Catholic High School
Student Technology
Policy

The educational philosophy of the Brothers of the Sacred Heart as articulated in *Educational Mission and Ministry* (EM&M) states, "We believe that the purpose of education is to equip young people with the skills they need to participate fully in and contribute to the building of the reign of God." In the 21st century information age, these skills include providing our students with opportunities and tools that create and expand learning communities within school and throughout the world. It is a goal of Catholic High School that graduates have the ability to use digital tools in a productive and ethical way to make informed and moral decisions while engaging in the missionary and evangelization work of the Catholic Church. To accomplish this goal, all students at Catholic High School are given a computer to be used in and out of school. The school understands that in order to develop positive technology skills and habits, there must be a balance between freedom and security. To maintain this balance, Catholic High School has developed policies to ensure consistent, responsible and productive technology uses. It is our expectation that students, parents and faculty abide by these policies.

Communication

All students are issued a Google Applications account which gives them access to Gmail through the chsbr.net domain. This account is to serve as the primary means of electronic communication between students, faculty, coaches and moderators. In all forms of electronic communication that may be used at school or at home, students must always act in a manner that is consistent with the school's goals and values.

Personal Security

Students are issued IDs and passwords for network access as well as other application accounts. It is the responsibility of the student to ensure the confidentiality of his password, and likewise, students are prohibited from doing anything to compromise the privacy and/or security of other users. Students are held responsible for any communication that comes from their account regardless of who had access to that account. Catholic High School seeks, where possible, to honor the privacy of the individual. It reserves the right, however, to access any file, email, network transmission, or other information stored or communicated electronically and will do so if a compelling reason arises. The school retains the right to actively monitor any digital activity in any manner it sees fit. The student has no reasonable expectation of privacy.

Laptop Responsibility

While the school issued laptop is available for personal use, it remains the property of the school. The student is responsible for bringing the school issued laptop to school, fully charged, every day. The student is also responsible for the care and maintenance of the computer. This maintenance includes running regular updates, virus scans, etc. The student is also responsible for backing up their information as their computer may have to be re-imaged for problems or routine maintenance. Computer malfunction is not an acceptable excuse for failure to turn in work. The student must notify the help desk of any physical damage to the laptop as soon as the damage is discovered. The student will be given administrative rights to install software on the computer; however, the school is not responsible for the maintenance or support of software that is not sanctioned by the technology staff, nor does the school have the responsibility to preserve software or files if the computer needs to be re-imaged. The student must exercise caution when installing software, and he is responsible for installing and using only software that is both safe and legal.

Please note the following expectations; students must:

- only use an approved Fujitsu power cord to charge the computer.
- keep the computer away from situations that can increase the risk of theft or incidental damage.
- not loan the computer to anyone or leave it unattended or unsecured, except within designated bookbag areas during lunch.
- always keep the computer in a temperature controlled environment.
- not use stickers, paint, or other materials that can damage or deface the exterior surface of the computer.
- Always utilize the school issued laptop case or another case providing equal or greater protection
- always keep your laptop case properly marked with your name.

Catholic High School has purchased Fujitsu America Lifebook Accidental Damage Insurance for each student issued computer. This policy covers all "Major Parts" of the Lifebook in the event of non-intentional damage and is limited to a one time per year replacement of the affected part. For more information, please refer to the Accidental Damage Protection Fact Sheet on file in the CHS Help Desk. Students may purchase additional third party protection through Worth Ave. Group by going to https://my.worthavegroup.com/catholichighla. Catholic High also recommends discussing optional protection through a homeowners insurance policy. In any case, if any damage occurs to the hardware or software of the computer, it should be brought to the CHS Help Desk prior to contacting the insurance carrier.

Help Desk Policies

The CHS Help Desk is a full warranty repair shop for Fujitsu computers. The Help Desk, open from 6:45 am to 3:30 pm, Monday through Friday, is provided to help students troubleshoot and maintain their computer. In order to maintain efficiency, students must not visit the help desk between classes unless the problem can be identified and solved within 60 seconds. Students are permitted to go to the help desk during their lunch and/or unassigned periods as well as before or after school. Teachers may permit students to go during class; however, the student must have a note filled out and signed by the teacher prior to visiting the help desk. Tardy slips will not be issued to students who visit the help desk while they should be in class. Prior to visiting the help desk, students should initiate a restart, and be sure that their files are backed up appropriately. Only authorized students and faculty are certified to go behind the front counter of the help desk

Prohibited Uses

Examples of prohibited technology use include but are not limited to the following:

- Conducting or participating in any actions which are illegal (according to city, state or federal law);
- Violating any policies stated or not stated in this document as well as the student handbook;
- Threatening, bullying or harassing others;
- Advocating racial, ethnic, religious or gender-based slurs;
- Purposely frustrating others from achieving their educational goals;
- Infringing software copyright or licensing agreements;
- Purposely viewing, displaying, storing, transmitting or receiving any obscene or discriminatory material or material of terrorists, gangs, hate groups, etc.;
- Transmitting personal information including addresses and telephone numbers of others without their permission;
- Conducting commercial or private/personal business enterprises;

- Promoting private businesses, product advertisement or political lobbying;
- Sending unauthorized bulk or random messages (e.g., junk mail, ads, etc.);
- Soliciting for organizations that are unrelated to the institution's mission or purpose;
- Destroying the integrity of computer-based information;
- Intentionally causing physical harm to the computer;
- Maliciously installing or invoking a computer virus or other disruptive mechanism;
- Altering system files or configuration to disrupt computer or network functions;
- Seeking or gaining unauthorized access to network resources or resources on the internet or attempting to breach security mechanisms;
- Attempting to subvert network security or impair network function;
- Downloading MP3s, movies and any other medium which is against the law;
- Accessing games, images, etc. of a violent or immoral nature;
- Sharing school-related files when the project, activity or assignment is to be done independently;
- Communicating via the internet, email or social networking sites in a manner which reflects negatively on Catholic High School;
- Posting/sending personal photos or videos which are inappropriate or immoral;
- Using electronic devices in violation of the 24/7 policy or the CHS Honor Code;
- Recording audio or video of any person or thing on this campus without permission;
- Accessing the internet on campus through a means other than the CHS network during the school day;
- Purposely attempting to avoid or subvert software employed by teachers to manage classroom instruction.

Consequences

Consequences for violating this policy may be, but are not limited to, suspension of administrative rights to the computer, loss of computer, internet or network access, lunch or after school duty, suspension or dismissal. Students must be aware that any electronic action taken by them will reflect on the school. In all instances covered by this policy, as well as in any area of uncertainty, the Catholic High School principal or principal's designee has the authority to resolve any problems or situations that may arise. In developing this policy, Catholic High School has tried to anticipate as many situations as possible. As new and unusual situations may occur, the principal or principal's designee makes the final decision concerning any interpretation or application of these regulations, even in instances that may not be directly addressed in this policy.

Amendments to this Policy

Catholic High School reserves the right to amend any item in this policy during the year. Parents will be notified of changes through the Principals' Newsletter and students will be notified by email.