

Responsible Usage Policy (RUP) for all technology use at SJB

Students must:

- Respect and protect their own privacy and the privacy of others.
 - Use only your assigned accounts.
 - Keep personal information such as: name, address, phone number, etc., offline.
 - Keep passwords secret.
 - Have permission to photograph, videotape and post images or videos of people to the Internet.
- Respect and protect the integrity, availability, and security of all electronic resources.
 - Observe all network security practices and report any problems.
 - SJB isn't responsible for damages to personal technologies or electronic communication devices.
 - Treat digital technologies with care, report any damages, security risks or violations immediately.
- Respect and protect the copyrighted/intellectual property of others.
 - Cite all sources appropriately.
 - Follow all copyright laws.
 - Use electronic communication devices appropriately to assure academic integrity.
- Respect and practice the principles of community.
 - Communicate only in ways that are kind, responsible, respectful and lawful.
 - Use electronic communication devices for schoolwork only.
 - St John the Baptist email should be used for schoolwork only.
 - Report threatening or offensive materials to a teacher or administrator.

Google Account and Email Usage

- The primary purpose of the student electronic mail system is for students to communicate with school staff, outside resources related to school assignments, and fellow students to collaborate on school activities.
- Students are responsible for good behavior while using school email, just as they are in a classroom or a school hallway. Access is a privilege – not a right. Access entails responsibility.
- Students are responsible for messages sent from their accounts.
- Students should not give out personal information over email, including home telephone numbers or home addresses.
- Students may not use school email for social media account or online shopping.
- Students will not use email to bully, harass, or threaten other students or individuals
- Students will report any unusual activities such as "spam" communications, obscene email, attempts by adults to lure them into dangerous behaviors to the school's technology specialist.
- Students will not use email to send chain letters, viruses, or hoaxes to other students or staff.
- Students may not download excessively large files; copying inappropriate materials onto the server or school computers from outside sources (Cd's from home, illegal music/videos, copyrighted material)
- Student email is provided by SJB and is SJB property. SJB reserves the right to archive, monitor and/or review all use of its email system, and users should not have any expectation of privacy in any electronic message created, sent or received on the SJB's email system. Email accounts are filtered and messages written containing inappropriate language or content will be flagged.
- Student email accounts will be removed from the system after graduation, leaving the school district, or disciplinary actions. If necessary, SJB, at its discretion, may close the accounts at any time.

I understand that consequences may range from conference to suspension or expulsion and/or fines that would include time and cost for repairs, depending on the severity of violations and on the chronic nature of violations. I understand and will abide by the St. John the Baptist School Technology Use Agreement. I further understand that any violation of the regulations is unethical and may constitute a criminal offense, and may result in access privileges revoked, school disciplinary actions and/or legal action.

Google Chromebook Rules, Regulations & Agreements:

Please read over the information below. In order to use the Google Chromebook for required class activities, you must be responsible for adhering to these rules and policies at all times. Remember, the device is at all times the property of St John the Baptist Catholic School, not your personal device. Violation of these regulations can result in loss of the device. Thank you.

- Only use the device that is assigned specifically to you; do not let other students use or borrow your device.
- Do not place books or other items on top of the device.
- Never leave your device unattended.
- Shutdown the device completely after use.
- Ensure that the device is stored in the cart at the end of each day and plugged in for charging overnight.
- Students should not personalize their devices in any way. This includes decals, screensavers, desktop photos and downloading any software, application or short cuts that have not been explicitly allowed by the teacher (devices will be periodically checked for illicit downloads). "Themes" or other personalizations must be specifically designed for devices, must be easily removable and must be approved by the school administration.
- Only use the device for school work.
- Follow the teacher's instructions for using the chromebook as directed.
- If you notice that something is wrong with the device, report to your teacher immediately.
- No food or drinks allowed around the devices.
- Follow all RUP (Responsible Use Policy) policies and school rules pertaining to the use of technology.

Please note that *intentional and/or willful damage* caused to the chromebook or any school-owned technology is subject to restitution. Students will be charged for any/all damage using the fee schedule below:

Item	Cost
Chromebook	\$200.00
2 piece power supply	\$45.00
LCD Display (screen)	\$90.00

I, _____ (Student name) and _____ (Parent name) agree to follow the above rules with chromebook # _____ and all other technology at St John the Baptist Catholic school.

Student Signature: _____ Grade _____

Parent Signature: _____ Date: _____