

Chromebook Policies



St. Joseph the Worker Grade School

2020-2021

Students at St. Joseph the Worker School (SJS) will utilize Chromebooks on a wireless network. Chromebooks and school computers are strictly for educational use consistent with the educational goals of Catholic education and the school. This document is designed to provide our families clear and concise guidelines regarding appropriate use of students' Chromebooks, as well as other computers within the school.

The school technology fee is geared to providing a Chromebook for each student in grades five through eight. During the inaugural year of the program the technology fees are different for each of these grades to enable the student to own the Chromebook upon graduation from SJS. The technology fee the student starts with will remain in place until the student leaves SJS and a receipt for purchase or ownership is issued by the school. All Chromebooks remain the property of SJS during the entirety of a student's career.

Students may not unilaterally claim possession of a Chromebook nor may they discard a Chromebook in the trash. The school may ask for the return of a Chromebook at any time for any reason.

Chromebooks obtained from a vendor other than St. Joseph the Worker will only be allowed to attach to the school network if they have been assimilated into the school domain by submitting to licensing at an additional cost.

Students may not rent or sell a St. Joseph the Worker Chromebook to any third parties or other students.

It is the student's responsibility to keep the chromebook in good working order. The Chromebooks are insured by Worth Ave Group "<https://www.worthavegroup.com>" and a copy of the policy will be provided. In cases of stolen or lost Chromebooks, a police report must be filed in the jurisdiction of the student's residence with statements taken at the school.

If a student's Chromebook is rendered unusable a loaner will be provided until a suitable replacement is found. Non-functioning devices are not an excuse for lack of participation in class or failure to complete assigned work.

Chromebooks that are insured and unusable will have a temporary replacement unit issued after the broken equipment is returned to the school.

Student Chromebooks must not be left unattended at any time. If a Chromebook is found to be unattended, it will be returned to the school office and the student will receive disciplinary action.

Chromebooks must be in a student's possession or secured in a locked classroom at all times. Students must not lend their Chromebook to other students and must not borrow a Chromebook from another student.

Chromebook use should be avoided in the Cafeteria while food or drink is being consumed.

Chromebooks should be handled with respect and care. Inappropriate treatment of school Chromebooks is not acceptable and may result in reduction of technology privileges and disciplinary action.

Chromebooks are not to be written on, to have stickers applied to them, or to be modified or defaced in any way.

Students must not remove, relocate, or write on the asset tag sticker on your Chromebook.

Students are not allowed to create or use any administrative passwords on their Chromebooks.

Students are not to swap batteries with other students, or to plug a Chromebook into a wall outlet at any time.

Students are only to replace Chromebook batteries with spare units designated or approved by the school.

Students may not substitute their private computer for network access at the school.

Network Access

Students must not make any attempt to access servers or network information that is not open to the public. The utilization of proxy avoidance programs, IP addresses, remote servers, or private cellular “hotspots” is strictly prohibited. Students may not use the school network for personal or private business reasons, including but not limited to, online ordering, purchases, or personal quid pro quo (“something for something”) commerce, or gambling operations. Students are not to knowingly degrade or disrupt public online services. This includes, but is not limited to, tampering with computer hardware or software, vandalizing data, invoking computer viruses, attempting to gain access to or control over restricted or unauthorized network services, violating copyright laws, or denying service through the network. St. Joseph the Worker is not responsible for damaged or lost data transferred through our network or stored on Chromebooks, computers, or our file servers. Five (5) school days of excessive use of network resources, in any order, will constitute an abuse of the school network. Excessive use is defined as internet access at a level greater than 0.50% of the total internet usage for the entire school for the entire day.

Privacy, Use, and Safety.

- Students may not give any personal information regarding themselves or others through the school network, including name, phone number, address, passwords, etc. unless they are completely sure of the identity of the person with whom they are communicating and that a supervising instructor or Administrator approves of such an action. Students are

not to provide contact or personal information regarding other students, faculty, or Administration to anyone outside of the school without expressed permission.

- Students must maintain the security and privacy for network passwords and Chromebook access. Students must avoid sharing personal passwords or usernames.
- The school respects the privacy of every student, faculty member, and Administrator regarding stored files and online accounts. However, if inappropriate use is suspected, the school Administration has the right to recall and sequester computer equipment to view content and/or files in order to investigate suspected inappropriate behavior. Chromebooks that are provided by the school continue to be the property of the school until the student graduates and the unit is either returned to the school or purchased by the student. Therefore, the school has the right to view all content at any time.
- The school will actively monitor online interactions that take place on student devices attached to the school network and will track website access, newsgroup activity, bandwidth, network use, and the like.
- Students are prohibited from accessing faculty, Administration, and staff computers as well as school file servers for any reason without explicit permission from a school technology Administrator.
- Students are prohibited from utilizing the command prompt interface. In addition to this, students are prohibited from using any method to obtain control of another person's computer through the use of their own computer.
- No identifiable photographs of students, faculty, or Administration are allowed to be published online or in print without appropriate written consent. Concerning a student, appropriate written consent means a signature by a parent or legal guardian of the student.

Cyberbullying

The use of electronic information and communication devices to willfully harm a person or persons through any electronic medium and will be subject to a strong disciplinary response from the school. Examples of this behavior include, but are not limited to:

- Sending/posting false, cruel, hurtful or dishonest messages and/or comments about others.
- Creating or contributing to websites that have stories, cartoons, pictures, and jokes ridiculing others.
- Breaking into an email account and sending inappropriate or embarrassing materials to others.
- Engaging someone in electronic communication, tricking that person into revealing sensitive personal information and forwarding that information to others.
- Posting of a student picture without their permission.
- Any electronic communication that creates a hostile, disruptive environment either on- or off-campus. This is a violation of the student's or staff member's right to be safe and secure.
- Actions deliberately threatening, harassing, or intimidating an individual or group of individuals.
- Placing an individual in reasonable fear of harm damaging an individual's property or disrupting the orderly operation of the school.

Internet Use

The Internet is a rich and valuable source of information for education. Nevertheless, it is acknowledged that inappropriate materials are available online, and such materials are strictly prohibited from access or use on school Chromebooks, desktops, and other personal or portable electronic devices. These materials include, but are not limited to: (a) items of a sexual, suggestive, provocative, or pornographic nature, (b) extremist, anti-Christian, anti-social, or militant materials, (c) gambling or other games of chance, and (d) depictions of violence or images that are intended to be abusive, harassing, etc. Students may not access, display, or store this type of material either on a live screen, screenshot, or screen saver. Information obtained online must be properly cited and in compliance with copyright laws. Students are required to give proper credit to all online sources used in academic assignments, whether quoted or summarized. This includes all forms of media on the internet, such as graphics, movies, music, and text.

Plagiarism

Plagiarism includes the use of any information obtained online that is not properly cited. Plagiarism of internet resources will be treated in the same manner as any other incidences of plagiarism. If a student accidentally accesses a website that contains obscene, pornographic or otherwise offensive material, he/she is to notify a teacher, as quickly as possible so that such sites may be blocked from further access. Students that act honestly in this regard will not receive disciplinary actions from the school.

Deleting System or Native Program Files

Students must not delete any system/program folders or files that they did not create or do not recognize as their own original work. Deletion of certain files will result in a computer failure and will interfere with students' ability to complete class work. Re-imaging charges may be assessed to a student if a Chromebook has been compromised and is no longer functional.

Downloading and Installation of Software

Students are not permitted to install custom/individual applications that require administrator privileges. All installed software must be a legally licensed copy obtained through the school. Shareware and freeware programs such as animated cursors, screensavers, and the like, are included as part of this policy. The downloading of music files, video files, games, etc. through the school's network is absolutely prohibited unless it is part of an assigned, in-class activity. Only commercial videos (such as television programs) legally purchased by the school or other approved entity may be downloaded to the Chromebooks. The school reserves the right to remove any software that has been loaded onto the computer that impedes the educational purpose of the Chromebook program. Copyrighted media may neither be copied to Chromebooks nor be downloaded to Chromebooks from the internet. Unauthorized duplication, installation, alteration, or destruction of data programs, hardware, or software is prohibited. Data, programs, hardware, software, and other materials including those protected by copyright may not be transmitted or duplicated.

File Sharing

File sharing is the public or private sharing of computer data or space. Any software or online program that creates a point-to-point connection between two or more computing devices for the purpose of sharing data is considered file sharing, and is prohibited on the Chromebooks® both on- and off-campus. The only exception to this is when it is a specific assignment given by a faculty member, and that faculty member is able to oversee all student activity during a school appropriate lesson. No file sharing software of any kind is to be installed on school Chromebooks, including those that automatically create file sharing connections. Re-imaging charges may be assessed to a student if a Chromebook has been compromised and is no longer functional. Having Chrome tabs open to file sharing sites on a Chromebook is sufficient evidence of unapproved use of technology.

Email

The use of email or private document sharing during class is prohibited unless authorized by faculty or Administration as part of a lesson or other learning objectives specific to a class in session. Students should always use appropriate language in their email messages and document/chat comments, avoiding language that may intentionally or unintentionally harass, threaten, deceive, intimidate, offend, embarrass, or annoy any individual. E-mail messages of an abusive or harassing nature will be regarded as a major violation and will be subject to a disciplinary response. E-mail services provided by the school are to be used only for the exchange of appropriate information to a school approved educational objective. Bulk mailing or bulk passing of letters (a.k.a, "spamming", "chain letters") is prohibited. Students are prohibited from accessing someone else's email account without first receiving explicit permission from the school. E-mail is not to be used to solicit and/or engage in quid pro quo ("something for something") personal commerce. Only approved mail programs may be used for student email. School email addresses are not to be given to ANY websites, companies, or other third parties without the explicit permission of an Administrator. Only school-related attachments may be sent on the school email system.

Social Media

Engagement in online activities during school hours, such as, but not limited to Snapchat, Facebook, Twitter, Instagram, etc. may result in disciplinary action. If the content of a student or parent's blog or social media site includes defamatory comments regarding the school, the faculty, other students, or the parish it may result in disciplinary action.

Chatting, IM, and Blogging

Instant messaging is prohibited on campus except as part of an assigned, in-class activity that is supervised or moderated by a faculty or administrative superuser. Blogging is to be used only for academic purposes. Participation in chat rooms during school hours is prohibited during the school day, except as part of an assigned, in-class activity.

Audio and Video

Audio on computers should be turned off unless required for a bona fide learning activity. Listening to music either aloud or with earphones is not permitted on campus unless required for the activity being conducted. When sound is needed, headphones provided by the student must be used. The use of Chromebooks to watch movies and DVD videos, unless assigned by a teacher, is not permitted during the school day. On-campus audio/video recording may only be completed as part of a supervised, approved activity with the prior consent of all parties being recorded. Sharing of music (e.g., music file downloading, MP3/iTunes music sharing, P2P, etc.) over the school network is strictly prohibited and is subject to disciplinary action. Having Chrome tabs open to audio and/or video sites on a Chromebook is sufficient evidence of unapproved use of technology.

Games

Viewing and/or playing of electronic games, no matter the source, is not permitted during school hours except as part of an assigned, in-class activity. The school reserves the right to remove any game from a school computer that is considered inappropriate or impedes the educational purpose of the Chromebook program.

No peer interactive games that are “played” among two or more end users over the school network are allowed. Games that include violence, adult content, inappropriate language, weapons, or depravity (as defined by the school or Diocese) are not to be installed or launched on school computers, including the Chromebooks. Screensavers that include gaming components are not allowed. Having Google Chrome tabs open to game sites on a Chromebook is sufficient evidence of unapproved game playing.

Title IX Coordinator

The Diocese of Wheeling-Charleston Catholic Schools has a Title IX Coordinator. The Title IX Coordinator is responsible for coordinating compliance with Title IX of the Education Amendments of 1972 which prohibits sex discrimination including, but not limited to, sexual harassment, and sexual assault or violence that denies or limits a student's ability to participate in or benefit from Diocese of Wheeling Charleston Catholic Schools' education programs, and activities.

The Diocese of Wheeling-Charleston Catholic Schools does not discriminate on the basis of sex against students, and will respond to reported violations of Title IX promptly, and appropriately. In the event that an allegation includes behavior that is under review by law-enforcement authorities, the Diocese of Wheeling-Charleston Catholic Schools will assess the timing of any investigation or action it may take so that it does not compromise the criminal investigation. If you have been sexually assaulted, you should immediately contact the local law-enforcement authority and seek medical attention. You may also contact the Diocese of Wheeling-Charleston Catholic Schools Title IX Coordinator.

For concerns or complaints of sex discrimination, sexual misconduct or other gender-based issues, you should contact, as soon as possible, the Diocese of Wheeling-Charleston Catholic

Schools Title IX Coordinator, the DWC Chancellor. In the event that the Title IX Coordinator is unavailable, please contact the Assistant Title IX Coordinator, Director of Human Resources.

Procedures for Reporting Incident to Department of Catholic Schools

Principal notifies School Pastor/President and Superintendent

In situations that would make media attention, immediately notify the Superintendent. If the Superintendent is not available notify the Bishop's office and Diocese Communications Office.

Examples of items (but not limited to) that must be reported:

Anything NewsWorthy

Injury to Student, Staff, Other

Accusations of inappropriate conduct between staff and, or students

Major Iness of Student, Staff, or Other

Death of a Student or Employee

Missing Student

Bomb Threat/Threats to do harm to fellow students/staff/community

Expulsions

Weapons on Campus

Gas Leak, Power Outage, etc.

Bus Accident

Suspensions and/or possible Expulsions

IMPORTANT DOCUMENTS

All-important forms and documents can be found on the Department of Catholic Schools website, www.wvcatholicschools.org, in the "Principal's Office" section of the website. New principals need to register for an account. Follow the directions on the website and remember to make a note of your username and password. Questions, regarding setting up an account, please contact the DWC Webmaster.

Right to Amend

St. Joseph the Worker School reserves the right to amend the Chromebook Policies.. Notice of amendments will be sent to parents through email communications.

Parent Signature Page

I have read the 2020-2021 Chromebook Policies and agree to follow the school policies and procedures as stated.

Family Name Print _____

Principal signature

Date

Parent signature

Date

Student signature

Date

Student signature

Date

Student signature

Date

Student signature

Date

***Parents and students must both sign.**

SIGNED FORM DUE TO THE HOMEROOM TEACHER BY SEPTEMBER 8, 2020.

ACCEPTABLE USE POLICY FORM FOR TECHNOLOGY

Student/Parent

ST. JOSEPH THE WORKER SCHOOL

St. Joseph the Worker School makes every effort to provide a safe environment for teaching and learning with technology. The use of technology by students, faculty and staff is a privilege not a right. The students, faculty, staff and entire school community are granted the privilege of using the hardware and software, peripherals, technology devices and electronic communication tools including the Internet. With this privilege comes the responsibility to use the equipment correctly, respect the name and intellectual property of others, and follow the policies outlined below. It should be understood that the use of these technologies will be monitored by the school administration and should not be confused with private home use. The guidelines provided in this document outline the responsibilities that are associated with the use of technology. There is no expectation of privacy for use of Diocesan technology and the Diocese reserves the right to monitor all electronic communications and devices to insure that activity is consistent with these policies.

TECHNOLOGY USE GUIDELINES

- **Educational Purpose/Appropriate Use:** The use of all technology including Internet access at schools for all faculty, staff, and students is provided solely for educational purposes to enhance teaching and learning. Students are not permitted to access social networking sites, gaming sites or other inappropriate sites, except for educational purposes under teacher supervision.
- **Copyright/Intellectual Property and Identity:** All sources obtained for teacher and student work should be properly cited. Users are to respect the rights and intellectual property of others in accordance with federal copyright laws. Reproducing copyrighted material without the express permission of the owner is a violation of Federal Law.

- **Communications:** Electronic and/or Digital communications with students should be conducted for educationally appropriate purposes and employed only on school sanctioned means of communication. School sanctioned communications methods include, but are not limited to: school web pages, school email, school phone numbers, and educationally focused networking sites.
- **Electronic and Mobile Devices:** Use of any technology device in our schools must have an educational focus. Users must adhere to local school policy regarding the use of electronic devices including, but not limited to, mobile devices, calculators, gaming devices, cellular phones, and digital and video cameras. The school's technology policy regarding authorization, use, responsibility, integrity, intellectual property, and monitoring will be applied to these devices.
- **Online Publishing:** Users are not permitted to use a photograph, image, video or likeness of any student, or employee without the express permission of that individual and of the principal. Users must not use school equipment to create any site, including wikis and blogs, without the express permission of the principal. Maintaining or posting material to a Web site that threatens a likelihood of substantial disruption in school, including harming or interfering with the rights of other students or teachers to participate fully in school or extracurricular activities is a violation of the Acceptable Use Policy and subject to disciplinary action.
- **Reporting:** Users must report immediately any damage or change to the school's hardware/software that is noticed by the user.
- **Administrative Rights:** The school has the right to monitor students, faculty/staff, and volunteers' use of school technology and all content accessed through technology.

STUDENT RESPONSIBILITIES

Students will be responsible for their use of technology and follow the following guidelines.

- I will follow the rules of network etiquette, which include, but are not limited to, the use of appropriate language and polite responses.
- I recognize that the software is protected by copyright laws; therefore, I will not make copies of copyrighted software and I will not give, lend, or sell copies of software to others.

- I recognize that the work of all users is valuable; therefore, I will protect the privacy of others. I will not share my password with anyone else and I will not use another person's account.
- I will not access, retrieve or send unethical, illegal, immoral, sexually explicit inappropriate or unacceptable information of any type.
- I will protect my personal information and I will not divulge my home address, phone number, passwords, and personal information to another user for any purpose.
- I understand that the information received and sent online is public information, unless otherwise specified.
- I will follow my school's procedures for the storage of information.
- I will not plagiarize information received in any form.
- I will respect my school's network and all security measures that are in place. I will not attempt to bypass the security built into the system, and I recognize that doing so will result in immediate loss of Internet and/or online services privileges.
- I will act in a responsible, moral manner when using technology.

CONSEQUENCES FOR IMPROPER USE

St. Joseph the Worker School will not be held responsible for any inappropriate use of technology. Violations of this agreement may result in disciplinary action including, but not limited to: revocation of a student's access to school technology, suspension, d/or expulsion.

ST. JOSEPH THE WORKER SCHOOL

SCHOOL YEAR _____

TECHNOLOGY ACCEPTABLE USE CONTRACT

Student

I understand that when I am using the Internet or any technology device, I must follow all rules of courtesy, etiquette, and proper use of technology. I understand my responsibility as a student user. I have read the above rules and realize that any infraction may cancel my user privileges and may result in further disciplinary action. I understand I have no expectation of privacy in the use of school based technology.

My signature below and that of my parent(s) or guardian(s) means that I agree to follow the guidelines of the Acceptable Use Policy for Technology for St. Joseph the Worker School.

Student's Printed Name: _____

Student's Signature: _____

Date: _____

Parent or Guardian

We ask that you review this policy with your child and sign below.

As the parent /guardian of _____ (student's name)

I have read the Acceptable Use Policy for Technology and have discussed this with my son/daughter. I understand that technology access is for educational purposes only and my son/daughter is responsible for its proper use. I understand that the teacher cannot be held responsible for intentional infractions of the above rules by my son/daughter.

Parent/Guardian Printed Name: _____

Parent/Guardian Signature: _____

Date : _____

Privacy Form for Classroom Tools

Below is a current list of all software, web applications, and other online learning tools that your children may use throughout the school year. This is a comprehensive list for the entire school; it is not specific to any grade or classroom. Each of these tools has an individual privacy policy outlining how they safeguard student data, what information they collect, and how it is used.

While we have reviewed these tools and approved them for classroom use, it is up to you, as the parents, to read the privacy policies, address any concerns you have, and consent to their use on behalf of your children. This list will remain available and any new tools that are added during the course of the year will require your approval on an individual basis.

Please sign to acknowledge that you have reviewed this list of tools and their individual policies and that you consent to their use as a tool for learning this school year.

Student/s Name/s: _____

Parent Signature: _____ Date: _____

School Year: 2020-2021

ABC mouse	Educational Puzzles and Games	View Policy
Abc ya.com	Educational Puzzles and Games	View Policy
Adobe Spark	Multimedia and Design Tools	View Policy
Animaker	Multimedia and Design Tools	View Policy
AP Classroom	Assessment and Exam Prep	View Policy
Brain Pop	Curated Educational Resources	View Policy
Castle Learning	Online Curriculum	View Policy
CK12.org	Online Curriculum	View Policy
ConnectEd McGraw-Hill	Online Curriculum	View Policy
Davidson Next	Online Curriculum	View Policy
DocHub	Document Formatting	View Policy
Duolingo	Online Classroom Tools	View Policy

EdPuzzle	Online Classroom Tools	View Policy
Educreations	Online Classroom Tools	View Policy
Flipgrid	Online Classroom Tools	View Policy
Generation Genius	Online Classroom Tools	View Policy
G Suite for Education	Online Classroom Tools	View Policy
IXL	Online Curriculum	View Policy
Kami	Document Formatting	View Policy
Khan academy	Online Curriculum	View Policy
Labxchange	Curated Educational Resources	View Policy
Loom	Multimedia and Design Tools	View Policy
Lucidpress	Document Formatting	View Policy
McGraw-Hill	Online Curriculum	View Policy
Nearpod	Online Classroom Tools	View Policy
No Red Ink	Online Classroom Tools	View Policy
Pearson Realize	Online Curriculum	View Policy
Quizzizz	Online Classroom Tools	View Policy
Sadlier	Online Curriculum	View Policy
Scholastic News	Online Curriculum	View Policy
Spelling City	Educational Puzzles and Games	View Policy
Starfall	Educational Puzzles and Games	View Policy
Storyboard That	Multimedia and Design Tools	View Policy
Study Island	Online Curriculum	View Policy
Super Science	Online Curriculum	View Policy
Typingclub.com	Online Classroom Tools	View Policy

DEPARTMENT OF CATHOLIC SCHOOLS
DIOCESE OF WHEELING-CHARLESTON

**PHOTO RELEASE FORM
FOR ST. JOSEPH THE WORKER GRADE SCHOOL**

I, the parent or guardian of _____ (child's name) release and assign to **St. Joseph the Worker Grade School** and the Diocese of Wheeling-Charleston all rights to the video, sound recordings, and/or photographs made of my child during school hours and school events.

I authorize reproductions, sales, copyright, exhibition, broadcast and/or distribution of said video, sound recordings, and/or photographs without limitation for general religious and promotional purposes of the Diocese of Wheeling-Charleston.

I release, individually on behalf of my minor child, the Diocese of Wheeling-Charleston, its agents and employees from any and all claims, damages, liabilities, costs and expenses which I now have or may hereafter have arising out of the making or use of such video, sound recordings, and/or photographs.

I understand that I may withdraw this authorization in writing at any time. I further understand that refusing to grant this consent will in no way affect the scholastic or extracurricular services my child receives.

_____ I grant the permission outlined in this Photo Release Form

_____ I refuse the permission outlined in this Photo release Form

*****THIS IS FOR THE 2020-2021 SCHOOL YEAR ONLY!**

Parent or guardian (Print Name) _____

Parent or guardian Signature _____

Date _____