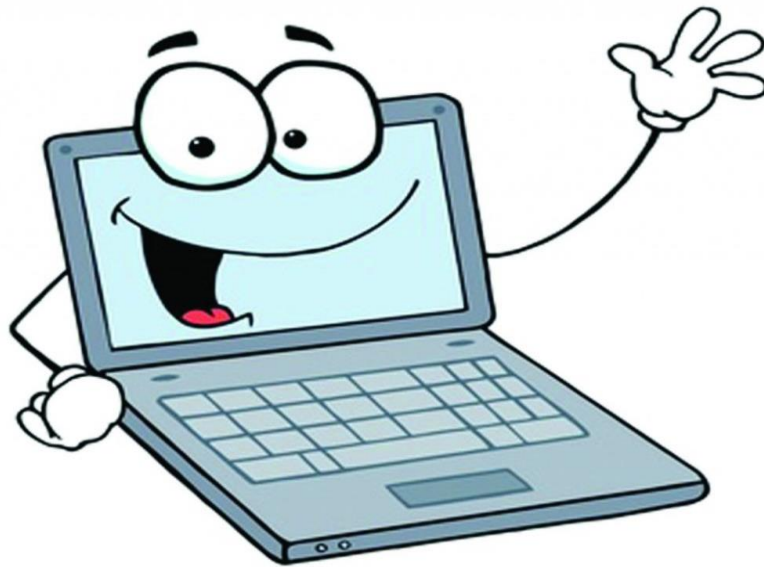


Computer Handbook for Students and Parents



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**St. Joseph School
2021-2022**

Use of Hardware and Data

The students at St. Joseph School will be able to use the laptop computers and I-pads once the students and parents/guardians have read and signed the **St. Joseph School Technology Guidelines and Internet Responsible Use Policy and the Student/Parent Use Agreement**.

All data on the computers and I-pads are considered the property of the St. Joseph School. **The data can be searched at any time** and no data will be saved for the student. It is the student's responsibility to archive any data on his/her own personal removable media.

Electronic documents, network usage and all stored files **shall not be considered confidential and may be monitored at any time** by designated school personnel to ensure appropriate use. The school complies fully with local, state or federal officials in any investigation concerning or relating to violations of computer crime laws.

Network Use

As part of **Google Apps for Education (GAFE)** all students have their own online drive that is accessible through the student's personal log in. This drive is a safe and secure place for students to save their work. The students will be able to access their files in Google Apps for Education using a computer. Students are encouraged to save all important work to their GAFE drive on a regular basis.

In no circumstances should a student allow another student to log into his/her network drive, nor should any student share his/her login (usernames and passwords) with any other student.

The safe and responsible use of the Internet is of utmost importance to the school. While at school, students are protected from potentially dangerous and inappropriate content through the school's network filter.

Parents are encouraged to be aware of and monitor their child's Internet usage at home.

General Rules and Code of Ethics

Every student and parent/guardian must read and agree to the **St Joseph School Technology Guidelines and Internet Responsible Use Policy and the Student/Parent Computer Use Agreement** before any student is allowed to use the computers in the district. In addition, the following are rules and guidelines that both the student and parent/guardian must agree to:

General Usage of Computers and I-Pads

- Use of the computers at school is for academic purposes only. Students will not use computers for game playing, instant messaging, chat rooms or online forums unless part of a school project and with the teacher's consent.
- The computers are to remain at the school at all times and are not allowed to be taken home.

- A charging station will be provided for all computers. It is important that the computers are connected to the charging station at the end of the day so it is recharged and ready to go for the next day.
- Students will not use the computer webcam to photograph any other student or teacher unless for academic purposes, and only with the other person's consent.
- Students will not use the computer microphone to record any other student or teacher unless for academic purposes, and only with the other person's consent.

Damage and Loss

- Students will immediately report any malfunctions or damage of the computer to a classroom teacher or administrative staff member at school.
- The student and guardian are responsible for the reasonable cost of repair for damages to the computers which is not covered by the warranty, i.e., broken/cracked LCD screen caused by dropping the computers, a keyboard repair caused by deliberately removed keys, etc.

Inappropriate Content

- Inappropriate content is not allowed on the computers.
- Presence of weapons, inappropriate material, inappropriate language, alcohol, drug and gang related symbols or pictures will result in disciplinary actions.

Care and Maintenance of Computers

- Students will keep the computers clean with **no attached stickers** or other items that might deface or damage the computer's finish, screen or other components.
- Exposure to food and beverages can have damaging effects on the workings of a computer. The student will be responsible for damage due to neglect of this rule.
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Installing Programs/Deleting Files/Downloading & Streaming

- Students will not attempt to install or download software not approved for school use.
- Students may not delete, move or rename any folders or files that they did not create or that they do not recognize.
- Students will not download streaming video, music or participate in any task which would require excessive amounts of bandwidth, unless the task is teacher sanctioned.
- Students will not reset the configuration of the computers.

Storage of Computers

- Students will store their computer in a secure location during the school day (**Classroom Charging Station**) when not using them.

Sound

- Sound will be muted at all times unless permission is obtained from the teacher for instructional purposes.

Music, Games and Other Programs

- Music and games may not be downloaded or streamed over the Internet. This may be a violation of copyright laws.
- All software loaded on the computers must be installed by school personnel and/or school approved.

Students agree that violation of the St. Joseph School Technology Guidelines and Internet Responsible Use Policy and the Student/Parent Computer Use Agreement may result in disciplinary action, the revoking of the computer and network privileges and appropriate legal action.

St. Joseph School Technology Guidelines, and Internet Responsible Use Policy

Technology Guidelines

It is the belief of St. Joseph School, that the use of technology for the purpose of information acquisition, retrieval, manipulation, distribution and storage is an important part of preparing children to live in the 21st century. We believe that a "technology rich" classroom can significantly enhance both the teaching and learning process. This technology includes computer hardware, software, local and wide area networks and access to the Internet. It must also be understood that the Internet is a global, fluid community, which remains largely unregulated. While it is an extremely valuable tool for educational research, there are sections that are not commensurate with community, school, or family standards. Due to the complex nature of these systems and the magnitude of information available via the Internet, St. Joseph School believes guidelines regarding acceptable and appropriate use are warranted in order to serve the educational needs of students.

- *What qualifies as an electronic communication device?* Cell phones, computers, pagers, and any device that allows direct electronic communication or communication via social networking.
- *When do school electronic communication device rules apply?* During school activities on school time and during school-endorsed activities outside of school hours.
- *What constitutes misuse of an electronic communication device?* Refusal to turn off a device when told; damaging school-owned devices; causing an in-school disruption; using the device for cheating, cyber-bullying, or sexting.
- *When can the school punish a student for misuse outside of school?* When misuse causes school disruptions or harms students, teachers, or other school personnel in a manner that the offending student should have expected.
- *What are acceptable consequences for misuse?* Device searches by parents; verbal and written warnings; confiscations; notices to parents or law-enforcement authorities; extracurricular restrictions; and suspensions or expulsions.

Internet Responsible Use Policy

- Individuals shall not create, display, transmit or make accessible any threatening, racist, sexist, obscene, annoying or harassing language and /or material, including broadcasting unsolicited messages and sending unwanted mail.
- The primary purpose of the Internet at St. Joseph is to support research, education and life-long learning.
- Use of the Internet for illegal, criminal, or commercial purposes is prohibited
- Any on-line communication should always be at the direction and with the supervision of a teacher.
- Never provide last name, address, telephone number, or school name online.
- Never respond to, and always report to the teacher or parent, any messages that make you feel uncomfortable or that are from an unknown origin.
- Never send a photo of yourself or anyone else
- Never arrange a face-to-face meeting with someone you met on-line.
- Never open attachments or files from unknown senders.
- Always report to a teacher any inappropriate sites that you observe being accessed by another user or that you browse to accidentally.
- St. Joseph School shall not be liable for any damages of any kind as a result of the Internet

Computer Use

- Users are not to tamper with computer hardware or software. Copying, installing or downloading any files unrelated to classes to the hard drive without permission is prohibited
- Copyright laws are to be complied with.
- Students shall not misuse system resources. Users will not interfere with the network. Possessing or accessing information on school property related to "Hacking", or altering, or bypassing network security or policies is prohibited. Users shall not engage in activities which damage or disrupt hardware or communication such as virus propagation or overloading the system with excessive data
- Misuse of the computer will result in the loss of privileges. Misuse includes : banging on the keyboard, tampering with the files, saving data to the hard drive or accessing pornography or sexually explicit materials

Students will be supervised during computer use at all times. Participating on message boards without teacher direction, or in live chat using but not limited to Facebook, AIM, Yahoo, Twitter, or MSN Messenger is prohibited.

All students must use the computers responsibly, respecting the staff and the school. Students may use the school computer system only for legitimate educational purposes, which include class work and independent research that is similar to the subjects studied in school. Students shall not access entertainment sites, such as social networking sites or gaming sites, except for legitimate educational purposes under the supervision of a teacher or other professional.

Respect the privacy and usage privileges of others. Students maintaining or posting material to a website or blog that threatens a likelihood of substantial disruption in school, including harming or interfering with the rights of other students to participate fully in school or extracurricular activities is a violation of the Appropriate Use Policy and can subject the student to appropriate penalties and disciplinary action.

Off Campus Internet Expression -- Students may be disciplined for expression on/off campus networks or websites only if the expression is deemed to cause a substantial disruption in school, or collide or interfere with the rights of other students, staff or employees.

Student/Parent Use Agreement

Student Name (Print Last Name, First Name):

Parent Name (Print Last Name, First Name):

In this agreement, "we," "us," and "our," means St. Joseph School. "You" and "your" means the parent/guardian and student enrolled in St. Joseph School. The "property" is a computer or I-pad owned by St. Joseph School.

Terms: You will adhere to the St Joseph School Technology Guidelines and Internet Responsible Use Policy and the Student/Parent Use Agreement before using the property and will comply at all times with these agreements. By signing this agreement, you also agree to allow your child permission to use Google Apps for Education.

Loss or Damage: If the property is damaged, lost or stolen, you will report the incident to the school immediately. Normal wear and tear is covered by the school's insurance, but if you demonstrate negligence you may be held responsible for the costs associated with the damage.

Student Signature: _____ Date: _____

Parent Signature: _____ Date: _____