



## ***Acceptable Use Policy and Confidentiality Agreement for Technology***

### **Goals for Student Users**

To increase students' productivity in and outside of the classroom when completing assignments, projects, and other activities.

To capitalize on the vast array of academic resources that support best practices.

To facilitate mobile learning across the school campus and beyond.

To promote leadership in one's own learning by establishing access to educational resources and providing a host of tools to craft academically relevant information.

### **General Information**

Student use of a device in school falls under the guidelines of Annunciation School's Acceptable Use Policy for Technology, found in the student handbook. Access to the internet is monitored through Annunciation school's content filtering software and all rules and expectations apply to the use of the device. All applications, activity, and documents stored on the device are the property of Annunciation and subject to regular review and monitoring.

Students should not:

- Modify the device in any way other than those instructed by the teacher.
- Allow other students to retain or remove the device from their presence.
- Apply any permanent marks, decorations, or modifications to the device.
- Remove the supplied cover for the device.
- Disable the device or its applications.

Failure to comply with these guidelines will be treated as failure to comply with the school's Acceptable Use Policy for Technology and will be dealt with as specified in the school's discipline code. The parent/guardian is responsible for damage, including up to the replacement cost of the device, or, if applicable, any insurance deductible if any malicious attempt to destroy the device has been discovered, or if the device has been stolen or lost.

### **Use of the Device**

Use of the device requires regular maintenance to keep the device performing well:

- Clean the screen only with approved cleaning towels.
- Make sure hands are clean before using.
- Keep away from food and drink.
- Sign out of all online tools (i.e. Google).
- Report any software/hardware issues to the teacher as soon as possible.
- Keep the iPad or Chromebook in its cart when not in use, or at home in a secure area. iPads or Chromebooks should not be kept in vehicles, this frequently results in theft.

## **Student Pledge for Device Use**

I will take good care of the device by:

- Not modifying the device's settings in any way, including (but not limited to) turning on the alarm, changing the desktop image, and moving apps.
- Being gentle with the Chromebook keyboard and not removing keys.
- Treating others' devices respectfully; I will not intentionally close the Chromebook, move, hide, or use another student's device without his/her knowledge.
- Using a soft cloth to clean the screen.
- Keeping the device away from food or beverages.
- Not marking the device (with any writing utensil or other medium) or adding anything (stickers, etc.) to the device.
- Not placing any objects on top of the device.
- Keeping the supplied cover on the device and safely storing it at all times.

I understand that the device I use will be inspected by the teacher.

I will be responsible for all damage caused by abuse, theft or loss.

I understand that using the device is a privilege, not a right. If I do not adhere to this policy, future usage of the device may be revoked.

## **Google Workspace for Education**

Annunciation Catholic School will provide students with Google Workspace for Education accounts. Google Workspace for Education includes free, web-based programs like document creation tools, calendars, and collaboration tools. This service is available through an agreement between Google and Annunciation Catholic School.

Your student's teachers may use Google Classroom for lessons, assignments, and communication (4th-8th grade). Collaboration and communication will be restricted to accounts within the Annunciation Catholic School domain only. Students will not be able to receive communication or documents from outside this password protected domain.

As a user of Annunciation Technology Assets and Services, I understand the school may access my child's data at any time without prior written notice or consent and any violation of the Annunciation Acceptable Use Policy will result in appropriate disciplinary action up to and including expulsion and referral to law enforcement authorities.

During potential school closures/distance learning, Annunciation Catholic School has authorized the use of Google Meet/Zoom/Seesaw/etc. for your child. During the use of technology for continuous learning, it is imperative that you and your child maintain the confidentiality of other information and interactions of students and of staff who may be observed through these apps. The goal for use of these technologies is specifically to allow direct instruction for your child. All school policies and guidelines remain in effect during the use of school directed apps.

Names or any other identifying information regarding students, teachers, and staff may not be recorded, shared or discussed. Participation in any discussions or dissemination of confidential information or observed interactions between other students or the students and staff in the classroom is prohibited.

Due to the seriousness of violations in confidentiality, the consequence for such behavior is - at a minimum - immediate termination of the use of the Google Meet/Zoom or other apps/technology that allow for live streaming into the classroom.

To continue to provide safety for students, we will be asking you to complete an online form regarding the confidentiality and use of our online meeting tools. This will be your agreement to the stipulations set forth in this entire document. By signing this document, you will also agree to abide by the technology use policies as stipulated in the Student Handbook.