

## Our Lady of the Lake School Acceptable Use Policy

### PURPOSE

This policy provides the procedures, rules, guidelines and codes of conduct for the use of the technology and information networks at Our Lady of the Lake School (OLLS). Use of such technology is a necessary, innate element of the OLLS educational mission, but technology is provided to staff and students as a privilege, not a right. OLLS seeks to protect, encourage, and enhance the legitimate uses of technology by placing fair limitations on such use and sanctions for those who abuse the privilege. The reduction of computer abuse provides adequate resources for users with legitimate needs.

### SUMMARY

Each student who utilizes the school's technology will follow the guidelines posted in this document, and the student and his/her parent or guardian must read and sign this technology use agreement before the student will be allowed to use the school's technology resources. Our Lady of the Lake School (OLLS) technology includes, but not limited to, computers in the Technology lab, network connectivity (including LAN & Wifi Connectivity), Electronic Mail, printing devices, Ipads, Smart Boards, laptops, and "G Suite for Education".

The student is ultimately responsible for his/her actions in accessing technology at OLLS. Failure to comply with the guidelines of technology use (as stated in this document) may result in the loss of access privileges and/or appropriate disciplinary action. Severe violations may result in civil or criminal action under the New Jersey Statutes or Federal Law.

### GUIDELINES

1. The use of the school's computer system and electronic information resources must be for educational purposes such as research, school related business, and operations consistent with the educational objectives of the school. Students using the school's network or computing resources must comply with the appropriate rules for that technology.
2. All users are required to be good technology citizens by refraining from activities that annoy others, disrupt the educational experiences of their peers, or can be considered as illegal, immoral, and/or unprofessional conduct.
3. School supplies (such as paper, printer cartridge, and flash drives), that are provided by the school, will be used for academic use.
4. Computer work areas will be kept clean and no food or drinks will be allowed near or in the vicinity of school technology.

5. Under no circumstance may software purchased by the school system be copied for personal use. Students are not allowed to bring software applications, games, or CD-ROMs/Flash drives from home to be used on school equipment without proof of licensure and prior approval by school personnel.
6. Students will respect other student's work. Students will not copy, change, read, or use files from another user without prior permission from that user.
7. Students are prohibited from engaging in unauthorized or unlawful activities, such as "hacking" or using the computer network to gain or attempt to gain unauthorized or unlawful access to other computers, computer systems or accounts.
8. Students must comply with school standards and rules in using technological resources. All applicable laws, including those relating to copyrights and trademarks, confidential information, and public records, apply to technological resource use. Any use that violates state or federal law is strictly prohibited. All rules of the Code of Conduct apply to students' use of the Internet and other technological resources.
9. Students will regard school property, and not do anything that may disrupt or damage the school's technology.
10. Students are prohibited from accessing materials or websites that are believed to contain viruses.
11. Students are forbidden from the use of inappropriate language in any communications. Obscene, lewd, vulgar, inflammatory, threatening or disrespectful language when using the school's computer systems and electronic resources will result in disciplinary actions deemed by the school administration. There is a zero-tolerance policy for harassing or bullying other individuals especially when to spread falsehoods or defamatory statements using school technology.
12. Students will promptly disclose to a teacher or other school administration any messages received or viewed that are inappropriate or would make a student feel uncomfortable.
13. Students will not agree to meet anyone that they met online without their parents' permission.
14. Students are prohibited from using bulletin boards, chat rooms, or social networks for personal use when using Our Lady of the Lake School's technology.
15. Students will keep their personal information confidential, such as a home address, phone number, date of birth, etc.
16. School officials may search and examine any student's use of school technology at any time, and without notice.

17. Our Lady of the Lake School provides user accounts through “G Suite for Education” which includes email addresses for students in Grade Kindergarten through Eight. These students shall not share their password with anyone other than their parents. The electronic messaging system will only allow these students to be able to communicate with Our Lady of the Lake Staff, and receive mail failures for any external emails. These accounts will be deleted upon graduation from either grade or student terminating enrollment. “G Suite for Education” Privacy policy can be found here:  
<https://edu.google.com/trust/>
18. Parent/legal guardian grant permission for their child to access computer service networks such as electronic mail and the Internet. Parents understand that the school has safeguards in place, however, some materials found on the Internet may be objectionable; therefore, the parent/legal guardian agrees to accept responsibility for guiding their child and conveying to him/her the appropriate standards for selecting, sharing, and/or exploring information and media.
19. The use of the computer is a privilege, not a right, and inappropriate use will result in the cancellation of these privileges. Vandalism or intentional modification of system settings will result in cancellation of privileges and/or school disciplinary action. The school reserves the right to seek financial restitution for any damage caused by a student or other user. The system administrators will deem what is inappropriate use, and their decision is final. The administration, faculty, and staff of the school may request that the system administrator deny, revoke, or suspend specific user privileges. Violations of the rules and code of ethics described above will be dealt with seriously.

Our Lady of the Lake School  
Chromebook Acceptable Use Policy  
Grades 6, 7, 8

Our Lady of the Lake School (OLLS) will supply a Chromebook for Sixth, Seventh, and Eighth Grade students to use for the 2021-2022 school year. The student will be issued a Chromebook with predetermined extensions installed.

Sixth, Seventh, and Eighth Grade students and parents are required to review and sign this document before a student can receive his/her Chromebook to take home.

Technology resources at OLLS are provided for the purpose of supporting the educational mission of the School. The School's goal in providing the Chromebook is to promote educational excellence by facilitating resource sharing, innovation, research, collaboration, creativity, communication, increased productivity, and mobile learning.

Use of these technologies is a privilege that carries responsibility and behavioral expectations consistent with all school rules and policies, including but not limited to, those stated in the Parent-Student Handbook and the OLLS's Acceptable Use Policy. It is understood that members of the OLLS community will use all types of computing devices and the School's network in a responsible, ethical, and legal manner at all times.

OLLS retains the sole right of possession of the Chromebook and related equipment. The Chromebook will be issued to students according to the guidelines set forth in this document. OLLS retains the right to collect and /or inspect the Chromebook at any time and to alter, add, or delete installed software or hardware.

## 1. Chromebook

### 1.1 Receiving Your Chromebook

In order for a student to receive his/her Chromebook, the Use Policy must be signed by a parent and student and returned to the school.

### 1.2 Chromebook Check-in

All Chromebooks will be returned the final week of school.

Students who leave OLLS for any reason must return his/her Chromebook.

Students are responsible for returning the Chromebook in good working order at the end of the school year or upon the termination of enrollment at OLLS. Students will be responsible for the costs of repair or replacement if the Chromebook and accessories if not returned in good working order.

## 2. Taking Care of Your Chromebook

Students are responsible for the general care of the Chromebook they have been issued by the school. Chromebooks that are broken or fail to work properly must be returned to the computer lab at OLLS for an evaluation.

### 2.1 General Precautions

The Chromebook is school property and all users will follow this policy and the OLLS Acceptable Use Policy for technology.

Cords and cables must be inserted carefully into the Chromebook to prevent damage.

Chromebooks must remain free of any writing, drawing, stickers, or labels that are not the property of OLLS.

Students wishing to leave their Chromebooks at school upon completion of the school day must check them with their homeroom teacher for safekeeping at dismissal and check them back out prior to homeroom.

Students may not use “skins” to “personalize” their Chromebooks.

### 2.2 Carrying Chromebooks

Avoid placing too much pressure and/or weight (such as folders, textbooks, and workbooks) on the Chromebook. This is especially true when carrying the Chromebook in student backpacks.

### 2.3 Screen

The Chromebook 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 on the top of the Chromebook when it is closed.
- \* Do not place anything near the Chromebook that could put pressure on the screen.
- \* Do not place anything within the two halves of the Chromebook.
- \* Do not “bump” the Chromebook against lockers, walls, car doors, floors, etc. as it will eventually break the screen.

### 3. Using Your Chromebook at School

Chromebooks are intended for use at school each day. Students must be responsible to bring their Chromebook, fully charged, to all classes, unless specifically instructed not to do so by their teacher.

Students who repeatedly (three or more times in a quarter) fail to bring their Chromebook to school or maintain a fully charged battery may lose the privilege of the Chromebook for a time to be determined by the principal.

#### 3.1 Chromebooks Left at Home

If students leave their Chromebook at home, they are responsible for getting the course work completed as if they had their Chromebook present. Loaner Chromebooks may not be available to students who forgot to bring their Chromebook to school or failed to charge their Chromebook.

#### 3.2 Passwords

Students will be assigned a Google account and create their own password. This password may not be changed by the student unless Technology Integrationist is notified.

Google account passwords will be shared with the student's parents or guardians. The faculty of OLLS reserves the right to check student accounts.

#### 3.3 Background Photos

A standard background will be preset on the Chromebook and may not be changed by the student. Students may, however, select an appropriate Google account login picture for their Chromebooks.

#### 3.4 Photos

Photo/Image storage on the Chromebook or Google Drive will be for school projects only. Storage of student personal photos or downloaded images is not allowed.

Camera Use: OLLS Chromebooks are equipped with cameras and must only be used for an educational assignment.

#### 3.5 Sound, Music, Games, or Programs

\*Students may not download music from any music sharing site unless directed by or with the permission of a teacher.

\*Music is only allowed on the Chromebook if provided by the teacher for educational use.

\*Sound must be muted at all times unless permission is obtained from the teacher for instructional purposes.

\*Non-educational games are not allowed on the Chromebooks.

\*The device can only be synced by the school's Google Chrome Administrator.

### 3.6 Home Internet Access

Students are allowed to set up wireless networks on their Chromebooks to assist them with Chromebook use while at home.

## 4. Managing Your Files & Saving Your Work

### 4.1 Saving Work

It is the student's responsibility to ensure that work is not lost due to mechanical failure or accidental deletion. Google Drive malfunctions are not an acceptable excuse for not submitting work; therefore, students should back up all work.

### 4.2 Network Connectivity

OLLS makes no guarantee that the school's wireless network will be up and running 100% of the time.

## 5. Software on Chromebooks

### 5.1 Originally Installed Software

OLLS will synchronize the Chromebooks to contain the necessary Extensions for school work. Students will not synchronize Chromebooks or add extensions through a personal Google account. The software/extensions originally installed by OLLS must remain on the Chromebook in useable condition and be easily accessible at all times. From time to time, the school may add or modify software applications or extensions for use in a particular course.

Periodic checks of Chromebooks will be made to ensure that students have not removed required extensions and/or synced to a personal Google account.

### 5.2 Inspection

Students may be selected at random to provide their Chromebook for inspection.

### 5.3 Procedure for re-loading software

If technical difficulties occur or illegal software (non-OLLS extensions or programs) is discovered, the Chromebook will be restored by the OLLS Google Chrome Administrator. The

school does not accept responsibility for the loss of any software or documents deleted due to a re-sync or re-image. In this event, the student may lose the privilege of Chromebook use.

#### 5.4 Software Upgrades

Upgrade versions of licensed software/apps are available from time to time. Students may be required to return their Chromebooks to the computer lab.

### 6. Acceptable Use

The use of the OLLS technology resources is a privilege, not a right. The privilege of using the technology resources provided by the school is not transferable or extendable by students to people or groups outside the school and terminates when a student is no longer enrolled in the school.

This policy is provided to make all users aware of the responsibilities associated with the 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's technology resources may be denied, and the appropriate disciplinary action shall be applied.

#### 6.1 Chromebook Care

Students will be held responsible for maintaining their individual Chromebooks and keeping them in good working order.

Chromebooks that malfunction or are damaged must be reported to the computer lab. The school will be responsible for repairing Chromebooks that malfunction. The costs of repairing Chromebooks that have been damaged from student misuse are the sole responsibility of the student.

Neglect or accidental damage will be repaired with the costs of repair or replacement being entirely borne by the student. Optional insurance coverage is available, and if chosen then the deductible cost will be borne by the student.

Chromebooks that are stolen must be reported immediately to the computer lab and the Police Department.

#### 6.6 Legal Propriety

Students must comply with trademark and copyright laws and all license agreements. Ignorance of the law is not immunity. If you are unsure, ask a teacher or a parent.

## 7. Protecting and Storing Your Chromebook

### 7.1 Chromebook Identification

Student Chromebooks will be labeled in the manner specified by the school.

## 8. Chromebook Insurance

### 8.1 School Protection

OLLS offers at the students' expense optional insurance protection offered by Worth Ave. Group, underwritten by Hanover Insurance Company. The insurance fee is \$40.00 with a \$0 deductible.

The protection covers:

- \* Accidental damage – including drops/liquid spills
- \* Liquid submersion
- \* Theft
- \* Fire/Flood damage
- \* Vandalism (by someone other than an OLLS student)
- \* Natural disasters
- \* Power surge due to lightning

Please see insurance: the Electronic Device Protection on the OLLS website for details about the insurance coverage.

### Claims

All insurance claims will be handled by the OLLS technology department with the assistance of the parent/guardian. In the event of theft, parents must report the loss to their local police department. A copy of the damage or police report must be presented to the OLLS school office before a Chromebook can be repaired or replaced.

## 9. Cost of Repairs

Students may be held responsible for all damage to their Chromebooks including, but not limited to: broken screens, cracked plastic pieces, inoperability, etc. Should the cost to repair exceed the cost of purchasing a new device, the student will pay for full replacement value. Lost items such as chargers will be charged the actual replacement cost.

## Policy on the Acceptable Use of Social Media for Parents, Guardians, Staff and Student

Excellence in the Christian education and formation of our students demands a Christian spirit of collaboration between parents and school staff. The social media policy serves to protect the Christian dignity of every student and teacher from the damaging effects of negative social media posts.

Parents or guardians should make complaints through official school channels rather than posting complaints on social networking sites.

Parents and guardians are to immediately bring any social media policy violations or concerns to school officials. Responding in kind to uncharitable communications through social media channels e.g., Facebook, merely perpetuates divisiveness.

School officials will not mediate social media issues between students or parents unless it directly affects the school.

The School considers the following examples to be inappropriate uses of social networking sites. (This list is non-exhaustive and intended to provide examples only):

- Making allegations about staff or pupils at the School/cyber-bullying;
- Making complaints about the School/staff at the School;
- Making defamatory statements about the School or staff at the School;
- Posting negative/offensive comments about specific pupils/staff at the School;

Parents should also ensure that their children are not using social networking/internet sites in an inappropriate manner. It is expected that parents/guardians explain to their children what is acceptable to post online. Parents/guardians are also expected to monitor their children's online activity, including their use of social media.

Once a post is brought to the attention of the principal and meets one or more of the criteria set forth, the principal will contact the originator.

The principal or pastor will explain why the post is deemed inappropriate and request that the offending post be taken down or retracted if necessary.

Refusal to abide by or violation of this policy could lead to appropriate measures being taken, including legal action and/or removal of students from Our Lady of the Lake School.