Immaculata
CATHOLIC SCHOOL
WHERE FAITH AND KNOWLEDGE GROW

# Technology/Laptop 1:1 Program Handbook



# INTRODUCTION

Technology at Immaculata is integrated into the classroom curriculum and is the primary communication tool between school and home. Grades PreK-8 students are provided with an interactive device to access many online resources and is an important part of blended and adaptive learning in the classroom.

Grades K-3 have some devices to use in the classroom for centers. Grades 4-5 will have access to a 1:1 in the classroom Chromebook experience. Our middle school students (G6-8) have the privilege of a 1:1 Chromebook device program to use at home and at school. Having a 1:1 program allows students to have continuous access to online resources including tools that will assist them in their learning.

Reading and understanding ICS Technology and 1:1 Handbook is required of all parents and 4th – 8th grade students. Each year students will review the material in this document with a faculty member and electronically sign an agreement form.

If you have any questions, please contact techsupport@icdurham.org

# CONTENTS

1 GENERAL INFORMATION 4

*1.1 General Guidelines 4*

*1.2 General Terms & Conditions 5*

*1.3 Issuance & Return of Device 6*

2 DEVICE CARE, MAINTENANCE & INPECTIONS 7

*2.1 General Precautions 7*

*2.2 Screen Care 7*

*2.3 Device Transport 7*

*2.4 Battery Care 7*

*2.4 Device Inspections 8*

3 USING THE DEVICE AT SCHOOL & HOME 8

*3.1 Devices Left at Home 8*

*3.2 Device Undergoing Repair 8*

*3.3 Photos, Videos, Screensavers, and Background Photos 8*

*3.4 Sound, Music, Games, or Programs/ Applications 9*

*3.5 Printing 9*

*3.6 Home Internet Access 9*

4 MANAGING STUDENT ACCOUNTS & INFORMATION 9

*4.1 Google Workspace Email Guidelines 9*

*4.2 Password(s) 10*

*4.3 Saving to Google Drive 10*

*4.4 Saving to the Device 10*

*4.2 Network Connectivity 10*

5 ICS DIGITAL ACCOUNTS POLICY 10

6 ICS TECHNOLOGY ACCEPTABLE USE POLICY 11

RESPONSIBILITIES & EXPECTATIONS 13

*7.1 Parent/Guardian Responsibilities 13*

*7.2 School Responsibilities 13*

*7.3 Learner Responsibilities 13*

*7.4 Device Care & Identification 13*

*7.5 Legal Property 13*

*7.6 Learning Discipline 13*

8 LOSS,THEFT,DAMAGE & APPLICABLE FEES 14

*8.1. Loss, Theft, & Damage 14*

*8.2 Replacement & Repair Fees 15*

9 1 to 1 INFRACTIONS & CONSEQUENCES 16

*9.1 Device Infractions & Consequences 16*

*9.2 Inspections 17*

10 DIGITAL CITIZENSHIP 17

*10.1 Respect God, Self, and Others 17*

*10.2 Person of Integrity 17*

*10.3 Live a Life of Service 17*

*10.4 Produce Exemplary Work 17*

# 1 GENERAL INFORMATION

## 1.1 General Guidelines

- The Device and all school issued online accounts are to be used for educational purposes only.
- The Device is owned by Immaculata School (ICS); however, it is the student's responsibility to treat the Device with great care.
- All ICS policies and procedures must always be followed when using an ICS issued Device.
- The Device is to be used during supervised classes, in the Learning Center, and at home for homework.
- The student may not use the Device during unsupervised times including before morning care, dismissal, or after school (unless supervised for classwork or homework).
- The Device, when not in use, must always be stored and transported in the approved padded sleeve the family has purchased. Keep it with the student or securely locked up.
- For grades 6-8, the Device is to be taken home every night unless the student has permission to leave it in a secure location at school (i.e., Technology Office).
- The student is responsible for charging the Device each night. ICS cannot accommodate in school charging.
- The student is responsible for the Device at all times.
- The student is responsible for knowing and following all applicable rules and guidelines.

DO NOT:

- Share or loan the Device with any other person unless expressly authorized to do so by an ICS teacher or administrator.
- Share passwords or attempt to discover others' passwords as stated in the ICS Technology Acceptable Use Policy.
- Delete, uninstall, install, or attempt to change any hardware, software (including Apps), drivers, filters, or other programs installed on the Device by ICS.
- Tamper with computer hardware/software, or attempt to override or bypass internet filters, change network profiles or configurations, or "hack" or otherwise obtain unauthorized access to any network, computer, file, or program.
- Use the Device/School account for purchasing merchandise or services online or for purchasing Google Apps.
- Use Students Device/School account for any illegal purpose or in violation of any ICS policy or procedure.
- Use Students Device/School account to make, receive, or transmit any words, images, files, or other materials that are inappropriate in a Catholic school setting.

NEVER LEAVE THE DEVICE:

- in a vehicle or public space,
- in direct sunlight or in temperatures of 90 degrees Fahrenheit or above,
- on the floor or in sitting areas such as couches or chairs,
- near any food or water source, such as a water bottle, sink, bathtub, hot tub, or pool.

## 1.2 General Terms & Conditions

- The Device is and will always remain the property of ICS.
- ICS may recall the Device, or place additional restrictions on the student's use or possession of the Device, at any time and for any reason, with or without prior notice. If instructed to do so for any reason by any ICS teacher or administrator, the student or the student's parent/guardian will immediately surrender the Device to that teacher or administrator.
- ICS reserves the right to change the terms or conditions of the student's possession or use of the Device, or to impose new restrictions on use or possession of the Device, at any time.
- Under no circumstances will the student use the Device or permit the Device be used in furtherance of any crime; fraud; threat; defamation; plagiarism; copyright, patent, or trademark infringement; illegal downloading; theft of intellectual property; gambling; accessing, viewing, or transmission of pornographic or violent images or content; illegal or unauthorized accessing or use of data; bullying or harassment (including cyber-bullying); malicious internet activities (including "hacking" of other computers or websites); advertising or commercial activities; abusive or insulting communications; or any unlawful activities of any kind.
- Under no circumstances will the Device be used for instant messaging ("IM") or visiting chat rooms or non-school social networking websites such as Facebook, Twitter, TikTok, Instagram, Snapchat, etc., unless access has been specifically approved by ICS.
- Parents or guardians will supervise and monitor student's internet use whenever possible.
- The student and student's parent/guardian will not hold ICS and its employees responsible for any harm that may come to the student or any other person because of the student's off- campus internet activities.
- Should the student inadvertently gain access through the Device to any confidential information about other students or staff members at ICS, including but not limited to course work or grade information, the student will immediately report the incident to the school principal or the ICS Technology Department and will not share the information with any other person.

## 1.3 Issuance & Return of Device

- As a condition of being issued a Device, all participants in the ICS 1:1 Device Program must attend a mandatory orientation meeting (time and location to be announced).
- All participants must pay an annual technology fee (included in the tuition).
- After the student has attended the mandatory orientation meeting and a padded sleeve has been purchased, the Device will be issued to the student.
- The student's license to use the Device terminates on the last day of the school year, unless terminated earlier by ICS. Devices will be collected on or before the last day of the school year.
- Given the time required for technology staff to inspect, maintain, and upgrade the Devices over the summer, penalties will be assessed for the late return of Devices at the end of the school year.
- If the student fails to return the Device by the last day of the school year or a mutually agreed upon summer date, the student and the student's parent/guardian will be denied access to FACTS SIS and official records such as the student's end of year report card.
- If the Device is not returned within 30 days of the last day of the school year, the student and the student's parent/guardian may be assessed the full replacement cost for the Device, and ICS may institute legal actions against the student and/or the student's parent/guardian.

# 2 DEVICE CARE, MAINTENANCE, & INSPECTIONS

## 2.1 General Precautions

- Do not attempt to modify the Device in any way.
- The Device must always be brought to school with a full charge. *ICS will not provide time or resources to charge the Device on the ICS campus.*
- Do not "decorate" the Device (e.g. stickers, markers, or paint).
- The approved padded sleeve may be decorated appropriately for a Catholic School setting.
- Avoid rough housing as this may lead to a damaged Device that will need to be replaced at a cost.
- *Do not drink or eat while using the Device.* Liquids and other debris can damage electronic Devices.

## 2.2 Screen Care

- Take caution with the screen. The screens are very susceptible to damage from excessive pressure, liquids, drops, and sharp items. While it is very durable, it is not indestructible.
- To clean the screen, use an anti-static cloth (microfiber) or lens cleaner that is specific for camera lenses or glasses.

DO NOT:

- Use glass cleaners, sprays, soaps, or anything else to clean the screen unless approved in advance in writing by the Technology Department.
- Sit on a backpack with the Device inside.
- Close the laptop without clearing away any objects first (i.e. – pencils/pens, hands, fingers, etc.)
- Drop backpack with the Device inside. (Gently place Students backpack on the floor.)

## 2.3 Device Transport

- *Do not toss or drop backpacks. Doing so on school grounds will result in a detention.*
- Always close the case cover before placing the Device into the approved padded sleeve.
- The Device must always be in the padded sleeve during transport. No exceptions.

## 2.4 Battery Care

- *Students are expected to come to school with a fully charged battery.*
- Each night when students go to sleep, so does the Device. Plug it in for a good night's rest.
- The student power cord should always be left at home to prevent loss and a replacement charge.
- To conserve battery life and protect hardware, the Device should not be used during transportation to school. This will ensure that the battery will last the entire school day.
- *If the Device battery runs out of charge during school hours, the student will be responsible for making up all work that requires the device to be completed.*
- If the student believes the battery is not working correctly, notify the Technology Department to repair or replace the device.

To Conserve Battery Power:

- Close the lid which puts Students Device into "Standby" mode.

- For prolonged periods of inactivity (e.g., lunch/recess, dismissal, etc.), Students may want to shut off the Device completely.

## 2.5 Device Inspections

- The Device may be inspected at any time by ICS officials, with or without prior notice, either in person or remotely via the Internet or network connections, for purposes of maintenance and/or to monitor the student's use of the Device (including any email communications and Internet activities) to determine whether the student is complying with the terms and conditions set forth or described in this document.
- The student and the student's parent/guardian further acknowledge that if any such inspection reveals evidence that the student has violated the ICS Acceptable Use policy or any criminal law, such evidence may be used in support of a disciplinary action against the student and/or shared with law enforcement.

*For our 1:1 program to be successful, we all need to be conscientious of our surroundings. If you see an "unattended" Device, be a good citizen and a person of integrity and take it to the main office or Technology Department.*

# 3 USING THE DEVICE AT SCHOOL & HOME

## 3.1 Devices Left at Home

- The student will not be issued a replacement device as a natural consequence for leaving the device at home.
- The student is responsible for making up all work that requires the device to be completed by the next school day.

## 3.2 Device Undergoing Repair

- The student will be issued a replacement device while their original device is undergoing repair.
- The original repaired device will be returned to the student after all applicable fees have been collected.

## 3.3 Photos, Videos, Screensavers, and Background Photos

- Students may *not* have any identifying photos, videos, screensavers, or background photos stored on the Device or student account.
- If photos/videos are required for an academic assignment, they must be deleted from the device after the assignment has been completed. The photos may remain in the assignment file.
- Photos and videos of faculty and staff are prohibited.

## 3.4 Sound, Music, Games, or Programs/Applications

- Listening to music with or without headphones/earbuds is prohibited unless an academic reason is granted for use under the supervision of a teacher or administrator.
- Playing and/or installing games or programs is prohibited.

## 3.5 Printing

- All printing must be done at home unless directed by a faculty member.
- Most assignments are turned in virtually using Google Classroom or another school-

approved application.

## 3.6 Home Internet Access

- The school-issued device may be connected to an external Wi-Fi network.
- The Technology Department is not responsible for the repair of a home network but will attempt to correct the connectivity issue on the Device.
- To protect students, internet and content filtering software is installed on the ICS network and the Device. The software will filter web content on the Device in school and at home.
- Web content filters are not 100% accurate and sometimes allow access to content that should be blocked. If a teacher, student, or parent/guardian sees questionable content, please contact the school administration and/or the Technology Department.

# 4 MANAGING STUDENT ACCOUNTS & INFORMATION

## 4.1 Google Workspace Email Guidelines & Google Consent

- Google email is to be used for educational purposes only.
- *Students may not use the student email address to sign up for any websites or subscriptions unless instructed by a teacher*.
- All student accounts are monitored for content using a powerful filter that is set by school administration.
    - ICS does not access Chromebook cameras or microphones.
- Email is limited to faculty and students within the Immaculata organization and to a parent or guardian that has been granted permission to communicate with their child's ICS email account. A parent or guardian must email the Technology Department to request permission to communicate with their child using email.
- Students are not required to email teachers and cannot email outside the Immaculata organization.
- Teachers will respond to email messages within 24-48 hours. Checking emails after business hours, including weekends, is at the discretion of each teacher. Students should not expect an immediate response to email messages.
- It is recommended that teacher responses to student emails be copied to another staff member or parent/guardian.
- Emailing assignments to a teacher are at the discretion of the individual teacher.
- Email may not be used during school hours unless specified and supervised by a teacher that is using it for a class project.
- Our Google Workspace for Education Terms of Service require ICS to obtain parental consent before turning on additional Google services for users under 18 years of age. Signing the ICS Technology Handbook constitutes consent for using Google Core Services. Here is a link to Google Workspace Terms of Service: Google Workspace Terms Of Service – Google Workspace

*NOTE:* **If a parent needs to contact a student during the school day, please call the front office. If a student needs to contact a parent during the school day, they may contact their teacher.**

## 4.2 Password(s)

- The student may not share their password with anyone except a teacher or parent.
- The student is responsible for keeping their password safe.
- If a password has been compromised, it must be reported to a teacher and the Technology Department immediately.

## 4.3 Saving to Google Drive

- All student work will be saved to their school Google Drive account. All files will be accessible until the student has graduated or left ICS.

## 4.4 Saving to the Device

- All saved files on the Device are not protected from deletion.
- If the Technology Department needs to replace a Device for any reason, the information saved to that device will be deleted.
- It is the responsibility of the student to save/back up all work to Google Workspace or additional approved applications.

## 4.2 Network Connectivity

- The Device will automatically connect to the school network.
- The Device can be connected to home and external secured networks as needed.
- If the student is unable to complete work because internet connectivity is down at school or at home, the student will be given time to complete that coursework when internet connectivity is restored.
- ICS is unable to guarantee that the school network will be up and running 100% of the time. In the rare case that the network is down, ICS is not responsible for lost or missing data.

# 5 ICS DIGITAL ACCOUNTS POLICY

Technology at Immaculata is integrated into the classroom curriculum and is the primary communication tool between school and home. ICS students are provided with digital accounts to use at school and at home. These digital accounts allow students to have continuous access to many online resources including tools that will assist them in their learning throughout their ICS school experience. New tools arise every day. Some common tools that your child may encounter and use with their school-issued account are, ***but are not limited to***:

- FACTS SIS and ICS Family App: Our school/home communication portals
- Google Apps for Education: i.e. Google +, Docs, Drive, etc.
- Nearpod
- Clever
- IXL
- Delta Math
- Discovery Ed
- Mystery Science
- Quizlet: Online studying tool
- Podcasts: A podcast is a digital audio file that is distributed over the Internet for playback on portable media players and personal digital devices

Your child's safety and security are our number one priority. All websites and tools have been and will continue to be thoroughly examined by experienced educators and are used commonly in education today. All student identifying information is kept confidential in accordance with the Children's Online Privacy Protection Rule (COPPA).

Please understand that while we take all precautions to keep your child safe online and that no system is 100 percent protected.

# 6 ICS TECHNOLOGY ACCEPTABLE USE POLICY

Immaculata Catholic School is pleased to offer students access to a computer network for the Internet. To gain access to the Internet, all students must obtain parental permission as verified by the signatures on the Internet Permission Form (found in Student Startup Forms.) Should a parent prefer that a student not have Internet access, use of the computers is still possible for more traditional purposes such as word processing.

What is Possible?

Access to the Internet will enable students to explore thousands of libraries, databases, museums, and other repositories of information. Families should be aware that some material accessible via the Internet may contain items that are illegal, defamatory, inaccurate, or potentially offensive. While the purpose of the school are to use Internet resources for constructive educational goals, students may find ways to access other materials. We believe that the benefits to students from access to the Internet in the form of information resources and opportunities for collaboration exceed the disadvantages. But ultimately, parents and guardians of minors are responsible for setting and conveying the standards that their children should follow when using media and information sources. Therefore, we support and respect each family's right to decide whether to apply for access.

What are the rules?

- *Privacy* - Network storage areas may be treated like school lockers. Network administrators may review communications to maintain system integrity and to ensure that students are using the system responsibly. *ICS does not have access to, or the ability to monitor, Chromebook cameras and/or microphones.*
- *Storage Capacity* - Users are expected to remain within allocated disk space.
- *Illegal copying* - Students should never download or install any commercial software, shareware, or freeware onto network drives or disks. Nor should students copy or delete other people's work or intrude into other people's files.
- *Inappropriate materials or language* - no profane, abusive, or impolite language should be used to communicate, nor should materials be accessed which are not in line with the rules of school behavior. A good rule to follow is never view, send, or access materials that you would not want your teachers and parents to see. Should students encounter such material by accident, they should report it to their teacher immediately.

Please refer to the Student & Parent Handbook for the full ICS Guidelines for the use of Artificial Intelligence

- Purpose: The purpose of this policy is to maintain academic integrity, encourage critical thinking, and ensure that students develop essential skills without solely relying on advanced technological tools such as Artificial Intelligence (AI). This policy aims to promote a fair and equitable learning environment where students engage actively in the research process and produce original work reflective of their own efforts and understanding.
- Policy: Prohibition of inappropriate AI Use: Students are prohibited from utilizing Artificial Intelligence (AI) technologies for the completion of school work, including but not limited to, AI-generated content, AI-based research tools, or any form of automated content creation without properly documenting their use of said AI(ChatGPT, MetaAI, ClaudeAI, BingAI, etc.).

- **Research Methodology:** Students are encouraged to employ traditional research methodologies, including library research, interviews, surveys, and critical analysis of primary and secondary sources, to gather information and support their work.
- **Critical Thinking and Analysis:** Emphasis should be placed on developing critical thinking skills, evaluating sources for credibility, synthesizing information, and forming original arguments based on personal interpretation and analysis. Allowing AI to do this for you robs you of the opportunity to learn the skill. AI is frequently wrong in its analysis and exhibits bias.
- **Plagiarism Awareness:** Students must adhere to academic integrity standards and avoid plagiarism by properly citing all sources used in their research papers according to the designated citation style (e.g., MLA). Direct copying or paraphrasing of AI-generated content or any other source without proper attribution is strictly prohibited.
- **Teacher Guidance and Support:** Teachers are responsible for providing guidance and support to students throughout the research process, emphasizing the importance of ethical research practices and assisting students in developing effective research strategies.
- **Assessment Criteria:** Student work will be assessed based on the demonstration of critical thinking, depth of analysis, originality of ideas, effective use of sources, and adherence to academic integrity standards. The inappropriate use of AI technology in any aspect of student work will result in penalties, including potential academic consequences, as determined by the school's academic integrity policy.
- **Parental Awareness:** Parents/guardians will be informed of this policy and encouraged to support their child's adherence to ethical research practices. They are encouraged to discuss the importance of academic integrity and the value of independent research with their children.
- **Consequences:** Students who use AI without citing their use of AI will be viewed as having committed plagiarism and have the same consequences. As professionals in their field, teachers will use multiple tools to assess whether or not a student has inappropriately used AI to create their work. Students will be given a zero for the assignment. It may then be completed for a grade no higher than 50%.

## Succinct Advice

These are guidelines to follow to prevent the loss of network privileges at Immaculata Catholic School.

- Do not use a computer to harm other people or their work.
- Do not damage the computer or the network in any way.
- Do not interfere with the operation of the network by installing software, shareware, or freeware.
- Do not violate copyright laws.
- Do not view, send, or display offensive messages or pictures.
- Do not share your password(s) with another person.
- Do not waste limited resources such as disk space or printing capacity.
- Do not trespass into another's folders, work, or files.
- Do notify an adult immediately, if by accident, you encounter materials which violate the rules of appropriate use.
- BE PREPARED to be held accountable for your actions and for the loss of privileges if the Rules of Appropriate use are violated.

Students at Immaculata have access to the Internet. Internet use is limited to times when students are supervised, including the 1:1 Device program. The Internet will be used to fulfill educational objectives and/or for research related to coursework. Students and parents are to sign an Acceptable Use Policy at the beginning of the year before students will be given access to the internet or 1:1 Device program. We understand that the use of the Internet is another arena for students to exercise sound, ethical judgment. Any use of the Internet that violates the spirit of Christian ethics or school rules will result in disciplinary action.

Parents should monitor home use of the Internet, email, instant messaging, and social media. Tell your children explicitly that the values you expect from them in the "real world" are the same values that they should live by in cyberspace. We advise that parents read and share with their children the rules governing your family's internet service provider. Violation of user agreements can result in your account being terminated.

Any student who uses the Immaculata school name or the names of Immaculata students on the Internet in a manner that violates the school rules will be subject to disciplinary action.

# 7 RESPONSIBILITIES & EXPECTATIONS

## 7.1 Parent/Guardian Responsibilities

- Talk to your children about values and standards that your children should follow regarding the use of the Internet just as you do on all the use of media information sources such as television, telephones, movies, and radio.
- Ensure that the Device and digital accounts are used by the assigned student and for educational purposes only.
- Be an active participant by asking your children what sites and apps they are using for their classwork.
- The following resources are helpful when having conversations about technology and digital citizenship.
    - https://www.missingkids.org/netsmartz/resources#presentations
    - https://www.commonsensemedia.org/parent-concerns

## 7.2 School Responsibilities

- Provide a safe means to internet and online material for all students.
- Provide internet filtering software in school and on the Device outside of school.

- ICS reserves the right to review, monitor, and restrict information stored or transmitted through a school issued Device or digital account to investigate inappropriate use of digital resources.
- Provide faculty and staff guidance to help students navigate digital resources and ensure compliance of the ICS Technology Acceptable Use Policy.

## 7.3 Learner Responsibilities

- Using devices in a responsible and ethical manner.
- Complying with the ICS Technology Acceptable Use Policy and the ICS Technology and 1:1 Program Handbook.
- Reporting inappropriate content or use of technology and digital resources.
- Applying the Immaculata Way of Life to technology use.

## 7.4 Device Care & Identification

- Please refer to the device care guidelines in section 2 of this handbook.
- All devices have a serial number, asset tag code, name and ID number of the student assigned to the device.
- Each student will be assigned the same device for the duration of the 1:1 program in grades 6-8. Grades 4 and 5 will be assigned one device for that school year.
- Devices are collected every year for summer maintenance.

## 7.5 Legal Property

- The Device is the sole property of Immaculata Catholic School.

## 7.6 Learning Discipline

- Because the Device is school property and is intended only for approved educational uses, the student's use of the Device will be governed by this document and the rules, policies, and guidelines always described in this document and in all locations, both on and off campus and both during and outside of instructional time.

# 8 LOSS, THEFT, DAMAGE & APPLICABLE FEES

## 8.1. Loss, Theft, & Damage

- The student is responsible for ensuring that the Device is always kept safe and secure while it is in the student's possession or under the student's control.
- Under no circumstances will the student leave the Device unattended at any location, either on or off campus, unless it is safely secured at the student's home, stored in the school locker, or backpack.
- Under no circumstances will the student leave the Device in the care or custody of any person
- other than the student's parent or guardian or an ICS teacher or administrator.
- If the Device is lost, stolen, damaged or malfunctioning in any way, the student will immediately report the problem to the Director of Technology or their teacher.
- If the student believes the Device has been stolen, the student and the student's parent/guardian will immediately file a report with law enforcement and request a copy of the written incident report filed by the law enforcement officer. As soon as possible after reporting the Device stolen, the student will provide a copy of the police report to the principal and Director of Technology, along with details about the incident and the name and telephone number of the investigating officer.
- ICS will investigate all incidents of Devices reported as lost and may refer any such incidents to law enforcement. ICS Devices can be easily identified and traced. *Any theft, conspiracy to steal, or unauthorized sale of or conspiracy to sell an ICS-owned Device will be fully prosecuted under the law*.
- In recognition of the advantages that come from being issued a Device and the considerable expense to ICS in funding the Device program, the student and student's parent/guardian acknowledge that they must bear some risk for the possibility that the Device may be lost,
- damaged, or stolen. While no fees will be charged for repair or replacement of the Device that is fully covered by a manufacturer's warranty, all other repairs and replacements will

be subject to the fees set out below.

## 8.2 Replacement & Repair Fees

- If for any reason the Device is lost, damaged, or destroyed during the time that it is issued to the student, regardless of whether the student is at fault, the student and the student's parent/guardian will be responsible for the following fees to help offset the actual cost to ICS of repair or replacement.
    - If a student breaks an ICS chrome book or the school issued device, a $100 fee for replacement or value of device will be issued to parent through the Family's FACTS account automatically and must be paid before student is issued another device.
    - For any instance a device is lost or damaged beyond repair, a device replacement fee of $400 will be collected.
- ICS reserves the right to decline to issue a replacement Device if it determines, in its sole discretion, that the risk of loss or damage to the replacement Device is unacceptable. The decision not to issue a replacement Device shall not excuse the student and his parent/guardian from any fees associated with the loss or damage of any previously issued ICS Devices, given that those fees are intended to help offset the actual cost to ICS of repair or replacement of ICS's property.
- *The student will not be issued a replacement Device until the costs described above have been paid in full.*
- 8th Grade students must pay all fees, including but not limited to any technology fee or replacement or repair costs, before being allowed to graduate and/or attend the graduation ceremony.

Fee Waivers

- The fees described in this document will be waived only for demonstrated economic hardship in accordance with ICS Policy and Procedure (Fee Waiver).

# 9 1 to 1 INFRACTIONS & CONSEQUENCES

## 9.1 Device Infractions & Consequences

| *Classification* | *Student Behavior* | *Consequences* |
|---|---|---|
| Level 1: | • Leaving Chromebook at home.<br>• Not charging device.<br>• Not transporting Chromebook in protected sleeve. | Verbal Warning |
| Level 2:<br>Repeated Infractions of Level 1 and the following infractions listed here. | • Throwing/dropping a bookbag with Chromebook inside.<br>• Using Chromebook for non-educational tasks during class.<br>• Using school-issued devices/accounts' chat features (including "chatting" in a shared file) to communicate with other students not related to coursework in or out of school.<br>• Changing a password on a device or digital school account.<br>• Signing up for non-educational subscriptions/accounts using a school email account.<br>• Placing student or teacher photos/videos on a device or digital school account unrelated to schoolwork.<br>• Device has been left unattended. | Teacher will contact home, and detention will be given by teacher to be served during Middle School Lunch Detention. |

| | | |
|---|---|---|
| | • Non-sanctioned computer games may not be downloaded or played on school devices. | |
| Level 3:<br>**Admin. referral** | • Gross violation of student, faculty or staff privacy and/or using another student's password to get into a device or account<br>• Changing someone else's password on a device or digital school account<br>• Researching or viewing inappropriate content or images (weapons of any kind, sexually explicit content or images), and/or non-educational topics.<br>• Cyber-bullying in any form using any digital school account | **Admin. Referral: The matter will be immediately referred to administration and may result in parent conference and/or suspension or expulsion.**<br><br>When a student is referred to administration for researching or viewing inappropriate content or images (weapons of any kind) on school-issued devices, the school may take the following disciplinary actions:<br>1. A conference with parent(s) and Administration Team.<br>2. Documentation from a medical professional confirming that the student is not a threat to self or others. This will be required before the student is allowed to return to school.<br>3. A school suspension (days to be determined by Admin.) or possible expulsion which will also be determined by the Administration. |

## 9.2 Inspections

- *Spot checks will be done throughout the year to ensure the cyber-safety of our students.*
- *Infractions listed in the bottom section 9.1 of ICS Technology and 1:1 Handbook also apply to disciplinary infractions and may result in suspension or expulsion.*

# 10 DIGITAL CITIZENSHIP

## 10.1 Respect God, Self, and Others

- Show respect for God, myself, and others through my actions.
- Communicate responsibly and kindly with other digital citizens.
- Respect each other's ideas and opinions.

## 10.2 Person of Integrity

- Be mindful of my online activity and ask, "Does my content convey a positive image?".
- Exhibit academic integrity and honesty by giving credit when using others' work.

## 10.3 Live a Life of Service

- Stand up to cyberbullying and report it to teacher and/or parents.
- Protect private information about others and myself.

## 10.4 Produce Exemplary Work

- Acknowledge that content posted online is permanent.


Immaculata
CATHOLIC SCHOOL
WHERE FAITH AND KNOWLEDGE GROW