

Chromebook Policies & Procedures/AUP Table of Contents

[1:1 Mission](#)

[Resurrection College Prep High School Chromebook Agreement](#)

[Chromebook Procedures and Info for Students and Parents](#)

[1. Receiving Your Chromebook](#)

[1.1 Parent/Guardian Information](#)

[1.2 Freshmen distribution](#)

[1.3 Sophomore distribution](#)

[1.4 Transfer student distribution](#)

[2. Taking Care of Your Chromebook](#)

[2.1 General Precautions](#)

[2.2 Carrying/Transporting Chromebooks](#)

[2.3 Screen Care](#)

[3. Using Your Chromebook at School](#)

[3.1 Screensavers/Background Photos/Chromebook decals](#)

[3.2 Charging your Chromebook](#)

[3.3 Sound, Music, Media, and Programs](#)

[3.4 Printing](#)

[3.5 Logging into a Chromebook and Network Connectivity](#)

[3.6 Managing and Saving Your Digital Work With a Chromebook](#)

[3.7 Appropriate Use in the Classroom](#)

[4. Using Your Chromebook Outside of School](#)

[5. The Safety and Privacy of Your Chromebook](#)

[5.1 Operating System, Updates and Virus Protection](#)

[5.2 Updates](#)

[5.3 Virus Protection](#)

[5.4 Internet Filter](#)

[5.5 Privacy](#)

[5.6 Monitoring Software](#)

[6. Software](#)

[6.1 Google Apps for Education](#)

[6.2 Chrome Web Apps and Extensions](#)

[7. Forgotten, Damaged or Stolen Chromebooks](#)

[7.1 Chromebooks Left at Home](#)

[7.2 Chromebooks being repaired and Vendor Warranty](#)

[7.3 Stolen Chromebook](#)

[8. Appropriate Uses and Digital Citizenship](#)

[Computer, Internet and Electronic Devices Code of Conduct](#)

[A. Unacceptable use of electronic communication and information systems on and off campus:](#)

[B. Unacceptable use of electronic communication and information systems on campus:](#)

[C. Network Security](#)

[D. Cell Phones and Personal Electronics](#)

[E. Computer Labs](#)

[F. Schoology Code of Conduct](#)

[Schoology Guidelines](#)

[G. Privacy, Confidentiality and Public Records Considerations](#)

[H. Internet Use and Parental Involvement](#)

1:1 Mission

Aligned with the mission of Resurrection College Prep, the 1:1 program aims to create an environment that develops ethical digital citizenship and cultivates 21st century literacies by seamlessly integrating the effective use of technology into the curriculum. To aid in achieving instructional objectives, this environment will embrace collaborative and student-centered learning so as to enable teachers to implement transformative learning experiences. Students will transition from consumers of information to creative producers and owners of knowledge.

Resurrection College Prep High School Chromebook Agreement

To provide students with the skills and fluencies needed in an ever evolving world, students need access to technology that seamlessly integrates into courses, programs and activities. The Google Chromebook as a tool allows emphasis to be placed on effective and transformative learning, and technology is simply a tool to achieve our learning objectives. The individual use of the Chromebook empowers students to become self-directed, creative, producers of knowledge. 1:1 learning aids students in their preparation for college, the workplace and 21st century citizenship.

With an emphasis on collaboration, learning is attained through the continuous dynamic interaction among students, educators, parents and the extended community. Student access to technology and Chromebooks does not diminish the vital role of educators. Rather, it transforms the teacher from a director of learning to a facilitator of learning.

The policies, procedures, and information laid out within this document apply to all Chromebooks used at Resurrection College Prep High School, as well as all other technological devices considered by the Administration to come under this policy.

Chromebook Procedures and Info for Students and Parents

1. Receiving Your Chromebook

1.1 Parent/Guardian Information

- All parents/guardians are invited to attend an informational meeting about one-to-one learning. For those who cannot attend, a video presentation will be available on the Resurrection website.

1.2 Freshmen distribution

- Freshmen will receive their Chromebooks during Freshman Orientation. Students will receive two days of initial training with follow-up training through the school year. At this time students must sign the Resurrection Chromebook Agreement. Students who are absent will be able to pick up their Chromebook in room 123.

1.3 Sophomore distribution

- Sophomores will receive their Chromebooks during a half-day Sophomore Training Orientation at the beginning of the school year. Students will receive follow-up training through the school year. At this time students must sign the Resurrection Chromebook Agreement. Students who are absent from the training will be able to pick up their Chromebook in room 123.

1.4 Transfer student distribution

- Freshmen and sophomore transfer students will need to fill out the required purchase form for a Chromebook upon registering at Resurrection College Prep.
- Transfer students can pick up their Chromebook from room 123. Students will be required to sign the Resurrection Chromebook Agreement.

2. Taking Care of Your Chromebook

Chromebooks are a personal item. They are purchased by each family; therefore, they are the property of the student/family. Students are responsible for the general care of their Chromebook and for any and all damage that might occur. Parents are encouraged to explore purchasing a case or insurance for their child's Chromebook. Chromebooks are intended for use at school each day, and students are responsible for bringing their Chromebook to class every day.

2.1 General Precautions

- Food and drink must be kept away from the Chromebooks.
- Cords, cables, and removable storage devices must be inserted carefully into Chromebooks.
- Chromebooks are not to be used or stored near pets.
- Chromebooks are not to be used with the power cord plugged in when the cord may be a tripping hazard.
- Heavy objects are **never** to be placed on top of Chromebooks.

2.2 Carrying/Transporting Chromebooks

- Never lift Chromebooks by the screen.
- Never carry Chromebooks with the screen open.
- Be very careful if you place your Chromebook in your backpack. Make sure heavy pressure is not applied to the Chromebook, especially the screen-side.
- Resurrection recommends the purchase of a case to protect the device.

2.3 Screen Care

The Chromebook screen can be damaged if subjected to heavy objects, rough treatment, some cleaning solvents, and other liquids. The screens are particularly sensitive to damage from excessive pressure.

- Do not put pressure on the top of a Chromebook when it is closed.
- Do not store a Chromebook with the screen open.
- Whether in a protective case or a backpack, do not place anything inside that will press against the cover.
- Make sure there is nothing on the keyboard before closing the lid (e.g. pens, pencils, or USB drives).
- Only clean the screen with a soft, dry microfiber cloth or anti-static cloth.

3. Using Your Chromebook at School

3.1 Screensavers/Background Photos/Chromebook decals

- Screensavers or background photos are to be appropriate for the Resurrection College Prep school environment. Additionally, any decorations added to the Chromebook must adhere to the above mentioned policy. The presence or suggestion of inappropriate, illegal, and/or immoral language and/or behaviors which include, but are not limited to alcohol, drugs, weapons, pornographic materials, and/or gang related symbols or pictures will result in disciplinary actions.

3.2 Charging your Chromebook

- Chromebooks must be brought to school each day fully charged. Students are expected to charge their Chromebook every evening. The teacher reserves full discretion in deciding whether to allow a student to charge a Chromebook.

3.3 Sound, Music, Media, and Programs

- Sound must be muted at all times unless permission is obtained from the teacher.
- Playing music from the Chromebook and use of personal earphones are at the discretion of the classroom teacher.
- Games and non-educational programs may not be used during class periods unless specified by a teacher. Recreational use of the Chromebooks is allowed in the library or lounges only. If a student is found to be using a non-educational app or website for a non-educational purpose, she may be warned by the teacher and/or referred to the Dean's Office.
- Students may not have their headphones on when traveling through the hallways for safety purposes.

3.4 Printing

- Students will be encouraged to digitally publish and share their work with their teachers and peers when appropriate.
- Printing will be available in the Library and the Tech Labs. Because all student work is to be stored in an Internet/cloud application, students will not print directly from their Chromebooks at school. Students can simply log into their Google account on a school system and print from there.

3.5 Logging into a Chromebook and Network Connectivity

- Students will log into their Chromebooks using their school issued Google Apps for Education account.
- Students may still access personal Google accounts through the web browser.
- Students must never share their account passwords with others, unless requested by an administrator.
- Resurrection College Prep High School makes no guarantee that its network will be functioning 100 percent of the time. In the rare case that the network is down, Resurrection College Prep High School will not be responsible for lost or missing data.
- Student Chromebooks are configured to automatically connect to the Res-Student network. When in the school building, students are to only be connected to the Res-Student network unless special permission is given.
- Students are not allowed to connect to any network or “hot spot” other than the “Res-Student” network during school hours. Students found on other networks will be subject to disciplinary consequences.

3.6 Managing and Saving Your Digital Work With a Chromebook

- The majority of student work will be stored in Internet/cloud based applications and can be accessed from any computer with an Internet connection and most mobile Internet devices.
- Some files may be saved to internal storage on the Chromebook.
- Students are encouraged to save frequently when working on digital media.
- The school will not be responsible for the loss of any student work.
- Students are encouraged to maintain backups of their important work on a portable storage device or by having multiple copies stored in different Internet storage solutions.

3.7 Appropriate Use in the Classroom

- Students are expected to use their Chromebooks appropriately and for educational purposes at all times. Should a student not use her Chromebook appropriately, she will be subject to disciplinary consequences.
- Students may not use calculators found through the Chromebook during quizzes or tests unless given permission by their teacher.
- Students may not use notes on their Chromebooks during open note tests and quizzes unless given permission by their teacher.
- Students are expected to use their Chromebook to check their Google email accounts at least once a day. If a student fails to check their email and misses an important email regarding a deadline, she will not be given an extension and must accept the consequences. Coaches and parents may also send message to students in this manner. Teachers and coaches will also be asked to post important announcements on Schoology.
- Students may not take pictures or record video using a Chromebook or any other device of any other students or teachers without their prior permission.
- Students may not take pictures or video during class time unless they have received permission from the teacher prior to doing so.
- Students may not browse the Internet or use apps during class time unless otherwise instructed to do so by their teacher.

4. Using Your Chromebook Outside of School

Students are encouraged to use their Chromebooks at home and other locations outside of school. A WiFi Internet connection will be required for the majority of Chromebook use, however, there are applications which can be used while not connected to the Internet.

In off-campus situations that do not have any connection to Resurrection College Prep High School's educational and co-curricular programs, the school expects its parent(s)/guardian(s) to exercise their role as the primary educators and disciplinarians of their children. The school may exercise jurisdiction for student misconduct that may occur.

In determining whether a specific non-school, off-campus activity violates the spirit of the statement above and requires the intervention and response of the school, the Administration will consider the following:

- the seriousness of the violation according to the school's philosophy, school policy or and/or federal, state or local ordinance;
- use or reference, either directly or indirectly, to Resurrection College Prep or other words or symbols that would be understood to refer to Resurrection College Prep, (including but not limited to Res, Bandits, etc.) direct connection to or public mention of the "Resurrection" name in reference to the incident;
- the location of the occurrence to the school's campus;
- conduct or consequences threatening the safety and/or harmony of members of the school community;
- any activity which disrupts the school environment
- conduct or consequences harmful to the good order and educational and moral climate of the school;
- police charges, judicial appearances, convictions, and/or any other civil or criminal actions that may take place.

Any use of technology which results in situations as listed above could result in school discipline measures as outlined in the student handbook. In those off-campus situations where one or more of the seven criteria listed above apply, the Administration may deem it necessary to act for the good of the school community. The offending student will be subject to any and all of the "Disciplinary Measures" identified in the student handbook.

Students are reminded that their conduct off-campus also includes the Internet. Online journals/blogs (including but not limited to: twitter.com, myspace.com, xanga.com, facebook.com, instagram.com or snapchat.com) must not be used to demean, harass, or threaten any member of the Resurrection College Prep High School community or misuse the good name of Resurrection. Students' use of electronic media off-campus that causes physical or emotional harm could receive disciplinary consequences as outlined in the school handbook. Disciplinary consequences may result as off-campus conduct comes into and affects members of the Resurrection community.

Violations of federal, state, and local ordinances and/or the fundamental philosophy of Resurrection College Prep High School not specifically mentioned herein are also cause for disciplinary action by the school.

5. The Safety and Privacy of Your Chromebook

5.1 Operating System, Updates and Virus Protection

- Students may not use or install any operating system on their Chromebook other than the current version of ChromeOS that is supported and managed by Resurrection.

5.2 Updates

- The Chromebook operating system, ChromeOS, updates itself automatically. Students do not need to manually update their Chromebooks.

5.3 Virus Protection

- Chromebooks use the principle of “defense in depth” to provide multiple layers of protection against viruses and malware, include data encryption and verified boot.
- There is no need for additional virus protection.

5.4 Internet Filter

- Resurrection College Prep High School utilizes Fortinet's FortiGuard Web Filtering Service to regulate and provide valuable insight into all web activities allowing the school to establish Educational Compliance and enforce Internet Usage Policies.
- If an educationally valuable site is blocked, students should contact their teachers or the library to request the site to be unblocked. Upon further review by the teacher, the site may or may not be made available based on content and educational value.

5.5 Privacy

Students have no expectation of confidentiality or privacy with respect to any usage of a Chromebook, regardless of whether that use is for school-related or personal purposes, other than as specifically provided by law. Under reasonable suspicion, the school may, without prior notice or consent, log, supervise, access, view, monitor, and record use of student Chromebooks at any time for any reason related to the operation of the school. By using a device on the Resurrection network, students agree to such access, monitoring, and recording of their use.

5.6 Monitoring Software

- Teachers, school administrators, and the technology department staff will be able to use monitoring software that allows them to view the screens and activity on student Chromebooks.

6. Software

6.1 Google Apps for Education

- Chromebooks seamlessly integrate with the Google Apps for Education suite of productivity and collaboration tools. This suite includes Google Docs (word processing), Spreadsheets, Presentations, Drawing, and Forms.

- All student work is to be stored in the cloud. This will allow access as long as the Internet is accessible to their Chromebook or another device.

6.2 Chrome Web Apps and Extensions

- Students are allowed to install appropriate Chrome web apps and extensions from the Chrome Web Store.
- Students are responsible for the web apps and extensions they install on their Chromebooks. Inappropriate material installed or downloaded to the Chromebook will result in disciplinary action.
- Some web apps will be available to use when the Chromebook is not connected to the Internet.
- School related web apps and extensions will be pushed from the Management Console to student devices.

7. Forgotten, Damaged or Stolen Chromebooks

7.1 Chromebooks Left at Home

Students who leave their Chromebook at home are still required to get their coursework done as if they had their Chromebook present in class. Leaving a Chromebook at home is not an acceptable excuse for not having homework, projects, supplies, etc. turned in on time.

If a student does not bring her Chromebook to school:

- A student will need to stop by the library in the morning before classes begin to check out a Chromebook loaner for the school day.
- A student borrowing a Chromebook must sign a loaner agreement and will be responsible for any damage or loss of the issued device.
- Students will pay a \$5.00 rental fee that will be reallocated towards maintenance of loaner Chromebooks. If the student does not have \$5.00 at the time, a bill will be added to their account.
- The library will document the number of times a loaner is issued to each student for not having her own Chromebook at school.
- The students that receive a loaner will be responsible for returning the borrowed device to the library by 3:15 pm.
- If the loaner is not turned in by 3:30 pm, the library will submit a report and an additional fee of \$10 will be added.
- Repeatedly failing to come prepared to class with your Chromebook will result in a meeting with the Dean of Students.

7.2 Chromebooks being repaired and Vendor Warranty

- Chromebooks loaners may be issued to students when they are in need of ordering a new device.
- A student borrowing a Chromebook must sign a loaner agreement and will be responsible for any damage or loss of the issued device.
- If a new Chromebook has to be ordered because of damage, parents will need to place the order within 3-5 business days of the prior device being damaged.

- Chromebooks on loan for this purpose may be taken home by the student.
- Resurrection will contact the student when their device has been repaired or delivered. Students will be expected to return the loaner at this time.
- Chromebooks include a one year hardware warranty from the vendor.
- The vendor warrants the Chromebook from defects in materials and workmanship.
- The classes of 2021 and 2022 have a four year accidental coverage warranty through TRA (Technology Resource Advisors) included with the purchase price of their Chromebook. This coverage only includes one replacement of a screen.

7.3 Stolen Chromebook

- Students must report a stolen Chromebook to the Dean immediately. Once reported, Chromebooks can be disabled from the Management Console, rendering the device unusable. Every effort will be made to recover a stolen device; parents are encouraged to file a police report for any stolen Chromebook device as soon as possible. Insurance companies will require a police report in order to file a claim.

8. Appropriate Uses and Digital Citizenship

As stated above, student Chromebooks are to be used for educational purposes and students are to adhere to the Acceptable Use Policy (AUP) and all of its corresponding administrative procedures at all times.

At the core of 21st century fluencies is digital citizenship. In response to the Resurrection mission statements commitment to the ethical and social growth of our students, the integration of 1:1 learning and Chromebooks will aid in developing crucial digital citizenship skills. While working in a digital and collaborative environment, students will always conduct themselves in line with moral Catholic Christian teachings. Students will adhere to the following:

1. **Respect Yourself:** I will act as a woman of integrity. I will show respect for myself through my actions, in the classroom and online. I will use caution with the information, images, and other media that I post online. I will carefully consider what personal information about my life, experiences, or relationships I post. I will not be obscene.
2. **Respect Others:** In line with Christian morals, I will always show respect to others. I will not use electronic mediums to antagonize, bully, harass, or stalk people. When working collaboratively with others I will participate fairly and allow other voices to be heard. I will show respect for other people in my choice of websites; I will not visit sites that are degrading to others, pornographic, racist, or inappropriate. I will not enter other people's private spaces or areas.
3. **Respect Intellectual Property:** As a woman of integrity, I will request permission to use copyrighted or otherwise protected materials. I will suitably cite all use of websites, books, media, etc. I will acknowledge all primary sources. I will validate information. I will use and abide by the fair use rules. Additionally, I will make sure I behave morally when taking tests and quizzes online.
4. **Protect Myself:** I will ensure that the information, images, and materials I post online will not put me at risk. I will not publish my personal details, contact details, or a schedule of my activities. I will report any attacks or inappropriate behavior directed at me to a trusted adult while online. I will protect passwords, accounts, and resources.
5. **Protect Others:** I will protect others by reporting abuse and not forwarding inappropriate materials or communications. I will avoid unacceptable materials and conversations. I

will protect others by helping create an environment where each student feels safe to engage and participate in the learning experience.

6. Protect Intellectual Property: I will request to use the software and media others produce. I will purchase, license, and register all software or use available free and open source alternatives rather than pirating software. I will purchase my music and media and refrain from distributing these in a manner that violates their licenses. When testing online, I will not use the work of others.

Computer, Internet and Electronic Devices Code of Conduct

Resurrection College Prep High School believes that technology is a vital means to assist those who carry out the educational ministry of the school. Resurrection also aims to prepare students to be successful and ethical citizens who can interact with and respond to challenges of a complex global community. By providing an instructional program that integrates technology into learning and teaching, students will experience greater access to information and resources, become independent learners, and discerning Internet users.

We are pleased to offer the faculty, staff and students of Resurrection College Prep access to our computers for electronic mail, the Internet and other educational computer applications. The Acceptable Use Policy (AUP) facilitates and sets guidelines for using technology both on and off campus. Because of concerns about student safety and the rights of everyone, this policy addresses safety issues and offers framework for students to develop appropriate skills when using the technology and the Internet. For the purpose of this policy, the following definitions shall apply:

- a) "Electronic communications" shall mean and include the use of information systems in that communicate and/or post information or material, including but not limited to: electronic mail, bulletin boards, World Wide Web (Internet) or other such electronic/technological tools.
- b) "Information systems" shall mean and include computers, networks, servers, and other similar devices that are administered by Resurrection College Prep High School and for which Resurrection College Prep High School is responsible. "Networks" shall mean and include: video, voice, and data networks, routers, and storage devices.

The use of the school's computers and the Internet is a privilege, not a right. Inappropriate, unauthorized or illegal use of the Internet will result in a withdrawal of Internet privileges and appropriate disciplinary action. Personal technology equipment brought to school will be subject to the procedures outlined in the AUP. A student is considered to be in violation of the AUP if the action is not in keeping with the mission and values of Resurrection College Prep High School.

All students are expected to activate their Resurrection email account (through Gmail) beginning August 20, Teachers, coaches and administrators will only respond to mail sent through the official Resurrection gmail account assigned to each student. It is advised that **WHEN STUDENTS ELECTRONICALLY COMMUNICATE WITH TEACHERS, COACHES, AND ADMINISTRATORS, THEY COPY THEIR PARENTS.)**

The school reserves the right to monitor all computer users' activities. Illegal or inappropriate blogging or social behavior, including cyberbullying, is a violation of the discipline code. Defamation is defined as any intentional and unintentional, false communication, either written or spoken, that harms a person's or Resurrection College Prep High School's reputation; decreases the respect, regard or confidence in which a person/Resurrection College Prep High School is held, or induces disparaging, hostile, or disagreeable opinions or feelings against a person/Resurrection College

Prep High School. Defamation of others is not consistent with Christian values. Students will be held accountable for intentional and unintentional physical and/or emotional harm they may cause others. Students in violation of this code will be subject to disciplinary actions.

Each student will receive a Google Apps for Education account. This provides the student with a Gmail account for school email, online productivity tools and storage space in the school's Google Apps for Education portal.

Student accounts will be deactivated upon a student's graduation, transfer or termination from Resurrection College Prep High School. Prior to account deactivation, it is the responsibility of the student to backup or retrieve any important electronic content as well as to make appropriate arrangements for email communications. Accounts for graduating seniors will be deactivated within 24 hours after final senior grades are officially posted. Students who transfer out of Resurrection will have their accounts deactivated within 24 hours as well.

A. Unacceptable use of electronic communication and information systems on and off campus:

1. Breaking any laws, federal or state, through illegal use of the Internet, our network or technology.
2. Use of the Internet for hate mail, discriminatory remarks, cyberbullying, and offensive or inflammatory communication.
3. Use of the Internet to access sites that contain obscene material that is harmful to students (this could be eliminated.).
4. Engaging in any form of plagiarism, a form of intentional or unintentional cheating that involves presenting another's work and/or ideas as one's own work, submitting others' work [print, electronic or oral] in whole or part without thoroughly citing its origin or use of copyrighted materials.
5. Gambling or sexting; posting libelous, slanderous or defaming materials; or posting anonymous harmful messages on Web sites.
6. Using another's account or password.

B. Unacceptable use of electronic communication and information systems on campus:

1. Use of the Internet/network for non-school related work, including games and game sites during class periods.
2. Use of unauthorized chat rooms and/or other forms of direct electronic communication for non-educational purposes. Students should check email during study or lunch periods.
3. Students may not:
 - a. Access or edit social networking Web sites.
 - b. Use the network in such a way that you would disrupt the use of the network by others.
 - c. Engage in, encourage, or conceal from authorities any "hacking," unauthorized tampering, or other unauthorized use or deliberate disruption of computers.
 - d. Use technology capabilities for cheating.
 - e. Use technology capabilities for communication with other students during class unless permitted by a teacher.
4. Students must:
 - a. Exercise good judgment by not making personal disclosures of address, phone numbers, and so on for yourself or other members of the Resurrection community.

- b. Exercise good judgment by not misrepresenting yourself, visiting chat rooms, accessing inappropriate or illegal materials and other sites that are not appropriate for students at Resurrection College Prep High School.
5. Unauthorized or illegal installation of software, intentional alteration, deletion or damage to files belonging to others or the network, uploading or creating computer viruses are prohibited.
6. Damage to equipment, systems and software resulting from deliberate acts, including unauthorized access to resources or equipment of Resurrection College Prep High School.
7. Accessing storing or printing files that contain pornography, obscenity, racism or use language that degrades self or others.
8. Use of the Internet for commercial or profit.
9. Wastefully using limited resources such as printing multiple copies of any material.
10. Intentional or unintentional accessing an account designed for Resurrection employee use only.

C. Network Security

1. Employees of the school are responsible for controlling and maintaining the security of the network.
2. Students may not use employee computers except when doing classroom presentations and under the direct supervision by those same Resurrection College Prep High School employees.
3. Students are not allowed to connect to any network or "hot spot" other than the "Res-Student" network during school hours. Students found on other networks will be subject to disciplinary consequences.

Rules posted in labs are binding, whether noted in this policy or not.

D. Cell Phones and Personal Electronics

Resurrection College Prep High School understands the need and desire for cell phones and personal electronics (included but not limited to: mp3 players, eReaders, tablets, etc.) in today's society. However, in an academic environment these items can often act as a deterrent to learning and personal interactions, which are the priority. Cell phones and personal electronics are to be silenced and kept in the student's locker between 8:20 a.m. and the end of the school day's last class. Resurrection also recognizes the potential learning benefits of these devices in the classroom and for that reason, teachers may authorize students to possess and use their cell phones for educational purposes during their class. This is done with the understanding that the student will return the cell phone to her locker during the passing period immediately following that class period.

If a student is found using a cell phone or personal electronic item other than a Chromebook or pre approved device between 8:20 and 3 p.m. without consent of her classroom teacher, the cell phone or personal electronic item will be taken and given to the Dean of Students. Students who are caught using a cell phone or personal electronic item without permission will be directed to the Dean of Students.

As always, if an emergency occurs and a student needs to be notified, we request that a parent call the Main Office during school hours at 773-775-6616 in order to facilitate communication.

E: Computer Labs

Computer labs are supervised by Resurrection staff who actively monitor student activity in the labs. This can include electronic monitoring and periodically walking around the lab to view computer screens. Any

technical problems or suspicious behavior will be directed to the technology staff, librarian or Dean of Students. Students who plan to use the labs are expected to know and adhere to the following rules:

1. Lab Hours: Supervised labs may be open from 7:30-8:15 am. The library is open from 7:00 am to 3:30 pm and is open during both seminars.
2. Food and Drink: Food and beverages are not to be brought into the labs or library.
3. Technology Usage: Use of the computers and the school's Internet connection is strictly for academic purposes. Playing games or other non-academic use is not allowed.
4. Noise: The environment in the computer lab should be that of a quiet, study environment. While there may be occasional group work among students which necessitates some discussion, it should be kept to a low level.
5. Headphones: Students are required to have their own headphones for activities in all computer labs (Foreign Language applications excluded).
6. Printing: Students will be encouraged to digitally publish and share their work with their teachers and peers when appropriate. Printing will be available in the Library and the Tech Labs. Because all student work should be stored in an Internet/cloud application, students will not print directly from their Chromebooks at school. Students will simply log into their Google account and print from there.

Supervisors may require students who do not comply with the lab policies and procedures to leave the labs. Students who choose to repeatedly violate computer lab policies and procedures will forfeit their computer lab privileges by the supervisor or Dean of Students.

F. Schoology Code of Conduct

Schoology is a learning management system that provides a blended learning environment. All students at Resurrection must adhere to the following comments and practices.

1. I will use a profile picture that is appropriate for school use and make sure that I have appropriate legal permission to use (i.e. in the public domain).
2. I will use posts to discuss school-related content only.
3. I will use a respectful tone of voice when posting. All school rules and consequences related to harassment and intimidation apply.
4. I will use appropriate grammar instead of texting language.
5. I will not use my posts to promote personal websites or chat rooms.
6. I will not use sarcasm, so as to avoid misinterpretations.
7. I will not reveal any personal information about others or myself on Schoology. This includes telephone numbers, addresses, emails, etc.
8. I will not post photos or videos of myself or classmates without permission. Any posted content will be appropriate for school use.
9. I will not post messages from other users accounts.
10. Any student generated content must remain solely within the Schoology domain.

Schoology Guidelines

Posting Messages

- Post a note to the whole group if your question is about something the whole group should know (assignments, instructions, dates etc.)
- Send a note only to your teacher if you want to talk about something that doesn't relate to everyone.

- Don't post questions or comments about personal issues or topics. Keep private information private.
- Keep conversations on topic.
- If you're not sure if a word or joke is okay, then it's probably not. Refrain from posts that tease, bully, annoy, spam, or gossip about any other member.

Replying to Messages

- Do not answer a question if you aren't sure you know the answer.
- Do not reply to a question if someone has already answered it correctly.

Groups

- If you think there is something inappropriate posted in an Schoology group, tell a teacher or trusted adult immediately.

Punctuation & Grammar

- No txtng lingo. We r ur teachers...show us that u have learned how 2 spell.
- DO NOT PUT SENTENCES IN ALL CAPITAL LETTERS.
- Do not end sentences with more than one exclamation mark!!!!!!!!!!!!!! Or question mark??????????????
- Please, please, please do not repeat a word more than necessary.

G. Privacy, Confidentiality and Public Records Considerations

Resurrection College Prep High School will make reasonable efforts to maintain the integrity and effective operation of its electronic mail systems, but users are advised that those systems should in no way be regarded as a secure medium for communication of sensitive or confidential information. Because of the nature and technology of electronic communication, Resurrection can assure neither the privacy of an individual user's use of Resurrection College Prep High School's electronic mail resources nor the confidentiality of particular messages that may be created, transmitted, received, or stored thereby.

To the extent permitted by law, Resurrection College Prep High School reserves the right to access and disclose the contents of electronic mail without the consent of the user. Resurrection will do so when it believes it has a legitimate business or educational need and only after explicit authorization is obtained from the appropriate Resurrection College Prep High School authority.

Electronic mail of students may constitute "education records" subject to the provisions of the federal statute known as the Family Educational Rights and Privacy Act of 1974 (FERPA). Resurrection College Prep High School may access, inspect, and disclose such records under conditions that are set forth in the statute. The use of an encryption device to restrict or inhibit access to his or her electronic mail is strictly prohibited.

Resurrection College Prep High School will not monitor electronic mail as a routine matter, but it may do so to the extent permitted by law as Resurrection College Prep High School deems necessary for purposes of maintaining the integrity and effective operation of Resurrection electronic mail systems. Resurrection reserves the right to inspect and disclose the contents of electronic mail:

- In the course of an investigation triggered by indications of misconduct or misuse,
- As needed to protect health and safety,
- As needed to prevent interference with the academic mission, or
- As needed to locate substantive information required for Resurrection College Prep business that is not more readily available by some other means.

Resurrection College Prep High School will inspect and disclose the contents of electronic mail when such action is necessary to respond to legal processes and to fulfill Resurrection College Prep High School's obligations to third parties.

The contents of electronic mail communications, properly obtained for Resurrection College Prep High School purposes, may be disclosed without permission of the user. Resurrection will attempt to refrain from disclosure of particular communications if disclosure appears likely to create personal embarrassment, unless such disclosure is required to serve a business or educational purpose or satisfy a legal obligation.

Individuals needing to access the electronic mail communications of others, to use information gained from such access, and/or to disclose information from such access and who do not have the prior consent of the user must obtain approval in advance of such activity from the appropriate Resurrection authority. That procedure shall take into consideration ways to minimize the time and effort required to submit and respond to requests, the need to minimize interference with Resurrection College Prep High School business and protection of the rights of individuals.

H. Internet Use and Parental Involvement

Parents and guardians are to understand that Internet access on campus is intended for educational purposes. Internet use is NOT private and Resurrection College Prep reserves the right to monitor student use of the Internet at any time.

In conjunction with CIPA (Children's Internet Protection Act) guidelines and in an effort to manage bandwidth resources, Resurrection College Prep High School uses a filtering system to block access to many prohibited sites and controversial material. However, it is possible that some inappropriate websites or content may escape detection by the filtering system. The fact that students may be able to access a particular site does NOT necessarily mean that site is appropriate for viewing.

Parents and guardians should recognize that it is impossible for Resurrection College Prep High School to restrict access to all controversial and inappropriate materials. Parents and guardians will hold harmless Resurrection College Prep High School, its employees, agents or board members for any harm caused by materials or software obtained via the school's technology resources. Parents and guardians understand that they will be legally responsible for their student's actions and accept full responsibility for supervision if and when their student's use of the school's technology resources or the Internet is not in a school setting. Parents and guardians must understand that Internet access for students, who utilize their own Internet connection from their personal electronic device, is NOT filtered by the school's Internet filtering system.

Outside of school, parents bear full responsibility for monitoring their student's use of the Internet. Parents are highly encouraged to communicate with students on the importance of safe, responsible and ethical use of the Internet from any device in any location. The following sites can be good resources to assist parents in exploring responsible use of the Internet with their student:

www.isafe.org

<http://www.microsoft.com/security/family-safety/default.aspx#Overview>

www.netsmart.org

These policies are subject to change at any time. The most recent version of the policies can be found on the Resurrection College Prep High School website at www.reshs.org.

