

# ASSUMPTION HIGH SCHOOL

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## A TRADITION OF EXCELLENCE

### 1:1 Technology Initiative

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#### Mission and Vision of Assumption High School

**Mission Statement:** Our mission, as a Catholic educational community, is to prepare students academically, spiritually, and morally for the opportunities and responsibilities of the future.

**Vision Statement:** To be the premier Catholic high school community, committed to excellence

#### Purpose of the 1:1 Program

Assumption High School is committed to providing a relevant and meaningful educational experience for all students. The increasing role of technology in the world creates a greater need for technological opportunities in the classroom. In light of this reality, teaching and learning are undergoing major reform worldwide. Students are more than just consumers of information. The 1:1 laptop initiative at Assumption is intended to give instant access to real-time information and real-world skills.

Assumption High School will provide all students, freshmen through seniors, with a school-issued laptop. Though the benefits of this initiative will be widespread, some of the goals of the program include:

- Increased student engagement and enthusiasm for learning
- An increase in collaboration with individuals in our community and across the world
- A reduction in consumables (i.e. workbooks, worksheets, etc.)
- A better understanding of the various ways technology can be used to further society

#### Laptop Use and Policies for Students

##### 1. Computer Damages

- If a computer is damaged, the school needs to be notified immediately. Any repair costs incurred outside of warranty will be the responsibility of the student and will be assessed to the student's school account.
- If a student has a question about a computer but the computer is still able to be used, he/she can communicate the question via email to [ahshelpdesk@mail.assumption.pvt.k12.ia.us](mailto:ahshelpdesk@mail.assumption.pvt.k12.ia.us).
- If the student prefers not to email, he/she can submit a "trouble ticket" by clicking the helpdesk link on the Assumption website.
- If a computer is unable to be used, the student should bring it to Mrs. Frieden in the library. She will have a temporary "swap computer" that the student can check out while the problem with his/her original computer is addressed by the technology support team.

##### 2. Student Use in Classrooms

- Students will be required to take their computers to class each day unless a teacher directs them to do otherwise. When a computer is not being used for class, it is to be closed or put away.

### **3. Student Access to Internet**

- At school, students will have access to the Internet. When not at school, students can access the internet if they have internet access available to them in their homes or other locations.
- When at home, parents and guardians are recommended to monitor student time and activities on the computer.

### **4. Students Access & Monitoring**

- The computer is the property of the school, and the school has the right to determine what is appropriate. Assumption reserves the right to search a student computer at any time.
- Assumption's internet filtering software that allows for the blocking of inappropriate websites is in effect whether students are accessing the internet at school or in their homes.
- Students who attempt to access inappropriate sites using school computers will face disciplinary action from Assumption administration in accordance with the Code of Conduct.
- Students who attempt to access websites in class that are unrelated to classroom activities will face disciplinary action from teachers and/or administrators in accordance with the Code of Conduct.

### **5. Bringing the Computer to School**

- It is imperative that students bring their computers to school every day. Teachers will be designing lessons and classrooms based on students having access to their computers.

### **6. Charging of Computers.**

- It is a student's responsibility to have his/her computer charged each day before coming to school. With proper power settings, a fully-charged laptop will be able to last an entire school day. Students will not have access to outlets in classrooms.

### **7. Lost Computers**

- Computers that are lost or stolen need to be reported to the school office immediately. If the computer is not recovered, the replacement cost will be assessed to the student's school account.

### **8. Downloading Programs & Personalizing the Computer**

- Only Assumption administration and Assumption's technology service has the ability to download programs to student laptops.
- Students will be able to personalize their laptops through the legal downloading of music. Screen savers, wallpaper, and other pictures may also be placed on the computer. All items must be appropriate and not violate school policy.
- No permanent markings can be made on the outside of the computer. Removable laptop skins are allowed as long as designs are appropriate.
- Each computer is identified through a barcode. A numbered protective sleeve accompanies each laptop for both protection and identification purposes.

### **9. Ear Buds**

- With permission from the teacher, students may listen to music or other educational materials on their computers. Students must have the volume at a level that does not distract other students.
- The use of ear buds in study hall is at the teacher/supervisor's discretion.

### **10. Saving Work**

- Students should save all work to the OneDrive folder on their laptops. This will be an easy process for students and is associated with the Outlook school email account that each student is given. Students will have their own username and password to access their computer.

- Work that is saved to the OneDrive folder on student computers will automatically sync to the online OneDrive folder when the computer is next connected to the internet.
- Students are responsible for backing up their own files.

## **11. Student Printer Use**

- Students will have access to printers in the study halls and the library. Any other printers in the school can be accessed by teachers only.

## **Laptop Care**

Students are expected to use common sense and follow all guidelines for computer care to prevent any damage to their laptops. Students are asked to treat the computers as if they are their own property. Each student will be assigned a laptop upon initial registration at AHS, and that same laptop will be returned to the student every year thereafter. Upon graduation from Assumption, each student will be given his or her laptop to keep, so it is especially important to take good care of the machine throughout the high school years. Students assume full financial responsibility for loss or damage to student laptops both during and after their time at Assumption.

### **1. Keep the computer in a safe place.**

- The computer must be stored in a safe place. Never leave the computer unattended in an unlocked location. Never leave the computer on the floor where it might be stepped on or within reach of small children or pets. Avoid exposing the computer to extreme temperatures.
- Laptops found unattended may be confiscated by faculty or staff as a protection against theft. If confiscated, the student will receive a warning before getting the laptop back from the front office. If the laptop is confiscated a second time, the student's parent or guardian will need to come in to the office to claim the laptop. Unattended and unlocked equipment, if stolen – including at school – will be the student's responsibility.
- Avoid storing computers in cars other than in a locked trunk. Remember that excessively hot or cold temperatures can damage equipment.

### **2. Computer Sleeves**

- The numbered sleeve that accompanies each laptop is intended for both protection and identification. When it is not being used, the safest place for the laptop is inside the protective sleeve.

### **3. Avoid Liquids.**

- Exposure to liquids may severely damage a laptop and may result in large repair costs. Water, pop, juice, power drinks, coffee, etc. can ruin a computer. Open cans of pop and cups of coffee (even those with lids) are especially dangerous. Do not put a bottle of water/pop/etc. in a backpack with a laptop-- even if it is sealed.

### **4. Physical Structure of Computers**

- Do not attempt to remove or change the physical structure of the computer. This includes the keys, the screen cover, and the plastic casing. Doing so will void the warranty, and the student will be responsible for 100% of the repair or replacement cost.

## **5. Authorized Users**

- The only users allowed on a computer are the student issued the computer and his/her parents or guardians. Loss or damage that occurs when anyone else is using the computer is the responsibility of the student issued the computer.

## **6. Cleaning the Computer**

- Use a soft, dry, lint-free cloth in most cases when cleaning the computer. Computer screens show fingerprints and smudges easily. Be sure to follow proper cleaning procedures to keep your screen looking new. Never use cleaning products with acetone or ammonia.
- Read and follow any maintenance alerts from the school technology personnel or Assumption administration.

## **7. Shutting down the computer**

- Shut down the computer when it will not be used for an extended duration.

## **8. Closing & Carrying the Computer**

- Always completely close the computer before moving it from one point to another, even for short distances.
- Always store the computer in its laptop sleeve.
- If placing the protected laptop inside another bag, be sure to take great care of that bag. Throwing a backpack around is a bad idea if the backpack has a laptop inside!

## **Assumption Acceptable Use Policy**

Series 600

Educational Programs

Policy Title: Acceptable Use/Internet Safety Policy

Policy No.: 605.0

### **General Requirements**

Assumption technological resources are designed to serve the students, faculty, staff, and volunteers of the Assumption High School community. Network and Internet access are provided to further the educational goals of this institution, and is to be used for that purpose alone.

Members of the Assumption High School community are encouraged to use technological resources to facilitate the efficient exchange of educationally useful information. Technological resources include school owned hardware, servers and all resources used in the infrastructure (includes personal devices).

All technological resources provided through Assumption High School remain the property of Assumption High School.

All use of Assumption's technological resources must be consistent with its educational mission, our Catholic faith, and appropriate State/Federal laws. The use of these resources is a privilege, not a right. Misuse of these resources will result in the suspension or loss of these privileges, as well as disciplinary, legal, and/or monetary consequences.

### Privileges and Responsibilities

Access to Assumption's technological resources imposes certain responsibilities and obligations. Users are expected to abide by the rules of network etiquette and school policy. Users would report any malfunction, inappropriate material or improper usage to faculty immediately. Users should not attempt to disrupt or hamper the integrity or security of any technological resource. Examples of prohibitive conduct include, but are not limited to the following:

Transmission of any material in violation of any state law, including but not limited to: copyrighted material; threatening, harassing, pornographic, or obscene material; or material protected by trade secret is prohibited. The transmission of copyrighted materials without the written permission of the author or creator through Assumption High School E-mail or other network resources in violation of US. Copyright law is prohibited. All forms of communications, E-mail or other network resources may not be used in a manner that is disruptive to the work or educational environment. The display or transmission of messages, images, cartoons or the transmission or use of E-mail or other computer messages that are explicit constitute harassment which is prohibited by Assumption High School.

The use of AHS technological resources for personal financial or commercial gain, product advertisement or political lobbying is prohibited. The sending of unsolicited junk mail or chain letters is prohibited.

Vandalism is prohibited. This includes, but is not limited to, any attempt to harm or destroy the data of another user or any technological resources provided or supported by AHS. Attempts to breach security codes and/or passwords by any method will also be considered a form of vandalism and dealt with severely. The creation, propagation, and/or use of computer viruses is prohibited.

The forgery, reading, deleting, copying, or modifying of electronic messages belonging to other users is prohibited. "Spamming" is strictly prohibited by AHS policy, and state and federal law.

Deleting, examining, copying, or modifying files and/or data belonging to other users is prohibited.

The use, downloading or playing of Internet radio, streaming video, streaming audio or MP3s is prohibited without the explicit permission of a teacher or the Network Administrator. On-line gaming simulations may be used only if they are directly related to class assignments and may be used only with the explicit permission of a classroom teacher.

Willful destruction of computer hardware or software, or attempts to exceed or modify the parameters of the system is prohibited. Nothing in this policy shall prohibit the Assumption High School network administrator from intercepting and stopping E-mail messages or other transmissions which have the capacity to overload the computer resources. Disciplinary actions shall be imposed for intentional overloading of Assumption High School computer resources. Installation of unauthorized hardware or software is prohibited.

Unauthorized attempts to access another person's network account, files, E-mail or similar electronic communications, or to use another's name, E-mail or computer address or workstation to send E-mail or similar electronic communications is prohibited and shall subject the individual to disciplinary action. Passwords must not be shared. Shared passwords will result in network access rights being removed from all parties involved.

### Privacy

Assumption High School reserves the right to monitor all activity of the network at any and all times to ensure the proper, effective and efficient operation of all systems. This monitoring may take the form of audit or log files of network activity, direct observation or electronic observation, and the access and examination of any and all records or files. We reserve the right to engage in routine computer maintenance and housekeeping, to carry out internal investigations, or to disclose messages, data or files to law enforcement or school authorities.

All users must understand that Assumption High School cannot guarantee the privacy or confidentiality of electronic documents and any messages that are confidential as a matter of law should not be communicated over the AHS network or any e-mail system unless a waiver is signed by the affected parties.

Any information contained on an Assumption High School computer system is considered the property of Assumption High School.

### Violations

This agreement applies to all Assumption technological resources. Any attempt to violate the provisions of this agreement may result in revocation of the user's privileges, detention, suspension, expulsion or other appropriate disciplinary action, regardless of the success or failure of the attempt. In addition, school disciplinary action, and/or appropriate legal action may be taken under provisions of the Iowa and Federal Criminal Codes. The decision of Assumption High School regarding inappropriate use of the technology or telecommunication resources is final. Monetary charges may be sought for damage necessitating repair or replacement of equipment or software, or the time required to make systems operational.

### CIPA Requirements

To comply with the Children's Internet Protection Act Assumption will:

Provide filtering for all Internet-enabled computers used by students, patrons, and staff.

Assure that filtering is disabled only for bona fide research or other lawful purposes, that minors will be educated, supervised, and monitored with regard to safe and appropriate online activities.

Maintain the safe and secure use by minors of direct electronic communications (including e-mail, chat rooms, and instant messaging).

Assumption High School reserves the right to modify the terms of this AUP at any time. Any changes to this document will be communicated as quickly as possible to the AHS community through Board minutes, the parent newsletter, or other communication services. Changes will become effective immediately upon approval by the Board of Directors.

Date policy approved: 10/17/2000, 5/21/12, 10/21/13

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Date policy revised: 04/15/02