

**St. Joachim Catholic School**  
**Chromebook User Policies for Grades K – 8**  
**2024-2025**

The school's information technology resources, including internet access, are provided for educational purposes. The internet, Chromebook, and other electronic devices give students access to information, virtual field trips, and allow them to engage in dialog with people of their own and other cultures. The educational advantages of using 21<sup>st</sup> Century tools far outweigh the risks. Nevertheless, St. Joachim Catholic School is aware of the hazards of websites with objectionable material, and the potential for online harassment of students. With the privilege of using the internet, Chromebooks, and electronic devices comes the responsibility to use them ethically. In order to protect students, we have established these acceptable use procedures. The student and the school share responsibility for safe, ethical, and productive use of the internet, electronic media, and devices.

**St. Joachim Catholic School will:**

1. Provide access to the internet, Chromebooks, and other electronic devices.
2. Provide the opportunity for students to use technology to collaborate, solve problems creatively, and develop search skills.
3. Ensure that filtering is in place in the school to block inappropriate material, including websites that are offensive, obscene, or pose a security risk.
4. Teachers will provide guidelines for use of the internet and monitor their use.
5. Teachers will inform students of their rights and responsibilities toward electronic media.

Adherence to the following procedures is necessary for continued access to the school's technological resources.

**Students must:**

1. Respect and protect the privacy of others.
  - a. Use only assigned accounts.
  - a. Not view, use, or copy passwords, data, or networks to which they are not authorized.
  - b. Not distribute private information about others or themselves.
  - c. Not send anonymous messages of any kind.
  - d. No personal addresses, personal phone numbers, or last names of students may be published on the internet. Not share movies, recordings, or images that include students, teachers/staff, or administrators of St. Joachim Catholic School on the internet unless given permission to do so.
  - e. Not use the camera or video recording capabilities of the Chromebook unless given permission to do so.
2. Respect and protect the integrity, availability, and security of all electronic resources.
  - a. Observe all network security practices.
  - a. Report security risks or violations to a teacher or administrator.
  - b. Not destroy or damage data, networks, or other resources that do not belong to them, without clear permission from the owner.
  - c. Not destroy or damage Chromebooks or other electronic devices on purpose or through careless behavior.
  - d. Not alter the operating system, preferences, or network settings of computers or Chromebooks.
  - e. Not make use of software or devices that bypass the school's internet filter or network security.
  - f. Conserve, protect, and share these resources with other students and internet users.
2. Respect and protect the intellectual property of others.
  - a. Not infringe copyrights (no marking illegal copies of music, games, or movies).
  - a. Not plagiarize, that is, use the words or work of another without giving proper credit.
2. Respect and practice the principles of community.
  - a. Communicate online in ways that are kind and respectful.
  - a. Report electronic messages that are uncomfortable, including bullying, threats, or disturbing images to a teacher or administrator.

- b. Not intentionally access, transmit, copy, or create material that violates the school's code of conduct (such as messages that are inappropriate, threatening, rude, discriminatory, or meant to harass.)
- c. Not intentionally access, transmit, copy, or create material that is illegal (such as obscenity, stolen materials, or illegal copies of copyrighted works).
- d. Not use the resources to do things that are criminal or violate the school's code of conduct.
- e. Not buy, sell, advertise, or otherwise conduct business, unless approved as a school project.
- f. Always give credit to the source of information or images, and never copy without permission.

**Use of Blogs, wikis, podcasting, and other new web tools**

Online communication is critical to our students' learning of 21st Century Skills. Tools such as blogging and podcasting offer an authentic, real-world vehicle for student expression.

- Interactive uses of the internet, including classroom blog, student protected email, podcast projects, photo posting or editing, or other Web use must follow the internet safety guidelines outlined above.
- No personal addresses, personal phone numbers, or last names of students may be given out on the internet.
- Students agree not to share their username with anyone except their teachers and parents and treat blog spaces/wiki spaces as classroom spaces. Speech that is inappropriate for class is also inappropriate for online communication.

**Use of cell phone or other wireless devices**

- Cell phones may not be used during the school day without teacher permission. This includes voice and text communication, gaming, internet use, and camera abilities.

**Consequences for Violation:** Violations of these rules may result in disciplinary action, including the loss of a student's privilege to use the school's information technology resources, or suspension from school

**Supervision and Monitoring:** School and network administrators and their authorized employees monitor the use of information technology resources to help ensure that users are secure and in conformity with these procedures. Accounts used in the [stjoachimschools.com](http://stjoachimschools.com) domain may be used for educational purposes only and should not be used to register for programs, contests, or personal e-mail use. Administrators reserve the right to examine, use, and disclose any data found on the school's information networks in order to further the health, safety, discipline, or security of any student or other person, or to protect property. School administrators may also use this information in disciplinary actions, and will furnish evidence of crime to law enforcement.

**Damages:** All damages incurred by St. Joachim Catholic School due to the user's intentional or negligent misuse, including loss of property, to the school or student owned Chromebook will be charged to the user.

**I ACKNOWLEDGE AND UNDERSTAND MY OBLIGATIONS:**

<b>Student Signature</b>	<b>Date</b>
<b>Parent/Guardian Signature</b>	<b>Date</b>

As a parent or legal guardian of the student named above, I grant permission for my son or daughter's school work to appear on any school or teacher website connected with St. Joachim Catholic School.

**Parents, please discuss these procedures with your son or daughter to ensure he or she understands them. These procedures will provide a good framework for your son or daughter's use of computers at home, libraries, or anywhere.**

\_\_\_\_\_  
**Parent Signature**

\_\_\_\_\_  
**Date**