



Carondelet Catholic School Technology Acceptable Use Policy

Student and Parent Signatures Section

By signing this agreement, you acknowledge, agree and pledge to adhere to the terms and conditions outlined by this policy.

Student name: _____ Student signature: _____

Date: _____

As a parent/guardian, I acknowledge that I have read this Acceptable Use Policy and have discussed it with my child.

I can attest to my child's intent to honor this policy.

Parent/Guardian Name: _____ Signature: _____

Date: _____



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Guiding Principles

Technology offers students and teachers opportunities to improve the quality, depth and ease of school work. Carondelet Catholic School also realizes that technology profoundly affects the way in which people relate to the world, think and process information, and act upon their knowledge and ideas; therefore, electronic technology must be employed with respect and care. Carondelet Catholic School believes that new technology will help students reach their academic and life goals more effectively, but we are also aware of how technology is reshaping and redefining those goals. The school will never allow technology, or its use, to undermine the Catholic education that students have come to Carondelet Catholic School to receive; hence, the school will continually consult the following guiding principles to decide what technology to use in school and how that technology will serve the greater needs of our students and families:

- In order to accomplish the core educational mission of Carondelet Catholic School, technology must be used as a tool that enhances and improves student work, rather than a medium to hinder and distract from academic teachings.
- The technology must be appropriate to the developmental level of the students who will be using it.
- Decisions about technology purchases, deployment, and use, are governed by the extent to which the technology will reinforce the rigor and high quality of the education that Carondelet Catholic School students receive.
- Technology use and education must be consistent with the ethical posture of Carondelet Catholic School and the moral teachings of the Roman Catholic Church.
- The access and use of technology must be provided equitably ensuring that all students are able to benefit from new technology brought into the school.

Note: New and updated security policies may be enforced at any time without having been published in this document real-time, should the Archdiocese of Saint Paul and Minneapolis require all child entities to comply with their security requirements/expectations. Documents will be updated as soon as possible and published in FACTS > Documents. A notification regarding updated policies that affect all students and/or staff will be sent via email.

Terms:

CCS = Carondelet Catholic School

Users = Student, staff or anyone using school property. Property may include but not limited to devices, rooms, internet service, phones, etc.

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General Overview

Technology allows users with access to information, adding depth and richness to education, as well as open new possibilities. The use of technology at school is a privilege, not a right; therefore, any school supplied device and account is to be used solely for school work, school projects, and any other educational opportunities as specified by the curriculum and class progression of educational materials.

Students, staff, and parents/guardians must be aware that some sites on the Internet may contain material that is inappropriate and/or offensive. School administrators, faculty, and staff do not condone the access to, nor permit the use of such materials in the school environment, to the best of the existing filtering and monitoring technologies employed by Carondelet. Users of technology at Carondelet Catholic School may also be exposed to information which is illegal, defamatory, inaccurate, or inconsistent with Catholic values, ethics, or legal principles. Carondelet Catholic School does not condone or permit the use of such materials for any derogatory or overall negative purpose, nor does it allow the use of the school's Internet service for access to leisurely web browsing, gaming, illicit (including hacking and/or learning how to bypass security on any device/account), inappropriate sites/materials, or for commercial or profit purposes. Any misuse of technological resources will be reported directly or indirectly and will carry a consequence based on severity.

Personal Electronic Devices

Any personally owned device(s), including but not limited to music and video players, cell/smart phones, cameras, laser pens, electronic audio recorders/players, tablets, laptops, etc., are not permitted on school grounds. If students bring personal devices, those must be turned off during the school day and kept in the student lockers. These devices may be turned on and used only after school. NOTE: For safety, privacy, and compliance: video or audio recording is strictly prohibited anywhere and any time while on campus with personally owned devices. To prevent security risk incidents, users must not attempt to connect personal devices to internal network connections, and this practice will be considered a major violation of our policy, consequences will apply.

Exception to the policy, of bringing a digital device from home, can be established with families that need to coordinate assistive technologies with Special Services (mwozniak@carondelet-mpls.org) and the school Principal.

In a standard situation, any item(s) found during the school day in classrooms and any area on campus will be confiscated and may be picked up from the school's main office by a parent or guardian at the end of the school day.

No Expectation of Privacy

For safety and compliance reasons, Carondelet Catholic School reserves the right to monitor all forms of electronic communication that takes place within or through school technological resources. Privacy should not be expected by students and staff while using Carondelet assigned devices, networks, or school assigned accounts, including but not limited to any content generated/created with Carondelet assigned devices or accounts such as Google email and the Google suite. Parents can request access to review their student online presence, while using a Carondelet assigned device, by signing up to GoGuardian for parent portal access. Please contact techhelp@carondelet-mpls.org

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to find out how to sign up. Parents are strongly encouraged to read and discuss this policy as well as discuss safe internet browsing techniques.

Terms of Use

Carondelet Catholic School (CCS) supplies technological resources to K-12 enrolled students depending on the goals of the established curriculum of their grade level. All of these devices and services are passcode or password protected and are used, in varying degrees, as a part of each student's education. Any accounts set up by Carondelet Catholic School is intended for internal and educational use only. Carondelet will not explicitly share personal information collected from the students with any outside agency without parental consent in accordance with the Children's Online Privacy Protection Rule (COPPA). Please note that by signing this Acceptable Use Policy you are allowing your student to use the various services ordinarily reserved for users 13 and older, including Google Photos. The school will make sure that student data privacy is maintained in accordance with COPPA and CIPA (the Children's Internet Protection Act).

Students are expected to use these resources responsibly, respectfully and should employ them for school related tasks only. Students will also be expected to maintain their own passwords secure. Staff members will receive security information periodically that also reminds them of maintaining their devices and data safe. Failure to use a school Google account responsibly will result in appropriate consequences based on the severity of the individual violation.

Disclaimer: As with any cloud service provider, data privacy policies differ from vendor to vendor. Privacy practices are lengthy and difficult to summarize in an internal policy document. Full description of Google's privacy practices please visit: <https://policies.google.com/privacy?hl=en-US>.
Apple Inc. is a separate vendor from Google LLC and therefore adheres to their own data privacy practices. For full disclosure of all of Apple's privacy practices please visit: <https://www.apple.com/legal/privacy/en-ww/>

Students are not allowed to browse the internet for leisure and a vast majority of explicit sites are blocked by GoGuardian web content filtering. Blocked sites will immediately display a page that states why the site is inappropriate and the principal will be contacted regarding the incident. If the inappropriate content was yielded as a search result, students must take time to rethink their search parameters or consult with their teacher for best search results that will yield more helpful information sources. Gun and weapon searches will also be flagged and notified to the school principal.

Parents, guardians and students may not hold any teacher, staff, Carondelet Catholic School, Christ the King parish, Saint Thomas the Apostle parish, or the Archdiocese of Saint Paul and Minneapolis responsible, or legally liable for materials distributed by/or acquired from the Internet as we are not responsible for the entire contents of the Internet, and our ability to filter Internet web sites depends solely on our internet filtering service's ability to do so. We apply a strict policy to avoid most harmful content without preventing access to materials that may meet educational needs.

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Managed Accounts

Although all students are assigned a Managed Apple ID and a Google Suite account, access to these accounts are defined as follows:

All CCS supplied accounts will be managed and monitored while student or remains enrolled (or staff remains employed) and are property of Carondelet Catholic School. Staff and students are expected to use the assigned cloud storage only for school and educational work only. No personal images/photos, music, or any other personal electronic data should be stored in the resources provided by Carondelet Catholic School. Any inappropriate data/files generated by the user will be considered a major violation to the policy and consequences will be applied accordingly.

- Managed Apple ID (MAID) accounts are only used to sync iPad preferences, Safari bookmarks, and any file created under the managed account for backup purposes only. Additionally, this account is used in conjunction with our device management system, Jamf, to help ensure that apps and books can be installed. No explicit use of MAID accounts is allowed by students, and students are not to sign-out that account of the device as this will also constitute a violation to this policy.
- If/when a student's family decides to leave Carondelet Catholic School, all accounts will be deactivated and archived. In some instances, parent(s)/guardian(s) may submit a special request to obtain school work created by the student leaving Carondelet. Submit request to the school Principal and copy Technology Director (techhelp@carondelet-mpls.org) for approval/transfer as appropriate.
- K-2 Grades: for student safety and while students learn about digital presence and safety practices, email is disabled for these grades. Please contact the school's main office to communicate any information regarding your child, including but not limited to their attendance, education, questions and concerns.
- 3-5 Grades: students in these grades are continuing their digital safety education and will have access to Google Mail but will only be able to email their teacher and vice versa to discuss school work only. Access to Google Docs, Slides and Sites is allowed for school work only.
- 6-8 Grades: students can email teachers and email each other as they are encouraged to collaborate with their peers; however, they must be reminded that use of email is for school work only, this medium should not be used for personal or leisurely activity planning amongst each other, any kind of bullying or ill intended communication, or any negative use of the medium. Students must visit the main office directly to discuss/report illness, departures, etc., and contact family members as appropriate.

Any student that receives email or documents/communications from other students, or Carondelet staff, that include forms of cyberbullying (harassing, discriminatory or threatening communications and behavior) must be reported to homeroom teachers or directly to the school Principal or Technology Director immediately. Carondelet does not tolerate any form of bullying, harassment or negative communication, please refer to the student handbook for more information.

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CCS Devices

All Carondelet Catholic School supplied devices, to staff or students, are property of Carondelet Catholic School and are to be used for school/work/educational purposes only and will be setup to use our Internet filtering and auditing service, GoGuardian in order to maintain students safe and to remain CIPA compliant. Carondelet students are not allowed to download apps, extension or any other piece of software to their assigned devices. If a student would like to suggest an app or extension, they need to submit that request to their homeroom teacher and if/when teacher approves, teacher should submit the request to the helpdesk.

- K-2 Grades: students in these grades will be assigned an iPad configured with any app that faculty deems necessary to meet their established curriculum goals. These devices are not to leave school grounds at any time, unless an extraordinary situation arises and CCS needs to move to remote/distance learning.
- 3-4 Grades: are assigned a Chromebook for school work only and are also configured with the appropriate apps, extensions and bookmarks, and here as well, students are not approved to take the devices home.
- 5th Grade: as students move towards middle school, this grade is migrated back to iPad assignment. Students must use the device for school work only, and may not take the device home.
- 6-8 Grades: students moving into the 6th grade are assigned a new iPad with charger brick and cable to start the Middle School iPad Program.
 - All middle school students are expected to take the iPad home and bring it to school fully charged every day.
 - Students must not bring their assigned charging brick or cable to school as these accessories can be misplaced, damaged or lost. Replacement of these accessories will be invoiced to the family's account. No 3rd party or unapproved charger should be used as it may inflict damage to the battery. Please contact techhelp@carondelet-mpls.org with questions.
- Middle School iPad devices are an asset and property of the Carondelet Catholic School until the completion of the Middle School program.

*Please refer to the Middle School iPad Agreement for further information regarding the program, specific use guidelines and additional policies.



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Limitations/Restrictions

Cameras, iPad, cell phones or any digital video or audio recording capable device is strictly prohibited in restrooms and locker rooms without exception. CCS complies with MN mandate that prohibits such devices in restrooms, and violation to this policy can result in disciplinary action including suspension or dismissal of school grounds, and local authorities may be involved depending on severity of the incident.

CCS reserves the right to review any material in student accounts, including email, to ensure that users are complying with the guidelines outlined in this policy document as well as the Middle School iPad Agreement, for middle school student only, or if there is reasonable evidence of a policy or legal violation. A search can be requested and conducted by the teacher running the class, the school's Principal, or the Technology Director. Random searches may occur based on log alerts and will be followed through by the Principal.

Device Personalization

Limited personalization is allowed on CCS supplied accounts and devices. Any image utilized for the home screen or account avatar must be positive in nature, or if student wishes to use their school picture, they may. Students may not use offensive images, alcohol/tobacco/arms and any other image that instigates or promotes violence, derogatory/denigrating or any image that does not convey a Catholic principle. Any student with an image that does not reflect the Catholic principles of Carondelet will be asked to remove the image immediately, and consequences will apply.

Physical Damages

All students must ensure that their assigned device is cared for at all times during school hours, and while at home as well if the student is in middle school. Accidental damages must be reported to the homeroom teacher as soon as it happens and student must request permission to exit the class to then report the issue to the technology director. For iPad users, a loaner iPad will be prepared for the student's use while their assigned device is repaired, for Chromebook users, typically the issue can be resolved within a reasonable amount of time, but in case the time needed to repair the device exceeds 2 days, a loaner Chromebook can be supplied. The loaner will be supplied to the student either within 2 hours after request or the next business day, depending on work load and technology availability. Damages that require physical repair or if the device is lost, will incur a fee to the family account ranging from \$49-\$400 depending on the device, case type, and damage inflicted or if there is a need to replace the entire device. Technology director and school principal will assess the damages and in coordination with repair services, will be able to determine the total cost of the repair/replacement and will relay this information to the family. *Damages inflicted or loss of an assigned loaner device can/will also be billable to the family account.

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Non-exhaustive list of policy violations

All members of the Carondelet Catholic School community are expected to use online components, including all online services to which Carondelet Catholic School subscribes, in a respectful and responsible manner. Students should only use such resources under the direction of a Carondelet Catholic School staff member, or a parent or guardian. By using any service provided by Carondelet Catholic School, the user is agreeing to follow this Acceptable Use Policy and to be subject to its listed consequences.

Non-exhaustive List of Policy violations:

- Use of offensive, abusive, or illegal language.
- Any use that is illegal or in violation of other policies, including all forms of cyberbullying (harassment, discriminatory or threatening communications and behavior), violations of copyright laws, and sending spam.
- Destroying or damaging school property, including but not limited to assigned device, case, cables, shared printers, staff computers, Promethean panels, fellow student devices, etc., will result in monetary restitution, suspension, and/or dismissal.
- Using the “Private,” “Incognito,” or “Stealth” modes on any Carondelet supplied web browser on any assigned device.
- iPad students: disabling the wireless, or Bluetooth function.
- Signing out of their Google Account or managed Apple ID on any CCS assigned device.
- Signing in to their managed Carondelet device with a personal/home account.
- Deleting or altering browser history on any assigned Carondelet Catholic School device.
- Deleting or altering any log or record that provides information about a students’ use of that device.
 - Deleting any email or files created and/or stored by the student in their assigned school supplied accounts or devices when a student has been made aware that a security audit is being conducted.
- Restoring devices to factory defaults.
- Attempting to or accessing inappropriate content that is explicit, harmful, illicit in nature.
- Opening or forwarding any e-mail attachments or files from unknown sources and/or that may contain viruses.
- Sending mass e-mails, including to an entire grade, for school or non-school purposes without explicit permission of the Principal.
- Attempting to breach or breaching the email account or accounts of another student, teacher, or staff member.
- Attempting to connect to alternate campus networks.
- Playing games, leisurely web browsing the internet, or using the device/account for any leisure activity without teacher approval.



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Policy Violation Consequences

Consequences for violating Carondelet Catholic School's Acceptable Use Policy may include, but will not be limited to, one or more of the following:

- A behavior slip, demerit, and/or parent conference (depending on the severity of the violation);
- Assignment of community service hours, or time spent researching the impact of the student's actions;
- Loss of credit for an assignment and/or unit;
- Depending on the severity of the incident, student's access or the use of their assigned device or any/all technological resources may be revoked; or if incident is severe, indefinite revocation of a device or school supplied account(s).
- Family account will have to cover losses, damage, or injuries;
- Possible dismissal;
- Notification of the proper legal authorities, if necessary.

It is within Carondelet Catholic School's discretion to determine the consequences to be applied to each incident, according to the circumstances and severity of the violation.

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