

Academy of Mount St. Ursula

Student and Caregiver Technology Handbook



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Academy of Mount St. Ursula

Student and Caregiver Technology Handbook

The Academy of Mount St. Ursula (AMSU) may provide a laptop computer (Chromebook), tablet, or other Internet-ready computing device for a student's educational use at school and at home. The use of this equipment is meant to enrich the learning experience for the student as she works to acquire necessary skills and knowledge to become successful in school and in life. This computing device may be referred to as a school-owned computer, school-owned device, school property or school equipment.

This document and additional resources can be found on the AMSU Parent Portal and on the AMSU Student Portal.

The privilege of using school-owned devices at home and at school provides opportunities to learn safe, ethical, and responsible use of technology as a powerful learning tool. You and your student should have signed the AMSU Electronic Resources User Agreement via the ParentPlus and StudentPlus Portal. A copy of this agreement is included at the end of this handbook. If you wish to change your agreement, please contact the school office.

Caregivers: Please discuss the following guidelines and rules with your student before you sign the agreement. This agreement allows your student to bring a school-owned device to and from school. If you have any questions, contact the school's Technology Director or the school principal.

Guidelines and Rules for Use of School Owned Electronic Resources

Digital Citizenship and Internet Safety

- Use AMSU computers and other devices for educational purposes.
- Use electronic resources safely and responsibly.
- Ask a trusted adult if you are unsure about something related to the use of your computer or electronic resources.
- Never share your account information or the account information of others.
- Never capture, post, or share pictures of yourself or others unless you have school permission.
- Tell a trusted adult if you come across something that is dangerous or disturbing.
- All school rules for how you behave and how you treat others apply for in-person and for electronic/online communications.

Security, Filtering, and Monitoring

The school is required by law to provide certain levels of filtering and monitoring of the use of all school owned technology and electronic resources. All students are expected to support these efforts to provide a safe and legal electronic learning environment. It is expected that parents/guardians will monitor the student's use of the Internet at home so that the school-owned device is not used to access illegal or inappropriate websites or download any material from those sites. Please be aware of these cautions.

- Do not use school equipment or electronic resources for commercial or personal gain.
- Do not use school resources for political purposes, like trying to influence elections.
- Do not use school resources for anything illegal or indecent such as bullying, posting inappropriate images or text, or passing along information that is harmful or inappropriate.
- Do not participate in any activity to alter, bypass, or attempt to bypass the school network, security settings, filters, safety settings, or user roles.
- Do not install or download personal software or applications (apps), games, or operating systems without permission.

School Device Use and Care

- Bring your AMSU Chromebook to school each day, fully charged.
- Carry your Chromebook and power supply its protective case.
- Leave all school ID tags or stickers in place; notify your teacher if they are damaged.
- Do not apply stickers or permanently mark an AMSU device in a way that may damage or alter the appearance of the devices.
- Keep your equipment with you or in a locked place to keep it safe from theft or vandalism.
- Do not eat or drink near a school device.
- Use a soft cloth to clean the screens and device body; do not spray anything directly on any part of any device.
- If a school device is not working properly or is lost, damaged, or stolen, please tell the Technology Director and/or the school office immediately.

Improper Use

The use of a school owned device is a privilege and can be revoked due to improper use or intentional damage of the equipment or electronic resources. Multiple incidents of damage may result in the loss of the privilege to use school equipment. All school rules apply to technology equipment and electronic resources as they do for traditional school resources. Please report improper use to your student's teacher, counselor, or school principal.

Loss or Damage of Equipment

If school property is damaged, report the situation to your teacher *and* the school office immediately. If school property is stolen, notify local law enforcement and submit a copy of the report to the school office.

By signing the agreement in this handbook, students and their caregivers take complete responsibility for the full replacement cost of the device if the device is damaged, lost, stolen or becomes unusable. The AMSU Technology Department will generate a quote and notify the AMSU Finance Office. The family will pay AMSU for the full replacement cost as directed by school's finance staff. Replacement cost estimates are in the chart below. The AMSU Technology Department will coordinate the replacement process.

If a computer, computing device, or accessories needs to be replaced due to loss, damage, vandalism, or theft, the parent/guardian will be responsible for the full repair or replacement costs. The family will be responsible for the full cost to cover a new school-approved replacement of the device. The costs below include the estimated replacement cost of new equipment, management system, shipping & handling, and tax.

Repair or Replacement

If equipment is damaged, a reasonable effort will be made to repair the equipment. Fees for damage above normal wear & tear may be imposed on the family to cover the cost of repair and/or replacement. In some cases, the caregiver may be responsible for the full replacement cost as outlined in the *Loss or Damage of Equipment* section of this document.

Instance	Cost
Full Replacement of Chromebook with power supply, required management system, tax & shipping	Up to \$375.00
Full Replacement of Chromebook power cord only	\$40.00
1 st repair of Chromebook	\$50.00
Each additional repair of Chromebook	\$100.00

Families may wish to protect against liability for lost, stolen, or damaged school property by reviewing their insurance options. Caregivers should consult with their own insurance carrier to learn if replacement costs are included in their own homeowner's/renter's policies or riders.

Personal Laptops and Tablets

Student's personal laptops and tablets are not allowed to be used on the AMSU campus for school-related purposes. AMSU-issued devices are fully configured to meet the educational and security regulations required of the school by local, state, and federal authorities. AMSU is not liable for any lost, stolen, or damaged personal devices. Technology service and support are only provided to AMSU-issued laptops and tablets.

Internet Access at Home

Internet access is critically important for K-16 education as a way for students to access information and for teachers and families to communicate. Most Internet providers have programs to obtain free or low-cost Internet access for your home. All but the last program below offers free or low-cost Internet access for families with students who meet certain qualifications such as free or reduced lunch.

Comcast: Internet Essentials Program - <http://www.internetessentials.com/>

CenturyLink: Internet Basics - <http://www.centurylink.com/home/internetbasics/>

Optimum - <https://www.optimum.com/affordable-connectivity-program>

Verizon: Fios Forward - <https://www.verizon.com/home/fios-forward/>

NYC Mesh: Community Internet - <https://www.nycmesh.net/faq> (No income limitation)

Mobile Device “Green Zone” Policy

Students are permitted to use their personal mobile devices in the library and cafeteria. The library and cafeteria are known as a “Mobile Device Green Zones,” meaning that students are free to use their devices in accordance with the following terms of use.

Purpose

The purpose of this policy is to enable students to utilize various technologies as tools for research, interacting with the school social media pages, academic pursuits, and other pursuits of personal interest.

Terms of Use

1. Mobile devices should remain on “silent” or “vibrate” mode in the library and cafeteria.
2. Students are not permitted to place or receive audio or video calls on their mobile device. For emergencies, students and caregivers may call each other via the school’s main office.
3. Students should use headphones for listening to audio while using applications or viewing videos on any device.
4. Students should bring fully charged devices to school. The school will not lend chargers to students for the purpose of charging their devices.
5. Personal devices may not be charged using the AMSU provided Chromebook.
6. Students may not take a photographic image, audio, or video recording of any student, faculty or staff member with any device without the express permission of the individual(s). Students may not post, store, or transmit a photographic image, audio, or video recording of any student, faculty or staff member with any device without the express permission of the individual(s).
7. Students may not use their device on school grounds to post to the internet or communicate to any other individual information that may be considered harmful as determined by school administrators.
8. While the library and cafeteria are “Green Zones,” students should understand that their mobile devices must be put away before they leave the library and cafeteria, as regular school rules regarding mobile devices will continue to apply in the rest of the building including hallways.

Disclaimers

1. Even if students are not connected to the school’s internet network via their mobile devices, they should understand that the school’s Internet Acceptable Use Policy still applies to their use of any device on school grounds. Devices should be used with decorum and respect for others’ privacy. Devices should not be used to access inappropriate materials on school grounds, to publish potentially harmful information about others, or to communicate to another individual any information intended to be harmful as determined by school administrators.
2. Students are responsible for their own property. The school will accept no financial responsibility for lost, stolen, or damaged devices. Likewise, neither the library media specialist nor school administrators will be responsible for conducting searches for lost or stolen devices. Students are also required to use their devices in accordance with the expectations of their parent or guardian. The school will accept no financial responsibility for data, texting, or other charges incurred by students using their cellular devices or any other devices while at school.
3. The use of mobile devices in the library and cafeteria is a privilege which may be revoked at any time, for any reason. Students may be asked to put away their mobile devices or have their mobile device taken away

if they are suspected of violating the above terms of use.

4. School administrators reserve the right to inspect any personal device suspected of containing contents in violation of the above terms of use, or any state, local, or federal laws.
5. By using their personal mobile device at AMSU, students imply their agreement with the policy outlined above and their commitment to following the terms of use.

Internet/Network Acceptable Use Policy Agreement for Students

You and your student have a signed Internet/Network Acceptable Use Policy Agreement on file with the school that was submitted in the Caregiver and Student Portals. This copy is for your reference.

Academy of Mount St. Ursula

Internet/Network Acceptable Use Policy Agreement

The Academy of Mount St. Ursula is pleased to offer students access to the school's network and electronic resources. Current technologies have become an integral part of today's society and play an increasingly significant role in the lives of our students. Technology fosters a passion for learning, delivers challenging and meaningful curriculum, and develops and supports the skills necessary for career, college, and life.

The school provides the network system, Internet access, and other electronic resources, that include accounts for file storage, email, network access, and collaboration systems, as tools for education and research in support of the school's mission. Due to the dynamic nature of the Internet, there is some risk of accessing information that may be deemed inappropriate or objectionable by some people. The school has policies and procedures to minimize risks; employ content filtering software and other network safety measures; and educate students about safe and responsible technology use. Users further reduce risks by taking personal responsibility for their conduct when using school network and electronic resources.

Ultimately parents and guardians of minors are responsible for setting and conveying standards for the use of responsible and appropriate use of technology resources. The school asks for your help by discussing with your student the following guidelines to be a responsible digital citizen. These digital citizenship guidelines apply to the use of any school-owned and personally owned computing devices through the school's network or other electronic resources.

It is the expectation of this school that student behavior when using the internet will be exemplary both on and off school grounds. A Catholic school student always represents her school and the school community at all times. Accordingly, students will be subject to disciplinary action by the school for acts such as, but not limited to, harassment or any other type of threatening, sexual, or otherwise inappropriate communication that is conveyed via the internet (or any other technological medium or device) regardless of the time of day or the student's location. Such misconduct could result in any number of punishments, including the possibility of suspension or expulsion. Additionally, any student who is found to have authored or contributed to a website(s) or app(s) that are of a nature which is threatening, profane, obscene, sexual, illegal, or contrary to the Catholic mission of the school will be subject to disciplinary action by the school.

Guidelines to Promote Positive and Effective Digital Citizenship

1. The expectations for positive student behavior online are the same as for face-to-face interactions. Treat others respectfully online as you would if you were talking or working with them face-to-face.
2. The use of school network and electronic resources is a privilege. Any inappropriate use could lead to suspension of network access or other disciplinary action.
3. Use the Internet for legitimate educational purposes only. Do not attempt to bypass content filtering systems or access inappropriate or harmful material. If you accidentally access inappropriate material, let your teacher or other school staff know so they can remove the inappropriate material and notify the appropriate school personnel.
4. Be ethical and responsible with all use of the network and electronic resources. Do not attempt to bypass or

alter network security systems or settings. Do not modify, destroy, or abuse technology systems, hardware, applications, or software in any way.

5. Use network or email account information responsibly and safely. Do not share username or passwords with anyone other than caregivers or appropriate school staff.
6. Information posted electronically is public. Protect your identity, safety, and personal information. Do not share your home address, telephone number, or information about your family through electronic/online communications.
7. Information posted electronically is permanent and can have a lifelong impact. Protect the identity, safety, and personal information of others. Do not share or spread information about other students or school staff through electronic communications.
8. Respect intellectual property rights and copyright laws. Do not claim someone else's work or words as your own. Give full credit to original authors, creators, and developers by citing sources appropriately.
9. Maintain the availability of the network for all users. Protect the network so it can be used by others. Do not disrupt or attempt to disrupt the use of the network or other electronic resources by others.
10. The school reserves the right for authorized personnel to review system use and file content for security and administrative purposes. No user should have any expectation of privacy when using the school's network or electronic resources.

As a responsible digital citizen and user of the Academy of Mount St. Ursula network and electronic resources, I understand and agree to these guidelines and will abide by all school policies and procedures.

Signature of Student _____ Date _____ Printed Name of Student _____

As the student's parent or guardian, I have reviewed this information with my student and stressed the importance of being a responsible digital citizen as outlined in Policy 2022 and this user agreement.

Signature of Caregiver _____ Date _____ Printed Name of Caregiver _____

AMSU Student and Caregiver Technology Agreement

You and your student have a signed Student and Caregiver Technology Agreement on file with the school that was submitted in the Caregiver and Student Portals. This copy is for your reference.

AMSU Student/Caregiver Technology Agreement

Terms of Agreement

The terms of this agreement are explained in the AMSU Technology Handbook located on the Caregiver and Student Portals. In this agreement, “you” and “your” mean the parent/guardian and the student enrolled in the Academy of Mount St. Ursula School and to whom the school-owned equipment is issued. The “School” means the Academy of Mount St. Ursula School. “AMSU” means the Academy of Mount St. Ursula School.

Terms	You will be issued a school-owned device with a power supply and a protective case. The use of this equipment is a privilege and can be revoked for inappropriate use or violations of school policies and procedures.
Legal Title of Ownership	Legal title of equipment, and all parts, is held by the School and always remains the property of the School. Your right to use the equipment is limited to and conditioned upon your full compliance with this Agreement and AMSU policies and procedures. Your permission to use the equipment terminates on the equipment check-in date set by the school unless terminated earlier or upon withdrawal of permission by the School.
Damaged, Lost, or Stolen Equipment	You must report damaged, lost, or stolen equipment <u>immediately</u> to the Technology Director and the school office. For stolen equipment, you must also file a police report and provide a copy to the school office. Students/caregivers are completely responsible for the full replacement cost of a device that is damaged, lost, stolen, or unusable.
Sanctions for Violations	Any activity that violates School Board Policy 2022 or the Network and Electronic Resources User Agreement for Students must be reported to your student’s principal. Disciplinary action, if warranted, will be in accordance with school policy and procedures. Violations of policies or agreements may result in restrictions or revocation of privileges the school electronic resources and/or may result in legal or criminal action including restitution if appropriate.

Student and Caregiver Information

By signing this form, you acknowledge that you understand and agree to the terms in the AMSU Technology Handbook agreement and the Network and Electronic Resources User Agreement for Students.

Caregiver Signature as Printed Above Date _____

Student Signature as Printed Above Date _____