

St. Elizabeth Ann Seton Catholic School

Student Technology Acceptable Use

Policy (AUP)

2025–2026 School Year

Revised July 2025

Our Commitment to Safe and Purposeful Technology Use

At Seton Catholic Schools, technology is a vital tool to enhance learning, foster creativity, and prepare students for the challenges of the 21st century. This Acceptable Use Policy (AUP) outlines expectations and responsibilities for using school technology in a safe, respectful, and educationally focused manner. All students are expected to uphold the values of honesty, integrity, and responsibility in their use of technology.

1. General Expectations

- *School-issued devices, such as Chromebooks and campus computers, are for **educational use only**.*
 - *Students must use technology in ways that reflect Christian values, promote learning, and respect others.*
 - *Students must follow all staff directions regarding technology use.*
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2. Personal Electronic Devices

In accordance with state law, student-owned electronic devices are not permitted in the classroom.

Examples of prohibited personal devices:

- Cell phones
- Smart watches
- MP3 players
- Bluetooth speakers/headphones
- Gaming devices
- Cameras

Guidelines:

- Devices must be **turned off and stored in lockers** from 8:10 a.m. to 3:10 p.m.
- Students may not access or interact with these devices during school hours.
- Parents should not contact students directly during school hours. For urgent matters, call the office at **(765) 965-6956**.

Consequences:

- 1st Offense: Device confiscated and returned at end of day.
- 2nd Offense: Parent notified; device returned to parent; after-school detention.
- 3rd Offense: Daily check-in/out required; further detentions.
- 4+ Offenses: Possible suspension; parent meeting required.

Other Restrictions:

- Personal devices may not connect to the main school network.
 - Use of mobile hotspots or sharing connections is prohibited.
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3. Use of Chromebooks

- Chromebooks are **school property** and must be treated with care.
- Keep devices in protective cases when not in use.
- Charge Chromebooks **at home overnight**. Limited classroom charging is allowed only with teacher permission.
- Do not loan or borrow Chromebooks.
- No stickers, writing, or permanent markings on the device.

- **Cleaning/reimaging fee: \$15** for restoring devices to school standards.

Student Responsibilities:

- Do not tamper with device settings, security, or software.
- Keep food and drinks away from Chromebooks.
- Back up your work — the school is not responsible for lost files.

Repair Fees:

- Screen: \$40
- Keyboard: \$40
- Lower case: \$25
- Charger: \$40
- Replacement Chromebook (lost/stolen): \$350

All repairs must be completed by school tech staff. Students are responsible for the cost of replacement parts; no labor fees apply.

4. Network & Internet Use

- School internet is for academic use only.
- Do not attempt to bypass the filter or use proxy/VPN tools.
- Students must not attempt to access school servers or administrative systems.
- Sharing or downloading copyrighted content is prohibited.

Inappropriate Use Includes:

- Accessing or sharing violent, pornographic, extremist, or gambling content
- Cyberbullying or harassment of any kind
- Tampering with network devices or services

If inappropriate material is accessed by accident, report it immediately to a teacher or tech staff.

5. Audio, Video, and Games

- Audio should be off unless required by the teacher.
- Use headphones only with permission.

- *Streaming music or videos (e.g. YouTube, Spotify) is not allowed unless assigned.*
 - *No gaming during school hours unless part of a lesson.*
 - *Recording (audio/video) requires permission from all parties involved.*
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6. Printing & File Sharing

- *Students may print from Chromebooks to designated printers.*
 - *File sharing is only permitted when part of a class assignment.*
 - *Unauthorized file sharing, downloading, or program installation is prohibited.*
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7. Privacy, Safety, and Online Behavior

- *Never share personal information (names, addresses, passwords) online.*
 - *Only communicate with trusted individuals under teacher supervision.*
 - *Students must safeguard their usernames and passwords.*
 - *Students may not access or modify others' files.*
 - *Use of command prompts or hacking tools is strictly forbidden.*
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8. Cyberbullying

Seton has zero tolerance for cyberbullying. This includes:

- *Posting false or harmful messages*
- *Sharing unauthorized photos/videos*
- *Impersonating others online*
- *Creating content to ridicule or intimidate*

Consequences may include loss of technology privileges, detention, suspension, or legal action.

9. Artificial Intelligence (AI) Tools

AI tools like ChatGPT may only be used when approved by a teacher and must support—not replace—student learning.

Guidelines for AI Use:

- *Use AI ethically and responsibly.*
- *Credit AI assistance appropriately.*
- *Students must be prepared to explain and defend any AI-assisted work.*
- *Misuse or over-reliance on AI will be treated as academic dishonesty.*

Violations:

- *1st Offense: Warning + educational session*
 - *2nd Offense: AI privilege revoked; parent notified*
 - *3rd+ Offenses: Detention/suspension; possible academic penalties*
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10. Final Notes & Acknowledgement

By signing this policy, students and parents agree to:

- *Follow all guidelines set forth in the AUP*
- *Accept responsibility for the proper use and care of school technology*
- *Understand that misuse may result in disciplinary and/or financial consequences*

The school reserves the right to inspect, monitor, or restrict use of any device on school property.

Student and Parent Agreement

Students must have a Chromebook case to take the device home. Backpack pockets are not allowed.

Student Signature: _____ **Date:** _____

Parent Signature: _____ **Date:** _____