Corpus Christi School
Technology Use Agreement

Students will not be allowed to use school technology (including interactive boards, Chromebooks, and classroom tablets) unless the technology policy has been signed by both student and parents.

PURPOSE
This policy provides the procedures, rules, guidelines, and codes of conduct for the use of the technology and information networks at Corpus Christi School (CCS). Use of such technology is a necessary, innate element of the CCS educational mission, but technology is provided to staff and students as a privilege, not a right. CCS seeks to protect, encourage, and enhance the legitimate uses of technology by placing fair limitations on such use and sanctions for those who abuse the privilege. The reduction of computer abuse provides adequate resources for users with legitimate needs.

SUMMARY
Each student who utilizes the school's technology will follow the guidelines posted in this document, and the student and his/her parent or guardian must read and sign this technology use agreement before the student will be allowed to use the school's technology resources. Corpus Christi School (CCS) technology includes, but not limited to, computers in the STEM lab, network connectivity (including LAN & Wifi Connectivity), Electronic Mail, printing devices, Ipads, Smart Boards, and "G Suite for Education".

The student is ultimately responsible for his/her actions in accessing technology at CCS. Failure to comply with the guidelines of technology use (as stated in this document) may result in the loss of access privileges and/or appropriate disciplinary action. Severe violations may result in civil or criminal action under the Connecticut Statutes or Federal Law.

GUIDELINES
1. The use of the school's computer system and electronic information resources must be for educational purposes such as research, school related business and operations consistent with the educational objectives of the school. Students using the school's network or computing resources must comply with the appropriate rules for that technology.

2. All users are required to be good technology citizens by refraining from activities that annoy others, disrupt the educational experiences of their peers, or can be considered as illegal, immoral and/or unprofessional conduct.

3. The school devices will be monitored and managed by Go Guardian. If a student goes to a non-educational site, the school administration will be notified and the student will be blocked. Disciplinary action may be enforced.

4. In school printing is prohibited.

5. STEM Center tables are dry erase tabletops, students are allowed to write on the table tops with school approved markers. Failure to use the proper writing utensil will result in disciplinary measures determined by the school administration.

6. Computer work areas will be kept clean, and no food or drinks will be allowed near or in the vicinity of school technology.

7. Under no circumstance may software purchased by the school system be copied for personal use. Students are not allowed to bring software applications, games, or CD-ROMs/Flash drives from home to be used on school equipment without proof of licensure and prior approval by school personnel.

8. Student will respect other student's work. Students will not copy, change, read, or use files from another user without prior permission from that user.

9. Students are prohibited from engaging in unauthorized or unlawful activities, such as using the computer network to gain or attempt to gain unauthorized or unlawful access to other computers, computer systems or accounts.

10. Students must comply with school standards and rules in using technological resources. All applicable laws, including those relating to copyrights and trademarks, confidential information, and public records, apply to technological resource use. Any use that violates state or federal law is strictly prohibited. All rules of the Code of Conduct apply to students' use of the Internet and other technological resources.

11. Students will regard school property, and not do anything that may disrupt or damage the school's technology.

12. Student are prohibited from accessing materials or websites that are believed to contain viruses.

13. Students are forbidden from the use of inappropriate language in any communications. Obscene, lewd, vulgar, inflammatory, threatening, or disrespectful language when using the school's computer systems and electronic resources will result in disciplinary actions deemed by the school administration. There is a zero-tolerance policy for harassing or bulling other individuals especially when to spread falsehoods or defamatory statements using school technology.

14. Students will promptly disclose to a teacher or other school administration any messages received or view that are inappropriate or would make a student feel uncomfortable.

15. Students will not agree to meet anyone that they met online without their parents' permission.

16. Students that use Google Classroom with Teachers are only allowed to use it for educational purposes, and classroom use.

17. Student will learn about Good Digital Citizenship, online etiquette, and internet safety. Failure to be a good digital citizens will result in consequences determined by the school administration.

18. Students are prohibited from using bulletin boards, chat rooms, or social networks for personal use when using Corpus Christi School's technology.

19. Students will keep their personal information confidential, such as home address, phone number, date of birth, etc.

20. School officials may search and examine any student's use of school technology at any time, and without notice.

21. Corpus Christi School provides user accounts through "G Suite for Education" which include email addresses. Students shall not share their password with anyone other than their teachers. The electronic messaging system will only allow these students to be able to communicate with Corpus Christi Staff, and receive mail failures for any external emails. These accounts will be deleted upon graduation from either grade or student terminating enrollment. "G Suite for Education" Privacy policy can be found: here https://edu.google.com/trust/

22. Corpus Christi School provides Chromebooks to students in Grade five, Grade six, Grade seven and Grade eight. These students are required to read, sign and understand the Corpus Christi's "Chromebook Policies and Procedures".

23. Students will only use interactive board when permission is given from the teacher. Students should not touch, or turn off the board without permission from the teacher in the classroom.

24. Parent/legal guardian grant permission for their child to access computer service networks such as electronic mail and the Internet. Parents understand that the school has safe guards in place, however, some materials found on the Internet may be objectionable; therefore, the parent/legal guardian agrees to accept responsibility for guiding their child and conveying to him/her the appropriate standards for selecting, sharing, and/or exploring information and media.

25. The use of the computer is a privilege, not a right, and inappropriate use will result in the cancellation of these privileges. Vandalism or intentional modification of system settings will result in cancellation of privileges and/or school disciplinary action. The school reserves the right to seek financial restitution for any damage caused by a student or other user. The system administrators will deem what is inappropriate use, and their decision is final. The administration, faculty, and staff of the school may request that the system administrator deny, revoke, or suspend specific user privileges. Violations of the rules and code of ethics described above will be dealt with seriously.

26. Student conduct while using technology, whether inside or outside of school, that is determined to be detrimental to the reputation of the school, may result in disciplinary actions including suspension, expulsion, or withdrawal from school. Behaviors that warrant such actions include, but are not limited to: internet posts, social media, online chats, emails, and internet comments.

27. Failure to comply with these rules will result in disciplinary action at the principal's discretion.

I understand and will abide by the Corpus Christi Schools Technology Acceptable Use Policy and understand that if I violate this policy my Technology and Internet access privileges may be revoked and school disciplinary and/or legal action may be taken against me. I further understand that any violation that constitutes a criminal offense will be reported to law enforcement authorities.