

Lancaster Catholic High School

TECHNOLOGY ACCEPTABLE USE POLICY

This policy is intended to provide students and parents with knowledge of the parameters for acceptable and legal use of computers, hardware, and software accessed within the school, personal devices brought by the student, and school issued devices. Personal technological devices include, but are not limited to, any Wi-Fi capable mobile device, including laptop computers, iPads, iPod Touches, eReaders, smart phones, and other tablets.

Students who are accessing school technology, or who bring their own, must use it in accordance with these established guidelines for the purpose of learning. The school will monitor technological activities that take place on campus during the school day including logging website access, newsgroup access, bandwidth, and network use.

Christian morality obliges each person to use all things in ways that are good and meaningful for human development. With right of access comes the responsibility to use the source both correctly and wisely. Lancaster Catholic students and staff are expected to exercise wise judgment, common sense and good taste in selecting sites and materials from the internet. Staff will assist monitoring internet sites at school, but it is ultimately the responsibility of each student and parent/guardian to monitor the use of the internet at home.

Lancaster Catholic High School requires that all students abide by the [Children's Internet Protection Act](#), the [Acceptable Use Policy for the Harrisburg Diocese](#), as well as the Student Handbook and all applicable state and local laws pertaining to stalking, harassment, and bullying.

Acceptable use guidelines

- 1) All students within the building are to connect through our Lightspeed filtered and secured server when using LCHS issued devices or personal devices. Any student who accesses material on their own device through a data plan will not be protected by our secure server.
- 2) Teachers have the right to monitor the use of personal technological devices at any time.
- 3) Students must keep their devices on their person or locked in their assigned locker. Teachers may ask students to keep phones in the classroom phone caddy for the duration of each class period. The school takes no responsibility for lost or stolen personal devices. Thefts of property will be investigated and reported to the proper authorities.
- 4) Students are expected to charge their devices at home. An uncharged device may result in a student being unable to submit an assignment or take an online test/quiz.

5) Students who use technology to complete assignments are expected to hand all assignments in on time, even if technology issues arise. Students are encouraged to always have a back-up plan, use cloud storage and make a hard copy. LCHS acknowledges that problems may arise with the use of technology that are out of the student's control. These issues will be handled on a case by case basis and at the discretion of the classroom teacher.

6) Students may use devices during non-instructional times, such as passing periods, lunch, study hall, and before/after school, pursuant to guideline number 3, above. If a student causes a disruption during those times with the device, they will be instructed to put it away.

7) Students are prohibited from accessing faculty, and staff computers, as well as school file servers, for any reason.

8) LCHS's bullying policy includes the use of all technology.

Lancaster Catholic High School respects the privacy of every student with respect to stored files and e-mail accounts. However, school administration maintains the right to search these files in order to investigate suspected inappropriate behavior.

Any student who violates the acceptable use policy will be referred to the administration. Consequences for inappropriate use may include detention, suspension and/or loss of device privileges, or expulsion. LCHS reserves the right to alter or amend this policy at any time.

Device use guidelines

- Devices include Google Chromebooks
- Devices will be issued to freshman and new students at the beginning of the school year. They are to be brought to school every day to be used for academic purposes.
- It is the student's responsibility to keep the Device safe and secure at all times.
- The Device must not be stored in a location where it can be damaged by moisture or extreme hot or cold. Do not leave it in a car, unlocked locker or any unsupervised area.
- If a Device is off campus, lost, damaged, or working improperly, email nmarinaro@lchsyehs.org and have the device returned to the Technology Integrator, Mr. Marinaro, room 206.
- If a device is stolen at home, the family is expected to report the theft to the proper authorities. If the Device is stolen at school, the school will report the theft to the proper authorities.
- All students will have access to the Google Chromebook Limited Insurance Plan. Please see below. If a student no longer qualifies for the Insurance Policy, they will be held responsible for damage to their Device including, but not limited to the following: broken

screens, cracked plastic pieces, and inoperability. 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 cases and cables will be charged the actual replacement cost.

- Students are expected to charge their devices at home. Limited charging opportunities will exist at school.
- Students must have Devices covered with school issued cases at all times. Failure to do so will result in disciplinary action.
- The Devices and cases must remain free of writing, drawing, stickers, skins or labels that are not the property of Lancaster Catholic High School.
- Students using Chromebooks must use their LCHS issued Google ID.

Sound, Music, Photos

- Sound must be muted at all times unless permission is obtained from the classroom teacher.
- Music is allowed on the Device and can be used at the discretion of the teacher or study hall moderator. Music may not be listened to during the change of classes.
- Photo/image storage on the Device will be for school projects only.
- All software/Apps provided by the school must be loaded and available on the Device at all times.
- Data Storage will be through Google Applications. Do not use disk space on Device.
- Students should be mindful of the limited storage capacity of the Device.
- Students must obtain permission from the classroom teacher prior to taking a picture in class.

Prohibited use of the Device

- Exchanging Devices with another student
- Using the Device for any action that violates school rules or public laws
- Spamming: sending mass or inappropriate emails
- Using or possessing hacking software

- Creating, accessing or distributing offensive, profane or sexually explicit material
- Replacing, altering, modifying or repairing the Device
- Deleting preloaded apps
- The possession, forwarding, or uploading of unauthorized photos or video to any website, network storage area, or person is strictly forbidden. In addition, photos and video taken with devices may not be used to slander, bully or denigrate any student or staff member.

Lancaster Catholic High School Google Chromebook Limited Insurance 2022-2023

Students being issued a Google Chromebook for the 2022-2023 School year will be provided a limited Insurance policy for their device. The policy includes the following:

- 1st repair is free
 - Damage caused by unintended use, including a broken screen
 - ANY subsequent repairs will be covered by the student
- In an event where the device is lost, the student will be responsible to cover half the replacement cost (approximately \$150)
- In an event where the power supply is lost, the student will be responsible to cover half the replacement cost (approximately \$30)
- In the event of a theft that occurs off site, families must submit a claim via their Homeowners Insurance
 - Lancaster Catholic High School will provide a replacement device
 - Lancaster Catholic High School will assist and provide any information needed in applying for the claim
 - Reimbursement will be given to LCHS
- Normal wear and tear damages will be taken care of and paid for by LCHS. This includes:
 - Replacement batteries
 - Power cords that no longer function
 - Students are responsible for lost power cords and chargers
 - Devices that no longer functions due to manufacturer defect

The Google Chromebook Limited Insurance Policy will become void if the device is not kept in the provided case

*Lancaster Catholic High School reserves the right to update and revise policies as needed.
Lancaster Catholic High School does not collect or sell any student data on the issued Devices.*