



1:1 Technology Program

Guidelines for Acceptable Technology Use

Students are informed of their rights and responsibilities by reading this Acceptable Use Policy prior to gaining access to computer networks or websites, or using technology, either as individual users or as members of a class or group. Students are responsible for proper conduct on the school's computer networks; when using computers and equipment, including personal devices; and when using network and online information resources.

Due to continuous advancements in technology, additional restrictions and use guidelines may be instituted at any time and throughout the school year. If it becomes necessary to amend the Acceptable Use Policy, parents and students will be notified of the amendments via normal communication channels.

St. Anne Catholic School students agree to abide by the rules and regulations listed regarding the use of computer networks, computers, and equipment—including personal devices brought on campus—and access to Internet resources. Failure to comply with these rules may result in disciplinary actions, up to and including dismissal from school. Because St. Anne Catholic School is a 1:1 technology school, students must have access to technology to remain enrolled at the school. Students who commit such egregious violations of the Acceptable Use Policies as to lose technology privileges also risk dismissal from the school.

Student Responsibilities

Students will use the technology provided by St. Anne Catholic School in a responsible and ethical manner as prescribed in this document and consistent with the behavioral standards set forth in the St. Anne Catholic School Parent/Student Handbook and the St. Anne Catholic School Acceptable Use Policy. Students will be required to use the school assigned email Gmail account. During school hours, students will limit all electronic activity and communication to that which supports school related work, collaboration, and communication. Students must obey all general school rules concerning behavior and communication that applies to technology/computer use. If a student should receive an email or other electronic message containing inappropriate or abusive language or if the subject matter is questionable, he/she is asked to bring it to the attention of a faculty member, administrator, or tech department staff member. Students will care for and manage the technology in compliance with all policies set forth in this document.

Parent/Guardian Responsibilities

Parents/guardians should guide their children through the standards and values associated with the appropriate use of technology and the Internet both in and out of the home. Parents should familiarize themselves with the policies and procedures associated with technology use contained in this and other documents and partner with St. Anne Catholic School. This partnership will include standards associated with digital citizenship, cyber-etiquette, safe surfing, and other responsible uses of technology tools. Parents may need to purchase other necessary school authorized apps on the technology or accessories beyond those provided at the time of issue. Parents/Guardians are asked to have an ongoing conversation with their student about values and the standards that your child should adhere to while accessing the

Internet just as you do on the use of all media information sources such as television, telephones, movies, and radio. Parents should establish ground rules for technology use outside of the school day. Technology devices using the school's network (on campus) will be filtered; however, devices logged on to different networks (home) will only be filtered based on those network capabilities. For more information and assistance, please contact the Technology Coordinator, jwhite@stannelvvnv.org.

School Responsibilities

The school will provide and maintain Internet and student account access to its students. The school will also provide Internet filtering and blocking of inappropriate content to the best of its ability on campus in accordance with Federal Child Internet Protection Act (F-CIPA) guidelines. The school will provide necessary training to students and faculty to maximize the potential of these tools. The school will maintain, repair, or replace all devices, as discussed in other sections of these Policies and Procedures. All Apple Care and Chromebook coverage and other associated warranty policies are held and maintained by St. Anne Catholic School.

Student Activities Strictly Prohibited

- Tampering with St. Anne Catholic School settings and installed profiles and certificates
- Downloading/Installing inappropriate/unauthorized apps
- Illegal installation or transmission of copyrighted materials
- Switching technology or allowing use by anyone other than the issued student
- Students may not impersonate another's identity on the school's computer networks, virtual networks, electronic resources, or websites.
- Sending, accessing, uploading, downloading, or distributing offensive, profane, threatening, pornographic, obscene, violent, or sexually explicit material
- Inappropriately utilizing photos, video, and/or audio recordings of any person. Note: Unauthorized recording of St. Anne Catholic School students and staff is prohibited.
- Use of unauthorized chat rooms, message boards or sites selling student work
- Unauthorized messaging services
- Internet or computer games unless authorized by school faculty for assignment purposes
- Changing technology issued settings or resetting your technology
- Spamming or sending mass or inappropriate emails
- Gaining access to other students' account or technology data without authorization
- Use of the school's internet/student accounts for financial or commercial gain or for any illegal activity
- Use of anonymous or false communications
- Unauthorized distribution of personal information over the internet
- Vandalism
- Attempting to bypass St. Anne Catholic School web filtering software
- Any action that violates existing behavioral standards covered in the Student Handbook including cyberbullying, cyber harassment, cyber stalking, or sexting
- Plagiarism

Violation of Acceptable Use Policies

The use of the St. Anne Catholic School's technology resources is a privilege, not a right. The privilege of using the technology resources provided by St. Anne Catholic School is not transferable or extendible by students to people or groups outside the school and terminates when a student is no longer enrolled at St. Anne Catholic School. This policy is provided to make all users aware of the responsibilities associated with efficient, ethical, and lawful use of technology resources. A violation of any of the User Terms and Conditions named in this policy may result in disciplinary action up to and including suspension and/or expulsion for students. When applicable, law enforcement agencies may be involved.

St. Anne Catholic School Technology 1:1 Program Information

St. Anne Catholic School's technology program is a tremendous educational opportunity and a privilege that comes with much responsibility. St. Anne Catholic School students should be able to handle this incredible responsibility with appropriate guidance from both faculty/staff and parents/guardians. The school is committing time and resources to properly instruct students regarding device use and to communicate the expectations governing the program.

1. Receiving Your Technology

Most students will receive their technology in August. At this time, students will receive preliminary training on the technology. This will include learning login procedures, familiarization with school systems and a review of this document. Signing the Technology Distribution Form will signify acceptance of the terms and conditions of the policies stated in this Acceptable Use Policy for the 1:1 Technology Program.

2. Training

Students and families will be given additional training on the use of the technology during Curriculum Night as well as throughout the school year. Additional support can be obtained by making an appointment with the Technology Coordinator.

3. Collection of Devices

All students will return their devices to the technology team at the end of the school year. During this time the school will wipe, update, and add programs to the technologies. Students may be required to submit their devices at other times during the school year as deemed necessary. St. Anne Catholic School reserves the right to collect a device for any reason. Students will be assessed fines, including the possibility of full replacement cost for any damage to the technology, including cosmetic modifications.

4. Leaving St. Anne Catholic School

Students who are dismissed, withdraw, or leave the school for any reason must return the technology and any accessory components immediately and in acceptable condition. Parents/guardians will be held financially responsible for the technology and any damage deemed intentional or beyond normal wear and tear. The privilege of using the technology resources provided by St. Anne Catholic School is not transferable or extendible by students to people or groups outside the school and terminates when a student is no longer enrolled at St. Anne Catholic School.

5. Care of Technology

The use of the technology in the classroom is a privilege. Students are required to keep the technology in working order at all times. Students are not to modify or decorate the device in any way. Devices that are broken, damaged, or not functioning must be reported to the teacher or administration immediately for evaluation. **Devices are not to be taken anywhere for servicing unless directed by a member of the St. Anne Catholic School administration.**

6. General Precautions

The screen of the technology is delicate and expensive. The screens are particularly sensitive to damage from excessive pressure on the screen. Please observe the following rules:

- Do not lean on the top of the technology or put excessive pressure on either front or back surfaces.
- Do not put anything on the top of the technology when it is closed.
- Do not “bump” the technology against cubbies, walls, desks, floors, etc.
- Do not put the technology on the floor under your desk, rather keep it in the case and slide it carefully in your backpack.
- Do not put things in the backpack that will overcrowd or put excessive pressure on the screen.
- Only use a clean, soft cloth to clean the screen, no cleansers of any type.
- Cords and cables must be inserted carefully into the technology to prevent damage.
- Devices and school-issued technology cases must remain free of any writing, drawing, stickers, or labels.
- Devices must never be left in an unlocked car or any unsupervised area. If they must be stored, store them in the trunk of a car. They should never be visible in a car even if the car is locked.
- Never store and expose devices in direct sunlight or in extreme temperatures.
- Never leave devices unattended in or outside the backpack.

7. Battery

Devices must be charged every day before school begins. It is the responsibility of the student to charge his or her technology each evening.

- Students are not excused from work for failing to charge their technology.
- School faculty will not loan out power cords.
- Do not share or loan power cords to other students.

- Do not use any other or unauthorized power cords not given by the St. Anne Catholic School.

8. Protecting and Storing

Students in grades 2-8 are provided with a case for their technology. The protective cases provided with technologies have sufficient padding to protect the technology during normal use. However, the case will not protect the technology from negligence and abuse. Kindergarten and first grade will have the option to supply their own iPad case.

9. Using the Technology at School

Devices are intended for use at school each academic day. In addition to classroom teacher expectations for technology use, school messages, announcements, calendars, and schedules may be accessed using the technology. Students should bring their technology to all classes, unless specifically instructed not to do so by their teacher. Students are prohibited from watching online videos that depict violence, sexual harassment, drugs, alcohol, etc., and from listening to inappropriate music online (e.g., YouTube and Spotify) that depicts inappropriate gestures and content.

10. Technologies Left at Home

If students leave their technology at home, they are responsible for getting the course work completed as if their technology is in their possession. It is not the teacher's responsibility to make modifications to the lesson due to a student's lack of responsibility. The absence of the technology will not excuse the student from completing assignments or fully engaging in class activity. No loaner technology will be issued for students leaving their technology at home. If a student repeatedly leaves their technology at home, they will be subject to appropriate disciplinary action.

11. Technologies Left Unattended

Devices should never be left unattended. All devices are to be secured at the student's assigned seating desk when not being used. Storing your technology in a backpack and leaving a backpack out in an open area unattended does not sufficiently secure the device and is considered a violation of the ACCEPTABLE USE POLICY. Devices found unattended will be confiscated by St. Anne Catholic School. Repeated instances of this may result in disciplinary actions.

12. Storage of Technology During Events (Athletics, Performing Arts, etc.)

Students must secure devices in designated areas or assigned seating desks during all events. Devices should never be left unattended. Students must secure the devices prior to attending games or events. Unsecured devices, if found, will be confiscated.

13. Managing Your Files and Saving Your Work

Students may save some work directly on the technology. However, it is strongly recommended that students use cloud-based storage for all documents (e.g., Google Drive). St. Anne Catholic School does

not provide data backup services. It is the student's responsibility to ensure that the technology profile and all work is backed up to avoid losing data due to mechanical failure or accidental deletion.

DAMAGE, LOSS, AND THEFT

Students must notify a member of the school administration as soon as a school owned device is determined to be damaged/lost/missing or stolen. Any device found to be damaged, lost, missing, or stolen should be reported no more than one academic day after discovery. Damaged devices should be reported to the faculty. Devices that are lost, missing or that are suspected to be stolen should be reported to the teacher, technology coordinator, or Principal immediately.

The St. Anne Catholic School technology remains school property and is issued to each student for a loan period as custodian of the device. Students and their parents are responsible for the technology at all times. Every effort should be made to ensure that the technology is always stored carefully and out of sight. Students who willfully damage the technology including trying to circumnavigate the school protections or misuse the technology will have to reimburse the school for the entire purchase price of the technology and may be subject to other disciplinary actions.

14. Damage

Students are expected to bring damaged technology to the faculty at St. Anne Catholic School as soon as possible so that the damage can be assessed. **Devices are not to be taken anywhere for servicing unless directed by a member of the St. Anne Catholic School administration.** On the first and second incidents of damage to the technology covered under warranty/reasonable damage, the student will be responsible for paying a \$50 service fee (for each incident) directly to St. Anne Catholic School. If a third incident of damage occurs, or a single incident not covered under warranty, or unreasonable damage, the student will be responsible for the full replacement cost of the technology which is approximately \$485.00 (\$400 for device, \$25 for charging brick, \$25 for charging cable, \$35 for case). Parents/guardians will be charged the cost of any additional repairs and restoration to the technology or accessories.

Students or parents will reimburse the school or other individuals for any damage to school or other individuals' computers, laptops, devices, or any other equipment that occurs as a result of malicious or negligent actions. The school or its designee will carry out the necessary repair or replacement of equipment in such situations.

Students will receive a replacement device once fees have been paid in full. Parents are required to pay the service fee/replacement cost within one week. Support personnel will restore any backup the student may have and instruct the student on reinstalling other apps. St. Anne Catholic School is not responsible for loss of student work and data.

At the end of the school year, cases will be assessed for damage. Damage to the case will result in a fee of \$35. If the case strap is damaged, a fee of \$15 will be assessed.

15. Loss

Students who lose their technology must immediately report it to the teacher, and/or the administration. If the technology is not found within a reasonable time, the student will have to pay the cost of replacing the technology and will be issued a replacement device. The approximate cost of a replacement technology is \$485.00 (\$400 for device, \$25 for charging brick, \$25 for charging cable, \$35 for case).

16. Theft

If a student's technology is stolen, the student or parent/guardian must report the theft to the teacher, and/or the technology coordinator and the Principal. A police report may need to be provided. This must be done before a replacement device can be issued. The student will be responsible for the cost of replacing the technology which is 485.00 (\$400 for device, \$25 for charging brick, \$25 for charging cable, \$35 case).

17. Background Images

Inappropriate media may not be stored/used on the technology at any time. Students do not have permission to customize their technology screen background/wallpaper. Inappropriate media includes, but is not limited to, the following: weapons, sexually provocative or explicit images, inappropriate or offensive language, racial hate, alcohol, drugs, gang related symbols or pictures. The administration reserves the right to make the final determination on what media is considered inappropriate or in violation of St. Anne Catholic School standards as inspections of devices do occur throughout the school year. Violation of this policy will result in disciplinary actions.

18. Personalization of the Technology

Students are permitted to "personalize" the technology to the extent of adding their own bookmarked online academic games and websites provided the aforementioned are in keeping with the spirit and mission of a Catholic school. However, students must keep sufficient space free on their technology for all school related apps and textbooks to function. St. Anne Catholic School is not responsible for backing up non-school items on the technology or for any loss of data. Students must also remember that the technology is school property and is subject to search at any time for any reason.

Regarding sound, it is expected that the technology will be in silent mode during the school day, unless explicit permission is given from a teacher or administrator. Students may also use earbuds or headphones with permission from a teacher or administrator. It is prohibited for students to install unauthorized sounds, such as ringtones and button sounds.

19. Authorized Apps/Software

The school issued technology should be used for school-related purposes. The apps/software installed by St. Anne Catholic School must remain on the technology in usable condition and remain accessible at all times. The school pays for these apps and distributes these to the student through a mobile device manager. Any recommended apps from teachers, students, and parents are welcomed to be reviewed by

the administration. If cost is involved, the principal will communicate furthermore. Unauthorized apps will be removed if deemed inappropriate for school purposes.

20. Inspections/Search and Seizure

St. Anne Catholic School/The Diocese of Las Vegas reserves the right to search such property at any time, without warning, to ensure compliance with our policies, including, without limitation, policies on safety, theft, drug and alcohol use/possession, etc. Accordingly, no student or other person on the St. Anne Catholic School/The Diocese of Las Vegas premises should have an expectation of privacy while on St. Anne Catholic School/Diocesan property. Failure to cooperate in searches or inspection may result in disciplinary action, up to and including dismissal. Periodic reports will be prepared to ensure only authorized apps/websites/software are being used on the St. Anne Catholic School devices. Students having inappropriate apps or content, as deemed by the administration, on their technology will be considered in violation and subject to consequences set forth by the administration.

All electronic devices brought on campus may be subject to search. The school maintains the right to monitor student use of all technology on campus, including personal devices. Files stored by users on the school's file servers are not private; system operators and administrators may review users' files to maintain system integrity in accordance with this Acceptable Use Policy.

21. Procedure for Resetting the Technology

If the technology is suffering a technical difficulty, it is recommended that the student restarts the technology by pressing on the power button. If the technology continues to have increasingly technical difficulties, whether it's from an app or content, the technology may have to be factory repaired **only** by the technology coordinator. The school will not accept any responsibility for the loss of any software or data deleted due to the reset and restore process. Disciplinary action may be taken in the event of any unauthorized resetting of a St. Anne Catholic School technology.

22. Software Upgrades

Updates to the operating system will be available from time to time. Although the technology coordinator is responsible for updates, students can notify the technology coordinator if the technology prompts for an update at times. Students are not allowed to initiate any updates or modifications to any upgrades unless instructed by the technology coordinator.

General Technology Acceptable Use Policies

Responsible Use of Technology

- Access to devices, computer labs and computer network information is available to all students provided they comply with the rules and regulations established in this policy.
- St. Anne Catholic School may limit technology and/or Internet access to students who use resources inappropriately or violate any local, state, or federal laws or ordinances.

- Students who choose to use technology in an inappropriate manner may face disciplinary sanctions ranging from a warning to dismissal from the school.

Legal/Ethical Considerations

- Students must respect and adhere to the laws concerning copyrighted material; threatening, violent or harassing material; obscene material; and material protected by trademark or trade secret.
- Students must adhere to ethical and responsible behavior when using computer network information resources.
- Students must adhere to Catholic principles when using technology.

Networks/Wireless Internet/Filtering

- The setup and use of personal internet cellular connections (“tethering”), personal cellular data connections (e.g., “3G” and “4G”), and peer-to-peer networks is strictly prohibited on campus.
- Students will not attempt to circumvent the school’s security and filtering systems.
- Students may not use the network in a way that hampers its use by others.
- Students will not partake in video/audio streaming of any kind without specific permission from an instructor or the administration.
- During school hours, students will not use the school’s network, computers, or their own devices to play any electronic games unless such game playing has educational purpose and is specifically approved and directed by the supervising faculty member.

Email and Social Networking

- Student use of e-mail at school is limited to school-related matters only and must be approved by school personnel.
- Instant messaging is prohibited.
- Access to any blog (“web log”), forum, or “social network” web site of any kind is restricted to school-related use only, as approved by school personnel. “Social network” web sites include, but are not limited to, Facebook, Twitter, Instagram, Tik Tok, Snap Chat, Vine, Myspace, Xanga, Pinterest, and Tumblr.
- Students may contact a teacher via Google Classroom. All comments and responses are monitored.

Liability for Inappropriate Use

- St. Anne Catholic School is not legally liable for a student’s inappropriate use of the Internet and content displayed.

Saint Anne Catholic School Parent-Student 1:1 Contract

2023-2024 School Year

WE, the undersigned Parent(s) and Student(s), have read the 1:1 Technology Handbook for this school year and AGREE to work with the St. Anne Catholic School in upholding its CATHOLIC PHILOSOPHY. The 1:1 Technology Handbook is available for your review at our school’s website: school.stannelvnv.org under the Parent pull down menu on our home page.

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Parent Signature	Parent Signature
Date	Date

Student Signature(s):

Grade(s):

PLEASE SIGN AND RETURN THIS PARENT-STUDENT CONTRACT BY FRIDAY, AUGUST 18, 2023. THANK YOU.