

TECHNOLOGY POLICY & CONTRACT

The educational programs in Catholic schools and parishes of the Diocese of Lansing require the ethical use of the Internet and related technologies by all employees, volunteers, and students. The Diocese of Lansing, Department of Education and Catechesis, encourages and strongly promotes the use of technology in the Catholic schools and parish catechetical programs of the Diocese. To ensure that students can make full use of the technologies available, all use of technology must have proper authorization and follow the diocesan, parish, and school terms, conditions, and regulations for the use of Internet and other technologies including, but not limited to: computers, telephones, video, fax, and digital camera.

These procedures apply to all computers/technologies whether located at school, Parish Center or office, home, or anywhere else.

- I will not use a computer unless an adult is present.
- I will follow the Diocese of Lansing, and the school's, and parish's code of ethics for internet and technologies.
- I will use only authorized computer disks. I will not use a disk from outside the school or parish until it has been virus checked by the school and authorized for use in the school or parish.
- I will respect the privacy of others. I will not use another's computer or computer disks without permission. I will not use another's password, file, or identity code. If I enter another's file or know that another person has, I will notify my computer teacher, principal, or parish catechetical program leader.
- I will respect my safety and that of others. I will not reveal my personal address or phone number through the use of technology. I will not allow another person to reveal my personal address or phone number through the use of technology. I will not reveal the name, address, or phone number of others through the use of technology. I will not transmit or use photographs of others without their permission.
- I will respect the laws of the United States, its individual states, and foreign countries in regard to copyrighted material; threatening, violent, or harassing material; obscene, and material protected by trade secret.
- I will not submit, publish, or display any defamatory, inaccurate, abusive, obscene, profane, sexually oriented, threatening, racially offensive, or illegal material; nor encourage the use of a controlled substance.
- I will use technology in a way which preserves it and which is an acceptable use of it. I will not vandalize the school's or parish's or anyone's data, software, hardware, or technological equipment. I will not enter into any financial obligation nor make any purchase through the use of the school's or parish's technology.
- I will attend and participate in a training session on acceptable use of the Internet and local area network before I am granted the privilege of access.

If a device is damaged through accident or neglect and it cannot be repaired under warranty, the cost of a replacement device will be the responsibility of the parent/guardian. I have read and understand the contract for use of this privilege. I accept the terms, conditions and regulations of this contract and understand disciplinary action as set forth in the School Handbook.

Student User Signature _____ Date _____

Student User Signature _____ Date _____

Parent/Guardian Signature _____ Date _____

AS PARENT/GUARDIAN, I HAVE READ AND SUPPORT THE CONTRACT ABOVE AND THE EXPECTATIONS OUTLINED ON THE BACKSIDE OF THIS FORM.

The ability to use the devices at school or home, specifically the Chromebooks and iPads is a privilege. In order to use these devices, you must abide by all of the expectations that follow.

USE AND EXPECTATION POLICIES FOR CHROMEBOOKS & IPAD

- Chromebooks & iPads stay at school and are for school use only, unless permissions have been made with the principal.
- All background must be school appropriate and approved by a staff member.
- When a teacher is giving direction, all lids should be lowered or closed, and iPads should be on black screens.
- Devices should be used on a flat surface, that is cleared of all other materials.
- Devices are not allowed in the bathroom, locker room or at lunch/recess.
- Devices should be used only when the teacher has given approval from a staff member
- Web pages and documents should only be accessed if given approval from a staff member.
- Web browsing is for educational/school use only.
- School-approved games are allowed when teacher have given permission to play.
- Sound should be muted on all devices. Use of headphones or earbuds is permitted, when granted by a teacher.
- When carrying device in the classroom, be sure the lid is closed, and you are using two hands.
- When carrying the device outside of the classroom, students will carry their Chromebook in sack provided by St. Paul, which is worn on the back.
- Devices should never be place into your backpack.
- Never throw, slide, drop, or press hard on your devices.
- No food or drinks allowed near your devices.
- Shut down all devices at the end of each week.

THINK BEFORE YOU ACT BECAUSE YOUR VIRTUAL ACTIONS ARE REAL AND PERMANENT!

- Be aware of what you post online. Website and social media venues are very public. What you contribute leaves a digital footprint for all to see. Do not post anything you wouldn't want friends, enemies, parents, teachers, future colleges, or employers to see.
- Follow the school's code of conduct when writing online. It is acceptable to disagree with other's opinions; however, do it in a respectful, Christian way. Make sure that criticism is constructive and not hurtful. What is inappropriate in the classroom is inappropriate online.
- Be safe online. Never give out personal information, including, but not limited to, last names, phone number, addresses, exact birth dates, and pictures. Do not share your password with anyone besides your teachers and parents.
- Linking to other website to support your thoughts and ideas is recommended. However, be sure to read and review the entire website prior to linking to ensure that all information as appropriate for a school setting.
- Do your own work! Do not use other people's intellectual property without their permission. Be aware that it is a violation of copyright law to copy and paste other's thoughts. (Plagiarism) It is good practice to hyperlink to your sources.
- Be aware that pictures may also be protected under copyright laws. Verify that you have permission to use the image or that it is under Creative Commons attributions.
- How you represent yourself online is an extension of yourself. Do not misrepresent yourself by using someone else's identity.
- If you run across inappropriate material that makes you feel uncomfortable or is not respectful, tell your teacher right away.
- Online work should be will written. Follow writing conventions including proper grammar, capitalization, and punctuation. If you edit someone else's work, be sure it is in the spirit of improving the writing.
- Student are not allowed to change any setting without teacher permission.
- Student will have access to YouTube. They are expected to use it for school provided/related links only.