Holy Angels Catholic School

Technology Handbook

Technology Handbook

Goals of the Program

- Students and teachers will stay up-to-date with the latest technology and innovative learning tools.
- Positively engage students by transforming the way learning takes place.
- Provide a variety of ways to deliver content and a wider range of opportunities for students to show what they know.
- Provide students with opportunities for individualized and collaborative instruction.
- Prepare students for high school 1:1 environments and lifelong learning in modern society.
- Teach students responsible use and digital citizenship.
- Engage students more fully in their learning.

Why Microsoft Devices

Holy Angels Catholic School has selected Lenovo devices for its 1:1 program. Students in grades K-8 will have a school device assigned specifically to them that remains in school The device is put through a management system to protect all students.

Device Management

- All devices will be managed by Holy Angels through our third-party vendor.
- The Microsoft Store will not be available on the device. Students and parents are not allowed to purchase or download additional apps. Any additions must be requested through the school in writing for consideration.
- All attempts to change the device configurations (including jailbreaking the device) are prohibited.

Student Account Information

All students have access to a Holy Angels Gmail and Google Drive account. This account is the property of the school and is therefore monitored by the Principal and Director of Operations. It is to be used to complete assignments and submit them electronically. Access to one's Google Drive account is a privilege and certain responsibilities accompany that privilege. Students are expected to demonstrate the same level of ethical and professional behavior as is required in face to face or written communications. Email communication during school hours is prohibited unless specifically directed by Administration, faculty, or staff. If students need to contact parents for any reason, they cannot do so by email; they must go to the office to call. If parents need to contact the students, they need to call the main office.

Additional accounts may be created throughout the school year as new programs and applications are constantly being developed for educational purposes.

It is recommended that parents discuss account information, including usernames and passwords, with their child and create a home solution that will allow for student privacy, as well as parent peace of mind. Students may not share account information and passwords to classmates, nor use a classmate's account. Parents will need to have access to their child's accounts to view student material that has been graded online.

Computer ID/Username

The computer ID/username is assigned and maintained by school technology personnel. Students are not allowed to override pre-set settings on the device or use a personal username on their device.

When a student in good status of the main office completes their time at St. Barnabas, by graduation or transfer, the device will be removed from the management system and can be used independently by the student and their family.

All applications (Apps) that have been selected for the students to use on their devices. Students are not allowed to download any other apps onto the device without prior approval from the school technology personnel. Students should not delete any apps. Deletion of any apps may interfere with the student's ability to complete classwork.

Battery & Charging

Devices are expected to be fully charged each morning when the students arrive at school. In the event a device is not charged, a limited number of laptops are available on a first come first serve basis to check out for the school day. Students will be responsible for any missed classwork if their device is unable to be used and another device is not available, just as they would be responsible if they left a textbook in their locker or at home.

Accessories

Holy Angels Does not provide any accessories or a case for the device. A case is required for protection. If a student wishes to bring their own accessories, i.e. bluetooth keyboard, battery extender, HDMI connector, etc., they should be clearly labeled with the student's name. Accessories are the responsibility of the student and Holy Angelscannot be liable for loss, breakage or theft.

If a keyboard is preferred, a cover with a built-in keyboard is recommended. Removable keyboards have caused damage to screens.

Content Filtering

In accordance with the Children's Internet Protection Act (CIPA), Holy Angels uses network filtering software to screen network traffic for offensive material. This software also provides features that allow the Director of Operations to screen individual student searches and receive a report of use and activity.

Because no filtering software is infallible, Holy Angels is not responsible for search requests that may lead to sites with potentially inappropriate content. Students are to notify the teacher when they find an offensive site through an Internet search so that additional filtering may be instituted. This will avoid disciplinary action and assist the school in providing the highest level of a safe educational environment as possible. The student should not share material that could be considered offensive to any other student.

Internet Access/Wireless Networks

Student devices are automatically configured to connect to the Holy Angels network, however, can also be configured to connect to your home wireless network. Holy Angels staff cannot provide support for home networks. Whether students are at school or at home, students are strictly prohibited from using their devices in inappropriate ways. The use of the Internet must be in support of education and research consistent with the educational objectives of the school. In order to prevent network and application interruptions the students are responsible for maintaining software updates.

Troubleshooting and Repairs

Student devices requiring repair of any kind must be reported to technology personnel immediately, without any attempt of fixing it personally. If the repair requires the device to be sent out for repair, every effort will be made to provide a loaner device until the student's device is available. Parents are responsible for any repairs caused by accidental damage and the school is responsible for repairs due to software failure.

Sound

Sound is to be muted at all times, unless permission is obtained from the teacher for instructional purposes. Students are required to bring their own headphones for use at school. AirPods or any other bluetooth headphones are prohibited. Airpods will be treated the same as a phone and held until a parent or guardian can pick them up.

Cameras

Students must use good judgment when using the camera. The camera will not be used to take inappropriate, illicit, or sexually explicit photos or videos, nor will it be used to embarrass anyone in any way. Use of the camera and microphone are strictly prohibited unless permission is granted by the classroom teacher. Any person, student, or adult, must be aware they are included in your photo and/or video. Photos and/or videos of anyone without their knowledge and consent will result in disciplinary action.

At any time, a student must be able to provide a connection of a photo and/or video to their schoolwork and/or project.

Any use of the cameras in the bathrooms is strictly prohibited under any circumstances.

Social Media

Social media can be a useful tool to communicate with fellow students, teammates, and friends. Social media can also be illegal and/or dangerous if one is not careful. Every picture, link, quote, tweet, status or post put online is part of one's digital footprint FOREVER. A digital footprint could hurt one's reputation during the high school admissions process, sports recruiting process, a new job, or other important parts of life. Realizing this, students are responsible for the following:

- Take responsibility for your online profile, including post and any photos, videos or other recordings posted by others in which you appear.
- Users of certain social media accounts are required to be a particular age. You need to be aware of this and compliant with the policy.
- Do not degrade friends, teammates, coaches, teachers, or others.
- Post only positive things about friends, teammates, teachers, coaches, or others.
- Use social media to positively promote the school, teams, clubs.
- Consider the statement "IS THIS THE ME I WANT YOU TO SEE?" before posting anything online.
- Do not react to any negative comments written about yourself on social media and do not retaliate in any manner. Report these negative comments to a trusted adult.
- If you witness another student, teammate, or friend post something potentially negative online, have a conversation with that person. If you are uncomfortable having a conversation with that person, bring it to the attention of a trusted adult.
- Be aware that you represent yourself, your team, your club, your family, your school and your community at all times … and will do so in a positive manner.
- Understand that your actions on social media may result in disciplinary consequences at school.

Proper Use

Be Responsible & Safe:
- Always supervise the device and when it is not being used; it should be stored in the student's backpack or classroom cart.
- The device will remain in the backpack or in the classroom cart until directed by staff to use.
- The device will always be in a protective case, however, understand it is still vulnerable to damage if dropped, thrown, smashed, or crushed. Use care when carrying it and placing it in a backpack.
- Do not expose the device to water or excessive heat or other environments that can damage the battery or electronics.

- Understand that if inappropriate/questionable material is received, students are responsible to notify school staff and not show the material to other users.
- Keep accounts and passwords confidential.
- Be responsible for the care and protection of the device. Report any damage or malfunction immediately to Administration or school staff. Do not attempt to repair the device without direction from the Administration.
- It is the responsibility of the student to notify the Administration if they have misplaced (or cannot find) their device *immediately*, or as soon as they notice it is gone. The sooner a misplaced device is reported, the timelier its recovery will likely be.
- Do not use another individual's account.
- Do not use another individual's device, nor allow another student to use your device.
- Only access child-safe and educationally appropriate applications or websites which are directed by staff and reflect the core values of Holy Angels Catholic School.

Be Productive:

- Come to school each day with the device fully charged.
- Make sure the screen is visible at all times.
- Devices are to be used during class for educational purposes only when instructed by staff; device use in the hall, lunchroom, at recess or bathrooms are prohibited.
- During instructional time, only access and utilize applications or websites as instructed.
- During school hours, only access and utilize email for teachers and school staff.
- Do not use the device to engage in academic dishonesty.
- Do not use my device to access, submit, post, publish or display any defamatory, inaccurate, abusive, obscene, profane, sexually oriented, threatening, racially offensive, harassing, or illegal material.

Be Respectful:

- Only utilize my device in a manner that promotes positive, kind, respectful and courteous interactions or communication.
- Use good judgment when using the camera and microphone. Do not use them to take inappropriate, illicit, embarrassing, or sexually explicit photos, videos or recordings.
- Make no attempt to harm or destroy another student's device.
- Utilize a school's loaner device, case, power cords or any accessories and return in good working condition.

Technology Privileges

Policy Enforcement

The staff at Holy Angels will work together to enforce the guidelines set out in the device policy. Whether or not misuse is intentional, administration reserves the right to deem behavior inappropriate, spot check devices and enforce policy as they see fit.

During the school year, new and unusual situations might arise. Therefore, the school reserves the right to amend these guidelines as necessary, and any new rules will become a part of the handbook. These policies are subject to change at any time and communicated out to parents/guardians. Additional consequences may apply based on other school policies.

Tier 1 offenses of the policy include, but are not limited to*

- Working on assignments from another class
- Playing games during class
- Use of camera and/or video without permission (that include objects or oneself)
- Using the device in hallways between classes
- Airdropping photos and/or videos during class without permission (that include objects or oneself)
- Playing music without permission after a verbal warning has been given
- On a website not related to the topic in class
- Emailing during class
- Watching videos during class
- On device without permission after verbal warning
- Using someone else's device
- Allowing someone else to use your device
- Having someone's device in your possession
- Having non-related school photos and/or videos on camera roll
- Any icon/avatar/logo used on Zoom, Google Classroom or any other media, may not be of another person.
- The device being left behind in class after two verbal warnings

Tier 2 offenses of the policy include, but not limited to*

- Using the device to cheat on any kind of test, assignment or project/anything assigned by a teacher
- Using the device to text/chat/communicate to students outside the guidelines of classwork
- Use of camera and/or video without teacher permission (that include others with or without their permission)
- Airdropping photos and/or videos during class without permission (that include others with or without their permission)

Tier 3 offenses of the policy include, but not limited to:*

- Any material including, but not limited to, photos and videos of the sexual, discriminatory/racial, and/or violent nature
- Using the device to create negative pictures or documents of another person

*Administration reserves the right to amend these Tiers as situations arise to ensure the safety and well-being of all Holy Angels students, faculty and staff. *

In the event of violation(s) of this handbook, the following will take place:

- The device will be taken from the student and sent to technology personnel.
- Parents/Guardians will be notified by technology personnel of the situation in writing.
- Students will lose the device for the remainder of the day and/or the next school day and it will be returned at the end of the day. It is the responsibility of the student to retrieve their device at the end of the day.
    - If the violation is a Tier 1 offense, the following will be implemented:
        - first offense = written warning
        - second offense = restorative justice session
        - third offense = loss of the device for a week
        - fourth offense = meeting with parent(s)/guardian, loss of device and school equipment for the remainder of the academic year. Any mandatory online testing will be conducted under supervision.
    - If the violation is a Tier 2 offense, the following will be implemented:
        - first offense = restorative justice session
        - second offense = loss of the device for a week
        - third offense = meeting with parent(s)/guardian, loss of device and school equipment for the remaining of the academic year. Any mandatory online testing will be conducted under supervision.
    - If the violation is a Tier 3 offense, there will be a meeting with parent(s)/guardian(s), loss of device and school equipment for the remainder of the academic year. Any mandatory online testing will be conducted under supervision.

Parent/Student Acknowledgment

Students shall use the device for school purposes only in accordance with the provisions in this Agreement and the guidelines set forth in the Responsible Use Policy.

Holy Angels Catholic School reserves the right to spot check school devices as we see fit. In the event of violation(s) of any school policies, and in consideration of the nature and degree of the violation and the number of previous violations, one or more of the following consequences may apply:

- Personal electronic devices, including those owned by the student, may be confiscated and/or searched.

- Student use of technology may be limited for an extended period of time.
- Disciplinary decisions including possible suspension or expulsion will be consistent with school policies.

Student conduct is evaluated by Holy Angels Staff, which includes, but is not limited to: administrators, teachers, staff, coaches, chaperones, and bus drivers. All of the aforementioned staff can make recommendations regarding whether or not a user has violated these expectations. In the event of disciplinary action, completion of all classwork remains the responsibility of the student. By signing below, the students and parents acknowledge that they've read the policy and expectations set forth.

_____
Print Family Name

_____   _____
Parent Signature   Date

_____   _____
Student Signature   Date