

**BECKMAN CATHOLIC
JUNIOR/SENIOR HIGH SCHOOL
TECHNOLOGY USE AGREEMENT
2020-2021**

Mission and Vision of Technology at Beckman Catholic High School

The goal of the 1:1 laptop initiative at Beckman Catholic is to provide students with the tools to access the worldwide web of information and utilize the integration of technology across the curriculum to engage in higher order thinking and become creators of information rather than simply consumers. Chromebooks will be issued to all students in grades 7-12 who have signed the technology use agreement.

This agreement is made effective for the general use of computers at the school site, the use of the school issued Computer and the use of technology and network resources between Beckman Catholic Junior/Senior High School (BCHS), the student receiving a Chromebook ("Student"), and his/her parent(s) or legal guardian ("Parent"). The Student and Parent(s), in consideration of being provided with a Chromebook ("Computer), software, and related materials for use while a student is at Beckman Catholic Junior/Senior High School, hereby agrees to abide by the following policies.

PART ONE: CHROMEBOOK USE AND POLICIES

1. EQUIPMENT

1.1 Ownership: BCHS retains sole right of possession of the Computer and grants permission to the Student to use the Computer according to the guidelines set forth in this document. Moreover, Beckman Catholic administrative staff retains the right to collect and/or inspect the Computer at any time, including via electronic remote access; and to alter, add or delete installed software or hardware.

1.2 Equipment Provided: Efforts are made to keep all laptop configurations the same. All Computers include ample RAM and hard-disk space, a charging unit, a protective laptop case, software, and other miscellaneous items. BCHS will retain records of the serial numbers of provided equipment.

1.3 Substitution of Equipment: In the event the Computer is inoperable, BCHS has a limited number of spare laptops for use while the Computer is repaired or replaced. However, it cannot guarantee a loaner will be available at all times. This agreement remains in effect for such a substitute. The Student may NOT opt to keep a broken Computer or to avoid using the Computer due to loss or damage. Please note that if the Student forgets to bring the Computer or charging unit to school, a substitute will not be provided except for unusual circumstances at the discretion of the teacher or administration.

1.4 Responsibility for Electronic Data: The Student is solely responsible for any non-BCHS installed apps and for any data stored on the Computer. It is the sole responsibility of the Student to backup such data as often as necessary. BCHS provides a means for backup along with directions, but BCHS does not accept responsibility for any non-BCHS installed software or lost data.

1.5 Equipment Returned to School at End of Each School Year: The student will return computer with the charging unit and the case at the end of each school year for summer storage. If any repair is needed, at this time the student will identify such need to the technology coordinator so repair can take place over the summer months. The same laptop will be reissued to each student at the start of the next school year.

Seniors will return the laptop, charger, and case prior to graduation day. All laptops must be returned in a clean state. If laptops are not clean at the end-of-school-year turn in, a fine will be issued. (The Student can apply identifiers to the Computer so long as they are **completely** removable. Such identifiers must be removed prior to turn in.) Cases are not to be customized.

1.6 Equipment Provided is the Only Equipment Allowed: The Chromebooks provided will be the only student instructional device allowed in the school building whether in the classroom or study hall. No personal laptops or tablets are allowed on the school grounds during school hours unless administrative permission granted. Music players, with headphones, are allowed in study for audio listening only. Cell phones are only allowed during class change.

2. DAMAGE OR LOSS TO EQUIPMENT

2.1 Warranty & Accident Protection: BCHS has purchased an extended warranty and Accident Protection Plan for each device which provides a broad range of protection. Warranty covers defective parts that may develop with normal use. Accident Protection covers many accidental damages that may occur, not including gross negligence or loss.

2.2 Responsibility for Damage: The Student is responsible for maintaining a 100% working Computer at all times. The Student shall use reasonable care to ensure that the Computer is not damaged. Students and Parents need to keep in mind the following pertaining to damage:

- In the event of damage not covered by warranty or Accident Protection Plan (gross negligence for example), the Student/Parent will be billed a fee for repair or replacement. Examples of gross negligence include, but are not limited to:
 - Leaving equipment unattended and unlocked. This includes damage or loss resulting from an unattended and unlocked laptop while at school.
 - Lending equipment to someone other than one's parents/guardians.
 - Using equipment in an unsafe environment.
 - Using the equipment in an unsafe manner.
- In the event of damage covered by the Accident Protection Plan, BHCS reserves the right to charge a fine on the following scale:
 - 1st Offense - \$20.00
 - 2nd Offense - \$30.00
 - 3rd Offense - \$40.00
 - 4th + Offense-\$50.00

2.3 Responsibility for Loss: *Lost or stolen devices are NOT covered by the plan!*

In the event the Computer is lost or stolen, the Student/Parent will be billed the full cost of replacement. *Parents may want to check into alternative insurance plans (home owners insurance, 3rd party companies) for loss or stolen coverage.*

2.4 Actions Required in the Event of Damage or Loss: Report the problem immediately to the Technology Coordinator. If the computer is stolen or vandalized while at school, BCHS will contact authorities. If the Computer is stolen or vandalized outside a BCHS or a school-sponsored event, the Parent is advised to file a police report.

2.5 Technical Support and Repair: BCHS does not guarantee the computer will always be operable, but will make technical support, maintenance and repair available.

3. LEGAL AND ETHICAL USE REGULATIONS

3.1 Monitoring: BCHS will monitor computer use via an administrative management console. Through the use of this console, date and time the device is accessed can be monitored as well as various workable features of the laptop can be controlled.

3.2 Legal and Ethical Use: All aspects of BCHS Technology Acceptable Use and Conduct Rules (sec. 6) remain in effect as described in this document.

3.3 File-sharing and File-sharing Programs: The installation and/or use of any Internet-based illegal file-sharing tools are explicitly prohibited. File-sharing programs and protocols like: Bit Torrent, Limewire, Kazaa, Acquisition and others may not be used to facilitate the illegal sharing of copyrighted material (music, video and images).

3.4 Allowable Customizations:

- The Student *is permitted* to alter or add files to customize the assigned Computer to their own working styles (i.e., background screens, default fonts, and other system enhancements).
- The Student (9th-12th grades) *is permitted* to install educationally appropriate Chrome Apps from the Chrome Store. Junior High students (7th & 8th grades) do not have access to the Chrome Store. Apps for Junior High students will be pushed out via the administration management console.

3.5 Copyright Laws: The Student will not duplicate nor distribute copyrighted materials other than a back-up copy of those items the Student legally owns. *Students will comply with the right to acknowledgment, the right to privacy, and the right of all authors and publishers to determine the form, manner and terms of publication and distribution of works in any medium.*

4. STANDARDS FOR PROPER COMPUTER CARE

4.1 Student Laptop Program Acknowledgement Form: The Student is expected to follow all the specific guidelines listed in the Technology Use Agreement herein, and take any additional common sense precautions to protect his/her assigned Computer. These same rules apply to stationary computers used on the school premises and loaners. Parents and the Student must sign the Technology Use Acknowledgement Form prior to receiving his/her assigned laptop computer.

4.2 The Student's Responsibilities

- Treat the equipment with as much care as if it were your own property.

- Keep the Computer either secured (i.e., home or other secure place where others do not have access) or attended (with you or within your sight) at all times. Keep the Computer stored in a secure place (i.e., locked in a locked locker or other suitable place) when the Student cannot directly monitor it. For example, during athletic events, games, practices and trips, store the Computer in a secure place assigned by your coach/sponsor and arrange to return to school to retrieve it after the activity. It is “best practice” to leave the Computer in the Student’s **locked** locker. Unattended and unlocked equipment, if stolen – even at school – will be the Student’s full financial responsibility.
- Laptops left in bags and backpacks, or in unattended classrooms are considered “unattended” and may be confiscated by school personnel as a protection against theft. The first time a laptop is confiscated, parents will be contacted; subsequent offenses will be subject to the fine schedule listed in section 2.2.
- Avoid use in situations that is conducive to loss or damage. For example, never leave the Computer in school vans, in the gym, in a locker room, on playing fields, in the care of another student, or in other areas where it could be damaged or stolen. Avoid storing the Computer in a car for long periods of time.
- *Avoid leaving the Computer in environments with excessively hot or cold temperatures. If the Computer must be stored in a car for a short period of time, it must be kept out of plain view to avoid theft.
- The Computer is to be used only by the assigned Student. Loss or damage that occurs when anyone else is using the Computer will be the Student’s full responsibility.
- Adhere to BCHS Computer Use Agreement at all times and in all locations. When in doubt about acceptable use, ask the Technology Coordinator or your Building Principals.
- Regularly back up all necessary data stored on the Computer. Never consider any electronic information safe when stored on only one device.
- Students should setup synchronization for Google Drive for Off Line Use.
- Read and follow general maintenance alerts from school technology personnel.
- The Student understands his/her issued Computer is subject to random checks and he/she will be responsible to maintain a laptop that hosts data and materials deemed appropriate by school administration.

4.3 How to Handle Problems

- Report any problems to the Technology Coordinator or Building Principals immediately.
- Don’t force anything (e.g., connections, popped-off keys). Seek help instead.
- When in doubt, ask for help.

4.4 General Care

- Do not attempt to remove or change the physical structure of the Computer, including the keys, screen cover or casing. Doing so will void

the warranty, and families will be responsible for 100 percent of the repair or replacement cost.

- Do not remove or interfere with the serial number or any identification placed on the computer, the case or the charging unit.
- Do not do anything to the Computer that will permanently alter it in any way. Anything placed on the laptop must be completely removable. (The Student is NOT allowed to personalize the laptop case.)
- Keep the equipment clean. For example, avoid fingering the screen and NEVER eat or drink while using the Computer. ***Note:** Though the Accident Protection does cover a wide variety of situations, it may not cover damage due to inappropriate use or user environment.

4.5 Carrying the Computer

- Always completely close the lid and wait for the Computer to enter Sleep mode before moving it, even for short distances. Sleep mode is sufficient – there is little reason to actually shutdown the laptop other than on an airplane or during extended days of inactivity.
- The Student will keep the laptop lid fully closed whenever it is moved from one point to another. The computer must be in the “always on” computer case at all times.
- Always use/carry the Computer in the laptop case provided ***Note:** do not store anything (e.g., ear buds, cords, papers or pens) in the area within the laptop case designed for the Computer other than the Computer itself as this may damage the screen and prevent proper ventilation.
- We recommend the Student carry the laptop case inside his/her normal school pack when traveling to and from school. Do not overstuff the Student pack – extreme pressure on the laptop can cause permanent damage to the screen and other computer components. A shoulder strap for the “always on” case is available.
- Do not grab and squeeze the Computer, as this can damage the screen and other components.

4.6 Screen Care

The Computer screen can be easily damaged if proper care is not taken. Screens are particularly sensitive to damage from excessive pressure.

- Do not touch the Computer screen with anything (your finger, pen, pencil, etc.) other than approved Computer screen cleaners.
- Clean the screen with a soft, dry anti-static cloth or with a screen cleaner designed specifically for LCD type screens. See your Coordinator or Building Principals for assistance in cleaning your computer properly.
- Never leave any object on the keyboard, i.e. pens, pencils, and papers with staples left on the keyboard are guaranteed to crack or severely scratch the screen when the lid is closed.

4.7 Battery Life and Charging

- Bring the Computer to BCHS every school day. (If the Student forgets his/her equipment, substitutes will NOT be provided, except for unusual circumstances at the discretion of the teacher or administrator).
- Charging units may be left at home or kept in computer case side compartment. Charging chromebooks during class time is highly discouraged!
- Arrive to school each day with a fully charged battery. Establish a routine at home whereby the Student takes responsibility to charge the Computer overnight. Get into the habit of charging the laptop when you charge your cell phone. The laptop contains a power USB port. When a cell phone is connected to it, both phone and laptop can charge from one outlet.
- Avoid using the charger in any situation where the Student or another is likely to trip over the cord. Don't let the battery completely drain. Immediately shutdown if the Student is unable to connect to a charger.
- Close the lid of the Computer when it is not in use, in order to save battery life and protect the screen.
- If a battery needs charging, students may charge battery at the technology office, commons, library, or classroom (with teacher permission).

4.8 Personal Health and Safety

- Avoid extended use of the Computer resting directly on the lap. The bottom of the laptop can generate significant heat and therefore cause temporary or permanent injury. Use a barrier—such as a book or devices made specifically for this purpose— when working with the laptop on the lap. Also, avoid lap-based computing while connected to the charging unit, as this will significantly increase heat production.
- Avoid lengthy use involving repetitive tasks (such as typing and use of the track-pad). Take frequent breaks from using the Computer and alter your physical position (typing while standing, sitting, leaning, etc.) to minimize discomfort.

PART TWO: TECHNOLOGY USE AND POLICIES

5. Use of Teacher Web Tools for Learning

While enrolled at Beckman Catholic High School, the Student will have access to the teachers' course management system such as but not limited to Google G Suite Apps, Hapara Student Dashboard/Workspace & Edmodo. Teachers will create a variety of blogs, wikis, discussion boards, posts, emails, and activities in support of academic growth.

BCHS's primary use of Google G Suite Apps, Hapara Student Dashboard/Workspace & Edmodo or other course management systems and web tools is for academic purposes only. Google G Suite Apps, Hapara Student Dashboard/Workspace & Edmodo, like other course management systems, allow the academic community to

use social networking to interact with learning content, student peers, resource persons, and teachers. As such, students are expected to use assigned social networking areas as a learning tool and not for unrelated communication and gossip.

As always, classroom teachers and administration will monitor all networking activities for appropriate use. *Students are required to use BHCS assigned g-mail for school related use including but not limited to Google G Suite Apps, Hapara Student Dashboard/Workspace & Edmodo access.*

Google G Suite

At Beckman Catholic School, we use G Suite for Education. G Suite for Education is a set of education productivity tools from Google including Gmail, Calendar, Docs, Classroom, and more used by tens of millions of students and teachers around the world. At Beckman Catholic School, students will use their G Suite accounts to complete assignments, communicate with their teachers, sign into their Chromebooks, and learn 21st century digital citizenship skills.

Using their G Suite for Education accounts, students “may (depending on age level)” have access and use the following “Core Services” offered by Google: (Note some services are not enabled at Beckman Catholic.)

- Gmail
- Google+
- Calendar
- Chrome Sync
- Classroom
- Cloud Search
- Contacts
- Docs, Sheets, Slides, Forms
- Drive
- Groups
- Google Hangouts, Google Chat, Google Meet, Google Talk
- Jamboard
- Keep
- Sites
- Vault

In addition, we also allow students to access certain other Google services with their G Suite for Education accounts. Specifically, your child “may (depending on age level)” have access to the following “Additional Services”: (Note some services are not enabled at Beckman Catholic.)

- Chrome Store
- Google Bookmarks

Google Books
Google Cloud
Google Cloud Print
Google Data Studio
Google Earth
Google Groups
Google Maps
Google Photos
Google Play
Google Search
Google Takeout
Google Voice
Material Gallery
Third Party Backup Apps
YouTube
Blogger

Google provides information about the information it collects, as well as how it uses and discloses the information it collects from G Suite for Education accounts in its G Suite for Education Privacy Notice. You can read that notice online at https://gsuite.google.com/terms/education_privacy.html

6. TECHNOLOGY ACCEPABLE USE AND CONDUCT RULES

6.1 General Information: The primary goal of BCHS's available technology is to enrich the learning that takes place in and out of classrooms. In particular, technology offers opportunities for exploration and analysis of academic subjects in ways that traditional instruction cannot replicate. However, certain legal and ethical restrictions apply. Also, the limited supply of both hardware and software requires us to set priorities for use. Academic work for courses always takes priority over other use of the computer equipment. Computers provided in computing centers located in the school building are reserved exclusively for academic use.

6.2 Internet Access: Internet access is available to students and teachers at Beckman. The Internet offers vast, diverse, and unique resources to students and teachers. Our goal is to promote educational excellence in schools by facilitating resource sharing, innovation, and communication.

The Internet is an electronic highway connecting thousands of computers and millions of individual subscribers all over the world. Students and teachers have access to the following:

- Information and new developments in the areas of math, science, humanities, the arts, etc., as well as the opportunity to correspond with scientists, mathematicians, artists, poets, business persons, governmental agencies, and specialized researchers.
- Public domain software and shareware of all types.
- Discussion groups on a wide range of topics such as different cultures,

foreign nations, environment, music, art, politics, etc.

- Access to many worldwide library catalogs and database resources such as university libraries, the Library of Congress, public libraries, and museums.
- Exchange of ideas and classroom projects with people from all over the world through the use of technology.

6.3 Network Resources: Network services refers to all aspects of BCHS's owned or leased equipment, including computers, printers, scanners and other peripherals, as well as email, domain cloud, Internet services, servers, network files and folders, and all other technology-related equipment and services. These rules apply to any use of BCHS's network resources whether this access occurs while on or off the school premises. *Accessing the Internet and network resources is a privilege granted for the primary purpose of conducting research, completing class assignments, and gaining familiarity with evolving electronic communications. Email is not guaranteed to be private. People who administer the system have access to g-mail accounts.*

6.4 Appropriate Use of Network Resources: With access to computers and people all over the world also comes the availability of material that may not be considered to be of educational value in the context of the school setting. BCHS has taken precautions to provide monitoring/filtering of access to inappropriate materials. On a global network, however, it is impossible to control all materials, and an industrious user may discover inappropriate information. BCHS will educate users on digital citizenship and what is considered appropriate Internet usage. BCHS firmly believes that the valuable information and interaction available on this worldwide network far outweighs the possibility that users may procure material that is inconsistent with the educational goals of the diocese. (Archdiocesan Policy 2511)

6.6 Prohibited Acts:

The Student may not use network resources/Internet:

- to create, send, access or download material which is abusive, hateful, harassing or sexually explicit.
- to transmit any material in violation of any U.S. or state regulation is prohibited. This includes, but is not limited to: copyrighted material, threatening, violent, or obscene material, or material protected by trade secret. Use for product advertisement, political lobbying, game playing, unauthorized "chat," or chain letter communication is also prohibited. Other examples of unacceptable information are pornography, information on bombs, inappropriate language and communications, flame letters, etc.
- to download, stream or listen to Internet-based music, video and large image files not required for school work, as this slows the performance of the network for all users. The school will monitor the network for violations.
- to send file attachments through the school's email system that are greater than 5MB in size. The transfer process can hinder network

- speed and access to others; if you need to transfer large files, please contact the Technology Coordinator to make special arrangements.
- to alter, add or delete any files that affect the configuration of a school computer other than the laptop assigned for personal use.
 - to conduct any commercial business.
 - to conduct any illegal activity (this includes adhering to copyright laws).
 - to access the data or account of another user; altering files of another user is considered vandalism.
 - to create their own activities or events on the school district's technology network/domain cloud without consent and direction of the classroom teacher and Building Principals.
 - to ask for or send photos, videos, audio of other students, teachers, or school guests without consent and direction of the classroom teacher and Building Principals.
 - to ask for personal information about other students. Examples include but are not limited to: email address, phone number, home address, and physical description.
 - give out their home address or phone number to anyone on the Internet; this protects users from becoming potential victims of those with criminal intent.
 - give password(s) to anyone. Assigned login username and password for servers, email, Chromebooks, and student information systems are confidential in which users need to follow good security practices at all times, which mean it will not be shared with anyone. *In order to assure system-wide security, each user of shared computer resources must follow designated security guidelines.*
 - access to Google G Suite Apps, Hapara Student Dashboard/Workspace & Edmodo using non-BCHS provided email accounts.
 - post anonymous messages.
 - forward email commonly known as "SPAM," Unsolicited Commercial Email (UCE), or "junk email."
 - cause damage to individual or school property. All acts of vandalism are prohibited.
 - access a Proxy to view any Blocked or Shared Sites.
 - abuse the use of paper in our school.

This section is not intended as a comprehensive list. The student handbook and school board policy may apply for disciplinary consequences including limited access to network services and loss of computer privileges if there is a violation. Other student conduct rules and policies may apply.

6.7 Discipline

Any student who violates these rules will be subject to disciplinary action. The minimum consequence will be a letter home. Students who violate the File Sharing

rules will also have their hard drives restored to the original settings. Serious or repeated violations will result in the student's use of technology being restricted and/or revoked. Improper student conduct is subject to disciplinary action according to school board policy and the student handbook.

Vandalism is defined as any malicious attempt to harm or destroy data of another user or to damage hardware or software. This includes, but is not limited to, the uploading or creation of computer viruses. Unauthorized use of another's computer, access accounts, and/or files is prohibited.

The smooth operation of the network relies upon the proper conduct of the users who must adhere to strict guidelines. In general, this requires Christian, efficient, ethical, and legal utilization of the network resources. If a BCHS student user violates any of the provisions of Archdiocesan Policy 2511 or this Technology Use Agreement, the student's parents/guardians will be notified, and the student's Internet/email/computer access may be terminated with the possibility of future access denied.

6.8 Legal Issues and Jurisdiction

Because BCHS owns and operates the equipment and software that compose our network resources, the school is obligated to take steps to insure that all facilities are used legally. Hence, any illegal use of network resources is prohibited. All content created, sent, accessed or downloaded using any part of BCHS's network resources is subject to the rules stated in this policy. School administration monitors our network and may find it necessary to investigate electronic incidents even if they happen after hours and outside of school. As the owners of our network resources, including email system, the school administration reserves the right, if needed, and at its discretion, to remotely access, open, examine and/or delete electronic files that violate this Technology Use Agreement. *Students will be financially responsible for any unauthorized commitments made through the Internet. Actions such as plagiarism, invasion of privacy, unauthorized access, violation of copyright laws as well as other illegal activities may be grounds for disciplinary and/or appropriate legal action*

6.9 Internet Filtering

Internet filtering will be utilized using two systems. The iBoss program will be used "Outside of the School Network" and will be administered and activated at all times when the laptop is not connected to the in-school network. The Fortinet program will be activated "During School Hours" and when the laptop is connected to the in-school network. The Fortinet filter is restrictive, preventing access to sites that BCHS feels could overtax bandwidth use or be distracting or disruptive to the school environment. The iBoss filter will allow for additional sites to be viewed such as popular social networking sites, while still blocking inappropriate material. Non-Chromebooks/in-school computer systems will be filtered using Fortinet program.

6.10 Disclaimer

BCHS does not have control of the information on the Internet or incoming

Email. Sites accessible via the Internet may contain material that is defamatory, inaccurate, abusive, obscene, profane, sexually oriented, threatening, racially offensive, illegal or otherwise inconsistent with the mission of the Beckman Catholic Junior/Senior High School. While BCHS's intent is to make Internet access available for educational goals and objectives, account holders may have the ability to access other materials as well. At BCHS, we expect students to obey the Technology Use Agreement when using the Internet. Students found in violation of the policy will be disciplined.

In addition, BCHS students take full responsibility for their access to BCHS's network resources and the Internet. Specifically, BCHS makes no warranties with respect to school network resources nor does it take responsibility for:

1. the content of any advice or information received by an account holder;
2. the costs, liability or damages incurred as a result of access to school network resources or the Internet; any consequences of service interruptions.

This agreement is subject to change. Please contact the Building Principal for any questions regarding this Technology Use Agreement.