



BISHOP CHATARD HIGH SCHOOL

Technology: Responsible Use Policy (RUP)

Updated from the Student Handbook July 2019

Purpose

Technology resources are an essential part of the learning environment at Bishop Chatard High School and are a key enabler of academic success for students. Access to technology comes with a responsibility to use it in a safe, effective way that is aligned with our Catholic values and mission. The use of technology on campus is a privilege, not a right, which everyone must take seriously.

If a person violates any of the user terms and conditions included, but not limited to this policy, privileges may be terminated, access to school technology resources may be denied, and the appropriate disciplinary action shall be applied. The BCHS Student Code of Conduct shall be applied to student infractions. Violations may result in disciplinary action up to and including suspension/expulsion for students. When applicable, law enforcement agencies will be involved.

Definition of technology resources

This policy covers a wide variety of technology accessible to students and staff. The school is responsible for the safety of our students and staff while on campus, in compliance with the Children's Internet Protection Act (CIPA) and other Federal and state law. The school actively manages its network and all devices connected to it,

regardless of ownership. Internet safety is a major concern for our school and families and is taken seriously.

- Personal computing devices, both school-owned and family-owned
- iPads, laptops, cell phones, lab computers
- Communication equipment such as telephones and video conferencing
- Audio/visual equipment including projectors, Apple TVs, and display monitors
- Copiers and printers
- Network infrastructure, servers, and data storage
- Software including Canvas, PowerSchool, Google Apps and Gmail, and learning tools

Staff and Student Responsibilities

All technology users are expected to abide by school rules and policies as described in the Student Handbook and staff guidelines. All staff and students are also expected to use technology in ways that align with our school's mission and with our Catholic values.

Key principles for technology use include:

- Using technology in a way that upholds the dignity of every person
- Using iPads and other devices in a responsible and moral manner
- Using technology resources primarily for educational purposes when on campus
- Respecting copyright ownership and intellectual property rights
- Maintaining the secrecy of your account passwords, and respecting the security and privacy of other people's information
- Helping BCHS protect our students and systems by informing an administrator about any security issues or inappropriate uses of technology
- Securing computers when not in use to protect the device and any information stored on it

- Keeping computers and iPads in good working order, repairing damage quickly and running updates to stay on current versions of software

School Responsibilities

Network services: The school will provide network services on campus to support student learning and campus operations. All network traffic is subject to content filtering and inspection and may be logged and stored. All student devices will have filtered access to the campus Internet to protect students in compliance with Federal and state law.

Learning systems: The school will maintain systems to manage student data (PowerSchool), the learning process (Canvas), and other learning tools. This includes providing staff and students with accounts for these systems.

Email and Data: The school provides students with a Google G Suite account. This is for internal use only, providing email between bishopchatard.org users. This account will be deleted when the student graduates or leaves the school, resulting in the deletion of any remaining data and email. This will be the primary account used for school/student email interactions.

Training: The school will provide staff guidance to aid students in doing research and help assure student compliance with the responsible use policy. The school will provide instructions, courses, and online materials to teach students about digital citizenship topics and appropriate use of technology.

BCHS reserves the right to review, monitor, and restrict information stored on or transmitted via the iPads or other electronic devices used at BCCHS, at any time, and to investigate inappropriate use of resources.

BCHS is not responsible for any family-owned electronic devices brought by the student on campus.

Parent/Guardian Responsibilities

Awareness: Be familiar with school policies relating to technology, especially this Responsible Use Policy document.

Training: Help students understand the requirements of this policy, emphasize its importance, and reinforce your student's compliance with it. This is like their use of other technology such as television, smart phones, movies and social media: your role as a teacher is critically important.

Prohibited Uses

Prohibited uses of technology include, but are not limited to:

- **Inappropriate Materials:** Users may not access, submit, post, publish, forward, download, scan or display defamatory, abusive, obscene, vulgar, sexually explicit, sexually suggestive, threatening, racist, discriminatory, harassing, bullying and/or illegal materials or messages.
- **Illegal Activities:** Users may not use the school's computers, electronic devices, networks, or Internet services for any illegal activity or in violation of any policy, procedure or school rules. BCHS assumes no responsibility for illegal activities of students while using school computers or school-issued electronic resources.
- **Violating Copyrights or Software Licenses:** Downloading, copying, duplicating and distributing software, music, sound files, movies, images or other copyrighted materials without the specific written permission of the copyright owner is prohibited, except when the use falls within the Fair Use Doctrine of the United States Copyright Law (Title 17, USC) and content is cited appropriately.

- **Plagiarism:** Users may not represent as their own work any materials obtained on the Internet (such as term papers, articles, music, etc). Users should not take credit for content they didn't create themselves or misrepresent themselves as an author or creator of content found online. Research conducted via the Internet should be appropriately cited, giving credit to the original author.
- **Cyberbullying:** Cyberbullying will not be tolerated. Harassing, denigrating, impersonating, and cyberstalking are all examples of cyberbullying. Do not send emails or post comments with the intent of scaring, hurting, or intimidating others. Engaging in these behaviors, or any online activities intended to harm (physically or emotionally) another person, will result in disciplinary action and loss of privileges. In some cases, cyberbullying can be a crime. Assume that your activities are monitored and recorded.
- **Misuse of Passwords/Unauthorized Access:** Users may not share passwords; use any user account/password that is not assigned to them; or attempt to circumvent network security systems. Users may not attempt to gain unauthorized access to any school systems.
- **Malicious Use/Vandalism:** Users may not engage in any malicious use, disruption or harm to the school's computers, electronic devices, network and Internet services, including but not limited to hacking activities and creation/uploading of computer viruses.
- **Avoiding School Filters:** Users may not attempt to use any software, utilities or other means to access Internet sites or content blocked by the school filters.
- **Internet Sites:** Users may not access blogs, social networking sites, or other websites prohibited by school administration. Users may not use school resources for anonymous communications. Teachers and students using authorized social networking sites for educational projects or activities shall follow the age requirements and legal requirements that govern the use of those sites in addition to Archdiocesan social media policy.

- **Degrade System Resources:** Users shall not use the network in such a way that would degrade the performance system resources or disrupt the use of the network by others. This includes but is not limited to excessive printing, file storage, online games, and video/audio streaming not directly related to educational projects, as determined by the supervising instructor or school administrator.
- **Unauthorized Equipment:** Users may not attach unauthorized equipment, including personal laptops, tablets, printers, and smartphones, to the school's internal network without permission from the school administration. The school provides a guest network that may be used for authorized personal devices to have internet access while on campus.
- **Acquiring pictures, video, and audio recordings of any student or staff member in locker rooms or restrooms:** Use of audio and video recording is subject to staff approval at all times.
- **Use of sites selling term papers, book reports and other forms of student work**
- **Use or possession of hacking software:** This is strictly prohibited and violators will be subject to BCHS Code of Conduct disciplinary action. Violation of state or Federal law will result in criminal prosecution.

BCHS, its employees and agents, make no warranties of any kind, neither expressed nor implied, concerning the network, Internet access, and electronic resources it is providing. Furthermore, BCHS is not responsible for:

- The accuracy, nature, quality, or privacy of information stored on local servers or devices or information gathered through Internet access.
- Any damages suffered by a user (whether the cause is accidental or not) including but not limited to, loss of data, delays or interruptions in service, and the infection of viruses or other malware on personal computers or other devices.

- Unauthorized financial obligations resulting from the use of BCHS electronic resources.

Student Devices

Purpose

Bishop Chatard High School makes a major investment in its student device program, as a key part of its learning environment. Currently, the school provides Apple iPad tablet computers for every student. These iPads are essential to the student's learning experience at BCHS. Our intention is to deliver a high percentage of our educational content (textbooks, notes, projects) on the student's iPads. Students will also take quizzes and tests on their iPads and may use them for major assessment tools such as ACRE, NWEA, and ISTEP.

Our student device program is fully aligned with our mission to form the whole person: understanding how to use technology in daily life is an essential part of modern education. Using computers in education has operational and cost advantages for the school, but its primary purpose is to give our students daily experience in every aspect of technology usage. It also provides opportunities for our teachers and staff to guide the proper moral formation of our young people with respect to appropriate Internet content, copyright law, effective and safe digital communications, and proper care for technology equipment under their stewardship.

Ownership and Stewardship

BCHS owns the equipment, apps, and software that it purchases for students. The students are stewards of the equipment while they attend BCHS. This includes the iPad, but also the case, keyboard, and any other equipment provided by the school. This

means students have full responsibility to take care of the equipment, keep it in good repair, and avoid damaging it. We want students to think of it as their iPad, and to take care of it as well as they do their smartphones.

Student's iPads become the property of the student only at graduation. Seniors must pay all outstanding fees, including tech repair fees, before participating in commencement exercises. Seniors need to return the devices prior to graduation to have them reimaged, or they will not function properly after they are taken home.

Students who withdraw, are expelled, or terminate enrollment at BCHS for any reason must return his/her school-owned iPad, adapter, and any other technology equipment on the date of termination. If the family has purchased optional upgrades for the student, the additional costs may be refunded, or the family may pay for the residual value and keep the equipment, at the discretion of the business office.

The Life of your iPad

BCHS purchases all the iPads for the incoming Freshman class before summer school. The iPads, cases, keyboards, and any other equipment are provisioned for Freshmen before summer school. Students keep the same iPad throughout their time at BCHS. They are responsible to:

- Keep it charged every day and ready to use at the start of the school day. Charge your keyboard, too, when necessary.
- Keep it clean – use a soft cloth to clean the screen occasionally
- Keep it working – fix it if it's broken – take it to the Tech Counter as soon as it's damaged. Cracked screens are dangerous and will prevent the device from working properly.

- Handle it gently – it's a fragile, expensive computer. Don't drop it, swing it, throw it, or set things on top of it.
- Keep it safe – don't leave it unattended anywhere, at school or at home. Make sure it's locked up.
- Keep it secure – Use a passcode. Stay logged into iCloud. Turn on Find My iPad and other services, as instructed.
- Keep it away from food and beverages.

BCHS will lead the students through iOS and app updates in the Spring, to prepare for the next school year. Teachers will inspect devices periodically and help students get any needed repairs at the Tech Counter.

BCHS collects iPads during the summer, to keep them safe and secure for the following school year. All stored iPads are handed out at Orientation in August; students are to follow instructions to get them ready before the start of school.

Responsible Use of Your iPad

Student iPads are primarily for learning. Student use of our iPads must focus on learning – not on entertainment. We want students to be able to explore the digital world, but in a safe and responsible way. Focus on learning while at school, and be responsible about times and places to check social media and Youtube. This applies to student smartphones too.

We install software on every student device to manage it. This software gives the school control over features and apps on the device, including the operation of cameras and network access. These tools are in place to protect our students and our school. No student is authorized to remove this software or "jailbreak" the iPad.

The school will also provide a managed Apple ID for each student. This ID connects the student's iPad to important Apple services such as iCloud that the student will need in class. This is the only Apple ID that students should use on their iPad – do not log into a personal Apple ID on your BCHS iPad, this will cause problems for your applications and class work.

Digital Communications

BCHS provides every student with a Google G Suite account. This includes a Google Mail, or Gmail account. This account is restricted to the bishopchatard.org domain, which means that the student's email address (123456@bishopchatard.org) cannot receive email from outside of Bishop Chatard. BCHS will use this account to communicate with the student for both administrative purposes and in the classroom. This account will be deleted when the student leaves the school at graduation.

We encourage students to set up their own personal email accounts. These will be needed by Junior year for college communications and other needs. Students may add their personal accounts to the mail settings on their iPad.

Our preferred method for families to communicate with their students during the school day is email to the student's personal accounts. Mobile phones may not be accessible to the student, so texting is discouraged. Personal emails should be visible on student iPads without being a distraction from learning.

Repairs and Replacement

Tech Counter

Bishop Chatard operates a Tech Counter to assist staff and students with their devices. The Tech Counter helps people learn to solve their technology problems and can

manage repairs and replacement when needed. The Tech Counter should be your first stop when something is wrong with your iPad. Its hours are set to match students' needs, currently before school, during homeroom and lunch. Families may direct questions to the Tech Counter by phone during its open hours.

Repairs

The Tech Counter facilitates repairs to school-owned equipment. iPads are sent to Apple if they are under warranty, or to local repair vendors if they are not. We have negotiated volume discounts with local vendors for this work. Beginning with the Class of 2021, all BCHS iPads come with AppleCare+, a 3-year extended warranty from Apple. This covers student's repairs through their Junior year.

Students are not permitted to perform any repairs to their iPads – this can void the warranty and injure the student. Take them to the Tech Counter.

Families are responsible for the first \$50 of any repair costs. For iPads under AppleCare+, the school receives a \$49 charge from Apple for most services – see the Apple Web site for terms of their warranty. The most common damage is a cracked screen, which is 80% of our repairs. iPad repair costs have been increasing over time, as the devices become lighter and more sophisticated. This makes Apple's extended warranty an even better deal.

Replacement

Students are responsible for the full cost of replacement of any school technology that they lose or destroy. iPad replacement costs range from \$300-700 currently, depending on the model. Because of the importance of the student iPads in learning at BCHS, immediate replacement is required.

Every year, student iPads are stolen from cars, homes, and school. Students damage their iPads so badly that repair is not an option, and they must be replaced. Don't let this happen to you: keep your iPad safe. Keep it out of sight in risky places.

If you misplace your iPad, go to the Tech Counter as soon as possible. We can help you find your iPad, especially if it's still on campus. This is why it's critical for you to turn on the Find My iPad feature under Settings.

Insurance

BCHS no longer provides "insurance" on iPads, other than the Apple warranty coverage on the device. Prior arrangements were not cost-effective for the school or for our families.

You may be able to file a claim for equipment damages under your homeowner's or renter's insurance policy. In the event of a loss, please consult your insurance agent for help. You may be required by your insurance company to file a police report in some cases.

If repair/replacement costs are a financial hardship, please discuss your situation with the business office. Our goal is to provide every student with the tools needed to learn and grow at Bishop Chatard.

Mobile Phones and Wearable Technology

Nearly all students at Bishop Chatard have mobile phones. We consider them a family-owned student device, and when on campus they are subject to all the same policies and rules as other student devices. Possession of a mobile phone on campus is a

privilege, not a right, and students are expected to behave responsibly with them at all times.

Wearable technology is a growing class of devices that includes earphones, headphones, and smart watches. Many of these devices are designed to connect to a smartphone, either wired or wirelessly. These devices have become very common in schools, and they can be a distraction from learning. They are subject to the same school policies as mobile phones.

Learning is our focus on campus. Smartphone and wearable technology use are restricted to reduce distraction and maintain student focus on learning.

- Student mobile phones are not allowed to be **used** or **visible** during class periods, Mass, or assemblies. This includes in classrooms, hallways, and bathrooms. These devices should be kept out of sight in lockers or book bags at these times.
- Mobile phones may **not** be taken from the classroom when the student has a hall pass.
- Mobile phones are **not** approved substitutes for student iPads. Students are responsible to maintain their iPad in good condition, charged and ready for use in each class.
- Mobile phone use is **permitted** during lunch period and passing periods, although students are encouraged to minimize use to focus on their friends and relationships.
- Some students may have smartphones in use for medical or other reasons, with prior approval of the principal.
- Earphones, headphones, and Air Pods may **not** be **used** or **visible** during school hours. This includes passing periods and lunch periods. We recommend students store them in their lockers during the school day.

- Smart watches are permitted to wear during the school day but may not cause a distraction during classes, Mass, or assemblies.
- Teachers will collect all technology in the classroom during tests and exams. This includes phones, smart watches, and any other personal electronics in students' possession.
- Other wearable technology is subject to the same principles and the discretion of the school administration.

Teachers and staff have authority to impound phones and wearable technology and to take other disciplinary steps as needed.

BCHS provides a guest network for all visitors to campus, and for staff and students to connect personal devices to the Internet. Students are encouraged to connect their smartphones to the BCCHS guest network when on campus. This helps improve network performance on campus. The guest network password is available at the Tech Counter.