# St. Teresa Catholic School

## Responsible Use of Technology Policy and Chromebook Agreement 2026-2027

## Internet, Technology & Publications

### Internet Acceptable Use

The Internet is an electronic highway connecting thousands of computers all over the world. St. Teresa Catholic School is pleased to have the technology and networks available to access the Internet, publish web pages, and communicate using email. Hardware is in place for students to access educational resources from anywhere in the world. With the technology now available, students can use computers to research topics, build academic skills and extend learning beyond the classroom.
Along with access to the Internet also comes the availability of material that may not be considered to be of educational value in the context of the school setting. St. Teresa's Acceptable Use Policy restricts access to material that is inappropriate in the school environment and St. Teresa School has taken available precautions to restrict access to controversial materials. However, on a global network, it is impossible for filtering software to block every controversial and inappropriate site.

St. Teresa uses certain educationally-appropriate online resources such as Google Apps for Education, BrainPop, and Discovery Education to provide learning opportunities to our students. These online resources are reviewed and approved by the administration, St. Teresa School Advisory Council, and IT. St. Teresa may provide online vendors with a student's username, password, full name, and related information for the purpose of securing confidential credentials (i.e. username and password) and access for the student. This information will remain confidential and will not be shared except for the purpose of providing these services.

St. Teresa recognizes that although the Internet and on-line services afford access to legitimate sources of information for academic and educational purposes, they also enable access to materials which may be illegal, obscene or indecent. The use of elements of the St. Teresa Technology System including the Internet shall be consistent with the School's educational mission and the curriculum adopted by the school.

The "System" shall include all computer hardware and software owned or operated by the School, the School electronic mail, the School website, and the School on-line services and bulletin board systems. "Use" of the St. Teresa Technology System shall include use of or obtaining access to the System from any computer terminal whether or not owned or operated by St. Teresa School.

**Purpose of Technology:** District technology, computers, and access to the Internet are designed for a limited educational purpose. The term "educational purpose" includes use of the network (hardware/software/ connections, etc.) and access to the Internet for classroom activities, research, communications, career awareness, and professional development. Use of these educational tools is a privilege, **not a right,** and inappropriate use may result in a cancellation of those privileges.
The St. Teresa Technology System was established to comprise part of the school curriculum, and is intended by the school to function in support of that curriculum and of students' mastery of the curriculum through improved communication between the school and students' parents or guardians. The St. Teresa Technology System does not constitute a public forum. St. Teresa School reserves and retains the right to regulate the content of and links to the St. Teresa Technology System. St. Teresa also has the right to and does monitor use of its Technology System. Except as provided by Federal and State statutes protecting the confidentiality of students' education records, no user of the St. Teresa Technology System has an expectation of privacy in connection with such use.

Student use of technology, Internet, web publications and e-mail will be governed by the policies found in this document, related School regulations, and Student Disciplinary Code. Violation of the acceptable use guidelines shall be subject to consequences including but not limited to discipline, loss of System use privileges, and referral to law enforcement authorities or other legal action in appropriate cases.

St. Teresa School has the right to access, review, copy, delete, or disclose, as allowed by law, any message sent, received, or stored on the St. Teresa's electronic mail system. St. Teresa has the right to and does monitor use of the System by students, including students' access to the Internet, as part of System maintenance to determine whether the use is consistent with Federal and state laws and District policies and guidelines. All users should be aware that their personal computer files or System use may be subject to public disclosure under the Illinois Freedom of Information Act.

Use of the technology, Internet, web publications and e-mail constitutes consent to abide by the policies contained in this document.

With respect to any of its computers with Internet access, St. Teresa will use technology protection measures to (A) protect minors against access through such computers to visual depictions which are obscene, constitute child pornography, or are otherwise harmful to minors, and (B) protect all users against access through such computers to visual depictions that are obscene or constitute child pornography.

**Technology and Computer Use (Students who have not turned in a handbook sign off sheet will not be permitted to use St. Teresa School technology.)**

1. All students shall assume the following responsibilities while using St. Teresa School technology and computers.

2. Students will treat all equipment with care and report any abuse or misuse as soon as they become aware of it to a teacher,St. Teresa personnel, or Principal.

3. Students will report any malfunction or problem as soon as they become aware of it to a teacher, St. Teresa personnel, or Principal.

4. Students will not vandalize or otherwise **intentionally** damage any St. Teresa technology hardware or software. If they do, they or their parent(s)/guardian(s) will be responsible to pay all repair and/or replacement costs. Vandalism is defined as any malicious attempt to harm or destroy data of another person, computer software, the network, computer hardware, computer wiring, or computer configuration.

5. Students will not damage, destroy, or copy another person's data. If they do, they will be referred to the building Principal. **Incidents in which a student copies another student's data or does not cite work done by other people will be treated as cheating.**

6. Students will not tamper with or attempt to gain access to computer data to which they have no security authorization. Doing so will result in the cancellation of privileges.

7. Students will not load or copy unauthorized software onto St. Teresa's computers. All software used on St. Teresa's computers are to be properly licensed and registered with the publisher or manufacturer, and **installed by St. Teresa Technology personnel.**

8. Students who can identify a security problem on St. Teresa's network and/or Internet must notify a teacher, St. Teresa personnel, or Principal and should not demonstrate the problem to someone else.

9. Students will not attempt to log-in to a computer or St. Teresa's network as a system administrator. Doing so will result in the cancellation of privileges.

10. Students identified as a security risk may be denied access to St. Teresa's technology and computers.

**Access:** Students may be provided with a classroom, school, or individual student account. In grades where students are given an individual account, students are prohibited from sharing their log-in IDs or passwords with any other individual. Any attempt to log in as another user will result in disciplinary action.

**Internet Use:** St. Teresa's access to the Internet, and its software, hardware, and data files, are owned and controlled by the School. St. Teresa maintains the right to monitor Internet use and maintain user logs. Students will not use the computers and networks unless supervised by a teacher or staff member and they should only use them for educational activities. All users shall assume the following responsibilities while using the Internet.

**Prohibited Uses: The uses of the System listed below are prohibited and may result in discipline or other consequences as provided in the "Due Process" section of these Guidelines and St. Teresa's Student Discipline Code and rules. The System shall not be used to:**

1. Engage in activities which are not related to St. Teresa educational purposes or which are contrary to the instructions from supervising School employees as to the System's use.
2. Access, retrieve, or view obscene, hateful, profane or indecent materials. "Indecent materials" are those materials which, in context, depict or describe sexual activities or organs in terms patently offensive, as measured by contemporary community standards. "Obscene materials" are those materials which, taken as a whole, appeal to the prurient interest in sex, which portray sexual conduct in a patently offensive way in which, taken as a whole, do not have any serious literary, artistic, political or scientific value.
3. Access, retrieve, view or disseminate any material in violation of any Federal or State laws or regulation or School policy or rules. This includes, but is not limited to, improper use of copyrighted material; improper use of the System to commit fraud or with the intent to commit fraud; improper use of passwords or access codes; or disclosing the full name, home address, or phone number of any student, School employee, or System user.
4. Transfer any software to or from the System without authorization from the St. Teresa Technology Director.
5. Engage in for-profit or non-school sponsored commercial activities, including advertising or sales.
6. Harass, threaten, intimidate, or demean an individual or group of individuals because of sex, color, race, religion, disability, national origin or sexual orientation.
7. Disrupt the educational process, including use that is reasonably foreseeable to result in a disruption, or interfere with the rights of others at any time, either during school days or after school hours.
8. Disrupt or interfere with the System.
9. Access websites through random searches in grades K-4. Students in grades K-4 will only access teacher approved websites that are related to the educational mission of the class. Students in grades 5-8 can only conduct random Internet searches on a limited basis to conduct research related to the educational mission of the class and only while being supervised by a teacher or staff member.
10. Gain unauthorized access to or vandalize data, files, the System or the technology system of any other individual or organization.
11. Forge or improperly alter electronic mail messages, use an account owned by another user, or disclose the user's individual password or that of another user.
12. Invade the privacy of any individual, including violating Federal or State laws regarding limitations on the disclosure of student records.
13. Download, copy, print or otherwise store or possess any data which violates Federal or State copyright laws or these Guidelines.
14. Send nuisance electronic mail or other online messages such as chain letters, pyramid schemes, or obscene, harassing or other unwelcome messages.
15. Use data created outside the school and brought in on mobile storage devices such as USB flash drives without permission from the teacher and scanning the data for viruses.
16. Use obscene, profane, lewd, vulgar, rude, inflammatory, threatening, or disrespectful language.
17. Engage in personal attacks, including prejudicial or discriminatory attacks, or knowingly or recklessly post false or defamatory information about a person or organization.

18. Harass another person. Harassment is persistently acting in a manner that distresses or annoys another person. If a student is told by a person to stop sending him/her messages, the student must stop.
19. Post personal contact information or private information about themselves or other people. Personal contact information includes full names, address, telephone number, school address, work address, etc.
20. Agree to meet with someone they have met online without their parent's approval and participation.
21. Repost a message that was sent to them privately without permission of the person who sent the message.
22. Plagiarize another person's work. Plagiarism is taking the ideas or writings of others and presenting them as if they were original to the user.
23. Infringe on another person's rights of copyright. Copyright infringement occurs when an individual inappropriately reproduces a work that is protected by a copyright. If a work contains language that specifies acceptable use of that work, the user should follow the expressed requirements. If the user is unsure whether or not they can use a work, they should request written permission from the copyright owner.
24. Engage in "spamming." Spamming is sending an annoying or unnecessary message to a large number of people.
25. Conduct random internet searches that are unrelated to the specific lesson for which the System is being used. Students that inadvertently access inappropriate materials should immediately inform their teacher or Principal.

**School Sponsored & Non-School Sponsored Publications/Websites**

**Web Page Publication:** Any website created by a student using the System must be part of a School-sponsored activity, or otherwise be authorized by the appropriate St. Teresa administrator. All content, including links, of any website created by a student using the System must receive prior approval by the classroom teacher or an appropriate St. Teresa administrator. All contents of a website created by a student using the System must conform to these Acceptable Use Guidelines. All students shall assume the following responsibilities while producing student web pages that are created and posted for viewing outside St.Teresa's Intranet:

- Students will be allowed to create "content" pages related to a specific class activity under the supervision of their teacher. Content pages must be related to meeting the educational objectives of the class activity.
- Students will not be allowed to publish "personal" web pages on the School's server.
- Student web pages will be removed at the end of the school year unless special arrangements are made.
- Student web pages must include a statement that identifies the page as a student-created web page.

**Web Page Publishing Guidelines:** Copyright Web Publishing Rules: Copyright law and School policy prohibit the republishing of text or graphics to the Web without explicit written permission by the original author.

- School web pages must not contain copyrighted or trademarked material belonging to others unless written permission to display such material has been obtained in writing from the owner.
- Students engaged in producing web pages containing copyrighted material must provide the building Principal or their designee with hard copy permissions before the web pages are published. Printed evidence of the status of "public domain" documents must be provided.
- The absence of a copyright notice may not be interpreted as permission to copy the materials. Only the copyright owner may provide permission. If the material is web-based, the manager of the site may not be considered a source of permission.
- The "fair use" rules governing student printed reports (non web-based materials) in classrooms are less stringent and permit limited use of graphics and text. There will be no assumption that the publication of copyrighted material on a website is within the fair use exemption

**Web Pages shall not:**

- Contain a student's full name. Only a student's first name and last initial can be displayed and must not be displayed without a signed release by parent or legal guardian.
- Contain personal contact information about students beyond that permitted by the school and parent.
- Display photographs or videos of any identifiable individual without a signed release by a parent or legal guardian.
- Display a student's picture and name on the same page.
- Contain copyrighted or trademarked material belonging to others unless written permission to display such material has been obtained from the owner. There will be no assumption that the publication of copyrighted material on a website is within the fair use exemption.

**Web Pages shall:**

- Meet academic standards of proper spelling, grammar, and accuracy of information.
- Be reviewed, updated, and maintained on a regular basis to ensure the site is appropriate and has educational value. Active links must be tested for connectability and appropriateness.
- Carry a stamp indicating when it was last updated and the e-mail address of the teacher responsible for the page.
- Have a link that will help users find their way to the appropriate home page. Have a back-up copy retained by the teacher or student.
- Students may retain the copyright on the material they create that is posted on the Web.

**E-Mail Use:** Students may only use email as part of a class activity. Students in grades 5-8 may have a teacher monitored and restricted individual account provided by St. Teresa. Individual accounts will only be accessible to teachers and students inside St. Teresa School. On occasions individual student email accounts may be used to collaborate and communicate with students from other schools in the United States or abroad. Material presented on a monitored restricted student account must meet the educational objectives of the class activity. St. Teresa maintains the right to monitor email use and maintain user logs. E-mail logs will not be maintained or backed-up for longer than thirty days. The Principal will make decisions regarding who will receive a St. Teresa account. It **will not** be considered a violation of a student's right to free speech to require removal of material that fails to meet established educational objectives or that is in violation of a provision of the Technology Use Policy or student disciplinary code.

St. Teresa reserves the right to access and disclose the contents of any account on its system, without prior notice or permission from the account's user. Unauthorized access by any student or staff member to an email account is strictly prohibited.

Each person should use the same degree of care in drafting an email message as would be put into a written memorandum or document. Nothing should be transmitted in an email message that would be inappropriate in a letter or memorandum.

Electronic messages transmitted via the St. Teresa Internet gateway carry with them an identification of the user's Internet "domain." This domain name is a registered domain name and identifies the author as being with the School District. Great care should be taken, therefore, in the composition of such messages and how such messages might reflect on the name and reputation of St. Teresa School. Staff will be held personally responsible for the content of any and all electronic messages transmitted to external recipients.
Any messages received from an unknown sender via the Internet should be deleted immediately. Downloading any file attached to any Internet-based message is prohibited unless the user is certain of that message's authenticity and the nature of the file being transmitted.

**Due Process:** St. Teresa Catholic School will cooperate fully with local, State, or Federal officials in any investigation concerning or relating to any illegal activities conducted through the St. Teresa School network. In the event there is an allegation that a user has violated St. Teresa's Technology Use Policy, the person will be provided with a notice and opportunity to be heard in the manner set forth in the student disciplinary code.

Disciplinary actions will be tailored to meet specific concerns related to the violation and to assist the student in gaining the self-discipline necessary to behave appropriately on an electronic network. If the alleged violation also involves a violation of other provisions of the student disciplinary code, the violation will be handled in accord with the applicable provision of the code.

Any School employee may request to terminate the account privileges of a guest user by providing notice to the user and the St. Teresa Technology Coordinator. Guest accounts not active for more than 90 days may be removed, along with the user's files, without notice to the user. Disciplinary actions will be handled in accordance with the Student Handbook and applicable St. Teresa School Advisory Council Policy.

**Search and Seizure:** Students have a limited expectation of privacy with regard to the contents of their personal files, and online activity may be monitored while using the St. Teresa's network. Routine maintenance and monitoring of the system may lead to discovery that the user has or is violating the St. Teresa's Technology Use Policy. If this occurs, the student disciplinary code,St. Teresa regulations, employment policy, or the law will be used to resolve this situation. An individual search will be conducted if there is reasonable suspicion that a user has violated the law or the student disciplinary code.

**Warranty:** St. Teresa Catholic School makes no warranties of any kind, whether expressed or implied, for the service it is providing, nor is it responsible for any damages suffered by a user. This includes loss of data resulting from delays, non-deliveries, misdeliveries, or service interruptions caused by its own negligence or the user's errors or omissions. Use of any information is at the user's own risk. St. Teresa School specifically denies any responsibility for the accuracy or quality of information obtained through its services. The School is not responsible for any user's intentional or unintentional access of material on the Internet which may be obscene, indecent, or of an inappropriate nature.

**Indemnification:** The user agrees to indemnify St. Teresa Catholic School for any losses, cost, or damages, including reasonable attorney fees, incurred by the School relating to, or arising out of, any breach of the authorization.

**Fees and Charges:** St. Teresa Catholic School assumes no responsibility for any unauthorized charges or fees, including telephone charges, long-distance charges, per-minute surcharges, and/or equipment or line cost.

## Access to Student Social Networking Passwords & Websites

School officials may conduct an investigation or require a student to cooperate in an investigation if there is specific information about activity on the student's account on a social networking website that violates a school disciplinary rule or policy. In the course of an investigation, the student may be required to share the content that is reported in order to allow school officials to make a factual determination. St. Teresa School may not request or require a student to provide a password or other information in order to gain access to a student's account or profile on a social networking website.

## Chromebook Agreement

St. Teresa Catholic School students in grades 5-8 will be issued a School Chromebook and must complete this Chromebook Agreement in order to receive a device. Use of a Chromebook, like any other use of School Technology, is governed by the St. Teresa Responsible Use of Technology Policy, which students and their parents/guardians are responsible for reviewing, understanding and signing each school year. This document also provides additional guidance about taking care of the equipment, using it to complete assignments, and being a good digital citizen.

Students and their parents/guardians are reminded that use of School Technology is a privilege and that all activity on any School-owned device, network, or electronic communication device may be monitored by school authorities. Inappropriate use of School technology may result in limited or banned device use and/or disciplinary action.

**Responsibility for the Chromebook**

Students are solely responsible for the Chromebooks issued to them and must adhere to the following:

- Students must comply with the St. Teresa Responsible Use of Technology Policy and all other School policies and procedures when using their Chromebooks, regardless of where and when that use occurs (e.g., at home/at school, before/after school, during the school year/summer).
- Students must bring their Chromebooks to school every day and make sure they are fully charged.
- Students must treat their devices with care and never leave them in an unsecured location.
- Students must keep their devices in the protective case provided by St. Teresa Catholic School.
- Students may not remove or interfere with the serial number, asset tag and other identification tags on their Chromebooks.
- Students may not attempt to remove or change the physical structure of their Chromebooks, including the keys or plastic casing.
- Students may not attempt to install or run any operating system on their Chromebooks other than theChromeOS operating system supported by St. Teresa.
- Students must keep their devices clean and **must not touch the screen with anything** (e.g., finger, pen,pencil, etc.) other than device screen cleaners designated for such use.
- Students must not interfere with or use another student's Chromebook without permission.

***Violations of any of the aforementioned responsibilities may result in disciplinary action.**

Again, students are expected to charge their Chromebook each night and bring their fully-charged Chromebook to school each day. If a student does not come to school with their fully charged Chromebook, the student will receive the following consequence(s).

- First Violation: Warning
- Second Violation: Warning and parent contact
- Third Violation: Lunch Detention and parent contact
- Fourth Violation: Lunch Detention and parent conference with administration
- Fifth Violation and up: After School Detention and parent conference with administration

**Responsibility for Electronic Data**

Students are solely responsible for any apps or extensions on their Chromebooks that are not installed by an IT staff member. Students are responsible for backing up their data to protect from loss. Students, like all users of St. Teresa technology, have no rights, ownership, or expectations of privacy to any data that is, or was, stored on the Chromebook.

**Digital Citizenship**

Students must follow the 3R's when using their Chromebooks as part of the school's expectations of positive behaviors: Respect for Self, Respect for Others and Respect for Community. The Student Responsible Use Policy outlines how to exhibit the 3R's as well as the guidelines and consequences of unacceptable use of technology.

**Copyright and File Sharing**

Students are required to follow all copyright laws around all media including text, images, programs, music, and video when using their Chromebooks. Downloading, sharing, and posting online illegally obtained media violates St. Teresa's Responsible Use of Technology policy.

**Temporary Equipment and Lending**

If a student's Chromebook is inoperable, the school has a limited number of loaner devices for use while the student's assigned Chromebook is repaired or replaced. This agreement governs use of such loaner equipment as well as the student's School-issued Chromebook. The student may not opt to keep an inoperable Chromebook to avoid doing class work due to loss or damage. If a student does not bring their Chromebook to school, the student may be required to borrow a device from the school based on direction from their teacher or principal. Any damage accrued to the overdue device while in the student's possession will be charged to the student account. In addition, loaner devices will be available for students to utilize **at school only** and will not be allowed to leave the school unless authorized by the principal.

**Loss and/or Damaged**

St. Teresa School will repair or replace damaged equipment resulting from **normal** use. Any damage or repair not due to normal wear and tear, will be the responsibility of the student and their parent/guardian. St. Teresa may be able to order replacement parts for the student, but the student and their parent guardian will be responsible for reimbursing St. Teresa for the cost of such parts. St. Teresa will make its best attempt to purchase replacement parts at the best possible price. A table of estimated repair parts pricing can be found below. Actual charges may vary from those provided in the following table.

| | |
|---|---|
| Power Adapter/Charger | $50 |
| Battery | $100 |
| Mainboard | $225 |
| LED Screen | $100 |
| Keyboard/Trackpad | $140 |
| Top or Bottom Cover | $100 |
| Broken USB-C Charging Port | $175 |
| Full Replacement | $450 |

**Acknowledgement of Chromebook Agreement**

The student AND their parent or guardian must complete and sign this Chromebook Agreement in order for the student to receive the Chromebook. By completing this Chromebook Agreement, the student and their parent/guardian agree that they have read and understood the St. Teresa Responsible Use of Technology Policy and Chromebook Agreement, and that they agree to follow and be bound by those guidelines as well as all other applicable School policies and procedures. The student and their parent/guardian agree that St. Teresa owns the Chromebook, management software and peripherals. **The Chromebook and any issued peripherals must be returned to St. Teresa in good working order or full replacement cost will be charged to the student and his or her parent/guardian.**

**The word "Computer" is used within this document as a general reference to all and any electronic devices that are utilized by students at St. Teresa Catholic School, including but not limited to Chromebooks, desktop computers, and iPads.**

## Authorization for Access to St. Teresa Technology System by Students

This form must be read and signed by each student and by his/her parent/guardian as a condition of using the St. Teresa Technology system.

By signing this Authorization, I acknowledge that I will access and read the “St. Teresa Acceptable Use Policy for Students” approved by the St. Teresa School Advisory Council, Principal, and St. Teresa Information Administrator, and I agree to follow the Technology Use Guidelines.

By signing this Authorization, I acknowledge that access to St.Teresa Technology System is provided as a privilege by the School and that inappropriate use may result in discipline, as may off-site use of electronic technology which disrupts or can reasonably be expected to disrupt the school environment.

By signing this Authorization, I consent to my student using these educationally-appropriate online resources including, but not limited to, Google Apps for Education, BrainPop, Discovery Education, and other related services. In addition, I authorize St. Teresa School to provide my student’s full name, username, password, and related information to the online resources for the purpose of accessing the educational online resources.

**I ACKNOWLEDGE THAT I HAVE NO EXPECTATION OF PRIVACY IN MY USE OF ST. TERESA TECHNOLOGY SYSTEM, AND THAT THE SCHOOL HAS THE RIGHT TO AND DOES MONITOR USE OF THE SYSTEM. THIS INCLUDES BUT DOES NOT LIMIT THE INTERNET SEARCH HISTORY. STUDENTS MAY NOT DELETE SEARCH HISTORY.**

Please complete and sign for all the above mentioned items

Student Name (Print): _____

Student Signature: _____

Parent Signature: _____ Date: _____

If you have a question, please see your child’s teacher and/or building principal. Thank you for your cooperation.