



Seton Catholic School Electronic Device Handbook 2022-2023

Seton Catholic School, an integral part of St. Elizabeth Ann Seton Parish and member of the Diocese of Lexington, serves students Pre- K through 8. We are committed to promoting spiritual awareness, academic excellence, and individual responsibility among our students, so they may live more fully in relationship with God and others.



Revised July 2022



*Empowering, Engaging, Electronic, Excellence, Education...
A 1:1 Device Learning Initiative*

Mission Statement

Through the seamless integration of technology into the curriculum, Seton Catholic School will propel students into the 21st Century.

Students will be ENGAGED and EMPOWERED providing them with the ESSENTIAL skills needed to succeed in this EVER- CHANGING world.

2022-2023

Program Policies and General Information

TABLE OF CONTENTS

<u>1. LEASING YOUR DEVICE</u>	3
Device Usage and Protection	3
<u>2. TAKING CARE OF YOUR DEVICE</u>	3
General Precautions	3
Protection	4
Screen Care	4
<u>3. USING YOUR DEVICE AT SCHOOL</u>	4
Devices Left at Home	4
Devices Undergoing Repair	4
Charging Your Device’s Battery	4
Screensavers and Wallpapers	4
Sound, Games or Programs	4
Printing	4
Off-Campus Internet Access	5
<u>4. MANAGING YOUR FILES & SAVING YOUR WORK</u>	5
Saving and backing up work	5
Network Connectivity	5
<u>5. SOFTWARE ON DEVICES</u>	5
Required Software / Apps	5
Virus Protection	5
Additional Software	5
Inspection	5
Software upgrades	5
Meraki/Go Guardian System Manager	5
<u>6. SHARED RESPONSIBILITY</u>	5
School Responsibility	5
Student Responsibilities	6
Student Activities Strictly Prohibited	6
Device Care.....	6
Legal Propriety.....	6
Student Discipline	6
Cyber bullying... ..	7
<u>7. PROTECTING & STORING YOUR DEVICE</u>	7
Device Identification	7
Password Protection.....	7
Storing Your Device	7
Devices Left in Unsupervised Areas	7
<u>8. USE OF TECHNOLOGY RESOURCES POLICY</u>	7
Regulations	7
User Terms and Conditions	7
Computer Network Violations	7
<u>9. STUDENT PLEDGE FOR DEVICE USE</u>	9

Seton Catholic School 1:1 Device Program

The focus of the program at Seton Catholic School is to prepare students for their future: a world of digital technology and information. As we enter the twenty-first century, excellence in education requires that technology is seamlessly integrated throughout the educational program. Increasing access to technology is essential for that future, and the learning tool of these twenty-first century students is the device. The individual use of devices is a way to empower students to learn at their full potential and to propel them into the real world of college and the workplace. With today's digital learners, technology engages students in problem solving and critical thinking by stimulating analytical thinking. Learning results from the continuous dynamic interaction among students, educators, parents and the extended community. Technology immersion does not diminish the vital role of the teacher. On the contrary, it transforms the teacher from a director of learning to a facilitator of learning. The One-to-One Program integrates technology into the curriculum anytime, anyplace.

The policies, procedures and information within this document apply to all devices used at Seton Catholic School, including any other device considered by the Administration to come under this policy. Teachers may set additional requirements for computer use in their classroom.

1. LEASING YOUR DEVICE

Incoming fifth and sixth graders/new middle school students will lease a Chromebook from the school. The cost is \$147.00 per school year, for three years. The fee is billed through FACTS, beginning on August 1. The Chromebook lease includes:

- *Chromebook
- *Google Management license
- *Meraki Service Management license
- *Go Guardian license (this gives teachers the ability to see what students are doing on their device, while at school).
- *3 years of 100% coverage for damage and replacement with extended warranty
- *\$1 purchase upon graduation from Middle School

Chromebooks will also be available for use in the classroom for students in grades K-5 but cannot be taken home, as they are the property of Fayette County Public Schools.

Middle School students will be given their Chromebook at the start of the school year and will be allowed to take it home to complete schoolwork, assignments, and other school projects. Chromebooks will be returned to the school at the end of each school year (they will not go home over Christmas Break, Spring Break, or the summer). Since the device is owned by the school, the school will reserve the right to take the Chromebook at any time and to review its contents. Should the school's device be used inappropriately at home, the school is permitted to revoke the privilege of home use.

All Seton Catholic students must sign and return the Technology Acceptable Use Policy (AUP), which will be provided to them during the first week of school, as students in younger grades will have access to Chromebooks and iPads that may be occasionally used at school to enhance instruction.

2. TAKING CARE OF YOUR DEVICE

Students are responsible for the general care of their device, whether it is school-owned or personally owned. Devices that fail to work properly should be reported to the Registrar, who will contact the school's Technology Support contractor. Repair of school-owned Chromebooks is covered in the leasing agreement.

General Precautions

- No liquid should be near any device while it is in use.
- Cords, cables, and removable storage devices must be inserted carefully into the device.
- Students should never carry their device while the screen is open or without a case, unless directed to do so by a teacher.
- School owned and Fayette County-owned devices must remain free of any writing, drawing, stickers, or labels that are not provided by Seton Catholic School.
- Devices must never be left in an unlocked car, unlocked locker or any unsupervised area.
- Students are responsible for keeping their device's battery charged for school each day.

Screen Care

LCD screens can be damaged if subjected to rough treatment. The screens are particularly sensitive to damage from excessive pressure on the screen.

- Do not lean or apply pressure to the top of the device.
- Do not place anything near the device that could put pressure on the screen.
- Do not place anything in the carrying case that will press against the cover.
- Do not place anything on the keyboard before closing the lid (e.g. pens, pencils, or disks).
- Clean the screen with a soft, dry cloth or anti-static cloth.
- Do not "bump" the device against lockers, walls, car doors, floors, etc as it will eventually break the screen.

3. USING YOUR DEVICE AT SCHOOL

Devices are intended for use at school each day. In addition to teacher expectations for device use, school email, etextbooks, calendars and schedules may be accessed using the device. Students must be responsible for bringing their device to all classes, unless specifically instructed not to do so by their teacher.

Devices Left at Home

If a student leaves his or her device at home, they may be issued a school-owned device *if available*. These devices are available for use during the school day but are not to be taken home. If a Middle School student repeatedly (4 or more times as determined by any staff member) leaves his or her device at home, they will be issued a demerit.

Devices Undergoing Repair

Loaner devices may be issued to students when their device is undergoing repair. These devices are available for use during the school day but are not to be taken home.

Charging Your Device's Battery

Devices **must** be brought to school each day in a **fully charged condition**. Students need to charge their devices each evening. Repeat violations (minimum of 4 days-not consecutively) of

this policy will result in the Middle School student being issued a demerit. Students may use power cords if given permission by the classroom teacher, and space and power outlets allow.

Screensavers and Wallpapers

- Inappropriate media may not be used as a screensaver.
- Presence of guns, weapons, pornographic material, inappropriate language, alcohol, drug, gang related symbols or pictures will result in disciplinary actions.

Sound, Music, Games, or Programs

- Sound must be muted at all times unless permission is obtained from the teacher for instructional purposes.
- Music and games are not to be played during school hours (7:20 a.m. to 3:30 p.m.) unless permission is obtained from the teacher and it is curriculum related.
- Do not save any music, games, or programs to the hard drive of school-owned devices.
- DO NOT add extensions to the Chromebook unless you have teacher permission.
- **The use of any texting or messaging programs/applications, social media websites or apps is strictly prohibited during the school day.**

Printing

Students may use printers in the library before/after school and during class with a teacher's permission. Students are not permitted to print in color at school unless permission is obtained from the teacher.

Off-Campus Internet Access

Students are required to have Internet access after school hours to access any web-based homework assignments.

4. MANAGING YOUR FILES & SAVING YOUR WORK

Saving and backing up work

Students are required to save a copy of all school work using an approved Google Drive.

It is the student's responsibility to ensure that work is not lost due to mechanical failure or accidental deletion. Computer malfunctions are not an acceptable excuse for not submitting work.

Network Connectivity

Seton Catholic School is not responsible for lost or missing data due to circumstances beyond our control (i.e. network and electrical failures, weather-related disasters, etc.)

5. SOFTWARE ON DEVICES

Required Software / Apps

The software or applications installed by Seton or Fayette County Public Schools must remain on the device in usable condition and be easily accessible at all times.

From time to time the school may add applications or extensions for use in a particular course. The licenses for this software may require that the software be deleted from devices at the

completion of the course. Periodic checks of devices will be made to ensure that students have deleted software that is no longer required in class and that the school has not exceeded its licenses.

Virus Protection

All Windows based devices must have anti-virus protection software. This software will periodically scan the hard drive and other attached drives for malware. Software is in place on the school network that scans for malware. If malware is found upon scanning, the student must immediately bring the device to the technology help desk.

Additional Software

Students are not allowed to install additional software on school-owned devices.

Inspection

Students may be asked at any time to provide their device for inspection.

Software upgrades

Upgrade versions of licensed software are available from time to time. Students may be required to check in their devices for periodic updates.

Meraki System Manager and Go Guardian

Go Guardian will be used on Chromebooks. This software allows the school to make both free and school-purchased applications available to students. It also allows the school and classroom teachers to view basic system information including installed applications, extensions, available storage, battery life, and serial number. Go Guardian should remain installed on the student device for the entire time the student is enrolled at Seton Catholic School.

6. RESPONSIBILITIES

School Responsibilities

- Provide Internet and setonstars email access to students.
- Provide software on the network that filters inappropriate content on the Internet.
- Provide staff guidance to assure student compliance of the acceptable use policy.

Student Responsibilities

- Use computers in a responsible and ethical manner and be good digital citizens.
- Obey general school rules concerning behavior and communication that apply to computer use.
- Use all technology resources in an appropriate manner so as not to damage school equipment.
- Contact an administrator about any security problems that arise.
- Monitor all activity on their school accounts including, but not limited to, email and learning management system accounts registered under their name.
- Students should always log off/lock the device after they are done working to protect their accounts and files. If a student does not log off/lock the device, any email or Internet activity under their name will be considered their responsibility.
- If a student should receive email containing inappropriate or abusive language or if the subject matter is questionable, the student is required to notify a school administrator.

Student Activities Strictly Prohibited

- Illegal installation and/or transmission of copyrighted materials and/or peer-to-peer file sharing
- Any action that violates the Acceptable Use Policy (AUP) or public law
- Use of forums, chat rooms, sites selling/providing any form of student work
- Use of messaging/video services/applications (i.e. Skype, Kik, iMessage, Snapchat, last.fm, OoVoo, etc.) Students are allowed to stream classes using a school –approved service (Zoom, Teams, etc) if absent from school or for NTI school days.
- Use of Internet/computer games without permission of a teacher
- Use of social media websites, or apps.
- Changing of computer/device settings including, but not limited to: wallpaper; desktop icons (renaming, moving, etc.); software installation/removal; browser/search engine alterations, etc.
- Sending of mass or inappropriate emails/messages
- Gaining access to other student’s accounts, files, and/or data
- Password sharing or attempts to learn another student’s password
- Use of the school’s Internet/email accounts for financial or commercial gain or for any illegal/illicit activity
- Sending communications anonymously or under a false name/age
- Sharing personal information over the Internet. This includes, but is not limited to, setting up internet accounts except in an instructional context or in the performance of Seton Catholic School business and with permission of the school.
- Vandalism (any malicious attempt to harm or destroy hardware, software or data, including, but not limited to, the uploading or creation of computer viruses or computer programs that can infiltrate computer systems and/or damage software components) of school equipment will not be allowed
- Transmission or accessing materials that are obscene, offensive, threatening or otherwise intended to harass or demean recipients.
- Accessing any device not owned by the student or school.
- **Taking a video recording or photo during school hours without permission of a teacher.**
- **Cellular phones and/or Smart watches must remain secured in student lockers (or backpacks if the student does not have a locker) and turned off during the school day.**

Device Care

Students are responsible for maintaining their individual school devices and keeping them in good working order. Should Chromebooks leased from the school become damaged, they will be replaced by the school.

- **Computer batteries must be charged and ready for school each day.**
- No stickers or labels may be applied to the computer.
- Devices that are stolen or damaged must be reported immediately to school administration.
- Students must maintain adequate storage on their devices for school-required applications and programs.

Legal Propriety

- All trademark and copyright laws and all license agreements must be observed.
- Plagiarism is a violation of the Seton Student Handbook. Credit must be given to all sources used, whether quoted or paraphrased. This includes all forms of media on the Internet, such as graphics, movies, music, and text.
- Use or possession of software designed to circumvent security measures is strictly prohibited.

Student Discipline

If a student violates any part of the above policy, he/she will receive a demerit, detention, or loss of technology privileges based on the severity of the violation and the student's grade level.

Cyberbullying

Cyberbullying is all forms of harassment over the Internet or other forms of electronic communications, including cell phones. All forms of cyberbullying are unacceptable and viewed as a violation of this policy and the school's acceptable computer use policy and procedures.

- Users are responsible for the appropriateness of the material they transmit.
- Hate mail, harassment, discriminatory remarks, or other anti-social behaviors are expressly prohibited.
- Cyberbullying includes, but is not limited to, the following misuses of technology: harassing, teasing, intimidating, threatening, or terrorizing another person by sending or posting inappropriate and hurtful e-mail messages, instant messages, text messages, digital pictures or images, or web site postings, including blogs.
- Students will not use communication devices or school property to harass or stalk another.
- Malicious use of the school computer system to develop programs or to institute practices that harass other users to gain unauthorized access to any entity on the system and/or damage the components of an entity on the network is prohibited.

Students who believe they have been the victims of such misuses of technology as described in this policy, should not erase the offending material from the system. A copy of the material should be brought to the attention of a principal or teacher. Disciplinary action may include, but is not limited to, the loss of computer privileges, detention, suspension, or expulsion for verified perpetrators of cyberbullying. Discipline for cyberbullying will be handled on a case by case basis. In addition, when any kind of threat is communicated or when a hate crime is committed, it will be reported to local law officials.

7. PROTECTING & STORING YOUR DEVICE

Device Identification

Student devices will be labeled in the manner specified by the school. Devices can be identified in the following ways:

- Record of serial number
- Individual User account name and password
- School approved name tag

Password Protection

Students are expected to password protect their devices by setting a network logon password and keeping that password confidential. If a student fails to keep this confidentiality agreement and any part of this policy has not been followed, appropriate disciplinary steps will be followed.

Storing Your Device

Students utilizing Chromebooks should store their device safely in their bookbag unless otherwise directed by their teacher.

Devices Left in Unsupervised Areas

Under no circumstances should devices be left individually in unsupervised areas. Unsupervised areas include the school grounds and campus, the lunchroom, restrooms, computer lab, library, unlocked classrooms, dressing rooms and hallways. Any computer or device left in these areas is in danger of being stolen. If a device is found in an unsupervised area, it will be taken to the help desk or the office.

8. USE OF TECHNOLOGY RESOURCES POLICY

Regulations

The use of Seton Catholic School's technology resources is a privilege, not a right. The privilege of using the technology resources provided by Seton Catholic School is not transferable or extendible by students to people or groups outside the school and terminates when a student is no longer enrolled in the Seton Catholic School. This policy is provided to make all users aware of the responsibilities associated with efficient, ethical, and lawful use of technology resources. If a person violates any of the User Terms and Conditions named in this policy, privileges may be terminated, access to the school technology resources may be denied, and the appropriate disciplinary action shall be applied. Seton Catholic School's Uniform Code of Behavior shall be applied to student infractions.

User Terms and Conditions

The use of Seton Catholic School's technology resources is subject to the following terms and conditions:

- The use of technology resources must be for educational and/or research purposes consistent with the mission, goals, and objectives of the Seton Catholic School along with State & Federal regulations. In compliance with federal law, the school shall make reasonable effort to restrict access to inappropriate materials and shall monitor the on-line activities of the end users in the school environment.
- User accounts are considered the property of the school. Network administrators may review school computers to maintain system integrity and to insure that users are using the system responsibly. Users should not expect that anything stored on school computers or networks will be private.
- Prohibited technology resources activities are listed in section 6.4.

Computer Network Violations:

- Attempting to log on to the Internet or network (servers, routers, switches, printers, firewall) as a system administrator.
- Sending, accessing, uploading, downloading, or distributing pornographic or sexually explicit materials.

- Installing, enabling, launching, or creating programs that interfere with the performance of the network, internet, or hardware technology resources.
- Creating, uploading, or transmitting computer viruses.
- Attempting to defeat computer or network security. Infractions of any policy included in this Acceptable Use Policy/Handbook will result in the following consequences:
Suspension of device computer, referral to law enforcement authorities, and possible long term suspension or recommended expulsion from school.

Student Name: _____ Grade Level: _____

The use of computers and other technology at our School is a **privilege** that comes with responsibility. Failure to abide by the following guidelines may result in revoking the privilege, or further consequences.

- Students should not modify the appearance or operation of any technical equipment. This includes, but is not limited to, commands, copying or installing software, setting passcode locks, or copying files of any type.
- Do not share your Google Account information with any student.
- Students will only use applications and programs required to complete assignments/projects and only those that have been approved by the teacher. Failure to stay on task may result in loss of technology privileges.
- No food or drink is allowed near any technology at our school. Water bottles are permitted but should be stored on the floor.
- Students will leave their Chromebooks on their desks when participating in a science lab involving liquids.
- Students using the Internet may visit only teacher-approved sites. This is a work computer, not a game station.
- No websites, apps or media should be shared, e-mailed, or downloaded without teacher approval.
- Students will not damage or peel the sticker that is on his or her Chromebook. Students will not place any other stickers on the device.
- Students will not lay anything on top of the Chromebook, including books or elbows.
- Students will always practice digital citizenship when using the Chromebook. Students will only communicate in ways that are kind, responsible, and respectful.
- The student's hands will be clean before opening the device. Students will never wipe it with a wet cloth or spray anything on it.
- Students will not use the camera or sound recording without teacher permission.
- The student will notify the teacher immediately if there is anything wrong with the Chromebook.
- I understand that I will be financially responsible for the replacement of a Chromebook charger (\$20), the repair (\$100) or replacement (\$230) of broken, stolen, or abused technology.
- I understand that if I violate any of the rules stated above or perform any other inappropriate technology related actions it may result in the loss of technology privileges.

Student Signature: _____

Parent Signature: _____

(Office Use Only)

Chromebook Charger Replacement Cost \$20
Chromebook Repair Cost \$100
Chromebook Replacement Cost \$230

School Chromebook ID: _____ Serial Number: _____