

ST. MARY-BASHA CATHOLIC SCHOOL
TECHNOLOGY HANDBOOK 2021 – 2022



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St. Mary-Basha Catholic School promotes ethical and responsible use of technology and information at all times, on and off campus. This handbook describes the policies and procedures that pertain to use of technology, use of information, and use of computer equipment. This handbook applies to all technology devices available on campus (Library/Media Center desktops, Chromebooks, laptops, etc.) as well as any personal devices used off campus. The administration has the right to amend this handbook and modify disciplinary action at their discretion. Recognizing that it is impossible to define every instance of acceptable and unacceptable use, it will be at the discretion of the school administration to use judgment as to what is acceptable in any undefined instances that may arise.

ETHICAL USE

- Students are responsible for the ethical and educational use of technology resources at St. Mary-Basha Catholic School.
- Access to St. Mary-Basha Catholic School resources is a privilege, not a right.
- Transmission of any material that is in violation of any federal or state law is prohibited. This includes, but is not limited to the following: confidential information, copyrighted material, threatening or obscene materials, and computer viruses.
- Any attempt to alter data, alter the configuration of a device, or access the files/work of another user, is considered vandalism and is subject to disciplinary action.
- Parents/Guardians are financially responsible for the repair or replacement of damaged or abused technology resources.

PRIVACY AND SAFETY

- Students shall not disclose, use, or disseminate any personal identification information about self or others when accessing the Internet on any technology resources.
- Students shall immediately notify a teacher if any security problem, damage, or misuse of technology resources is noticed.
- Students should not have any expectation of privacy or confidentiality. Administration and teachers review all student work and files on any school-owned device.
- Students are issued a password by the school. Students are not allowed to change or share passwords.
- Students may not share computer accessories like headphones, ear buds, keyboards, etc.
- Students are only allowed to visit websites assigned by a teacher or websites found on the Quick Links page of the St. Mary-Basha Catholic School website.
- If a student inadvertently accesses a website that contains offensive or inappropriate material, the device must be immediately closed and school personnel notified.

LEGAL PROPRIETY

- Students must comply with trademark and copyright laws and all license agreements.
- Plagiarism is a violation of the St. Mary-Basha Catholic School discipline code. Students must give credit to all sources used, whether quoted or summarized, as well as visual media such as, graphics, movies, and images.

EMAIL

- Students must only use school-issued Google Educational Gmail accounts. No other email accounts, Google or otherwise, may be accessed at any time on school grounds.
- St. Mary-Basha Catholic School reserves the right to archive, monitor, and/or review all activity on the SMB Domain. Email is not private.
- Students are to maintain high integrity with regard to email content, such as using appropriate language that is not abusive, offensive, or profane.
- All emails from school-issued Google Educational Gmail accounts must be related to school. Students may only email teachers or other students of St. Mary-Basha Catholic School from school-issued Google accounts.

SOCIAL MEDIA/WEBSITES

For reasons related to school safety and school reputation, we expect St. Mary-Basha students to demonstrate responsible social behavior and to conduct themselves as good citizens when using the internet and any form of social media, whether on or off campus.

- Students are expected to present themselves and St. Mary-Basha Catholic School in a positive and appropriate manner on the Internet or any social media sites/websites.
- Students may not post or display information or pictures on the Internet or any social media site/website that is associated or linked to St. Mary-Basha Catholic School students, faculty, or staff without administrative consent.
- Students may not post or display information on the Internet or any social media site/website that involves inappropriate behavior. This includes, but is not limited to: the use, possession, or distribution of drugs/alcohol; sexual behavior; harassment/hazing/bullying; illegal activities; pornography; or the promotion of violence.

CHROMEBOOK USE

The use of school issued Chromebooks at St. Mary-Basha Catholic Elementary School is a privilege that comes with responsibility. The device is the property of St. Mary-Basha Catholic School. Failure to abide by the following guidelines may result in suspension from the Chromebook, and/or further disciplinary action.

- Parents/Guardians are financially responsible for the repair or replacement of damaged, lost, or stolen Chromebooks.
- Students are responsible for keeping the Chromebook in optimal condition. No food or drink is allowed

near the device. Students must carry the Chromebook responsibly. Students should never place books or other items on top of the Chromebook. Nothing should be placed between the screen and keyboard when closed. A slightly damp cloth may be used to clean the Chromebook.

- Students may not personalize devices in any way. This includes backgrounds, name icons, decals, and screen savers.
- Students may not access or change any 'settings' on the device for any reason.
- Students may not download any software, applications, short cuts, or extensions that have not been explicitly allowed by a teacher.
- Chromebooks are to be used for school work only.
- Students may not remove a Chromebook from the classroom and are not permitted to take Chromebooks home (except in the case of the 1:1 Policy for grades 7-8).
- Students may not take photos or record video of any person or property, unless given specific permission from a teacher.
- Students are not allowed to play games (including pre-loaded games) unless assigned by a teacher.
- Students should not delete the history of sites visited on Chromebooks. St. Mary-Basha Catholic School reserves the right to do periodic reviews of school issued devices. St. Mary-Basha Catholic School employs the use of GoGuardian. GoGuardian keeps track of the websites, history, and total time on each website on all school issued devices (whether used on or off campus). GoGuardian reports will be periodically reviewed on all school issued devices.
- Examples (but not a complete list) of inappropriate Chromebook use that will result in disciplinary action:
 - Sharing or changing a password
 - Posting pictures/documents/files created on Chromebooks
 - Logging onto or using a Chromebook assigned to another student
 - Removing labels and identifying stickers from a Chromebook
 - Using proxy sites to bypass web filtering
 - Recording images or video of any person or property and/or creating inappropriate images/recordings
 - Emailing/chatting/messaging during class
 - Gaming in class
 - Cheating
 - Cyber bullying
 - Possession or sharing of inappropriate files
 - Intentional actions which are harmful to the Chromebook or equipment

JUNIOR HIGH 1:1 DEVICE POLICY

Terms of Loan

- St. Mary-Basha Catholic School will issue a Chromebook and necessary equipment to students in grades 7-8 upon compliance with the following:
 - Completion of Student Training Session (provided by the Technology Coordinator)
 - Submission of the St. Mary-Basha Catholic School Student/Parent Chromebook Agreement
 - Submission of St. Mary-Basha Catholic School Statement of Knowledge of Contents of Family and Technology Handbooks and Internet Permission
- Legal title to the Chromebook and equipment is with St. Mary-Basha Catholic School. A student's right of possession and use is limited to complete compliance with: the St. Mary-Basha Technology Handbook and the St. Mary-Basha Family Handbook.
- Students may be subject to loss of privilege, disciplinary action (as stated in the Technology Handbook), legal action, and/or financial responsibility for the Chromebook and equipment in the event of damage, inappropriate use, or violation of policies and guidelines as outlined in the St. Mary-Basha Catholic School Technology Handbook.
- A student's possession of the Chromebook and equipment begins during the first week of the school year and terminates no later than the last week of the school year on date to be determined by the Technology Coordinator, unless there is a reason for earlier termination by the school or in the case of student withdrawal.
- St. Mary-Basha Catholic School reserves the right to repossess the Chromebook and equipment at any time if a student and/or family does not fully comply with the policies and guidelines as outlined in the St. Mary-Basha Catholic School Technology Handbook.
- Students will be issued the following equipment:
 - Chromebook
 - Charging cable
 - Sleeve

General Use

- Students are required to bring Chromebook to school each day with a battery charge of at least 90%. Failure to have a battery of at least 90% will result in a missed assignment (MA). An otherwise functional Chromebook with a dead battery is not an excuse for late or missing work.
- Students will not be given use of a loaner Chromebook. Students that fail to have a Chromebook in class may be required to complete assignments using alternate means as determined by the teacher or may not receive credit for assignments.
- If a Chromebook is not properly functioning, the teacher must be immediately notified and a Chromebook Tech Request filled out at tinyurl.com/26e39sez.
- Technical support for Chromebooks is only available during school hours at the discretion of the teacher.

- The sound on the Chromebook must be muted, unless otherwise directed by the teacher.
- A lost document is not an excuse for late or missing work.
- Students may not personalize Chromebooks or equipment in any way. This includes backgrounds, name icons, decals, and screen savers.
- Parents/Guardians are expected to monitor appropriate Chromebook use.

Damage/Loss/Theft

- The student or parent/guardian is required to immediately notify (within one school day) St. Mary-Basha school administration and file a police report in all cases of a stolen or lost Chromebook or equipment. A copy of the police report must be submitted to the school.
- The student or parent/guardian is required to immediately notify (within one school day) St. Mary-Basha school administration of any damage to the Chromebook or equipment.
- Chromebooks and equipment must be returned by the designated date and in clean and good working condition. Chromebooks and equipment not returned on time or returned with damage will be charged through FACTS on the following fee structure:

Damage	Fee
Damaged beyond repair/Lost/Stolen	\$300
Broken screen	\$80
Deep scratches, chipped plastic, cuts	\$50
Broken keys	\$40 each
Damaged/Lost charging cable	\$40
Damaged/Lost sleeve	\$20

DISCIPLINARY PROCEDURES

Students are expected to comply with all the policies, rules, and regulations of technology use as stated in the 2021-2022 Technology Handbook. Failure to follow stated guidelines results in the following:

First Offense - Students receives a detention, parents are contacted, and a one week suspension from all technology is enacted.

Second Offense - Students receives a detention, parents are contacted, and a two week suspension from all technology is enacted.

Third Offense - Students may receive a detention or suspension from school, parents are contacted, and a possible suspension from all technology may be enacted for the remainder of the school year.

*If a student is suspended from technology, assignments must still be completed and submitted by due date.

**At the discretion of the administration, the above disciplinary procedures may be modified.