

Christ the King Catholic School
One to One Technology Program Acceptable Use Policy

A. Introduction

In this document, “Laptop/Tablet and accessories” will be referred to as “device”, “Christ the King Catholic School” will be referred to as “school”, “Information Technology” will be referred to as “IT”. The device and all issued accessories (keyboard, pen, etc.) are the property of the school. The device is owned by the school and loaned to the student (similar to a textbook) for their entire Jr. High career. It must be used in accordance with the following policies and procedures, student/parent handbook, any applicable local, state, and federal laws. Use of the device as well as access to the computer network, Internet, email, etc. is a privilege and not a right. This device is provided for educational purposes only. It is to be used only by the assigned student.

B. Management, Administration Monitoring and Privacy

Users have no expectation of privacy using school equipment. With that being said, we do not and cannot monitor or record from the webcam or microphone. All other activity and use can be monitored or recorded at any time. The school reserves the right to inspect any and all data and devices without notice or warning, at any time, and for any purpose. We use internet and other filters that work on and off campus. If you inadvertently access a web site that contains obscene, pornographic or otherwise offensive material, notify a teacher, office staff, IT, or send an email to helpdesk@ckschool.com immediately so that such sites can be blocked from further access. Similarly, a user is encouraged to inform a teacher, office staff, IT, or submit an email to the helpdesk if you become aware of another user accessing or has accessed prohibited material. This is not merely a request; it is a responsibility.

C. Systems Management, Data Integrity, and Security

Students will login to our network in order to use school resources and back up their work. Students will have their own user account and folder(s) on the network with ample space to back up any school-related work. The “My Documents” folder will automatically save a copy of all student documents to the

school server while students are on the school network. When a student adds a document to the My Documents folder while working at home or away from school, that document will be copied automatically to the school server when the student logs onto the network at school. Additional folders in the My Documents folder may be created or added by the student. All academic student work should be stored in one of the My Documents folders. Only files stored in My Documents will be automatically backed up and saved. Student work saved to a different location on the computer, including the desktop, will not be saved to the school server. Students should also backup all of their work at least once each week using removable file storage and/or the provided OneDrive cloud storage. All students have access to a micro SD card reader or USB drive on which to store data. It is the responsibility of the student to see to it that critical files are backed up regularly to at least one of these two locations. It is the student's responsibility to ensure that work is not lost due to mechanical failure or accidental deletion. Computer malfunctions can and do happen. They are not an acceptable excuse for not submitting work.

Devices come with a standardized configuration already loaded. These configurations may not be altered or changed in any way. This includes upgrading the operating system or installing other operating systems. The software originally installed by the school must remain on the device in usable condition and be easily accessible at all times. With that being said, the device will automatically download and install updates and security patches. This will generally occur on the last Friday of the month. Updates are scheduled to install outside of school hours. Please restart when prompted to avoid problems. The device is loaded with a variety of other coursework related software. From time to time, the school may add/remove software applications for use in a particular course. Periodic checks of device will be made to ensure the school has not exceeded its licenses. Other than IT, adding, removing, repairing, or reconfiguring hardware and software is prohibited. IT collects devices for maintenance from time to time and during the summer. All files not backed up to the server or other storage media will be deleted during these processes. The school does not accept responsibility for lost data. The device has anti-virus software preinstalled. This software will scan the hard drive and other drive(s) for known viruses. The virus software will be automatically upgraded by IT. Tampering with, uninstalling anti-virus, or other security software is grounds for disciplinary action. The school will provide Wi-Fi for students to use while on campus. Connecting to a cellular

hotspot while on campus is unacceptable. This will be considered bypassing the security systems resulting in disciplinary action.

D. User IDs and Passwords

Every student will be assigned a User ID and password. Students should guard this information just as they would guard any other sensitive information. If a password is compromised, IT must be informed immediately so the user's account can be temporarily deactivated and a new password assigned. Only IT is allowed to set hardware and encryption passwords. This includes but not limited to 3rd party screen savers passwords, BIOS, hard disk passwords, and full disk encryption. No one other than IT may attempt to recover passwords or other data.

E. General Information about Devices

Students are required to attend an orientation determined by administration. Students are to treat their devices with care and respect. Devices will be checked randomly to determine if each student has the appropriate device and to assess condition of the device. Students are encouraged to help each other in learning to operate their devices. However, such help should be provided verbally without touching the other person's device and/or only with the user's express permission. Passwords should always be kept confidential. Students may never share their password with another student. If a student needs assistance with their device, IT is available from 8:30 am to 4:30 pm in room 133. Please do not interrupt the computer lab as they are not able to provide support unless you are in that class. Support is also available other times by sending an email to support@ckschool.com. If the device is malfunctioning, please send a detailed description of the problem to helpdesk@ckschool.com. After hours support is not guaranteed and cannot respond after 9 pm. If the device is lost, stolen or damaged, parents/guardians/student should immediately report the loss or theft to the school administration and IT. In the case of a device being stolen or lost in a fire, a police/fire report must be filed and a copy sent to the school. If the device is damaged or not working properly, it must be returned to IT for repair or replacement. The device comes with accidental warranty coverage. This covers against accidents such as: liquid spills, accidental drops, power surges, etc. This coverage does not provide for damage caused by fire, flood, theft, loss, misuse,

intentional, frequent, or cosmetic damage. Neither students nor parents/guardians are authorized to attempt repairs themselves, or contract with any other individual or business for the repair of the device. This will void the warranty and result in disciplinary action.

F. General Use and Care of Device

Students are responsible at all times for their device both on and off campus. While at home you may connect to your home wireless, hotspot, printer, etc. as long as no software or hardware modifications are made. Due to the vast number of networking and printer products on the market, IT will provide very limited support for devices at home.

General Precautions:

- No food or drink is allowed next to your device.
- Cords, cables, and removable storage devices must be inserted carefully into the device.
- Students should never carry their device while the screen is open unless directed to do so by a teacher.
- Devices must be shut down completely before transporting them from school to home and from home to school. Closing the lid or using sleep mode is not acceptable. This insures your files are synced properly.
- Devices should be in sleep mode or hibernated before transporting them from class to class. Closing the lid will trigger this.
- Devices must remain free of any writing, drawing, stickers, or labels that are not authorized by the school.
- All identification tags, stickers and marks must be visible and not altered in any way. If they start to come off or your case blocks them, please see IT.
- Devices must never be left in a car or any unsupervised area.
- Students are responsible for keeping their device battery charged for school each day. Please power it completely down and charge it overnight on school days.
- Students are not to bring their power cord to school each day. A full charge will last all day.
- Students are to bring their keyboard to school each day if detachable.
- IT has limited capacity to check out spare power cords, styli, or keyboards to students if theirs are left at home. Students who do check out a loaner

will be responsible for the loaner as well as their issued device and accessories.

- Lost devices, accessories, and neglect will be billed at full replacement cost.
- The Charger, Keyboard, and Stylus must be official Microsoft/HP parts to keep the warranty from being voided.

Carrying Devices:

The protective backpack and case outlined in the school supply list should provide the device sufficient padding to protect the device from normal treatment. This will provide a suitable means for carrying the computer to and from school. Cases must be designed specifically for the device. The guidelines below should be followed to and from school:

- Devices should always have the keyboard closed when carried.
- The device must be turned off with the screen facing the keyboard before placing it in the protective backpack.
- The power cord should NOT be plugged into the device while in the protective backpack. This will cause damage to the power jack.
- The computer compartment in the protective backpack should be used for the sole purpose of carrying your device.

Screen Care:

The device screens can be damaged if subjected to rough treatment or drops. The screens are particularly sensitive to damage from excessive pressure on the screen.

- Do not lean on the top of the device when it is closed.
- Do not place anything near the device that could put pressure on the screen.
- Do not place anything in the carrying case that will press against the cover.
- Do not place anything on the keyboard before closing the lid (e.g., pens, pencils, or disks).
- Clean the screen with a soft, dry cloth, or anti-static cloth. Any cleaning products used on the screen must be designed to clean touch screens. Windex and other glass cleaners will damage the screen.

G. Use of the Device for Internet and E-mail

Parents/guardians and students are required to read and sign the acceptable use policy in the handbook prior to receiving Internet and e-mail access.

H. Parental Responsibility:

- Parents will be responsible for monitoring student's use of the device at home.
- Parents will be responsible for reviewing the use of acceptable use policy with their child(ren)/student(s).
- Remember, parents are responsible for overseeing their child's use of the Internet while at home.

I. Enforcement and Consequences for Inappropriate Use

Students are expected to use their devices in accordance with these policies and procedures, the acceptable use policy in the handbook and any applicable laws. Any inappropriate or careless use of a device should be reported to a teacher, IT, or other staff member immediately. Violations of this policy will be investigated by appropriate personnel. Where appropriate, disciplinary action will be taken for any violation of this policy. Failure to use the device in an appropriate manner will result in, but will not be limited to, the following consequences, as determined by the staff and administration:

- Cancellation of student use or access privileges, including the privilege of taking the device home
- Detention
- Suspension or expulsion from school
- Civil or criminal liability under applicable laws

The school will report all violations or suspected violations of local, state, or federal laws and policies to the appropriate administrator, agency, or law enforcement authority and will cooperate fully in the investigation of any activity which may violate established law.