Policies for Technology at Immaculate Conception School Annandale, New Jersey

August 2023

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ICS Provided Technology Devices and Internet Acceptable Use Policy

Immaculate Conception School offers access to technology, programs, applications, and internet access as part of its commitment to promote educational excellence by integrating technology into the curriculum. The school provides computer technology and other internet access in the classroom for the sole purpose of enhancing each child's education. The technology program offers the students an opportunity to build and sharpen skills as 21st century learners.

The school technology affords the staff and students alike, a tool to help organize, communicate, collaborate, and to store their work efficiently. In order to maintain the integrity of the hardware, software, programs, and applications care must be taken to handle them responsibly.

The purpose of this document is to inform faculty, staff, parents, guardians, and students of the availability of technology and internet resources and the rules governing use, as well as the use of the school's technology in general. Parents or guardians must give express permission for an individual student to use school technology, the internet, and Google Apps for Education while at school. It is the joint responsibility of school personnel and the parent or guardian to educate the student about his or her responsibility when using the internet. Parents or guardians are responsible for supervising student technology use outside of school.

- The purpose of school-provided technology is to facilitate legitimate school endeavors which are educational and administrative in nature. The school considers information gathered from the internet in the same manner as all other reference materials in that such resources must enhance the learning environment. However, there is information that may be judged as inaccurate, abusive, profane, sexually oriented, or illegal. **Immaculate Conception School does not condone or permit the use of such material.**

- The use of technology must always be in conformity with the law and the religious mission of Immaculate Conception School and the Diocese of Metuchen.

- Each school as an educational institution will have the resources to exchange information within its facility and with other institutions throughout the world.

- The use of technology is a privilege, not a right, and inappropriate use will result in cancellation of the user's privileges. The administration has the right to monitor all communication on the network.

ICS Technology Devices and Internet Acceptable Use Policy

1. **Device Distribution and Device Return**
   a. **Receiving Your Device**
      i. Parents must review the policy with their child and must sign the Student/Parent Pledge for Device Use form.
      ii. Devices will be distributed after guidelines and policies have been reviewed with students and forms have been signed online.
      iii. Each student will be assigned a working iPad (and a case) or Chromebook with a charger. When new Chromebooks are distributed the students will use that same Chromebook for their remaining years at ICS. (Fall 2021 - new Chromebooks are in Grades 3, 4, 5, 6. Grades 7-8 have 1-3 year old Chromebooks).

   b. **Device Return**
      i. Devices will be returned on a date determined by the Technology Department to the homeroom teacher.
      ii. Devices and accessories (chargers) must be returned in the same condition as when received. Fees for any damages beyond normal wear will be assessed.
      iii. Students who leave ICS before the end of the year, must return the devices and accessories to the Technology Department on a date determined by the Technology Department.

   c. **Fees for Missing or Damaged Devices**
      Devices and accessories must be returned. If a student fails to return the device at the end of the year or duration of use, they will be subject to financial liability until the device is returned or legal action may be taken. ($300/Chromebook, $300/iPad)

      Users who damage or deface the device will be responsible for replacing the damaged articles at their own expense. ($300/Chromebook, $300/iPad)

   d. **Stolen Device**
      The family must report a stolen device to the police and then turn in the police report to the school within two days of the device going missing. The device will then be locked and rendered unusable. The family will be charged the replacement cost for the device.

2. **Taking Care of Your Device**
    Students are responsible for the general care of the device they have been issued by the school. Devices that are broken or fail to work properly must be reported immediately by the student in order for the ICS's Technology Department to evaluate the problem. Loaner iPads or Chromebooks will be provided if available for students whose device is being evaluated for repair.

    a. **General Care**
        i.   The device is ICS property and all users will follow the policies included in the *ICS Technology Devices and Internet Acceptable Use* documents.
        ii.   Only use a clean, soft cloth to clean the screen. No cleansers of any type. (Technology Department has the appropriate cloths).
        iii. Cords and cables must be inserted and disconnected carefully to prevent damage to the device.
        iv.   Devices must never be left in any unsupervised area.
        v.   Devices should not be left on the floor or charging in an area where it is subject to falling.
        vi.   Students are responsible for fully charging iPad or Chromebook at the end of each day in the appropriate location.
        vii. If a student needs to charge their iPad or Chromebook at school three or more times, there may be disciplinary consequences (an iPad or Chromebook fully charged lasts a whole school day).
        viii. Only labels/stickers applied by the Technology Department will be acceptable on District iPads or Chromebooks.
        ix.   Identification labels on iPads or Chromebooks and chargers **must not be removed**.

    b. **Carrying Devices**
        Families provide a computer sleeve with sufficient padding to protect the device and a string bag for grades that change classes (3-8) . These sleeves are to protect the device from normal treatment and provide a suitable means for carrying the device within the school. The guidelines below must be followed:
        i.   Devices must always be within the protective case and secured.
        ii.   Students may not transport an uncovered device.

       iii. Students should be careful placing devices in backpacks to avoid placing too much pressure and weight on the device screen.

   c. Screen Care

The screen on a device can be damaged if subjected to rough treatment. The screens are particularly sensitive to damage from excessive pressure.

       i. Do not lean on the top of the device when it is closed.

       ii. Do not place anything near the device that could put pressure on the device.

       iii. Do not use the screen as a "light box" (tracing a picture on the screen).

       iv. Clean the screen with a soft, dry cloth or anti-static cloth.

       v. Do not "bump" the device against walls, desks, floors, etc. as it will eventually break the screen.

       vi. Do not drop the device.

3. Email/Passwords:

a. Email is intended for educational use.

b. Passwords may be updated yearly at the discretion of the Technology Department which will have access to all passwords.

c. Personal information including addresses, phone numbers, or photographs is not be shared to others.

d. Only a student's school email account should be accessed on a school device (no private email accounts).

e. Any message received through technological resources that makes the student feel nervous or uncomfortable should be reported to the homeroom teacher.

f. Passwords and access codes assigned to the student will be kept private and not shared.

g. The user will not attempt to access files, personal passwords, or access codes created by or assigned to any other user.

h. Accessing another student's account is prohibited.

i. Students will not attempt to defeat security measures instituted by the school.

j. School technological resources are not to be used to support candidates for public or elected office.

4. Managing Your Files and Saving Your Work

   a. Students that wish to save documents or other work should use their Google Drive. It is the student's responsibility to ensure that work is not lost due to mechanical failure or accidental deletion.

b. **Network Connectivity**
ICS makes no guarantee that their network will be up and running 100% of the time. In the rare case that the network is down, the school will not be responsible for lost or missing data.

c. If the network is down, students will not be penalized for not sharing their work with teachers.

d. iPad or Chromebook malfunctions are not an excuse for incomplete work.

5. **Software on Devices**

a. **Apps/Extensions**
The apps/extensions installed by ICS must remain on the device at all times. From time to time the school may remove or add software apps/extensions for particular use.

b. **Inspection**
All school technology, including student devices, may be looked at for security or other purposes. If a student's device is requested for an inspection, passwords to unlock the device must be provided. ICS reserves the right to confiscate the device for any reason and at any time if inappropriate materials are found on the device.

c. **Reformatting and Reloading Device**
If technical difficulties occur, illegal, or non-ICS installed software or apps are discovered, the device will be restored from backup. The school does not accept responsibility for the loss of any software or documents deleted due to reimaging a device.

d. **Software Upgrades**
Most upgrades of licensed software/apps or OS are capable of being done remotely. There are instances when students may be required to check in their devices for these periodic updates.

e. Any attempt to install 3rd party software to circumvent school filters or install apps or extensions on the iPad or Chromebook will result in immediate disciplinary action.

6. **Acceptable Use Policies**

a. **Parent/Guardian Responsibilities**
   i. Discuss values and standards that should be followed by your child(ren) when using the Internet.
   ii. Make sure you read this document with your child(ren) and sign off on all of the ICS Guidelines and Policies. This must be signed and turned in before a device is issued.

b. School Responsibilities
- **i.** Provide an academic Google account (username@icsannandale.org) to its students.
- **ii.** Provide Internet blocking of inappropriate materials as able while accessing ICS Internet or logged into Chrome web browser with your @icsannandale.org account.
- **iii.** Provide student's family with PowerSchool login information.

c. Student Responsibilities
- **i.** Students will demonstrate an understanding of these policies and rules for technology use before receiving a Chromebook.
- **ii.** Use devices in a responsible and virtuous manner.
- **iii.** General school rules concerning respectful behavior and communication also applies to device use.
- **iv.** Technology resources shall be used in an appropriate manner that does not result in the intentional damage of school equipment.
- **v.** Physical damage to devices should be reported immediately to school staff.
- **vi.** Secure devices against theft or loss.
- **vii.** Help ICS protect our computer system/devices by contacting an administrator about any security problems encountered.
- **viii.** Monitor all activity on their account(s) if applicable.
- **ix.** Students should always secure their device by logging out after they are done working to protect their work and information. Securing the device includes storing the device in a designated safe location.
- **x.** Return their device to the Technology Department at the specified time.
- **xi.** 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 one's own.
- **xii.** Students are allowed to access websites directed by faculty, and should not go to websites that are not allowed or may contain inappropriate material.

d. Staff Responsibility
All school staff members and volunteers whose duties include supervising students and/or staff using school computers, chromebooks, networks, internet access, electronic mail and electronic communications are obligated to read and adhere to this policy.
- **i.** They are required to enforce the rules concerning acceptable use of school technology.

      ii.   Faculty must also enforce the school policy mandated prohibition of student use of personal devices such as, but not limited to, smartphones, cellphones, tablets, ipads, androids, computers, chromebooks, and wireless hotspots during school hours from 7:30 am until the conclusion of school/faculty supervised events in school.

      iii.   Whenever a staff member or volunteer, in the course of their duties, becomes aware of a violation of the Technology/Internet Acceptable Use Policy, he/she is required to advise the user and address the matter in accordance with the school disciplinary policies. Volunteers should bring the matter to the attention of the school office.

7. **Anti-Big Brother**
New Jersey Statutes Annotated (N.J.S.A.) 18A:36-39 (P.L. 2013, c. 44) requires notification to students about the usage of certain electronic devices effective July 1, 2013.
   a. The law requires that all New Jersey school districts provide written notice to parents if any district device that students use are capable of recording or collecting information on the user's activity and/or use of the device both during and after school hours.
   b. This document serves as notice that the school-provided device that your student is using has such capabilities.
   c. Under no circumstance will ICS use these capabilities in any way that violates privacy rights of the student or that of any individual residing with the student.
   d. Parents are required to acknowledge receipt of this notification, which will occur through the device Parental Consent Form.
   e. For further information regarding "The Anti-Big Brother Act," see PL 2013, c.44 (S2057 1R)

Student Device Responsibilities
Student Pledge for Device Use

When issued a school device, I will:

- ➔ take care of and use the device as identified in the *ICS Provided Technology Devices and Internet Acceptable Use Policy*.
- ➔ know where the device is at all times
- ➔ always charge the device at the end of the school day
  (A dead battery is not an excuse, and students will be marked as unprepared.)
- ➔ keep food and beverages away from the device, so that it is not damaged
- ➔ protect the device by holding it properly with two hands, using the family provided sleeve and string bag when transporting the device
- ➔ use the device in ways that are appropriate as a learning tool that will help meet the educational goals and objectives of ICS.
- ➔ understand that the device can be inspected at any time, without notice, and is the property of ICS. Passwords must be provided immediately upon request.
- ➔ keep my account safe by remembering my password and not sharing it with my peers.
- ➔ follow the policies outlined in the Acceptable Use Policy and the Student Device Acceptance inside and outside of school hours
- ➔ file a police report in case of theft or vandalism.
- ➔ be responsible for any damage or loss caused by neglect, misuse, or abuse.
- ➔ report any problems or damage immediately to homeroom teacher
- ➔ return the device and accessories to the school in good working condition.

I will not:

- ➔ download any applications that are not authorized by their teachers or approved by ICS.
- ➔ place stickers, or using any writing implements on any part of the device
- ➔ deface the serial number or identification label on the device.
- ➔ loan the device to other individuals
- ➔ leave the device unattended
- ➔ tamper with or using another's device
- ➔ take the device home without permission from the Technology Department
- ➔ forget the device at home if mandated virtual learning occurs.

ICS Approved Apps/Websites Letter

During the school year your child may have the opportunity to use district-approved websites and applications that require student registration prior to use. Because your child is under 13 years of age, we are seeking your consent before registering your child as a user of these websites. The district will follow all recommendations in The Children's Online Privacy and Protection Act (COPPA) when establishing student accounts. By agreeing to the consent form below with this letter, you are allowing your child's teacher to indicate during the registration process that you have consented to the use of each of the approved websites and applications, and that you agree to the terms of service and privacy policies as enumerated on each website.

Immaculate Conception School is committed to the safety of our students, especially when it comes to young students using online resources. We educate our students to help them develop into responsible digital citizens by regularly teaching about appropriate online interactions.

There are a number of excellent online educational resources that would benefit our students. Online resources such as blogs, wikis, and other interactive learning websites provide some of the most compelling new educational tools for students. While allowing access to these interactive online educational resources, we also want to balance the protection of your child's privacy and personal information.

Please visit *ICS Approved Apps and Websites* to see the list of approved apps and websites as well as links to their websites, terms of service, and privacy policies. This resource site will be kept current as new websites are added to the list of approved resources.
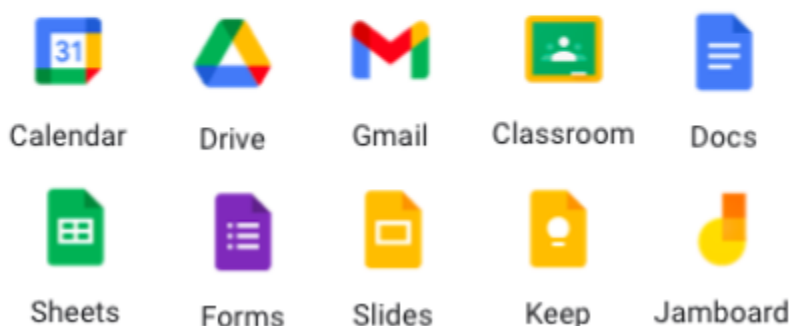
Name of Apps/ Websites	Immaculate Conception School	
	Educational Uses	Privacy Policy
99math.com	platform for learning and practicing math, motivated by fun gameplay and friendly competition	https://legal.99math.com/privacy-policy
Bioman Biology	learning games, review games, virtual labs and quizzes that will help you to learn about cells, ecology, genetics, physiology, and much more	https://biomanbio.com/privacy-policy.html
Blooklet	A new take on trivia and review games by creating memorable experiences with classroom content, students learn without even noticing.	https://www.blooket.com/privacy
BrainPOP	A site with informational and engaging videos and quizzes and activities for the classroom.	http://www.brainpop.com/about/privacy_policy/
ClassFlow	Engaging lessons and assessments, from an internet connected device.	https://classflow.com/privacy-policy/
Common Sense Media Digital Passport	Interactive learning modules that align with Common Sense Media's digital citizenship program.	http://www.digitalpassport.org/privacy-policy
Defined Learning	Project-based learning that creates excitement about STEM career opportunities and encourages students to be more proficient in these subjects	https://www.definedlearning.com/privacy/#:~:text=Defined%20Learning%20does%20not%20knowingly,such%20information%20to%20the%20Service.
Desmos	Online graphing calculator, embedded inquiry lessons	https://www.desmos.com/privacy
Discovery Education	Service that provides teachers and students access to hundreds of free educational digital media, including high quality video clips and full-length videos.	http://www.discoveryeducation.com/aboutus/privacypolicy.cfm
EasyBib	Generate citations in MLA, APA & Chicago formats for your bibliography	http://www.easybib.com/company/privacy
EdPuzzle	The easiest way to engage your students with videos. Pick a video, add your magical touch and track your students' understanding.	https://edpuzzle.com/privacy
Epic	Epic! is the Leading Digital Library for Kids 12 & Under Instantly access 25,000 of the best books, learning videos, quizzes & more	http://www.epicreads.com/page/terms-and-conditions/
Flip	Video discussion experience	https://info.flipgrid.com/about/terms.html
Freckle	differentiated practice aligned to ELA and math standards	https://www.renaissance.com/privacy/
GeoGebra	Digital tools for class activities, graphing, geometry, collaborative whiteboard and more	https://www.geogebra.org/privacy

[GoGuardian](#)	Helps maximize student engagement in lessons by eliminating distractions through us of filters and monitoring	https://www.goguardian.com/policies/product-privacy
[Google Workspace for Education](#)	Google Workspace offers teachers and students access to web-based Documents, Sites, Calendar, Maps, Reader and many more web-based applications for learning and collaboration.	https://workspace.google.com/terms/education_privacy.html
[Green Screen by DoInk](#)	Create green screen videos and images on iPad, combine photos and videos from the camera roll with live images from iPad's camera.	http://www.doink.com/privacy-policy
[Guided Readers](#)	differentiated Guided Reading program that covers systematic phonics instruction, sight words, comprehension, vocabulary, fluency, and guided writing	https://guidedreaders.com/privacy-policy/
[Happy Numbers](#)	Individualized math instruction	https://happynumbers.com/privacy-policy
[Hopscotch](#)	App that helps students learn the fundamentals of coding	https://www.gethopscotch.com/terms
[Hour of Code/Code.org](#)	Coding and programming activities to promote computer science education	http://code.org/privacy
[Incredibox](#)	Music app that lets you create your own music with the help of a merry crew of virtual beatboxers.	https://www.incredibox.com/info/privacy
[Kahoot](#)	Kahoot is a free game-based platform that enables more meaningful, playful and powerful experiences, in classrooms and beyond.	https://getkahoot.com/privacypolicy/
[Kami](#)	Students can annotate text and edit documents. Teachers can provide feedback using this platform	https://www.kamiapp.com/privacy-policy/
[Kapwing](#)	Collaborative online video editor	https://www.kapwing.com/policies/privacy
[Khan Academy](#)	A library of thousands of videos to help students learn in a new way at their own pace.	https://www.khanacademy.org/about/privacy-policy
[Minecraft for Education](#)	A game-based learning platform that promotes creativity, collaboration, and problem-solving in an immersive digital environment.	[Minecraft for Education privacy policy](#)
[MobyMax](#)	Award-winning early curriculum to algebra, from formative assessments in Quick Skill to benchmark tests in Quick Benchmarker, from adaptive practice to fluency games	https://www.mobymax.com/privacy-policy
[MosaMack](#)	Mysteries, labs, and engineering challenges for 4th-8th graders.	https://mosamack.com/privacy_policy
[Mystery Science](#)	K-5 science curriculum	https://www.discoveryeducation.com/privacy-policy/
[Newsela](#)	Website used to build reading comprehension with nonfiction that's always relevant: daily news.	https://newsela.com/pages/privacy-policy/
[Noteflight Learn](#)	Create music notation right in your browser and be part of the world's best music composition community.	https://www.noteflight.com/info#/k12

PearDeck	With Pear Deck, bring interactive, engaging slide presentations to your classroom. Real-time formative assessments and discussions enhance understanding with PearDeck.	http://tinyurl.com/n84roh9
Pinterest	Discovery of information using visual images. Can be used for collaborative projects.	https://policy.pinterest.com/en/privacy-policy
Powtoon	Create animated videos and presentations.	http://www.powtoon.com/blog/privacy-policy/
Quia	Quia is pronounced key-ah, and is short for Quintessential Instructional Archive. Quia provides a wide variety of tools, including: Templates for creating 16 types of online activities using your own content	http://www.quia.com/web/privacy_policy.html
Quizlet	Engaging learning activities that allow students to interact with content.	http://quizlet.com/privacy
Quizz	Find or create quizzes and flashcards	https://quizizz.com/privacy
Qwertytown	Learn proper keyboarding techniques through fun exercises and games.	http://qwertytown.com/privacy-policy
ReadWorks	Resource of reading passages for students of all levels	https://www.readworks.org/privacy
Rocketbook	Instantly connects and stores notes, doodles and lists in the cloud	https://getrocketbook.com/pages/privacy-policy
ScreenCastify	Make student's voices heard and their thinking visible with fun, interactive videos.	https://www.screencastify.com/legal/privacy
Seesaw	Allow students to share their work through a video, audio recording, drawing, image, link, or upload a file.	http://web.seesaw.me/privacy-policy
Sketchpad	Online drawing application for all ages. Create digital artwork.	Sketchpad privacy policy
Skitch	Get your point across with fewer words using annotation, shapes and sketches, so that your ideas become reality faster.	https://evernote.com/legal/privacy.php
StoryboardThat	Best Option for Creating Storyboards for Small Projects	https://www.storyboardthat.com/about/privacy-for-schools
Studies Weekly	Social Studies Curriculum, Grades 4-5	https://www.studiesweekly.com/legal/
Tinkercad	Tinkercad is a free, easy-to-learn online app anyone can use to create and print 3D models.	http://tinyurl.com/p75gowc
Tynker	Primary programming website	http://www.tynker.com/privacy
Typing Club	Interactive typing instruction and games	https://www.edclub.com/privacy
Typing.com	Keyboarding, Digital Literacy, & Coding	https://www.typing.com/privacypolicy
Zoom	Video teleconferencing software program	https://zoom.us/privacy
Flex Math	Adaptive and game-based, it uses the latest research-based instructional methods to create a better way to learn fractions.	Frax Math privacy policy

IXL	Personalized learning with a comprehensive curriculum, individualized guidance, and real-time analytics, IXL meets the unique needs of each learner.	https://www.ixl.com/privacypolicy
Code.org	K-12 computer science curriculum	https://code.org/privacy

Google Workspace for Education

Google Workspace for Education is a suite of productivity applications that Google offers to schools and educational institutions for free. Among the apps that are used for communication and collaboration are Classroom, Meet, Gmail, Calendar, Drive, Docs, Sheets, Slides.

★ Students and teachers can access Google's apps with their school registered email address.
★ The "Suite" of apps offers the ability to work from any device as well as share and collaborate.
★ Since Google Apps save to the cloud, teachers and students are flexible to work from any computer or device with internet access.
★ Students and teachers can save work and collaborate both *synchronously* and *asynchronously*.

For more information on Google Workspace for Education, please visit: [Privacy & Security FAQs](#)

ICS Technology Acknowledgement for Students and Parents

This policy is good through August 2024.

Fill out the form electronically by clicking: ICS Technology Acknowledgement Form
or *print, sign and return this form to your child's (homeroom) teacher.*

☐   I have read through the *ICS Provided Technology Devices and Internet Acceptable Use Policy*.

☐   I agree to the stipulations set forth in the *Student Pledge for Device Use*.
(Students may be required to forfeit their privilege of the device if it is deemed that his/her actions were in violation of these policies.)

☐   I agree to allow my child to use the educational websites and/or applications listed on the *ICS Approved Apps and Websites* list.

☐   I agree to allow my child's teacher or authorized school personnel to complete the registration process for him or her for these apps and/or websites from the *ICS Approved Apps and Websites* list.

Child's Name _____

Teacher's Name _____   Grade _____

Parent/Guardian Name Parent Signature _____

Date _____

If you are not in agreement with the statements above or have questions, please contact your child's principal. If at any time you wish to revoke your student's access to any of the educational websites on our list, please contact your child's principal.

For more students:

Child's Name _____

Teacher's Name _____   Grade _____

Child's Name _____

Teacher's Name _____   Grade _____

Child's Name _____

Teacher's Name _____   Grade _____

Child's Name _____

Teacher's Name _____   Grade _____

Child's Name _____

Teacher's Name _____   Grade _____

Parent/Guardian Name Parent Signature _____

Date _____