords, disrupt computer systems by spreading viruses, installing unauthorized programs, threatening the safety of a person or engaging in any illegal activities.
6. I agree to safeguard my login and password information and will not give this information to other students. If I bring a student device, I agree to secure it with a PIN or password and provide antivirus protection, if available, for my device.
7. I understand that I am required to use the infrastructure or wireless access provided for students by HTCHS. If my device has a data plan, I agree not to use it to access the Internet while on the school campus.
8. I understand that I am required to use school email accounts provided by the school. I agree not to use my personal email account while on the school campus.
9. I understand that all electronic communications sent to me through the school-provided email system are confidential and that my secure account must not be shared with anyone.
10. I understand that Google Apps for Education is provided by HTCHS. Any communication or documents created herein is property of HTCHS and subject to all school policies.
11. I will respect resources by using the bandwidth on campus only as part of an assigned in-class activity.

12. I will not access chat rooms on campus unless they are part of an activity assigned by my teacher.
13. I will conform to safety and security measures when using electronic communications. I will not provide information about myself or others without permission of my parents, teachers, or the individual's permission. Personal contact information includes but is not limited to photos, addresses, phone numbers, email addresses, etc. I agree not to meet with someone I have met online without my parent's approval.
14. I will promptly disclose to my teacher or other school authority any message, file, or display I receive that is inappropriate.
15. I will respect privacy by not reposting a message sent to me privately without the permission of the original sender. I will not post private information about another person.
16. I acknowledge copyright law violations with regard to software and Internet-based content such as, but not limited to, downloading of copyrighted music, clip art, games, computer programs, web pages, etc. I will not plagiarize works that I find on the Internet or other resources such as books or files.
17. I acknowledge that the use and application of "artificial intelligence" or similar tools to complete any portion of an assignment will be considered cheating and that doing so can result in academic repercussions and the loss of school technology use privileges.
18. I acknowledge that cyberbullying is prohibited. I understand that no use of the Internet (in school or off campus) may be used for harassment. "Cyberbullying" is when a student is tormented, threatened, harassed, humiliated, embarrassed or otherwise targeted by another student using the Internet, interactive and digital technologies, website postings, blogs or mobile phones. If I believe I have been a target of cyberbullying, I agree to print a copy of the material and immediately report this to my teacher or designated authority.

Laptop Loan Agreement 2023-2024

- One Lenovo V14 G3 laptop, charger, and protective sleeve are being loaned to Students and are in good working order.
- The student will bring the school-owned laptop fully charged to class every day.
- It is the student's responsibility to care for the equipment and ensure that it is retained in a safe environment.
- This equipment is, and at all times remains, the property of Holy Trinity Catholic High School, and is herewith loaned to the student for educational purposes only for the academic school year.
- The student may not deface or destroy this property in any way.
- Inappropriate use of the machine may result in the student losing his/her right to use this device.
- The equipment will be returned to the school when requested by Holy Trinity Catholic High School, or sooner, if the student withdraws from Holy Trinity Catholic High School prior to the end of the school year.
- The student acknowledges and agrees that the student's use of the school property is a privilege and that by the student's agreement to the terms hereof, the student acknowledges responsibility to protect and safeguard the school property and to return in the same or good condition.
- The student agrees to follow Holy Trinity Catholic High School's responsibilities and rules at all times while using the school issued device in accordance with the Acceptable Use Policy and Laptop Loan Agreement.

RETURN THIS PAGE WITH ALL SIGNATURES REQUIRED

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- The student agrees to follow Holy Trinity Catholic High School's responsibilities and rules at all times while using the school-issued device in accordance with the Acceptable Use Policy and Laptop Loan Agreement.

Student's Name (Please Print)

Student's Signature

Parent/Guardian Name (Please Print)

Parent/Guardian Signature

HTCHS USER (STUDENT) TECHNOLOGY USE HANDBOOK CONTRACT

I have read, understand and will abide by the **Technology and Internet Safety Acceptable Use Policy** for **Holy Trinity Catholic High School**. I understand that any violation of these regulations is unethical and may constitute revocation of my access privileges. Furthermore, additional school disciplinary action may be taken, and/or appropriate legal action initiated.

Student's Name (Please Print)

Student's Signature

PARENT/GUARDIAN TECHNOLOGY USE HANDBOOK CONTRACT

As the parent of this student, I have read the Technology and Internet Safety Acceptable Use Policy for Holy Trinity Catholic High School. I understand that technology access is designed for educational purposes. I understand that (HTCHS) uses a CIPA Compliant Content Filter to block Internet access to harmful materials. However, I am aware that it is impossible for the school to restrict access to all controversial materials, and I will not hold (HTCHS) responsible for materials acquired on the network. Further, I accept full responsibility for supervision if and when my student's use of the school's technology resources is not in a school setting. I hereby give permission for my student to use the school's technology resources including the Internet. If my student brings a personal device to (HTCHS), I agree that it meets the school's requirements and I hereby give permission for its use at (HTCHS). Furthermore, I understand that (HTCHS) is not responsible for damage or technical support to the student device. I certify that I have reviewed this Technology contract information with my student.

Parent/Guardian Name (please print)

Parent/Guardian Signature