



Our Lady of Mercy Academy

Chromebook & Technology Acceptable Use Policy

Acceptable Use Policy for Computers and the Internet

TECHNOLOGY

Students must be aware that it is their responsibility to use available technology in an appropriate manner.

In compliance with the Children's Internet Protection Act of 2001, filtering through a proxy server is in place to protect the students from inappropriate material on the Internet.

It is expected that all individuals utilizing OLMA computers and networks will be responsible for their actions and words and will, furthermore, respect the rights and privileges of all network users.

Students need to familiarize themselves with these responsibilities. Failure to adhere to them may result in the loss of network and/or computer privileges, suspension, dismissal or legal action.

- Any use of the Our Lady of Mercy Academy name or logo on paper, social media, websites, videos or email is prohibited unless approval is granted by OLMA administration.
- All students are given an OLMA email account. Students are required to use this account for all school related work and communication.
- Students will treat all hardware with the highest degree of care and caution.

- Students will print only important information. Students will not print anything containing objectionable language or graphics.
- Use of computers for approved class work has priority over other uses.
- Each student will be required to sign a Chromebook and Technology Acceptable Use Policy form, indicating that she has read each policy and agrees to abide by their provisions.
- All students are required to use a school issued Chromebook for all in-school classes and activities. Students may not use a personal computer / devices at OLMA. This is to streamline instruction and monitor school wifi usage.

PHONES

- Students may bring phones to school but once in the building, the phones must be turned off / silenced. Students are not permitted to use the phone during school hours 7:50am - 3:04pm
- Our Lady of Mercy Academy has the right to protect its network and technical resources.
- The student is responsible for the proper care of the school issued devices, including any costs of repair or replacement needed to use the devices at school.
- The school reserves the right to inspect and/or confiscate a student's devices if there is reason to believe that the student has violated school policies, has used such devices in connection with any inappropriate conduct, or in any way poses a danger to herself or others.
- The student may comply with any teacher's request to use the phone and only use it in an area that is visible to and under the supervision of a school faculty and/or staff member.
- The student may not use their phone to record, transmit or post photos or videos of a person or persons on the school campus without their permission. Nor can any images, audio and/or video recorded at school be transmitted or posted at any time without being reviewed by and with the permission of an OLMA administrator (principal / assistant principal).
- Personal devices, such as cell phones or smart watches used in school are not permitted to connect to the Internet through students' personal data service. Devices used in school must access the Internet via the school's content filtered wireless network.

- Students will only use appropriate educational applications on their devices under the direction and supervision of a teacher and/or staff member.
- The student's phone must be charged prior to bringing it to school and needs to be capable of running off their own battery while at school. A student may not charge the phone during school hours.
- Cell phones and other devices may be taken from the student if used without permission of the responsible adult in charge, and will be held in the office until picked up at the end of the school day. The student will be issued a referral and will have to serve detention for this infraction.
- Please note that, unless specifically directed to do so, students are never required to bring in personal devices to school. All students will continue to be able to utilize the school technology equipment for educational purposes, and will not be left out of the instruction practice.

CHROMEBOOKS

All students will be issued a school-issued Google Chromebook. All students and parents must sign the Chromebook & Technology Acceptable Use Policy form before their Chromebooks will be issued.

Student Technology Use and Behavior Policy

By agreeing to this policy, the student(s) and the parents and/or guardians of the students fully agree to the following:

- There is **NO RIGHT TO PRIVACY** when using the school's technology resources.
- Administration, faculty, and other authorized persons have the right to review any and all material saved, transmitted, accessed, or momentarily in use by the student in accord with the policy set by the school's administration.
- The school's right to review is extended to any use by the student's parents and/or legal guardian of the school's computer resources in accord with the school's policy for review of student records and/or work.

- There is **NO ABSOLUTE RIGHT TO FREEDOM OF SPEECH** when using the school's technology resources, which is viewed by the Administration as a limited educational forum; and student behavior is expected to conform to values consistent with the Catholic faith both inside and outside the school setting.
- The student agrees never to transmit via the school's technology or personal technology resources the personal information (name, age, gender, address, phone number, email address, etc.) of herself as well as that of any other person.
- The student agrees never to arrange for a meeting with any person at any time using the technology resources.
- The student agrees to notify a staff member immediately if she is asked for personal information, views inappropriate materials, or in any other way feels violated, harassed, uncomfortable, or accosted through the school's technology resources.
- The student agrees never to access, transmit, or retransmit material which promotes violence or advocates destruction of property, including, but not limited to, access to information concerning the manufacture of destructive devices, such as explosives, fireworks, smoke bombs, incendiary devices, and the like.
- The student agrees never to access, transmit, or retransmit any information containing sexually oriented material, which means any pictures or writings that are intended to stimulate erotic feelings by the description or portrayal of sexual activity or nude human form.
- The student agrees never to use the school's technology resources for commercial purposes. The student will never buy nor sell anything using the school's technology resources.
- The school's system will never be used for political lobbying, although it may be used to communicate with elected representatives to express opinions on political issues.
- The student agrees never to tamper with any software and/or hardware including software or hardware that guard the school's network from unmanaged Internet use. The student agrees never to tamper with any security system that protects the school's technology resources.

- The student agrees to use only the software and/or hardware permitted by a member of staff for express educational purposes. The student agrees never to use the school's technology resources to gain unauthorized access to another technology network (hacking).
- The student agrees never to transmit (download or upload) any computer file, application, or other computer resource to or from the school's technology network. This includes the unauthorized installation of software from a CD-ROM, flash drive, or other media.
- The student agrees never to use inappropriate, obscene, profane, rude, inflammatory, threatening, or disrespectful language.
- The student agrees never to post false information or engage in personal, prejudicial, or discriminatory attacks.
- The student agrees never to harass another person by use of any technology resources. Harassment is defined as any action that distresses or annoys another person. The student agrees to stop immediately any and all behavior that is construed by another as unwelcome.
- The student agrees never to use any of the school's technology resources to plagiarize. Plagiarism is defined as taking the idea or writing of others and presenting them as one's own. This includes AI and using the AI as a replacement for / passed off as the student's individual's work.
- The student agrees to respect the right of intellectual property of other people and to respect all copyright laws. The student agrees that if she is unsure whether copyright law is being respected, she will bring this question immediately to the attention of a teacher or staff member. The student agrees never to participate in illegal activity using the technology resources.
- The school will cooperate fully with local, state, or federal officials in any investigation related to any illegal activities conducted through the school's resources.
- The school will not be held responsible for the actions of a student who is in violation of any of the terms of this policy. This responsibility is extended to, but not limited to: loss of data or interruptions of service, the accuracy or quality of information obtained through the school's system, or any financial obligations arising through the unauthorized use of the school's technology resources.

- The school reserves the right to establish rules and regulations regarding the use of the school's technology resources, and behavior is expected to conform to values consistent with the Catholic faith both inside and outside the school setting.
- A student found in violation of this policy will be subject to discipline including, but not limited to, temporary removal from the school's system, permanent removal from the system, or other appropriate disciplinary action in accord with the rules and regulations of the school, including suspension or dismissal, and/or legal action.

Personalization:

- Each Chromebook will have a district inventory tag placed on the device. The asset tag should NOT be removed. However, if it is, please notify the technology department.
- No other personalization will be allowed - no stickers, markers, or writing of any kind on the Chromebook. This will warrant replacement by a student and or parent of the Chromebook at the end of the school year.

Safely storing the Chromebook:

- Do NOT leave your Chromebook unattended on or off school grounds
- Keep your Chromebook in a secure space when not in use.
- Never leave your Chromebook lying on the floor, seat, bed, or other space where it will likely get stepped on or sat on.
- Keep food and drink away from your Chromebook.
- Do NOT let your Chromebook get wet, and keep it out of extreme weather conditions (cold and heat). DO NOT leave in a vehicle.

Returning A Chromebook:

- If a student withdraws from OLMA, they must return their Chromebook. Failure to do so may result in the school filing a stolen property report with the local law enforcement agency. In addition, any unpaid repair or replacement costs at the time of withdrawal may be turned over to a collection agency.
- Chromebooks will be regarded the same as textbooks and must be returned to at the end of each year. If not returned, the value of the Chromebook must be paid.

Repairs NOT Covered:

*(Repairs due to these causes will **NOT** be covered by OLMA. The parent/guardian will pay for the repair and/or replacement of the device, whichever is less)*

- Theft, burglary, or robbery of the Chromebook without a police report
- Accidental loss of the Chromebook
- Intentional loss or damage to the Chromebook or damage due to negligence
- Loss of power cord
- Illegal use or fraud of the Chromebook
- Dishonest acts, including selling Chromebook
- Cosmetic damage to the physical appearance that does not hinder the regular operation
- Insect or animal damage
- Any other use the school administration deems inappropriate. The principal and the technology coordinator make the final decision if there is a discrepancy on if the incident causing the needed repair was because of inappropriate actions.

Repairs Covered:

*(Repairs due to these causes **WILL** be covered by the vendor's one-year warranty)*

- The vendor warrants the Chromebook from defects in material and workmanship.
- The limited warranty covers mechanical breakdown and/or faulty construction.
- The vendor will provide standard replacement parts necessary to repair the Chromebook or if required, a Chromebook replacement.

Appropriate Uses and Digital Citizenship

The school-issued Chromebooks should be used for educational purposes, and students are always to adhere to the Chromebook & Technology Acceptable Use Policy and all its related administrative procedures. While working in a digital and collaborative environment, students should always conduct themselves as good digital citizens by adhering to the following:

Social Media Policy

- Student behavior is expected to conform to values consistent with the Catholic faith, both inside and outside the school setting, relating to the use of and participation in social networking.
- Any technology use or use of social media networking sites to display any wording or images of any student engaged in any activity which, in the sole discretion of the school administration, is inappropriate, crude, vulgar, or a violation of values consistent with the Catholic faith, or is illegal in any respect, will be subject to disciplinary action, including, without limitation, suspension, dismissal and/or legal action.
- Any technology use by any student, in school or at home, which includes viewing or distributing any images, wording, messages or material which are, in the sole discretion of the school administration, obscene, harassing, racist, inflammatory, malicious, fraudulent or libelous will be subject to disciplinary action, including, without limitation, suspension, dismissal and/or legal action.
- Bullying via any social media will not be tolerated.



Chromebook & Technology Acceptable Use Policy 2023-2024

I have read the Chromebook & Phone Acceptable Use Policy and agree to it:

Student Name (print) _____

Student Signature _____

Date _____

Parent Name (print) _____

Parent Signature _____

Date _____

Please return this form, signed by both student and parent, to the student's first period teacher or to the main office **no later than Friday, September 8, 2023.**

The student will be given their school issued Chromebook after this form is handed in.