

## **GUIDELINES FOR INTERNET & MOBILE DEVICES, CELL PHONES AND OTHER ELECTRONIC COMMUNICATIONS**

The Internet has become a global and ubiquitous reality. It offers access to a wealth of knowledge which can be extremely beneficial to students. The Internet can also be dangerous. Because the Internet offers the opportunity for anonymity, there is the possibility for cyber bullying and other harmful acts and for sexual predators to have access to minors.

It is important for students to maintain appropriate boundaries with respect to other students and the adults in the school. This is for the protection of both students and adults. The Internet and other electronic communications pose unique challenges in this regard.

Computer use, including use of non-school equipment and use outside of school can have harmful effects on students and the school community. Any person, who makes inappropriate use of the **Internet, cell phones, or other means of electronic communications** that is harmful to the good order and discipline of the school, its religious mission or its educational objectives, is subject to disciplinary action.

This document establishes guidelines for the appropriate use of the Internet, electronic mail, and telephone for students.

### **ACCEPTABLE PROTOCOL INCLUDES THE FOLLOWING:**

1. If a student must correspond with school personnel by e-mail, only school matters or matters appropriate to be discussed in school should be communicated.
2. Students should remember to write as if others are certain to read what is written. Email communication can easily be shared with others for whom the communication was not intended.

### **UNACCEPTABLE PROTOCOL INCLUDES THE FOLLOWING:**

1. Bullying or harassing another student, parent, teacher, administrator, school employee or other member of the school community.
2. Posting statements, pictures or other materials that are false, derogatory, defamatory, degrading, malicious, disrespectful or threatening to another student, parent, teacher, administrator, school employee or other member of the school community.
3. Using the school seal (logo) or motto without written permission of the Principal.
4. Creating a website, web page, account, blog, or the like designed to look like it was created by or belongs to another student, a teacher, administrator, school employee or other member of the school community without the express written consent of that individual
5. Creating a website or webpage designed to look like an official school posting.
6. Using the name St. Joseph High School, Saint Joseph, St. Joe or any form of our school name on
7. A website without the written permission of the Principal.

### **POLICY FOR THE USE OF CELL-PHONES AND OTHER MOBILE DEVICES:**

1. The use of the cell-phone and other mobile devices at St. Joseph High School is a **privilege and not a right**.
2. Students must first obtain the permission of the teacher to use the mobile device and should only be given for educational purposes.
3. The teacher has the right at any time to confiscate the phone and turn it in to Administration.
4. Repeated abuse of the cell phone/mobile device policy can lead to a *permanent* loss of privilege.
5. Cell-phone and mobile devices cannot be used at any time without the explicit approval of an administrator or teacher.

### **ACCEPTABLE USE PROCEDURES FOR CHROME BOOKS**

NB: Please refer to the **1:1 Chrome Book Initiative Technology Handbook** for detailed information of this policy. The procedures below highlights some of the major points covered in the handbook.

Saint Joseph High School students and families must understand that:

1. All users of the Saint Joseph High School network and equipment must comply at all times with the St. Joseph High School Acceptable Use Policy, which is available on the student handbook and school website, in addition to the procedures specified in the Chrome Book Initiative Handbook.
2. Although each Chromebook device is the individual property of the parents/students who purchased them, Chrome Books purchased from the school are maintained, and use of them is monitored by the school in order to ensure that they are being utilized for the purposes of educational instruction and enrichment. Parents agree to this arrangement when purchasing Chrome Books through the school.
3. Only school-purchased Chrome Books are permitted to be used in school for all in-coming students, beginning with the Freshmen class.
4. Older siblings are not permitted to "pass-on" their Chromebooks to a younger sibling or another student.
5. All users are accountable to all pertinent school, diocese, local, state, and federal laws.
6. All use of devices and network must support education.
7. Students and families must follow all guidelines set forth in Chrome Book Initiative document and by Saint Joseph High School policies as indicated in the Student Handbook. Moreover, the instructions and policies of the individual teachers are expected to be followed by the individual students.
8. It is the responsibility of the student to ensure that his or her Chromebook is properly charged in advanced, prior to coming to class.
9. All rules and guidelines are in effect before, during, and after school hours, for all Saint Joseph High School devices whether on or off the school premises.
10. All files stored on Saint Joseph High School equipment or the network are property of the school and may be subject to review and monitoring.

11. The term "equipment" or "technology" refers to devices, batteries, power cord/chargers and cases. Each piece of equipment is issued as an educational resource. The conditions surrounding this equipment can be equated to those of a textbook.
12. Students are expected to keep the devices in good condition. Failure to do so may result in charges for repair or replacement.
13. Students are expected to report any damage to their device as soon as possible to their teacher. This means no later than the next school day.
14. Students who identify or know about a security problem are expected to convey the details to their teacher without discussing it with other students.
15. Students are expected to notify a staff member immediately if they come across information, images, or messages that are inappropriate, dangerous, threatening, or make them feel uncomfortable.
16. All users are expected to follow existing copyright laws and educational fair use policies.
17. Students may only log in under their assigned username. Students may not share their password with other students.
18. Students are encouraged not to loan device components to other students. Students who do so are responsible for any loss of components.
19. Any failure to comply may result in disciplinary action. Saint Joseph High School may remove a user's access to the network without notice at any time if the user is engaged in any unauthorized activity.
20. Saint Joseph High School reserves the right to confiscate the property at any time. Saint Joseph High School makes every effort to equip parents/guardians with the necessary tools and information to ensure safe use of the devices in the home. There are several responsibilities assumed by the parent/guardian and the student. These are outlined below:
  - All Parents/Guardians and Students are required to sign the Technology Acceptable Use Policy, along with the Acceptable Use Procedure document in order for students to utilize school-maintained and school-owned technological devices.
  - Chrome Books do not go home unless the Parent/Guardian and Student has signed the Technology Acceptable Use Policy and Acceptable Use Procedure document.
  - Student devices will not be assigned for take home use until all device debts are paid.
  - Devices will be collected at the end of each school year for updates and maintenance.
  - Students will be assigned the same device each year while enrolled at St. Joseph High School.