



St. Emily 1:1 Program

Mission Statement

St. Emily Catholic School accepts the Church's challenge to create a religious, educational and evangelizing community, enlightened by the gift of faith, which parents, as primary educators, have nurtured. We strive to foster a sense of independence in each student so that he/she may be responsible, respectful, and make right choices. In pursuit of academic excellence, curriculum is implemented to foster and develop the talents of each student.

Technology Use

St. Emily School provides technology resources to its students and staff for educational and administrative purposes. The goal in providing these resources is to promote educational excellence in St. Emily School by facilitating resource sharing, innovation and communication with the support and supervision of parents, teachers, and support staff. The use of these technology resources is a privilege, not a right. To obtain access to the St. Emily network and use the assigned device, a student must submit the signed copy of the **SES Parent/Guardian Consent Form - Acceptable Use of School Technology by Student**.

Student Assigned Technology

Students in grades Kindergarten - 8th will be assigned a Chromebook to use in school and for home study. The Chromebooks are the property of St. Emily School and the student/family assumes responsibility for the care of the device. At the end of the school year, students are expected to return the device, charger, and case in the condition in which they were assigned. Failure to return the device or return of the device in a damaged condition will result in a \$350 charge at the end of the school year. Students are responsible for any damage to the device. Insurance will be available for purchase at an approximate cost of \$28 per year for each device. Details about the insurance will be sent out as soon as it becomes available. Students are responsible for any data, media, or communication received and/or stored on the device and any communication emanating from the device whether they are responsible for the data, media, or communication or not.

Technology will never replace great teachers, but in the hands of great teachers, it's transformational."

George Couros

ACCEPTABLE USE POLICY (AUP)

Expectations and Responsibilities for Student Use

Care of Device	Use the device in a responsible and ethical manner.
	Use only the device assigned to the student and never loan the device to another student.
	Keep food and beverages away from the device at all times.
	Never leave the device unattended. The device may not be shared or used by any other student in the building.
	Never attempt to disassemble any part of the device or attempt any repairs myself.
	Keep the device free from any decorations such as stickers, markers, etc.
	Keep the device in the assigned cover at all times.
	Notify my teacher or another staff member immediately if my device is damaged, lost, or stolen.
	Return the device, case, and charger at the end of the school year.
	Devices should not be left in extreme hot or cold temperatures for extended periods of time.
	Any labels placed on the laptop or case by the school must remain intact and in their original condition.
	Heavy objects (such as textbooks, musical instruments, sports equipment) should never be placed or stacked on top of the laptop.
	8th graders will take their Chromebooks home daily in order to complete assignments. The Chromebook should be fully charged at home so it is ready for use the next day in class. Chargers may be left at home for convenience.
Students in grades Kindergarten-7 will take their Chromebook home at least once a week; during the week the Chromebooks will be stored in locked charging stations when not in use.	
E-Mail and Social Media	Students may only use their assigned @stemilyeagles.org email account during the school day and on school technology.
	Students may not use outside email, Facebook, YouTube, SnapChat, InstaGram, Twitter or other similar sites on school technology without the expressed permission of the teacher. Students using these services improperly will be subject to appropriate consequences based on their age and experience.

Files	<p>Personal files stored within the school computer systems, as well as hosted services, including but not limited to, network folders, Google Apps files, Google Apps folders and Google Apps shares, etc. should be restricted to those relating to classes/activities at St. Emily.</p>
	<p>Games, music, videos, pictures or files that are not for a school assignment or authorized activity should not be stored on the network.</p>
Games	<p>Only games provided with the installed operating system or those designated by teachers for educational purposes may be played at the appropriate times.</p>
Internet Use	<p>In general, any use which disrupts the proper and orderly operation and discipline in the school, threatens the integrity or efficient operation of the network, violates the rights of others, is socially inappropriate or inappropriate for a student's age or maturity level, is primarily intended as an immediate solicitation of funds, is illegal or used for illegal purposes of any kind, or constitutes gross disobedience or misconduct is an unacceptable use.</p>
	<p>All users are prohibited from:</p> <ul style="list-style-type: none"> ● violating student rights to privacy/confidentiality, or unauthorized disclosure, use, and dissemination of personal identification information; ● attempting any unauthorized access, including hacking of any computer system; ● accessing or downloading unacceptable or obscene materials; ● re-posting personal communication without the author's prior consent; ● violating copyright laws; ● using school technology resources for financial gain, credit card fraud, electronic forgery, other illegal activity and political purposes; ● downloading, installing or storing software on a school computer without the approval of appropriate school personnel; ● changing or attempting to alter any configuration, program or password on any computer or system (approved school personnel may be permitted to change their own passwords at the discretion of the principal); ● using a school computer without knowledge/approval of school personnel responsible for the computer; ● using inappropriate language, pictures, and gestures in any form on the Internet; ● using the Internet for entertainment or limited-discovery function; ● using the Internet for unauthorized purchases; ● using the Internet to harass or bully others; ● creating or forwarding chain letters, "spam" or other unsolicited or unwanted messages; ● creating or sending email or other communications which purport to come from another individual (spoofing) or otherwise assuming an anonymous or false identity in communicating with other individuals, businesses, or organizations.
Internet Safety	<p>The school's primary concern in maintaining Internet access is that student safety and security not be compromised at any time. Students are expected to follow the guidelines below while on the Internet:</p> <ul style="list-style-type: none"> ● Students should never give out such personal information as their name, age,

	<p>birthdate, home address, telephone number(s) photograph, their parents' or guardians' work address or telephone number, or the name or location of the school over the Internet or through email.</p> <ul style="list-style-type: none"> • Students should immediately inform their parents, guardians, or a member of the school staff if they come across any information on the Internet or in an email that makes them feel uncomfortable. Students should not respond to any email or other message which makes them feel uncomfortable; • Students should never agree to meet someone in person whom they have "met" online; • Students should never agree to send or accept any item to or from a person whom they have "met" online.
Parental Responsibility	Parents/Guardians are solely responsible for the student's appropriate and ethical use of technology outside of school. However, the inappropriate use of technology outside of school may subject the student to disciplinary action at the administration's discretion.
	When students are off-campus, the management system does not filter content accessed on the internet. It is up to parents/guardians to filter Internet content and establish proper procedures for using Internet resources when not at school
Printing	Printing should be limited to files or resources that relate to classes or activities at St. Emily School.
	Students are required to print only when necessary and limit printing to short documents or files. When possible, students are asked to use electronic files instead of hard copies.
Sound	Sound will be muted at all times unless permission is obtained from a teacher.
	Headphones may only be used with teacher permission
Wallpapers and Screensavers	Wallpapers and screensavers should not be installed on the Chromebook. In general, no images should be installed on the Chromebook unless they are for educational purposes.

The school reserves the right to randomly collect and/or spot check the device. The student has no expectation of privacy for anything on or communicated by the device. The student is fully responsible for anything on the device whether s/he put it there or not. The student is responsible for abiding by all technology policies and safe and acceptable use procedures as defined by the school. Students who fail to abide by these guidelines will be subject to appropriate consequences based on their age and experience.

The school is responsible for applying school network filters and blocking of visual depictions or materials deemed obscene or as child pornography or to any material deemed harmful to minors as determined by the school administration. The school shall monitor the use of the computer network by students in order to ensure compliance with this policy, these rules and regulations, or others terms or conditions of computer network access promulgated by the

school, and other disciplinary policies and regulations necessary to further the educational, safety, and pedagogical concerns of the school.

COPPA (Children's On-line Protection Act)

St. Emily School utilizes a variety of software applications and web-based tools operated by third party vendors to support student learning. These instructional supports are vetted through a review process to ensure compatibility with the goals of SES. The use of these tools by students is governed by the Children's Online Privacy and Protection Act (COPPA), enacted in 1998 and amended in 2012 with the amendments effective as of July 2013.

The intent of COPPA is to safeguard students' personal information when students are accessing online services including apps and websites directed primarily to audiences under age 13. This legislation applies to a general audience site that acknowledges it is collecting personal information from users under 13.

To allow student access to the application, site, or tool certain identifiable information-generally, the student's name and school provided identification number are required by the operator. COPPA grants schools the authority to act as the parent's agent consenting to the use of student information for educational purposes only. Operators and vendors are required under COPPA to provide schools with appropriate notices and statements.

St. Emily School presently supports teaching and learning by accessing applications, websites, and online services operated by third parties. These include Google Apps for Education, Pearson web-based products, Houghton Mifflin web based products, Mystery Science, i-Ready, and numerous other educational related tools. Parents with questions regarding the use of these instructional supports by their child are encouraged to contact the teacher/principal.

St. Emily School does not sell, rent, lease, or trade student "covered information". Covered information is defined as "personally identifiable information or material or information that is linked to personally identifiable information or material in any media or format that is not publicly available and is any of the following: (1) created or provided to an operator by a student or the student's parent in the course of the student's or parent's use of the operator's site, service or application for K-12 school purposes, (2) created or provided to an operator by an employee or agent of a school for K-12 school purposes, and (3) gathered by an operator through the operation of its site, service, or application for K-12 school purposes and personally identifies a student, including, but not limited to, information in the student's education record or electronic mail, first and last name, home address, telephone number, e-mail address, or other information that allows physical or online contact, discipline records, test results, grades, evaluations, medical/health records, social security number, biometric information, text messages, student identifiers, search activity, photos, voice recordings, geolocation information, or criminal records.