

# **St. Bruno Catholic School**



## **Student Technology Handbook 2016-2017**

Approved 2016

## Contents

	Page
Acceptable Use Policy	3
Social Media Guidelines for Students	4
Acceptable Use Policy Sign-Off	5
Device Use Agreement	8
St. Bruno School Standards For Proper Device Care	9
Device Use Agreement Sign-Off	12

## **St. Bruno Student Acceptable Use Policy**

Technology (as defined below) at St. Bruno Catholic School is provided for instructional and administrative use to assist the school in more effectively fulfilling its educational mission. All students are expected to exercise good judgment, use the technology in a professional manner and adhere to this policy and all applicable laws and regulations. The following policy is provided in order to assure that school's investment in technology is used in accordance with this purpose. Any violation of the acceptable use policy may result in disciplinary action and loss of use.

### **Student Responsibilities:**

The use of technology is a privilege, not a right, and inappropriate use may result in cancellation of those privileges. Appropriate administrative staff members or the school principal will judge what inappropriate use is. Students should understand that computer accounts, data files (including, but not limited to those stored on retrievable mediums such as external drives, network drives, and cloud storage), e-mail are the exclusive property of the school and not the user's private property. St. Bruno Catholic School reserves the right to confiscate, remove, search or otherwise investigate any of the above mentioned items at its discretion as well as any personally owned storage or media used on school property. Students are to utilize technology resources for school-related purposes.

### **Unacceptable Uses:**

Unacceptable uses include, but are not limited to the following:

- sharing personal information online
- using profanity, inappropriate language, discriminatory remarks, or harassing statements in online communications
- using technology without appropriate supervision
- using technology to harass, cyber bully, or threaten another individual
- using the account or password of another user
- accessing, uploading, downloading, distributing, or e-mailing inappropriate, obscene, pornographic, or otherwise explicit material or literature
- attempting to circumvent St. Bruno computer restrictions or security systems for any purpose
- violating copyright or otherwise use the intellectual, personal, or physical property of another individual or organization without permission
- attempting to vandalize, damage, or disable the property of another individual or organization
- attempting to download, upload, reconfigure, install software or otherwise alter the property of St. Bruno Catholic School
- downloading or storing entertainment software, games, or other files not related to the mission and objectives of St. Bruno Catholic School
- using social networks at school that are not approved for the curriculum

- any conduct deemed contrary to the best interests of St. Bruno Catholic School, its students, employees and property

### **Social Media Guidelines for Students:**

Social media is user-created online content designed in a collaborative environment where users share opinions, knowledge, and information with each other. Tools include, but are not limited to: blogs, Edmodo, DiscoveryEd, Wikis, Google Drive, Social Networking Sites, Photo and Video Sharing Sites, Social Bookmarking Sites, as well as, Podcasting, and Vodcasting.

Students should remember:

- Be aware of what you post online. Social media venues are very public. Do not post anything you wouldn't want friends, enemies, parents, teachers, or a future employer to see.
- Be safe online. Never give out personal information, including but not limited to, last names, phone numbers, addresses, birthdates, and pictures. Do not share your password with anyone besides your teachers and parents.
- Do your own work! Give credit when credit is due.
- If you run across inappropriate material that makes you feel uncomfortable or is not respectful, tell you teacher right away.
- Students who do not abide by these terms and conditions may lose their opportunity to take part in any activities and/or access to future use of online tools.

### **Guarantees and Privacy**

St. Bruno staff shall provide age-appropriate instruction regarding safe and appropriate behavior on social networking sites. Such instruction shall include, but not be limited to, the dangers of posting personal information online, misrepresentation by online predators, how to report inappropriate or offensive content or threats, behaviors that constitute cyberbullying and how to respond when subjected to cyberbullying. St. Bruno's electronic information resources, the Internet, and use of email are not inherently secure or private. St. Bruno reserves the right to search data of email stored on all school-owned or leased computers or other electronic storage devices at any time for any reason. St. Bruno reserves the right to monitor students' use of St. Bruno electronic information resources and to take appropriate disciplinary action based on use that is in violation of this policy. St. Bruno reserves the right to disclose any electronic message or data to law enforcement officials, the public, or other third parties, in response to a document production request made in a lawsuit involving St. Bruno or by a third party against the user or pursuant to a public records disclosure request.

# St. Bruno Acceptable Use Policy

*Please sign and return the below portion.*

## User Agreement Authorization Form

### User Authorization:

I hereby certify that I have read and understand the St. Bruno Student Acceptable Use Policy and agree to abide by its terms and conditions. I understand that if I violate the St. Bruno Student Acceptable Use Policy, my network/ Internet access privilege will be revoked and I may be subject to disciplinary action. I further understand that a violation of this policy may subject me to criminal and/or civil liability.

User Name (please print): \_\_\_\_\_ Grade:  
\_\_\_\_\_

User Signature: \_\_\_\_\_  
Date: \_\_\_\_\_

### Parent or Guardian Authorization:

As the parent or guardian of the above-named user, I hereby certify that I have read and understand the St. Bruno Student Acceptable Use Policy. I further understand that some materials accessible to network/Internet users may be offensive, defamatory, or inaccurate, and that although St. Bruno has taken reasonable precautions to restrict access to such materials, such exposure may nevertheless occur. With the understanding, I hereby give permission to St. Bruno to provide network/Internet access for my child. I further agree to indemnify and hold harmless St. Bruno School, its faculty and staff, from any and all claims arising from or related to my child's use or misuse of the network/Internet, and waive any and all claims I may have against the District for such use or misuse.

Parent or Guardian's Name (please print):  
\_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

# Student Device Use Agreement

Please read this entire section carefully.

This agreement is made effective upon the first day of school between St. Bruno, the student(s), and his/her parent(s) or legal guardian. This agreement is considered an addendum to the St. Bruno Student Acceptable Use Policy. The student and parent(s), in consideration of being provided use of devices, while at St. Bruno hereby agree as follows:

1. Equipment:
  - a. Ownership: St. Bruno retains sole right of possession of the devices and grants permission to the student(s) to use the devices according to the guidelines set forth in this document and in conjunction with the St. Bruno Student Acceptable Use Policy.
  - b. Equipment Provided: Efforts are made to keep all devices configurations the same. All systems include ample RAM, applications, and wireless network capability.
  - c. Responsibility for Electronic Data: It is the sole responsibility of the Student to backup indispensable data as necessary. St. Bruno does not accept responsibility for any such files.
  - d. Responsibility for Installed Software: The Student may not install any software. Uninstalling any school provided or iOS software or profiles from the devices is not permitted. Operating System and Application updates will be run from a central location. Failure to comply will result in disciplinary action.
2. Damage
  - a. Responsibility for Damage: The Student is responsible for maintaining a 100% working device at all times. The Student shall use reasonable care to ensure that the devices are not damaged. Refer to the Standards for Proper Care document for description of expected care. In the event of damage it is the Student's responsibility to notify the teacher and/or administration as soon as possible. In such cases, the Student and Parent will be billed according to the following schedule:

Damaged Screen- cost varies  
Full replacement cost- \$949.00 (MacBook)

3. Legal and Ethical Use Policies:
  - a. Monitoring: St. Bruno will monitor device use to ensure compliance with St. Bruno Student Acceptable Use policy and this agreement. Any attempt to “jailbreak” the device or remove the St. Bruno profiles will result in disciplinary action.
  - b. Legal and Ethical Use: All aspects of St. Bruno Student Acceptable Use Policy remain in effect during the use of the devices. St. Bruno will make every attempt to provide content filtering within the St. Bruno network and outside the network.
  - c. File-sharing and File-sharing Programs: The installation and/or use of any Internet-based file-sharing tools are explicitly prohibited.
  - d. Customizations: The Student is not permitted to alter or add files to customize the devices (i.e., wallpaper, default fonts, and other system enhancements).

# St. Bruno Standards for Proper Device Care

This document is an important addendum to the Student Device Use Agreement Form. Read it carefully prior to signing. You are expected to follow all the specific guidelines listed in this document and take any additional common sense precautions to protect the devices.

***Damage resulting in failure to abide by the details below may result in full financial responsibility.***

## **Your Responsibilities:**

- Treat the equipment with as much care as if it were your own property.
- Avoid use in situations that are conducive to damage. For example, never stack devices, use devices in an area that is clear of food or drinks, always have a clear work space.
- Never leave the device unattended, unless it is securely in the cart.
- Do not let anyone use the device that you have been assigned. Damage that occurs when anyone else is using that device will be your full responsibility.
- Adhere to St. Bruno Device Use Agreement at all times and in all locations. When in doubt about acceptable use, ask a teacher, principal, or member of the tech team staff.
- Backup your data. Never consider any electronic information safe when stored on only one device.
- Extreme care should be taken when transporting devices to and from cart to desk or other work surfaces. For example, student should not carry devices with any other materials. Students should always use two hands when transporting a device.
- Students are not allowed to get a device without direct teacher supervision or direct teacher permission.

## **How to Handle Problems**

- Promptly report any problems to a teacher or tech team member.
- Don't force anything (e.g., connections, charging cables, etc.). Seek help instead.
- When in doubt, ask for help.

## **General Care**

- Do not attempt to remove or change any settings on any devices. Doing so could result in loss of use or could result in a fine that will cover the cost to reset the changes.
- Do not remove or interfere with the serial number or any identification on the devices.
- Do not do anything to the accessories of the devices that will permanently alter it in any way.
- Keep the equipment clean.

## **Carrying the Devices**



- Do not grab and squeeze the devices, as this can damage the screen and other components.
- When moving with a device, be sure to hold it securely with both hands.

### **Screen Care**

- The device screen can be easily damaged if proper care is not taken. Screens are particularly sensitive to damage from excessive pressure.
- Do not touch the device's screen with anything (e.g., pen, pencil, etc.) other than approved device screen cleaners and input devices.
- Clean the screen with a soft, dry anti-static cloth or with a screen cleaner designed specifically for LCD type screens only.
- Never leave any object on the device.

**Student Macbook Program Acknowledgement Form**

Review and initial each statement below. The following items reiterate some of the most important points covered in the Student Macbook Use Agreement and the Standards for Proper Care addendum.

	Student Initial	Parent Initial
I understand that I am responsible for backing up my own files and that important files should always be stored in a safe location such as a Google doc or flash drive.		
I will not leave the device unattended unless it is placed securely in the cart. I am fully responsible for the cost of damages made to my device.		
I understand that I will report any damage immediately. In addition, I understand that my parent/guardian may be held responsible for reimbursement for damages that occur during my use of any device or resulting cost of repair to such device.		
I have read and follow the Standards for Proper Device Care.		
I will read and follow general maintenance alerts from school technology personnel.		
I will report any problems with my device to a teacher, principal, or members of the tech team staff immediately.		

**Terms of Agreement**

The student is responsible at all times for the care and appropriate use of technology. I understand if my child violates the guidelines agreed to in the Student Macbook/iPad Use Agreement or Student Acceptable Use Policy, his/her privilege to use the technology may be restricted or removed and he/she may be subject to disciplinary action.

Student Name (PRINTED CLEARLY)

\_\_\_\_\_

Student Signature and Date

\_\_\_\_\_

Parent Name (PRINTED CLEARLY)

\_\_\_\_\_

Parent/Guardian Signature and Date

\_\_\_\_\_