Archdiocese of Philadelphia Virtual Classroom Video/Audio Recording

Parent/Guardian Acknowledgment Form

Student's Name:	
Classroom Teacher's Name:	
School:	

In order to provide continuity of instruction during flexible instruction days, the Catholic schools in the Archdiocese of Philadelphia will use a variety of teaching methods, including virtual classroom activities. Participation in virtual classroom activities is subject to school policies and regulations, including, but not limited to: student conduct/behavior and acceptable use of technology.

I understand that my child's instructor may conduct virtual classroom activities. Be aware that video, including audio, will be used for teaching purposes, and at times, teachers may record classroom activities for educational use/purposes. The recordings will only be shared within the school setting for students unable to attend the virtual classroom activity in real-time. Video recordings will be available for download so that School students may access said recordings during remote learning, but such use will be limited to School students only. School students can view them online or offline in coordination with their daily instruction. Any use of said virtual academic content outside of School's instructor or administrator approved use, such as uploading or sharing of said video content to a third-party website, personal website, or a social media account is strictly prohibited. This prohibition also extends to sharing such recordings to non-School students.

The recordings will be stored, accessed, and disposed of in accordance with the guidelines established by the Office of Catholic Education for the Archdiocese of Philadelphia.

The instructor will provide advance notice of recording a classroom activity. If you have questions or need assistance with virtual classroom activities, please contact your child's instructor or -----.

I hereby consent to the School's collection, use, and/or disclosure of information about my child through video conferencing and recording applications and other manual and/or electronic procedures utilized within course instruction. I understand that my child is participating in a virtual academic setting, and that the information collected is a part of the remote classroom experience currently being utilized. This consent form covers all forms of remote learning courses. The information supplied to the instructor and/or School is meant solely for educational and class related use.

By signing below, I acknowledge that my child's name, image, likeness, speech, their ty	/pea or
written content, as well as their grade and course information may be transmitted during	g video
portions of remote learning and online instruction.	
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Parent/Guardian Signature:
Parent/Guardian Name (Please print):
Date:
Student Signature (if high school):
Date:
**Please return this acknowledgement form to*



Mother Of Providence Regional School 607 South Providence Road Wallingford, PA 190865

<u>Chromebook Insurance Guidelines</u> <u>For Grades 1-8</u>

(please initial) I agree to Mother of Providence Regional Catholic School's damage, repair, & replacement plan for coverage or damage of my student's school owned Chromebook as outlined below.
(please initial) Mother of Providence Regional School does not cover any loss or theft of Chromebook. In the event the Chromebook is lost or stolen while in the student's care, they will be responsible for full replacement cost, including the case.
The \$50 insurance fee per device for each of the first 3 incidents covers most repairs, although there are additional costs outlined below.
The school will provide a loaner Chromebook, if available, to any student who purchases insurance while their Chromebook is being repaired.
Those students who do not purchase insurance or have a Chromebook lost or stolen will not have access to a loaner Chromebook.
Damage Deductible
Students and parents will be responsible for a deductible for each damage incident. If an incident occurs, the next \$50 deductible needs to be paid in case of future incidents before the machine is fixed.
1 st Incident - \$50.00 2 nd Incident - \$50.00 3 rd Incident - \$50.00
(please initial) Intentional Damage: Students/Parents are responsible for full payment of intentional damages to the Chromebook. MPRCS insurance protection does not cover intentional damage of the Chromebook.
(please initial) "Jailbreaking" the device results in the loss of the warranty and is a violation of the terms of use. Students/parents will then be responsible for any and all fees and/or replacement of the Chromebook.
(please initial) Insurance Limits – There is a maximum of three occurrences total per student covered by insurance. Insurance will not be available for subsequent occurrences, and the family will be required to pay for their own replacement device.
required to pay for their entire placement actives

(please initial) The individual replacement costs of items are outlined below:	
Chromebook:\$300 Chromebook Charger - \$25.00 Chromebook hard case: \$25	
(please initial) I agree to the above terms of the Mother of Providence Regional School Chromebool Insurance Program.	ok
Student Name (Please Print)	
Parent/Guardian Signature Date	
Decline of Insurance	
(please initial) I do not wish my child to participate in the MPRCS Chromebook insuran program. I will take full financial responsibility for repairs. Repairs for damages will be billed me at actual cost, and I will be responsible for full replacement costs of the iPad.	ce to
(please initial) The individual replacement or repair costs of items are outlined below:	
Chromebook:\$300 Chromebook Charger - \$25.00 Chromebook hard case: \$25	
Student Name (Please Print)	
Parent/Guardian Signature Date	



Mother of Providence Regional School 607 South Providence Road Wallingford, PA 190865

Google Apps For Education Use Agreement

In the interests of furthering the educational goals of Mother of Providence Regional Catholic School, the school will make available for use by the student a Google Apps for Education account.

The account is intended for educational purposes and will be issued upon the student's and parent/guardian's signed acceptance of the terms of this Google Apps use agreement.

TERMS OF USE

- 1. MPRCS will provide an account for Google Apps for Education within the @mpregional.org domain.
- 2. This will include an email address.
- The email address will only work between students and teachers within the @mpregional.org domain.
- Student will be able to log on and access Google Apps for education (i.e. Google Docs and email) from any computer or web device both on school property and off.
- 5. Students will be able to share files and documents with Google Drive.
- 6. Email and related apps should never be used for purposes for which they were never intended or authorized.
- 7. Student will NOT be able to use this email account to sign up for other internet accounts such as Facbook or Youtube. (This will be blocked at the @mpregional.org domain)
- 8. Parents will be able to use this email to sign their child up for a free iCloud account to be used in conjunction with school issued iPad.
- 9. Student will not use these services for cyber bullying or other inappropriate activity.

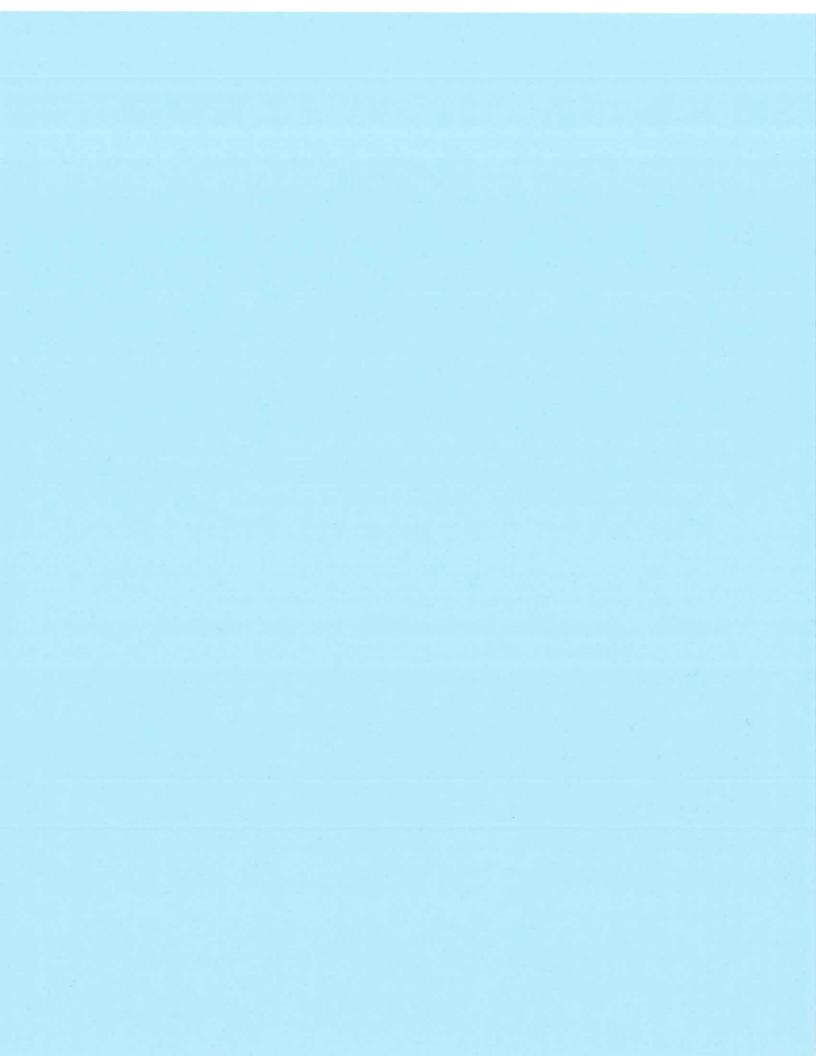
DELIVERY AND ACCEPTANCE

By my signature below, I authorize my Child / Children to participant in the Google Apps for Education at Mother of Providence Regional School. This includes the use of Google Docs, Google Drive, and email messaging. I also understand these service may be used from any web enabled device both on school property and off.

Describion Signature	Doto
Student Name (Please Print):	
Student Name (Please Print):	
Student Name (Please Print):	

Parent/Guardian Signature

Date





Tablet/Chromebook Use Rules

In the interests of furthering the educational goals of Mother of Providence Regional Catholic School, the school will make available for use by the student tablets for PK and K, Chromebooks for grades 1-8, and Google Apps for Education account.

Students and parents are required to review this document, as well as sign the accompanying agreement prior to the use of school issued tablet or Chromebook and Google Apps for Education account.

Technology resources are provided for the purpose of supporting the educational mission of the school. The school's goal in providing the tablet/Chromebook is to promote educational excellence by facilitating resource sharing, innovation, research, creativity, communication, increased productivity, and mobile learning.

Use of these technologies is a privilege that carries responsibility and behavioral expectations consistent with all school rules and policies, including but not limited to those stated in the school handbook. It is understood that all members of the school community will use all types of computing devices and the school's network in a responsible, ethical, and legal manner at all times.

The Archdiocese of Philadelphia, Office of Catholic Education (AOP/OCE), and Mother of Providence Regional School retain sole right of possession of the tablet/Chromebook and related equipment.

The tablet/Chromebook will be issued to students according to the guidelines set forth in this document. AOP/OCE and Mother of Providence Regional School retain the right to collect and/or inspect the tablet/Chromebook at any time, and to alter, add, or delete installed software or hardware.

Student Rights & Responsibilities

Use and Ownership

The tablet/Chromebook is property of Mother of Providence Regional School, and this program is a privilege.

The tablet/Chromebook is for individual student educational use, and will be issued upon the student's and parent/guardian's signed acceptance of the terms of this tablet/Chromebook use agreement.

Tablets/Chromebooks are not a family device and only should be used by the student for school assignments and tasks and not members of the family.

You will abide by the Responsible Use Policy for Technology and the Acceptable Use Policy for tablets/Chromebooks guidelines set forth by the Catholic Schools of the Archdiocese of Philadelphia.

If you accept a MPRCS provided tablet/Chromebook, it must be returned to MPRCS at the conclusion of the student's educational relationship with MPRCS or at the conclusion of the school year, whichever is sooner.

Participation in this program will also require participation in the schools Google Apps for Education Program.

Technical Support

Technical support will be provided during normal school hours in the computer lab.

You are responsible for maintaining a backup of all data and settings on the Tablet/Chromebook through the use of Google Drive.

MPRCS will assist students with setup of a Google account for the purposes of file backup.

MPRCS is not responsible for data loss in the event of a device failure or malfunction.

Apps

For PK and K, tablets will be used in school only. They are synced with the student's Google account and the apps are already installed on them.

Accidental Damage or Theft Coverage

If you accept a MPRCS Chromebook, you have the option of purchasing insurance from the school. Any costs associated with damage or theft of your Chromebook beyond what is covered by insurance will result in charges to the student and parents.

What To Do If Your Tablet/Chromebook is damaged or stolen.

- (1) It is your responsibility to notify the Principal and Technology teacher immediately.
- (2) In the event of damage or malfunction, make sure you return the tablet/Chromebook and all accessories, even if they are functional, to the computer lab.
- (3) Your tablet/Chromebook will be repaired or replaced at the discretion of the technology staff, and you will be notified of any charges.
- (4) If your tablet/Chromebook is stolen, you will be required to file a police report after notifying the staff in the computer lab.

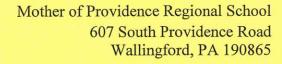
Usage

Your tablet/Chromebook is designed to be your personal learning device. As is the case with all technology used at or owned by MPRCS, you are governed under the rules and regulations covered in MPRCS Acceptable Use Regulations.

Inappropriate use of the tablet/Chromebook could result in the removal of the tablet/Chromebook from your possession and/or additional disciplinary action.

In addition to the Acceptable Use Regulations the following guidelines also apply:

- (1) The tablet/Chromebook may be provided with apps necessary for your school work.
- (2) Mother of Providence Regional School does use a Proxy Server on the tablet/Chromebooks and will be able to filter websites when the student is OFF CAMPUS. In addition Mother of Providence Regional School can view logs of websites visited or attempted to visit websites accessed on a school issued device.
- (3) Students may NOT configure additional personal email accounts on the device. Only MPRCS issued email accounts may be used.
- (4) Mobile device management software and profiles may not be removed from the device.
- (5) The student will bring their device to school each day with a fully charged battery.
- (6) The student will exercise all due and reasonable care in handling and use of said equipment and agrees to return the equipment in good condition.
- (7) Students can expect their device to be periodically inspected and monitored for appropriate usage.
- (8) The device should never be used for purposes for which they were never intended or authorized.
- (9) For Tablets only the device case issues by MPRCS may be used. No personal cases. Sleeves for the Chromebooks are provided by the student.





Tablet/Chrombook Use Rules

DELIVERY AND ACCEPTANCE

By my signature below, I authorize my student to participant in the 1:1 device program at Mother of Providence Regional School.

We (Parents and Students) agree to the terms and conditions of the MPRCS Tablet/Chromebook Rules which have been made available to me on the school's website at https://mpregional.org/technology-use-rules.

We (Parent and Guardians) understand that the MPRCS does use a Proxy Server on the Tablet/Chromebooks and will be able to filter websites when the student is OFF CAMPUS. In addition MPRCS can view logs of websites visited or attempted to visit websites by my child.

The Tablet/Chromebook is for individual student educational use, Tablets/Chromebooks are not a family device and only should be used by the student for school assignments and not members of the family.

Student Name (Please Print):	
Student Name (Please Print):	
Student Name (Please Print):	
Parent/Guardian Signature	Date
Student Signature	Date
Student Signature	Date
Student Signature	Date

		OK.		
5				

RESPONSIBLE USE POLICY FOR TECHNOLOGY

Preamble

Catholic Schools of the Archdiocese of Philadelphia Revised August 2021

The heart of our curriculum is timeless ~ love, truth, beauty, mercy. We teach about creation as well as the Creator. We educate on being in solidarity with those who suffer and how to cultivate a prayerful life.

In his message for the 48th World Communications Day, Pope Francis said that technology is a "gift from God." The Pope challenged the Church to use this tool to promote the faith, asking how communication can "be at the service of an authentic culture of encounter?" Because of these things we are committed to participating in society. And to be committed to such participation requires using technology in appropriate ways.

We are interested in technology because of our faith.

We expect our students to utilize technology to think more critically, to communicate effectively, to express their creativity, and to conduct research. Our teachers have access to updated technology in their classrooms to engage our students and challenge them to learn in ways not previously imaginable. We empower students with the technical skills necessary to participate in a culture that is increasingly dependent upon technology, while also challenging them to be digital ambassadors spreading the Good News.

But it is our faith that guides how we use technology.

We teach our students about the ethics of technology and train them to be savvy about things like Internet privacy and safety. We teach the unfortunate reality of technology addiction. We remind students and parents that technology is aggressively marketed and to be careful about getting caught up in the hype.

We also acknowledge that we sometimes need to "unplug" from technology as it can cause us to become isolated from one another. We encourage family meals without screen time and the importance of communicating face to face.

We greatly value technology in our schools. And what makes technology most powerful, is when it serves to make our students better people!

RESPONSIBLE USE POLICY FOR TECHNOLOGY Catholic Schools of the Archdiocese of Philadelphia

PURPOSE

Technology is a valuable and real-world educational tool. All Archdiocese of Philadelphia schools will educate all students about appropriate online behavior, including: interacting with other individuals on social networking websites and in chat rooms, cyber bullying awareness and response to ensure an appropriate use of technology, including video conferencing platforms. The policy outlined below applies to all technology use including but not limited to Internet use. The Responsible Use Policy for Technology (RUP) applies to all students, faculty, administrators, staff, volunteers or community members allowed access to school technology resources. In some cases, outside or personal uses of technology may be applicable under this policy.

SCOPE OF USE

We recognize that the digital world allows anytime, anywhere access. Uses mentioned in this policy apply to **inside** school use and may in certain instances apply to personal technology use and/or uses **outside of school**. Where personal and/or non-educational use of technology creates substantial disruption in school, including but not limited to harming or interfering with the rights of other students or teachers to participate fully in school or extracurricular activities, these activities may be viewed as a violation of the Responsible Use Policy and may be subject to the disciplinary measure found herein. N.B. The types of electronic and digital communications referenced in this RUP include, but are not limited to, social networking sites, cell phones, mobile computers and devices, digital cameras, video conferencing platforms, text messaging, email, voice over IP, chat rooms, instant messaging, cloud, and web-based tools.

GOAL

The school's goal is to prepare its members for a responsible life in a digital global community. To this end, the school will:

- Integrate technology with curriculum to enhance teaching and learning.
- Encourage critical thinking, communication, collaboration, creativity, and problem-solving skills.
- · Facilitate evaluation and synthesis of information.
- Encourage ethical practices and provide education for Internet safety, digital citizenship and the creation of a positive digital identity.
- Provide a variety of technology-based tools and related technology skills.

RESPONSIBILITIES OF USER

Our schools will make every effort to provide a safe environment for learning with technology including Internet filtering and safeguards. The students, faculty, administrators, staff, and school community are granted the privilege of using the computer hardware and software peripherals, and electronic communication tools including the Internet. With this privilege comes the responsibility for appropriate use.

In the Archdiocese of Philadelphia, we use information and technology in safe, legal, and responsible ways. We embrace the following conditions or facets of being a digital citizen.

- Respect One's Self: Responsible users will select online names that are appropriate and will consider the information and images that are posted online.
- Respect Others: Responsible users will refrain from using technologies to bully, tease or harass other people.
- Protect One's Self and Others: Responsible users will protect themselves and others by reporting abuse and not forwarding inappropriate materials or communications.
- Respect Intellectual Property: Responsible users will suitably cite any and all use of websites, books, images, media, or other sources relied upon or used in work created.
- Protect Intellectual Property: Responsible users will request permission to use the software and media others produce and abide by license agreements for all software and resources.

TECHNOLOGY USE GUIDELINES

Educational Purpose/ Responsible Use: Technology is to be used to enhance student learning. Students are able to access social networking and gaming sites only under the guidance and supervision of the teacher for the educational outcomes identified within the lesson and given appropriate age.

Copyright/Intellectual Property and Identity: All sources obtained for teacher and student work should be properly cited. Users are to respect the rights and intellectual property of others in accordance with Federal Copyright Law. Transferring copyrighted material to or from a school without express permission of the owner is a violation of Federal Law and could result in copyright infringement claims.

Communications: Electronic and/or Digital communications with students should be conducted for educationally appropriate purposes and employ only school-sanctioned means of communication. The school-sanctioned communications methods include:

- Teacher school web page, school-issued email and/or phone number
- Teacher created, educationally focused networking sites
- Student Information System and Learning Management System
- Remind Communication app or similar i.e. Class Dojo, Seesaw

Teachers, administrators or staff members in their normal responsibilities and duties may be required to contact parents outside of the school day. A teacher, administrator or staff member is free to contact

parents or guardians using a home phone or a personal cell phone. However, they should not distribute a home phone number or a personal cell phone number to students. If a student contacts a teacher or administrator using a teacher or administrator's personal numbers, email or social networking sites, the teacher or administrator should immediately report this to the administrator or appropriate authorities.

Electronic and Mobile Devices, Cell phone/Wearable technology: Users must adhere to local school policy that may further define uses of mobile devices. The administrator of the local school will determine permissible use. If a particular mobile device is to be used for an educational purpose, the school administration and/or teacher will provide parameters for this use.

Smart Speakers: Primarily intended for at-home consumer use, these always-listening devices are not directly intended for the classroom. Therefore, smart speakers (Echo, Google Nest, etc..) are not to be used in the classroom nor connected to the network on a permanent basis during the academic year.

Remote/Distance Learning: Remote or distance learning may be used to supplement face-to-face instruction, or where appropriate, may be the primary modality of instruction. To effectively engage in remote or distance learning, users are expected to:

- Participate from an appropriate location in the home.
- To the user's best ability, be in a well-lit and quiet area. Avoid having windows or strong sources
 of light directly behind an individual when engaging in teaching/learning on camera.
- Wear appropriate and respectful attire. (This may be more specifically defined by the local school administration.)
- Where able, only use first name and last initial to identify yourself via video conferencing software.
- Students are not to use or preserve a photograph, image, video, including-live streaming, or likeness of any student, or employee without express permission of that individual and of the principal.
- Prior to recording any portion of a live classroom session, instructors are to notify the students who are in the same session, face-to-face or online.
- Live class recordings are meant for internal school use only. Recordings are to be saved locally
 on a network drive or the school's GSuite for Education Google Drive. Recordings are to be
 deleted at the end of the academic year in which they were recorded. Recordings are not for
 promotional use, rather solely for educational purposes.
- This Responsible Use Policy applies to students using personal devices for remote instruction.
- Maintaining hardware/devices provided by the local school is the responsibility of the student/family. (Local school policy may define further students' responsibilities and expectations.)

Examples of Unacceptable Uses -

Users are not to:

 Use technology to harass, threaten, deceive, intimidate, offend, embarrass, annoy or otherwise negatively impact any individual.

Personal Use of Social Media

This section of the policy refers to the personal use of social media sites such as, but not limited to: Facebook, Twitter, YouTube, Instagram, Tumbler, Ask.fm, Snapchat, Vine, and TikTok.

Teachers and students may not mention members of the school community on social media without their consent unless the subject is of public concern and the speech falls under applicable constitutional protections.

"Friending" or "Following" of current students by teachers is forbidden on a teacher's personal social media site. Teachers should also not 'friend' former students unless and until such student has attained the age of majority. Personal and professional posts must use appropriately respectful speech, and refrain from harassing, defamatory, abusive, discriminatory, threatening or other inappropriate communications. Teachers are encouraged to have professional social media accounts and parents are encouraged to follow those for announcements and resources. Teachers are to inform local administrators as to any class utilizing social media, which should be for educational purposes only.

Policy Violations

Inappropriate use in contradiction to the above rules will be addressed by the administration of the school. Violation of these rules may result in any or all of the following:

- Loss of use of the school network, computers and software, including Internet access. The student will be expected to complete work on a non-networked, stand-alone computer system.
- Issuance of demerits/detentions, if applicable.
- Disciplinary action including, but not limited to, dismissal and/or legal action by the school, civil authorities, or other involved parties

- Post, publish, disseminate or display any defamatory, inaccurate, violent, abusive, profane or sexually oriented material. Users must not use obscene, profane, lewd, vulgar, rude or threatening language. Users must not knowingly or recklessly post or disseminate false information about any persons, students, staff or any other organization.
- Use a photograph, image, video, including-live streaming, or likeness of any student, administrator, employee or volunteer without express permission of that individual and of the principal.
- Create any site, post any photo, image or video of another individual except with express permission of that individual and the principal.
- Attempt to circumvent system security, blocked sites or to bypass software protections.
- Deliberately visit a site known for unacceptable material or any material that is not in support of
 educational objectives. Students must not access social networking sites or gaming sites, except
 for educational purposes under teacher supervision.
- Violate license agreements, copy disks, CD-ROMs, or other protected media.
- Use technology for any illegal activity. Use of the Internet for commercial gains or profits is not allowed from an educational site.
- · Breach confidentiality obligations of school or school employees
- · Harm the goodwill and reputation of the school or system in the community
- Transmit any material in violation of any local, federal and state laws. This includes, but is not limited to: copyrighted material, licensed material and threatening or obscene material.
- Attempt to modify software and/or hardware configurations on a school issued device without proper permission and direction.
- Load personal software onto a school device or school issued device without proper permission or direction.
- Attempt to remove covers or protective shells to make repairs to hardware.

Reporting: Users must immediately report any damage or change to the school's hardware/software that is noticed by the user.

Administrative Rights: The school has the right to monitor both student and employee use of school computers and computer accessed content. Due to the evolving nature of technology, the Archdiocese of Philadelphia, Office of Catholic Education reserves the right to amend or supplement this policy at any time without notice.

RESPONSIBLE USE POLICY FOR TECHNOLOGY Catholic Schools of the Archdiocese of Philadelphia

Student Internet Access Contract

I understand that when I am using the Internet or any other computer/telecommunications device, I must adhere to all rules of courtesy, etiquette, and laws regarding the copying of information as prescribed by either Federal, State, or local laws, and the Archdiocese of Philadelphia and (school name)

My signature below and that of my parents(s) or guardian(s) signature means that I agree to follow the guidelines of this Responsible Use Policy for Technology for the Catholic Schools of the Archdiocese Philadelphia. Student Name/ID
Student SignatureDate/
Graduation Year
Room Number (if Elementary)
Grade
Parent or Guardian: We ask that you review this policy with your child and sign below:
Student Access Contract
I hereby release(school name) and the Archdiocese of Philadelphia, its personnel and any other institution with which it is affiliated, from any and all claims and damages of any nature arising from my child's use of, or inability to use, the Internet, including but not limited to claims that may arise from the unauthorized use of the system to purchase products or services.
I will instruct my child regarding any restrictions against accessing materials that are outlined by the Responsible Use Policy for Technology for the Catholic Schools of the Archdiocese of Philadelphia. I will emphasize to my child the importance of following rules for personal safety.
As the parent or guardian of this student, I have read the Responsible Use Policy for Technology for the Catholic Schools of the Archdiocese of Philadelphia for(school name). I hereby give my permission for my child to use the Internet and will not hold(school name) or the Archdiocese of Philadelphia liable as a result of
my daughter's/son's use of the Internet on school premises. I understand that my child has agreed not to access inappropriate material on the Internet.
Parent/Guardian SignatureDate/Date/

