

# Chaminade Julienne Catholic High School

Connected Classroom  
Powered by Google<sup>®</sup>

## Policy Handbook and Acceptable Use Policy 2020-2021

### *CJ Technology Mission Statement*

*As a leader for excellence in Catholic education, Chaminade Julienne Catholic High School will provide an educational experience that integrates leading edge technology to enhance and extend teaching and learning. By embracing this technology, CJ will empower students to be proficient in its use, to understand the responsible use in God's world, and to take greater ownership of their role as active, lifelong learners.*

## What is Chaminade Julianne's Connected Classroom?

Chaminade Julianne's Connected Classroom--Powered by Google is a program that integrates the use of technology into the classroom. Technology is used as a tool to enhance the learning and teaching process while promoting self-directed and self-motivated learning. The Connected Classroom initiative enhances the classroom environment by implementing high-quality instruction, assessment, and learning through the integration of technology into the curriculum. The two major components of this initiative that are helping to change the students' learning technique from consumers to collaborators is the use of the Google suite of products and Google Chromebooks.

### Receiving Your Chromebook (New Students)

- New students will be expected to attend an orientation session in order to receive their Chromebook. Each student will receive a Chromebook and a charger.
- **Parents and students are required to sign and return an *Acceptable Use Policy Form* & pay the annual technology fee of \$200.00.**
- A copy of the *Chromebook Policy Handbook* that outlines the procedures and policies relating to the care and handling of the Chromebook is available on CJ's website.
- All CJ Chromebooks will be labeled with a property tag and the student's name. Tags must remain on the device.
- After receiving a Chromebook, the student must complete an online digital driver's license course on good digital citizenship within a specific time frame.

### Receiving Your Chromebook (Returning Students)

- **Parents and students are required to sign and return an *Acceptable Use Policy Form* & pay the annual technology fee of \$200.00.**
- Returning students are allowed to keep their Chromebooks at home over the summer
- Juniors will receive new Chromebooks at the beginning of their Junior year. Students will be notified over the summer on the process of exchanging their old Chromebook for a new one.

### Returning Your Chromebook

- Chromebooks are the property of CJ and must be returned to CJ in good working condition
- Chromebooks will be collected at the end of their two year cycle.
- **Failure to turn in a Chromebook will result in the student being charged - \$347.00 (Price includes Chromebook and charging cable)**
- Students leaving CJ during the school year will be required to return their Chromebook and charger to CJ. Failure to do so will result in a replacement fee added to the student's bill. (Please see above pricing.)
- Students must return the Chromebook and charger that was issued to them. Turning in a different Chromebook and/or charger will result in the replacement fee being charged to the student
- CJ may file a stolen property report with the local law enforcement agency if Chromebooks and chargers are not returned.

### Taking Care of Your Chromebook

Chromebooks are provided to students for educational purposes only. CJ has installed filters which block

internet sites and apps that are either inappropriate for young adults or do not have an educational purpose.

Students are responsible for the general care of the Chromebook. Chromebooks that are broken or fail to work properly must be returned to the technology help desk for an evaluation and servicing as soon as possible so that the Chromebook can be taken care of properly. Students should never leave their Chromebook unattended except in their school assigned locked locker.

Chaminade Julianne owned Chromebooks are not to be taken to an outside computer service for any type of repairs or maintenance. All questions or requests for assistance concerning Chromebooks should be directed to the technology help desk for further assistance.

### **General Precautions:**

- Chromebooks must be fully charged for school each day. This is the student's responsibility.
- Never carry the Chromebook with the screen open.
- Avoid food and drink near the Chromebook.
- Do not set your Chromebook on the floor.
- Cords and cables must be inserted carefully.
- Never transport your Chromebook with the power cord plugged in.
- Chromebooks must remain free of any writing, drawing, stickers, decals, etc.
- Vents cannot be covered.
- Chromebooks should never be left in a car or any unsupervised area.
- Chromebooks should not be lent to another person.
- Chromebooks should be shut down when not in use to conserve battery life.
- Always bring your Chromebook to room temperature before turning it on.
- Students are responsible for their charging cable.

### **Carrying Chromebooks:**

The protective shell of the Chromebook will only provide basic protection from everyday use. **It is not designed to prevent damage from drops or abusive handling.** For example, if your Chromebook is in your backpack, you should not throw or drop the bag.

- Chromebook lids should always be closed and tightly secured when moving.
- Never move a Chromebook by lifting from the screen. Always support a Chromebook from its base with lid closed.
- Never carry a Chromebook with the screen open.
- If placing your Chromebook in a backpack, be sure to not overfill your backpack. Chromebooks can be damaged by too much pressure being placed on them.

### **Screen Care:**

- The Chromebook screens can be damaged if subjected to rough treatment. Screens are particularly sensitive to damage from pressure.
- Do not sit, lean, or put pressure on the Chromebook or screen.
- Do not place anything in the Chromebook case or backpack that will press on the cover.
- Do not touch or poke the screen with anything that will mark or scratch the screen surface.
- Do not place anything on the keyboard before closing the lid (e.g. pens, pencils, or disks).
- Clean the screen with a soft, dry microfiber cloth or anti-static cloth.

- Avoid using any cleaning solutions. If a liquid cleaner is necessary, try using water. If water is used, lightly mist or dampen the cloth rather than the Chromebook. Some cleaning solutions may damage the screen. Be very cautious if you decide to use a cleaning solvent other than water

## **Personalizing the Chromebook:**

Chromebooks and cases must remain free of any decorative writing, drawing, stickers, paint, tape or labels. Spot checks for compliance may be done by administration or homeroom teachers at any time.

### **Asset Tags:**

All Chromebooks will be marked as the “Property of Chaminade Julianne” and with a specific number identifier. A label with the student’s user id will also be on the Chromebook. Do not tamper with or remove these tags or labels.

### **Using Your Chromebook At School:**

Chromebooks are intended for use at school each day. **Students are expected to bring a fully-charged Chromebook to school and to all classes unless specifically advised not to do so by their teacher.** In addition to teacher expectations for Chromebook use, school messages, etexts, calendars, and schedules may be accessed using the Chromebook.

### **Chromebooks Left At Home:**

- If a student leaves the Chromebook at home, the student is responsible for getting a replacement from the technology help desk before the first bell rings.
- **The students must fill out and sign the Chromebook loaner paperwork and bring the Chromebook back to the technology help desk at 3:00 pm.**
- Student is responsible for taking care of the loaner.
- **After the third occurrence in a semester of leaving the Chromebook at home, the student will receive an after-school detention.** Should the student continue to have difficulty remembering to bring the Chromebook from home to school, the student may face additional disciplinary action, including being required to leave the Chromebook at school in the care of the technology staff.

### **Chromebooks Under Repair:**

- Students needing their Chromebook repaired will be required to fill out a repair form on what is wrong with the Chromebook. Students are expected to be honest in describing what is wrong and how it happened.
- Loaner Chromebooks will be issued to students when they leave their Chromebook for repair.
- If the Chromebook is not repaired by the end of the school day, the student can take the loaner Chromebook home and then report back to the technology help desk the next day for a status report on his/her Chromebook.

### **Charging Chromebooks:**

- **Chromebooks must be brought to school every day in a fully charged condition.** An AC charger for charging at home was issued to the student with the Chromebook.

- In cases where the battery does run out during class, it is up to the teacher to decide how to proceed for the rest of the class period.
- Students who forget to charge their Chromebooks may face disciplinary consequences.

#### **Photo Library/Screensavers/Background Photos and Passwords:**

- Inappropriate media should not be on the device and may not be used as a screensaver or background photo.
- Presence of guns, weapons, provocative materials, inappropriate language, alcohol, drug, gang related symbols or pictures or other inappropriate material will result in disciplinary actions and may also result in a loss of Chromebooks privileges.
- Photos/videos require a large amount of storage space on the device. Only photos that are for educational purposes should be saved to the device. All other photos/videos should not be taken or stored.

#### **Sound:**

- Sound must be muted at all times unless permission is obtained from the teacher.
- Headphones may be used at the discretion of the teachers.
- Students must bring their own personal set of headphones or earbuds every day.

#### **Printing:**

- Students will be encouraged to digitally publish and share their work with their teachers and peers when appropriate.
- The Library has been designated as a printing station for everyday use and is accessible every school day from 7:30 am - 3:30 pm.
- Students may set up a home printer to work with their Chromebook if desired. If you need help with this, please see the help desk.

#### **Account & Home Internet Access:**

- When students step away from their Chromebook in a classroom, they must lock their machine; their password will be required to log back on. Never leave your Chromebook unlocked.
- Only the student assigned to the Chromebook should use or access the equipment.
- Students are allowed to set up wireless networks on their Chromebooks while at home or other locations that have free WiFi.
- All students should recognize and guard their personal and private information. While on the Internet, students shall not reveal personal information, including a home address or phone number, or the address or phone numbers of other students.
- All activity on the Chromebook, a student's CJ Google account, and other software and technology resources provided by CJ whether conducted at school or off site, is subject to search as Chaminade Julianne property.

#### **Using the Chromebook Camera:**

- The Chromebook comes equipped with both camera and video capacities. As with all recording devices, it is best practice and common courtesy to ask permission before recording an individual or group, and gaining the permission of the individual or group if the image will be posted online.
- Students may record a class or portion of a class only if they have received prior permission from

the teacher of that class.

- Cameras are to be used for educational purposes only.
- Cameras may never be used in a locker room or restroom per state of Ohio law.

### **Managing and Saving Your Digital Work:**

- Google provides a suite of products (Docs, Presentation, Drawing, Spreadsheets, Forms) that let you create different kinds of online documents, work on them in real time with other people, and store your documents and your other files – all online.
- Students may save work to their Google Drive accounts via the Chromebook.
- The majority of student work will be stored in Internet/cloud based applications and can be accessed from any computer with an Internet connection and most mobile Internet devices.
- Offline edits to work in Google Drive will be saved and synched to the cloud when the Chromebook reconnects to a WiFi signal
- CJ is not responsible for the loss of any student work.
- Chromebook malfunctions are not an acceptable excuse for not submitting work.

### **Software:**

- Chromebooks seamlessly integrate with the Google Apps for Education suite of productivity and collaboration tools. Additional software cannot be downloaded on a Chromebook. Any additional software needs should be directed to your teacher.

### **Content Filter:**

- Chaminade Julianne utilizes an Internet filter that is in compliance with the federally mandated Children’s Internet Protection Act (CIPA).
- All CJ user accounts, regardless of physical location (in or out of school), will have all Internet activity protected and monitored.
- If a website is blocked in school, then it will be blocked out of school.
- If an educational website is blocked, students should contact the technology help desk to request the site be reviewed.

### **Operating System and Security:**

Students may not use or install any operating system on their Chromebook other than the current version of ChromeOS that is installed, supported and managed by CJ. Students may not reset or wipe their Chromebooks to original factory specs under any circumstances and doing so may result in disciplinary actions.

### **Updates:**

When a Chromebook starts up, it updates itself automatically, so it has the latest version of the Chrome operating system at all times. When an update is available, students will see an arrow on the right hand bottom of screen. Please shut your chromebook down and restart your machine. Many issues are resolved by just shutting your chromebook down.

### **Virus Protection:**

With “defense-in-depth” technology, the Chromebook is built with layers of protection against malware and security attacks. However, students should still take precautions against opening questionable emails

or files.

### **Procedures for Restoring Your Chromebook:**

If your Chromebook needs technical support, please see the technology help desk.

## **Additional Responsibilities and Expectations**

### **Parent/Guardian Responsibilities:**

- Talk to your children about values and the standards that your children should follow on the use of the Internet just as you do on the use of all media information sources such as television, cell phones, movies and radio.
- Become increasingly active participants by asking your child/children to show you what sites they are navigating to and /or what apps are being used and how they work
- The following resource will assist in promoting positive conversation(s) between you and your child/children regarding digital citizenship as it relates to Internet safety, conduct and Netiquette.
  - CommonSense Media: <http://www.commonsensemedia.org/blog/digital-citizenship>
- Ensure that siblings and other family member are not using the device for personal use.

### **Students are Responsible for:**

- Using Chromebooks in a responsible and ethical manner.
- Obeying general school rules concerning behavior and communication that apply to technology use.
- Using all technology resources in an appropriate manner so as to not damage school equipment.
- Comply with trademark and copyright laws and all license agreements.
- Plagiarism is a violation of CJ's academic integrity policy. Give credit to all sources used, whether quoted or summarized. This includes all forms of media on the Internet, such as graphics, movies, music, and text.
- Returning their Chromebook in working order at the end of the school year.
- Monitoring all activity on their account.

### **Student Activities Strictly Prohibited:**

Students are strictly prohibited from the following actions while using their Chromebooks. Disciplinary procedures will result if a student is caught or reported.

- By-passing CJ's content filters is prohibited when trying to access a website.
- Creating your own hot-spot at school is prohibited.
- You must remain on CJ's domain while in possession of your Chromebook while a student at CJ.
- Illegal installation or transmission of copyrighted materials.
- Using the Internet to access personal (non-school related) accounts.
- Spamming-sending mass emails.
- Gaining access to other student's accounts, files, and/or data.
- Sending anonymous or misleading communications for any inappropriate purpose via any means
- Students are not allowed to give out personal information over the Internet without the permission and supervision of their parents or a school staff member.
- Vandalism (any malicious attempt to harm or destroy hardware, software or data.)

## Repairing/Replacing Your Chromebook:

- If you have a problem with your Chromebook, please see the technology help desk in a timely manner to determine the problem. Do not take or send your Chromebook to an outside company for any repairs or maintenance.
- CJ provides an insurance policy for the life of the Chromebook which covers defects due to normal use, mechanical breakdown, and faulty construction.
- Items such as accidental damage, liquid submersion, theft (requires a police report), fire/flood damage, vandalism, natural disasters, and power surges due to lightning are also covered under the insurance policy. **As these events are not due to deficiencies with the Chromebook, there will be a \$25 claim fee charged to the student's account for each claim. This fee covers parts, repair time, and shipping fees.**
- Students with an excessive number of claims may lose the privilege of taking their Chromebook home.
- CJ will handle all the paperwork required to fix the Chromebook. In the case of theft or vandalism, the student/parent must file a police report and submit it to CJ.
- In the case of theft or vandalism, if the event is not reported in a timely manner to the administration, a request for compensation for the replacement of the cost of the Chromebook may result.
- CJ will handle all the paperwork required to fix the Chromebook. In the case of theft or vandalism, the student/parent must file a police report before any claim can be submitted.

## Lost or Intentionally Damaged Device and Accessories:

A Chromebook or any of its accessories that are lost (whereabouts unknown) or intentionally damaged is the responsibility of the student and parent involved in the loss of property. The student will not be given another device or accessory to use until the replacement cost of the lost/damaged device or accessory is paid to the school. The student will need to check a device or accessory out each morning and return at the end of the day at 3:00 before leaving for home.

- Replacement of the Chromebook (\$322.00)
- AC adapter & power cord - \$25.00

## Privacy and Safety:

- Students have no expectation of confidentiality or privacy with respect to any usage of a CJ Chromebook and other CJ owned technology, regardless of whether that use is for school related or personal purposes, other than specially provided by law.
- Chaminade Julianne may, without prior notice or consent, log, supervise, access, view, monitor and record use of student Chromebooks at any time for any reason.
- By using a CJ Chromebook and other CJ owned technology, students agree to such access, monitoring, and recording of their use.
- Protect your password; do not share it with anyone.

## Chromebooks Left in Unsupervised Areas

- Each student is responsible for his or her issued Chromebook at all times. Under no circumstances should Chromebooks be left in an unsupervised area.
- If a student finds an unsupervised Chromebook, he or she should notify a teacher or staff member



immediately.

- Unsupervised Chromebooks will be collected by teachers or by staff members.
- Disciplinary action may be taken for leaving your Chromebook in an unsupervised location.

### **Monitoring Software:**

Administrators, teachers, and technology staff may use monitoring software that allows them to view the screen and activity on students' Chromebooks. Students may not attempt to disable this software.

### **Legal Property:**

- Violation of policy may result in the loss of Chromebook and other disciplinary measures.
- Comply with trademark and copyright laws and all license agreements. Ignorance of the law is not immunity. If you are unsure, ask.
- Plagiarism is a violation of the student policy. Give credit to all sources used, whether quoted or summarized. This includes all forms of media on the internet, such as graphics, movies, music, and text.
- Use or possession of hacking software is strictly prohibited and violators will be subject to discipline and/or legal action.
- Violation of applicable state or federal law will result in criminal prosecution and/or disciplinary action by the school.

### **Email Communication:**

- Always use appropriate and proper language in your communication.
- Do not transmit language / material that may be considered profane, obscene, abusive, or offensive to others.
- Do not send mass emails, chain letters or spam.
- Email and communications sent and received should be related to educational needs.
- All email and communications are subject to inspection by the school at anytime.

### **Consequences:**

- Violation of the policies in this document will result in disciplinary action by CJ.
- The CJ Student Handbook includes a policy on off-campus conduct which may be applied to activities outside the normal school hours.
- The school cooperates fully with local, state or federal officials in any investigation concerning or relating to violations of computer crime laws.

## **Appropriate Uses and Digital Citizenship**

School-issued Chromebooks should be used for educational purposes and students are to adhere to the *Acceptable Use Policy* and all of its corresponding administrative procedures at all times.

While working in a digital and collaborative environment, students should always conduct themselves as good digital citizens by adhering to the following:

1. **Respect Yourself.** I will show respect for myself through my actions. I will select online names that are appropriate. I will use caution with the information, images, and other media that I post online. I will carefully consider what personal information about my life, experiences, or relationships I post. I will not be obscene. I will act with integrity.

2. **Protect Yourself.** I will ensure that the information, images, and materials I post online will not put me at risk. I will not publish my personal details, contact details, or a schedule of my activities. I will report any attacks, or inappropriate behavior directed at me while online. I will protect passwords, accounts and resources.
3. **Respect Others.** I will show respect to others. I will not use electronic mediums to antagonize, bully, harass, or stalk people. I will show respect for other people in my choice of websites: I will not visit sites that are degrading to others, pornographic, racist, or inappropriate. I will not enter other people's private spaces or areas.
4. **Protect Others.** I will protect others by reporting abuse and not forwarding inappropriate materials or communications. I will avoid unacceptable materials and conversation. I will ensure that the information, images, and materials I post online will not put others at risk. I will not publish others' personal details, contact details, or a schedule of others' activities.
5. **Respect Intellectual Property.** I will request permission to use copyrighted or otherwise protected materials. I will suitably cite all use of websites, books, media, etc. I will acknowledge all primary sources. I will validate information. I will use and abide by the fair use rules.
6. **Protect Intellectual Property.** I will request to use the software and media others produce. I will purchase, license, and register all software or use available free and open source alternative rather than pirating software. I will purchase my music and media and refrain from distributing these in a manner that violates their licenses.

## Chromebook Technical Support

Depending on the Chromebook issue, technical support will be available through the teacher and/or the technology staff.

Services include:

- Hardware maintenance and repairs
- Password resets
- User account support
- Coordination and completion of warranty repairs
- Distribution of loaner Chromebooks

As Saint Isidore is considered the patron saint of the Internet and before your next search on Google, we offer to you, the following prayer:

*Almighty and eternal God, who created us in Thy image and bade us to seek after all that is good, true and beautiful, especially in the divine person of Thy only-begotten Son, our Lord Jesus Christ, grant we beseech Thee, that, through the intercession of Saint Isidore, bishop and doctor, during our journeys through the Internet we will direct our hands and eyes only to that which is pleasing to Thee and treat with charity and patience all those souls whom we encounter. Through Christ our Lord. Amen.*

## **Acceptable Use and Internet Safety Policy**

### **Acceptable Use and Internet Safety Policy for students using Technology at Chaminade Julienne Catholic High School.**

Chaminade Julienne Catholic High School is pleased to make available to students access to different technology within the school setting and to the world-wide network, also called the Internet, that provides various means of accessing significant educational materials and opportunities.

In order for Chaminade Julienne Catholic High School to be able to continue to make its computer network and Internet access available, all students must take responsibility for appropriate and lawful use of this access. Students must understand that one student's misuse of the network and Internet access may jeopardize the ability of all students to enjoy such access. While CJ's teachers and other staff will make reasonable efforts to supervise student usage of the network and Internet access, they must have student cooperation in exercising and promoting responsible use of this access.

Below is the Acceptable Use and Internet Safety Policy ("Policy") of Chaminade Julienne Catholic High School that provides Internet access to the Chaminade Julienne Network. Upon reviewing, signing and returning this Policy, each student will be given the opportunity to enjoy Internet access at school and agrees to follow the Policy. A student must have his or her parents or guardians read and sign the Policy. Chaminade Julienne Catholic High School cannot provide access to any student who does not return the signed Policy as directed with the signatures of the student and his or her parent or guardian.

Listed below are rules regarding Chaminade Julienne Catholic High School's Network and Internet Usage. If any user violates this Policy, access may be denied and he or she may be subject to additional disciplinary action. The administration of Chaminade Julienne Catholic High School reserves the right to amend this acceptable use policy and its content.

#### **I PERSONAL RESPONSIBILITY**

By signing this Policy, you are agreeing not only to follow the rules in this Policy, but are agreeing to report any misuse of the network to the person designated by the school for such reporting. Misuse means any violations of this policy or any other use that is not included in this Policy, but has the effect of harming another or his or her property.

#### **II TERMS OF THE PERMITTED USE**

A student who submits to the school, as directed, a properly signed Policy and follows the Policy to which he or she as agreed will have computer network and Internet access during the course of the 2018-2019 school year only. Students will be asked to sign a new Policy each year during which they are students at Chaminade Julienne Catholic High School before they are given a new account or access to their current account.

#### **III ACCEPTABLE USE**

**Educational Purposes Only.** Chaminade Julienne Catholic High School is providing equipment and access to its computer networks and the Internet for educational purposes. If you have any doubt about

whether an activity is educational, you may consult with the person designated by the school to help you decide if a use is appropriate.

#### **IV UNACCEPTABLE USES**

- A. Uses that are considered unacceptable and which constitute a violation of this Policy are the following.
  - 1. Uses that violate the law or encourage violating the law. Don't transmit offensive or harassing messages; offer for sale or use any substance which is prohibited by Chaminade Julianne Catholic High School's Student Discipline Policy; view, transmit, or download pornographic materials or materials that encourage others to violate the law; intrude into networks or computers of others; and download or transmit confidential, undisclosed information, or copyrighted materials. Even if materials on the network are not marked with the copyright symbol, you should assume that all materials are protected unless there is explicit permission on the materials to use them.
  - 2. Uses that cause harm to others or damage to their property. For example, don't engage in defamation (harming another's reputation by lies); use another's password or some other user's account that misleads message recipients into believing that someone other than you is communicating or otherwise using his or her access to the network or the Internet; upload a virus, malware, or other harmful form of programming or vandalism; participating in "hacking" activities or any form of unauthorized access to other computers, networks or information system. Any form of cyber bullying is unacceptable.
  - 3. Uses that jeopardize the security of accessing the computer network or Internet. For example, don't disclose or share your password with others; don't impersonate another user.
  - 4. Uses that are commercial transactions. For example, students may not sell or buy anything over the Internet. You should not give others private information about you or others, including credit card numbers and social security numbers.
  - 5. Uses which violate Chaminade Julianne Catholic High School fraternization policies or uses which promote undue familiarity between faculty and student. For example, students becoming online 'friends' with faculty on a social networking site.
  - 6. Use of any personal devices on or off of Chaminade Julianne Catholic High School's property which violate any policy. For example, sexting using a personal cell phone.

#### **V NETIQUETTE**

- A. All users must abide by rules of network etiquette, which include the following.
  - 1. Be polite. Use appropriate language. No swearing, vulgarities, suggestive, obscene, belligerent or threatening language.

2. Avoid language and uses which may be offensive to other users. Don't use your access to make, distribute or redistribute jokes, stories, or other material which is based upon slurs or stereotypes relating to race, gender, ethnicity, nationality, religion, or sexual orientation.
3. Don't assume that the sender of a message is giving his or her permission for you to forward or redistribute the message to third parties or to give his or her information to third parties. This should only be done with permission or when you know that the individual would have no objection
4. Be considerate when sending attachments. Be sure that the file is not too large to be accommodated by the recipient's system and is in a format that the recipient can open.

## VI INTERNET SAFETY

- A. **General Warning; Individual Responsibility of Parents and Users.** All users and their parents/guardians are advised that access to the electronic network may include the potential for access to materials inappropriate for school-age students. Every user must take responsibility for his or her use of the technology and Internet and stay away from these sites. Parents of minors are the best guides to materials to avoid. If a student finds that other users are visiting offensive or harmful sites, he or she should report to the person designated by the school.
- B. **Personal Safety.** Be safe. In using the technology and the Internet, do not reveal personal information such as your home address or telephone number. Do not release information which might allow a person to locate you without first obtaining the permission of a supervising teacher. Do not arrange a face-to-face meeting with someone you "meet" on the Internet without your parent's permission regardless of age. You should never agree to meet a person you have only communicated with on the Internet in a secluded place or private setting.
- C. **"Hacking" and Other Illegal Activities.** It is a violation of this Policy to use the School's computer network, equipment, or the Internet to gain unauthorized access to other computers or computer networks, or to attempt to gain such unauthorized access. Any use which violates state or federal law relating to copyright, undisclosed information, the distribution of obscene or pornographic materials, or which violates any other applicable law or municipal ordinance is strictly prohibited.
- D. **Confidentiality of Student Information.** Personally identifiable information concerning the students may not be disclosed or used in any way on the Internet without the permission of a parent or guardian. A supervising teacher may authorize the release of directory information as defined by Ohio law, for internal administrative purposes or approved educational projects and activities.
- E. **Active Restriction Measures.** Chaminade Julianne Catholic High School's, either by itself or in combination with a third party company, provided Internet access will utilize filtering technologies designed to prevent students from accessing visual depictions that are obscene, include pornography, or harmful to minors. The School will also monitor the online activities of students, through direct observation and/or technological means, to ensure that students are

not accessing such depictions or any other material that is inappropriate for minors or not for educational purposes.

The term “harmful to minors” as used above means any picture, image, graphic image file, or other visual depiction that:

- Taken as a whole and with respect to minors, appeals to an unhealthy interest in nudity, sex, or gross images;
- Depicts, describes, or represents, in a deliberately offensive way with respect to what is suitable for minors, an actual or simulated lewd exhibition of sexual conduct;
- And taken as a whole, lacks serious literary, artistic, political, or scientific value as to minors.

## **VII PRIVACY**

Network and Internet access is provided as a tool for education.

Chaminade Julianne Catholic High School reserves the right to monitor, inspect, copy, review, and store at any time and without prior notice any and all usage of the computer, network, and Internet access and any and all information transmitted or received in connection with such usage. All such information files and images depicting Chaminade Julianne Catholic High School shall be and remain the property of Chaminade Julianne Catholic High School.

## **VIII FAILURE TO FOLLOW POLICY**

Use of the computer network and Internet is a privilege, not a right. A user who violates this Policy, shall at a minimum, have his or her access to the computer network and Internet monitored and punishment shall be determined by their teacher, the person designated in the school, or by the Administration. A user violates this Policy by his or her own action by failing to report any violations by other users that come to the attention of the user. Further, if a user violates this Policy or if he or she permits another user whose access may have been denied or terminated, Chaminade Julianne Catholic High School may also take other disciplinary actions in such circumstances.

## **IX USE OF SOCIAL NETWORKING/DIGITAL TOOLS**

Social Media applies to all online and mobile platforms for sharing content and information, whether controlled by Chaminade Julianne Catholic High School or hosted by others, on which members of the Chaminade Julianne Catholic High School engage in discussions or activities relating to Chaminade Julianne Catholic High School. The term “social media” refers to social networking services, blogs, short-message services, message boards, wikis, podcasts, image- and video-sharing sites, and other methods for real-time information sharing among users.

Blogs, social networks and other marketing communications tools such as Facebook, Twitter, Google+, LinkedIn, Blogger, Pinterest and YouTube present new and different ways of communicating with your friends, family and teachers.

Students may participate in school-approved social media learning environments related to curricular projects or school activities and use digital tools, such as, but not limited to, mobile devices, emails, blogs, discussion forums, podcasts, and wikis. Usage of these social media learning environments is subject to teacher's discretion. The use of blogs, wikis, podcasts, and other digital tools can be considered as an extension of the classroom. Verbal or written language that is considered inappropriate in the classroom is also inappropriate in all uses of email, blogs, wikis, podcasts, and other school-approved digital tools.

Social media venues are public and information can be shared beyond your control. Be conscious of what you post online, as you will leave a long-lasting impression. Do not post or link anything (photos, videos, web pages, audio files, etc.) to your school-approved social networking media sites that you wouldn't want friends, peers, parents, teachers, potential colleges or future employers to access.

## **X CONSENT FOR ONLINE/REMOTE LEARNING**

As part of the Responsible Use of Technology Policy, parents/guardians further agree as follows:

While the COVID-19 pandemic continues to exist and evolve, "remote" and/or "distance" learning (hereinafter referred to as "Remote Learning") may at some point be required, either for the entire school or for a specific student or group of students. In such cases, the school may livestream and/or record a class to allow any student who is absent due to COVID-19 to continue to observe, and participate in, the class as much as reasonably practicable. Although the school will attempt to focus the camera and/or recording device on the respective teacher, aide, and/or instructional materials being utilized during instruction, there will be times when a specific student or students appears on the video. Parent/Guardian hereby consents and agrees that: (1) such Remote Learning is permissible; and (2) his/her child may appear in videos being livestreamed and/or recorded as part of that Remote Learning.

Furthermore, Parent/Guardian promises and agrees not to record, disseminate, publish, or share any livestreamed or recorded video of such Remote Learning to anyone outside of the student's immediate family. To the extent any Remote Learning videos are created and recorded, Parent/Guardian promises and agrees to permanently delete such recording following his/her child's observation of, and/or participation in, that particular class session.

**XI USE OF OFFICIAL NAME AND LOGO**

Any use of the Chaminade Julianne Catholic High School name or logo for branding or titling pages, blogs, or other similar elements of social media must be approved in writing prior to use. Requests for prior consent to use such names or logos should be made to the CJ Communications Department. Permission to use the name or logo of the school may be revoked at any time in the sole discretion of the Communications Department.