SACRED HEART ACADEMY ELEMENTARY AND HIGH SCHOOL
Acceptable Use Policy for Sacred Heart Academy Technology Systems
PLEASE READ THIS POLICY CAREFULLY

The use of academy networks including the Internet is a privilege and may be revoked at any time for any reason. SHA staff will also randomly review log files and documents stored on academy networks for appropriateness. In exchange for the use of academy provided Internet/network access and resources, I, the undersigned, understand and agree to the following:

Technology Acceptable Use Policy

Student use of technology, including their school-issued email account, must be in accord with the educational and spiritual mission of Sacred Heart Academy. Sacred Heart Academy will take reasonable steps to ensure student use of technology and information accessed through technology is consistent with this mission. This includes measures such as content filtering and staff monitoring. However, no solution can prevent all inappropriate use, so ultimate responsibility for their actions rests solely with the student, keeping focused on the use of technology as a tool to further educational goals. Violation of Technology Acceptable Use Guidelines will result in the loss of privileges and disciplinary action under the school discipline code.

Acceptable Use Guidelines

- Students will respect the laws of the United States of America, concerning copyrighted material; threatening, violent or harassing material; obscene material and material protected by trade secret. Correct citation of all copyrighted materials is required.
- Students will not submit, publish or display any defamatory, inaccurate, abusive, obscene, profane, sexually oriented, threatening, racially offensive or illegal material; nor will they encourage the use of an illegal controlled substance, alcohol or tobacco. This includes, but is not limited to, social media and texting.
- Students will respect the privacy of others. Using another's computer, Chromebook, laptop, personal mobile device or files without permission of the technology support coordinator or supervising teacher, is prohibited. Deletion or tampering with files not created or owned by the student is prohibited, unless the supervising teacher directs such deletion.
- Students will not use another student's computer/email account or password under any circumstances. Students will not allow another student to use his/her account or password under any circumstances. Students will not impersonate another's identity.
- Students will not use the network in a way that hampers its use by others. Students will not use the school computers or laptops or personal mobile devices to play any electronic games unless the game playing has an educational purpose and is specifically directed by the supervising teacher. Computer and networked games, including role playing and fantasy games are prohibited.
- Students will not partake in video/audio-streaming of any kind without specific permission from the technology support coordinator or supervising teacher.
- Students will be safety-conscious while online. Students will not reveal their address or telephone number, nor will they knowingly allow anyone else to do so. Students will not reveal another's name, address or telephone number. Students will not transmit or use pictures of others without their consent.
- Students will not change desktop settings, (such as changing wallpaper or screen savers) download programs from the internet or install programs on any school computer or laptop or other device without the written consent of the technology support coordinator.
- Students will not take apart or remove any computer, Chromebook, laptop, or any other equipment without specific permission from the technology support coordinator or the supervising teacher. This includes peripheral devices such as mice.
- Students will reimburse the school for any damage to computers, laptops or any other equipment that occurs as a result of malicious or negligent actions. The school or its designee will carry out repair or replacement of equipment.
- Students who bring in computer media (including CD's, DVD's, USB Drives, or any other media containing a file) from outside the school will make every effort to ensure that it does not contain a computer virus. If a student receives a virus warning from any school computer or laptop, he or she must immediately stop whatever he or she is doing and inform the supervising teacher. (Up-to-date virus protection on home computers is recommended.)
- Student use of e-mail is restricted to faculty/staff consent during the school day and should only be used for educational purposes. Any unauthorized use of personal e-mail, through our network, may result in disciplinary action. All staff and students are issued a Google Apps for Education account which includes e-mail. This is the official way staff and students will communicate outside of class. Teachers may use other mediums as well for classroom and clubs and will specify those in their syllabus.
- Updating social media and texting is prohibited ***at all times during the school day***.
- Access to any web log (blog), forum, or "social media network" web site of any kind is prohibited without the consent of a supervising teacher and curricular need.

Students shall not try to circumvent attempts to monitor their technology usage. This includes software-based bypasses such as proxy servers, VPNs, or similar technologies, as well as physical techniques such as switching tabs, closing programs, or restarting the device when being monitored by a staff member.

- Student use of the computers is limited to any and all school related activities. Any use other than that related to, or designated by, the school is prohibited and enforced by the guidelines of the student handbook.
- The Code of Conduct applies to a student's on-line presence and activity as well.
- Due to continuous advancements in technology, additional restrictions and use guidelines may be instituted throughout the school year.
- As SHA continues to use virtual learning and flipped classrooms, it is understood that students may be recorded and others on the secure platform will have access to the recording.
- No teacher recordings may be shared in any capacity. These are the property of Sacred Heart Academy.
- Students may use Zoom, Google Hangout, WebEx, and other online platforms utilized by SHA teachers.

Sacred Heart Academy will make determinations on whetherspecific uses of the Internet/network are consistent with the acceptable use policy. Violations of the guidelines will result in staff intervention or other disciplinary measures including but not limited to loss of all network access.

Sacred Heart Academy Chromebook User Agreement

1. I agree that everything I do with technology will be consistent with the mission statement of SHA and done "so each student fulfills God's purpose."
2. I agree that the use of computers at SHA is a privilege and not a right. That privilege can be lost with any misuse. If inappropriate conduct does occur, the use of my Chromebook will be forfeited as outlined in the Chromebook consequences, my parents will be notified, and appropriate disciplinary measures will be administered.
3. I understand that the Chromebook is to be used as an educational tool duringclass time and agree that settings, internet browsing, apps and games are not to be used or changed during class without a teacher's permission.
4. I agree that my Google and networkingaccount and their respective passwords are for my use only. These are not to be shared with anyone other than my parents nor am I to use accounts that belong to others.
5. I will not place decorations (stickers, markers, writing, etc.) on any Chromebook.
6. I will report problems with an y Chromebook to SHA staff immediately and understand that my family is responsible to file appropriate claims for repairs/loss or replacement costs for any damage incurred un-der my responsibility.
7. I will never leave any Chromebook unattended in an unsecured or unsupervised location.
8. I agree that any staff member may view anything on any Chromebook at any time. If by accident I encounter inappropriate material, I must tell a teacher immediately.
9. I, the parent, understand that I am responsible for my child's use of a Sacred Heart Academy Chromebook, if checked out.
10. I agree to pay the full replacement cost of any Chromebook and powercord/charger, in the event that any of these items are lost or damaged.
11. I agree to return any Chromebook entrusted to me, power cord/charger in good working condition to Sacred Heart Academy should I transfer to another school or I will pay replacement costs.
12. I agree to return any Chromebook entrusted to me, power cord/charger in good working condition to Sacred Heart Academy at the end of the school year or I will pay replacement costs.
13. Parents may not send email from their child's account.

Chromebook Consequences

Off Task / Not Following Procedure / Chromebook Abuse

Depending on the violation, the following consequences will be applied:

- Device is confiscated with loss of technology privileges* the remainder of the class period. A detention is issued.
- Device is confiscated with loss of technology privileges* the remainder of the school day; student conference with administrator; a Saturday school is issued.
- Loss of in-school technology privileges* for 24 hours; conference with parents scheduled by administrator; a Saturday school with service is issued.

NOTE: Extreme violations included, but not limited to, proxy servers, streaming inappropriate content, etc., will result in immediate discipline and may result in suspension/expulsion.

Repeat offenders may forfeit all in-school privileges.

*Loss of technology privileges is not limited to the Chromebook but includes use of all electronic devices at school for the duration listed above. Students may be able to use printed materials in class but will need to complete any digital assignments at home.

PLEASE SIGN AND RETURN TO THE OFFICE
Acceptable Use Policy Agreement Form

STUDENT SIGNATURE

I have read, understand, and accept the guidelines as stated in the Acceptable Use Policy that any violation of the regulations is unethical and may even constitute a criminal offense. Should I commit any violation of this agreement, I understand that my access privileges may be revoked as provided in this agreement, and school dis-ciplinary action and/or appropriate civil and/or criminal legal action may be taken. For the privilege of using email, Chromebooks, and/or network resources and having access to SHA networks, I hereby agree to abide by all rules and regulations listed in the Sacred Heart Academy Acceptable Use Policy.

_____ _____

Student's Printed Name Student's

_____

Signature Date

PARENT/GUARDIAN CONSENT

I have read the SHA Acceptable Use Policy. I understand thatsome materials on the Internet may be objectionable, but I accept the responsibility for providing guidance to the above student on Internet use both inside and outside of school— conveying standards for the above student to follow when selecting, sharing, or exploring infor-mation and media. When using the Internet, I realize that students may read material that I might consider controversial or offensive even though measures have been taken to block undesirable content areas. SHA has my permission to give an Internet account to my child. I understand that my child may keep this account as long as the procedures described in the Acceptable Use Policy are followed.

_____ _____

Parent/Guardian Signature **Date**