SJCA TECHNOLOGY POLICY

(Derived from Archdiocesan Policy 6161.2 and KUSD Policy 6633)

St. Joseph Catholic Academy (SJCA) campuses are networked together for information sharing, Internet and email. Every family, student, and employee is expected to follow the Acceptable Use Technology Policy from the Archdiocese of Milwaukee (Policy 6161.2). Each family, student, and employee is to read the SJCA Technology Policy and sign the agreement before being permitted to use such equipment. Signing the SJCA Handbook Acknowledgment Form indicates that a family read, understands and will adhere to the SJCA Technology Policy. The policy follows:

Computing, data storage, and information retrieval systems are designed to serve the students, faculty, and staff of SJCA. Network and Internet access is provided to further the legitimate educational goals of SJCA. The equipment, software, and network capacities provided through SJCA computers are and remain the property of SJCA. All users are expected to conduct their online activities in an ethical and legal fashion which promote a productive educational environment.

The use of these resources is a privilege not a right. Primary responsibility for appropriate use of technology resources resides with the student. School and network administrators/ staff will review files and communications to maintain system integrity and to ensure that the network is being used responsibly. Misuse of these resources will result in the suspension or loss of these privileges, as well as disciplinary, legal and/or monetary consequences. SJCA Technology resources are school assets. While SJCA respects the privacy and security needs of all individuals, authorized school representatives may review, audit, intercept, access and /or disclose all communications created, received or sent using school technology. All communications including text and images may be disclosed to third parties and/or law enforcement without prior consent of the sender or receiver. Any monetary costs which may occur as a result of the misuse of these resources will be incurred by the responsible party.

In accordance with the requirements of the Children's Internet Protection Act (CIPA), SJCA will use technology protection measures, to the extent practical, to promote the safety and security of students. Access to inappropriate electronic material and communications will be filtered. SJCA will continue to reinforce the instructional practice related to Internet safety, appropriate online behavior, cyberbullying issues, and proper use of social networking and online chat applications. It is expected that this policy will be reviewed and agreed to annually by students and parents/guardians.

Responsible Use Guidelines for Students

St. Joseph Catholic Academy believes that innovation and the use of emerging technologies are an integral part of education. St. Joseph Catholic Academy expects students to use these resources responsibly. The following guidelines are intended to aid students in determining what is and is not a responsible use and to help students to be good digital citizens. Any questions about the application of these guidelines should be directed to the Director of Technology.

Students will:

- Apply the Student Code of Conduct/Lancer Values to all uses of technology
- Use computers, software, and other information resources to support learning, complete school assignments, and gain a better understanding of information technologies and their applications.
- Use technology to collaborate with students and faculty in academic and extracurricular school functions.
- Use the Internet to perform research related to academic and extracurricular school functions, and to communicate with scholars, students, and specialists outside of campus to improve knowledge and advance academic work.
- Represent their own views, and not those of others, in any form of electronic communication.
- Protect loaned equipment from damage or theft as directed in the Device Care Policy
- Respect that network bandwidth, server disk space are shared and limited resources.
- Limit recreational use of computers during school hours.
- Seek permission to record or photograph classroom presentations.
- Make every effort to keep their computers free from viruses and other destructive materials.
- Have their devices at school in good working order and fully charged at the start of the school day.
- Back up their computer files and, if needed, come to the technology help desk for assistance.
- Install additional licensed/appropriate software on devices only if the software does not interfere with settings and programs required for academic use.

Acceptable Use Policy

- The secure, lawful and respectful use of St. Joseph Catholic Academy network resources is a high priority. To protect students from unwanted contact or harassment, St. Joseph Catholic Academy community members are instructed not to give out to anyone any personal information pertaining to themselves or others. Computer account passwords are confidential; providing a student's username and password to other persons, thereby allowing them to access the St. Joseph Catholic Academy network, is prohibited. Use of another person's identity, account, username or password or otherwise gaining unauthorized access to computing or network resources is also prohibited.
- The network is a free and open forum for expression. Considerate and respectful disagreement is welcome. Harassing, insulting or attacking of others is not allowed. Offensive speech is disrespectful of the rights of others; be polite in messaging.
- In providing this service to the St. Joseph Catholic Academy community, the school is aware that there are some areas on the Internet that have objectionable material. Accessing or downloading this material is prohibited. Creating, viewing or transferring defamatory, demeaning, inaccurate, abusive, obscene, profane, sexually explicit, threatening, racially offensive, or illegal material on the network is also prohibited.
- With the exception of public sporting events, the audio or video recording of conversations or other activities without the permission of the participants is prohibited.
- Impersonation/anonymity are not permitted. Students must take responsibility for their actions and words. Impersonation of an adult, employee or a student in any setting, including online, is not permitted.
- Students are expected to adhere to copyright laws. Transfer or use of copyrighted material without the express consent of the owner of the copyright is a violation of federal law.
- Deliberately or inadvertently spreading computer viruses is harmful to the network and is considered vandalism.

- It is not permissible to copy St. Joseph Catholic Academy school software to other computers. Copying school owned software programs is considered theft.
- The installation and/or use of any Internet-based file sharing programs is explicitly prohibited. File-sharing programs such as Limewire, Kazaa, Bittorrent and others are generally designed to facilitate the illegal sharing of copyrighted material.
- Using SJCA's computers or networks for commercial purposes is not allowed.
- St. Joseph Catholic Academy email distribution lists are for school business only, never for commercial or personal purposes and never for solicitations.
- During school, teachers will guide students toward appropriate materials related to the curriculum. Outside of school, families bear responsibility for such guidance as they do with television, telephones, movies, radio and other potentially offensive media. While educators cannot always control what students find on the Internet, teachers will use standards of quality and educational value to help them judge appropriateness. Not everything on the Internet is relevant or accurate.

Software Content Filter/Consequences For Intentionally Bypassing Same

The St. Joseph Catholic Academy computer network is protected from outside intrusion by a hardware firewall. Access to the Internet is controlled using a Software Content Filter. The Software Content Filter controls sites to which the student has access. Inappropriate websites are blocked with an "Access Denied" message that is clear to students.

Any student intentionally bypassing the software content filter by using a proxy website or other means to gain access to websites that would normally be denied will automatically lose their computer access privileges for the remainder of the year.

Depending upon the violation, one or more of the following sanctions may be invoked:
1. Contact parent/guardian;
2. Loss of access to equipment;
3. Additional disciplinary action or contact with parent/guardian; and
4. Notification of law enforcement agencies

Email

Access to the school's email and similar electronic communication systems is a privilege, and certain responsibilities accompany that privilege. Students are expected to demonstrate the same level of ethical and professional manner as is required in face-to-face or written communications. Anonymous or forged messages will be treated as a violation of this policy. All students must understand that the school cannot guarantee the privacy or confidentiality of electronic documents and any messages that are confidential as a matter of law should not be communicated via email.

Printing

Students do not have ready access to printing services at school. In the event a student needs something printed, he or she can talk to a teacher or visit the technology department.

Personally Owned Devices

Use of Personally Owned Technology Equipment Connected to the SJCA Network Infrastructure:

1. Personal Technology may be used to connect to the SJCA infrastructure, when authorized.
2. The use of personal technology must not interfere with legitimate educational purposes and must be used in accordance with the overall Acceptable Use Policy.
3. Personal technology devices and applications must not interfere with the operation and integrity of the school's internal wired and wireless network.
4. SJCA is not responsible for the support, safety, or security of personal technology devices that students choose to bring to school.

Electronic information, including the internet, is dynamic. This makes it challenging to predict or reliably control what information students may encounter. SCJA staff makes every reasonable effort to filter inappropriate content.

These guidelines are provided so that students are aware of the responsibilities that they are about to undertake. SJCA's goal in providing this technology is to promote educational excellence by facilitating resource sharing, innovation, and communication. The misuse of St. Joseph Catholic Academy's network resources is not only a violation of major school rules regarding honesty, respect for others, and upholding the good name of the school, but can also be a violation of state and federal laws. Failure to abide by the provisions of the SJCA Acceptable Use Policy will result in disciplinary action, up to and including suspension or dismissal from school.

Device Damage and Loss Policy

The device and the accompanying accessories ("Equipment") being provided to each St. Joseph Catholic Academy student have significant value and require appropriate attention and care to ensure that they remain in good working condition for their useful life. There may be instances where the equipment may become damaged, lost or stolen. In those instances, the following policies apply:
● Equipment Damage
● Mechanical Failure
● Accidental Damage
● User Negligence
● Equipment Loss or Theft
● Financial Responsibility

Equipment Damage

Equipment may become damaged and cease to function for one of three reasons: mechanical failure, accidental damage or user negligence.

Mechanical Failure

Mechanical failure is defined as equipment malfunction due to manufacturer defect or normal use/age. In the event of mechanical failure, there will be no financial responsibility to the student (with the exception of the battery if it is past the warranty life of one year) as long as the issue is addressed in a timely manner so as not to create a greater problem (i.e. not having a damaged hinge repaired such that it eventually breaks and cracks the entire computer housing). In the event of mechanical failure, the equipment should be taken to the Technology Department for servicing.

Accidental Damage

Accidental damage is defined as equipment malfunction in circumstances that do not violate the established Acceptable Use Policy, Device Care Guidelines or other applicable school policies. In the event of accidental damage, there will be no financial responsibility to the student for the device as long as the issue is addressed in a timely manner so as not to create a greater problem. The following items will, however, be assessed at the repair or replacement cost, whichever is less, if they are accidentally damaged: battery, power adapter and cord. The school does, however, reserve the right to assess financial responsibility or take other appropriate action in situations where accidental damage becomes excessive. In the event of accidental damage, the equipment should be brought to the attention of the Technology Department.

Student Negligence

Student Negligence is defined as equipment malfunction in circumstances that violate the established Acceptable Use, Device Care Guidelines or other applicable school policies. Student negligence will be determined by the Director of Technology. In most instances, a negligence fee of $30.00 will be assessed for the first incident and $100.00 for all subsequent incidents. If the damage to the equipment is significant, requiring the replacement of major components or the entire device, additional amounts may be assessed as determined by the Director of Technology and/or the President/Principal.

The fee is independent of the cost of the repair, which will be borne by the school. The number of negligence incidents will be tracked for a student over their entire enrollment term at St. Joseph Catholic Academy; the replacement of the equipment and/or a student's withdrawal and subsequent return to St. Joseph Catholic Academy will not erase previous negligence incidents.

*Appeals regarding negligence must be brought to the attention of the Director of Technology. In all instances of equipment damage, the student will be issued a loaner device if the necessary repairs cannot be completed right away. If the equipment is damaged such that it cannot be repaired, the equipment may be replaced. The loaner equipment and/or the replacement equipment will fall under the same agreement terms as the equipment it replaces. Although the Technology Department will make reasonable attempts to recover any data stored on the computer, it cannot guarantee that such recovery will be successful. For this reason, it is the responsibility of the student to regularly backup his/her data.

Equipment Loss or Theft

In all instances of the loss or theft of the device, the following steps must be taken by the student or his/her parent/guardian:
1. In instances of suspected theft either on or off the St. Joseph Catholic Academy campus, file a police report. If the theft takes place on campus, the police report must be filed in the presence of the President/Principal. The police Page 20 report for off campus incidents should be sent to the Director of Technology in a timely manner.
2. Report the loss to the Technology Department immediately so appropriate search actions can be undertaken in a timely manner.

If equipment other than the device is lost or stolen, step 2 must be taken. In the event of the loss or theft of equipment, the student will be assessed a loss fee equal to the actual cost of the replacement equipment. The

Technology Department will replace the equipment immediately. If the original equipment is subsequently found, it must be returned to the Technology Department who will assess the equipment and determine if a reduction or waiver of the loss fee is appropriate. The payment of a loss fee does not transfer ownership of the equipment to the student.

The filing of a fraudulent incident report and/or the failure to subsequently return found equipment may result in serious disciplinary action or other actions that the school deems appropriate given the circumstances. Multiple loss or theft of equipment may result in additional financial responsibility for the student or other actions based on the circumstances. The number of loss/theft incidents will be tracked for a student over his/her entire enrollment term at St. Joseph Catholic Academy; the replacement of the equipment and/or a student's withdrawal and subsequent return to St. Joseph Catholic Academy will not erase previous incidents. Appeals regarding loss/theft must be brought to the attention of the Director of Technology.

Financial Responsibility

The payment of any fees or other amounts incurred as described above are subject to the School's Financial Policies and as such, must be paid in order for a student's billing account to remain current. Charges under dispute may remain unpaid and exempt from finance charges as long as the parent/guardian brings the dispute to the attention of the Business Office in writing within 30 days of the original billing date of the charge. As with all other costs associated with attending St. Joseph Catholic Academy, the student's financially responsible party(ies) as they appear on the enrollment contract will be responsible for charges associated with the Device Damage and Loss Guidelines, regardless of whether they have signed the Student Device Agreement.

Device Care and Maintenance Policies

Below is a series of guidelines for students to help ensure the proper care of their devices. While this list is quite in depth, it cannot serve as a complete list. In addition to the following guidelines, students are expected to use common sense and best judgment to protect all of the devices on and off campus. Failure to follow these guidelines may result in disciplinary actions and/or financial responsibility for loss or damage.

- Although the device is owned by St. Joseph Catholic Academy, it is the student's responsibility. It should be treated with great care.
- Follow the Acceptable Use Policy, Responsible Use Guidelines for Students and these guidelines at all times and in all locations.
- Remember that the student is not to lend the device to anyone.
- Data must be backed up! Data stored on the device is not backed up. Use of a cloud service (Google Drive, OneDrive, Dropbox) is required. In addition, use of an external drive to back up data is recommended.
- At times it will be necessary for the Technology Department to send announcements to all students. Keep up to date with all emails from the Technology Department.

Computer Problems

When there appears to be a physical/hardware issue with the device, do not try to fix it. Instead bring your device to the Technology Department.

General Care

- Each device has several identifying decals. Under no circumstances is the student to modify or destroy these labels.
- Under no circumstances is the student to open the device housing, since doing so will render the warranty void.
- Liquids and other debris can damage the device. As such, students should avoid eating or drinking while using the device.
- Students often desire to"decorate" the device. Only removable decorations may be used and must be removed prior to returning the device at the end of the year.

Carrying the Device

When transporting the device, you must transport the device inside your backpack. When placing the device into the bag, students should be sure that the device is in either sleep or hibernate mode or has been powered down.

For Laptop Computers

- While closing the lid sends the laptop to sleep, it may be more reliable to place the computer in sleep mode using keystrokes or menu operations. To prevent permanent damage to the hard drive, students should wait for the system to enter sleep mode before placing it in a backpack.
- The screen should always be secured before moving. Close the lid with the screen inward when placing it in a backpack. Even when moving the computer a short distance, students should never transport the computer in laptop mode, i.e. with the lid up.
- For prolonged periods of inactivity, students may want to hibernate or shut down completely before closing the lid. This will help to conserve battery.

For Chromebooks

- The device is not put to sleep by closing the enclosure. Students shall tap the power button prior to closing the enclosure and securing the device in a backpack. Avoid placing any other items, which may cause damage to the device, in the device section of the backpack.

Taking Care of the Screen

Students must take particular caution with the screen. The screens are very susceptible to damage from excessive pressure. In particular students should avoid grasping the device by the screen with any force. The screen may be cleaned by using anti-static cloths or lens cleaners designed specifically for camera lenses and glasses often sold as moist towelettes.

Acknowledgement Statement

By signing the Student/Parent Handbook Form, students and parents/guardians are agreeing that:

- They understand and will abide by the policy and guidelines presented in the SJCA Technology Policy and further understand that any violation may result in the loss of network and/or laptop privileges as well as other disciplinary action.

- As the parent/guardian of a student, they have reviewed and discussed the St. Joseph Catholic Academy Technology Policy with their child.
- They understand that network access is designed for educational purposes and recognize that, even though the school network has an Internet filter, it may be impossible to entirely restrict access to controversial materials.
- They realize that St. Joseph Catholic Academy and the Archdiocese of Milwaukee do not have total control over the information available on the Internet.
- As parents/guardians, they are the primary authority responsible for imparting the standards of ethical and legal conduct their child/ward should follow.
- It is the responsibility of the parent/guardian to monitor home Internet use.
- The SJCA Technology Policy is subject to change, and all changes will be communicated to both parents/guardians and students

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