

Battle Creek Area Catholic Schools
Agreement for Student Access, Use of Technology and
Polices for Device Loan and Internet Technology

Polices for Computer/Device and Internet Technology

1. BCACS reserves the right to monitor usage of the Internet and related technology including but not limited to electronic mail and frequented websites. ***Periodic device checks will occur throughout the school year for the purpose of routine maintenance and assurance of appropriate use.***
2. Use of the Internet, computer equipment and computer software must be in support of the educational program at BCACS.
3. Internet, computer equipment and computer software will not be used for illegal activity, for profit purposes, non-school related activities, lobbying, advertising, to transmit or receive offensive violent or discriminating materials or media.
4. Students shall not intentionally seek information on, obtain copies, or modify files, other data, or passwords belonging to other users or misrepresent other users on the BCACS network or Internet.
5. Students shall only use their assigned device, not that of any other student.
6. The downloading and usage of unauthorized games, programs, or files or other electronic media, including music is prohibited. **Downloading of Apps is to be done by technology personnel only.**
7. The network shall not be used to disrupt the work of others. Hardware or software shall not be destroyed, modified or abused in any way.
8. User shall be responsible for reporting damages to equipment, system, and software.
9. Apps purchased by BCACS may be installed (by technology staff only) and will be used on school devices and networks. Unauthorized apps and all associated files will be deleted if found during periodic device checks.
10. The use of technology resources, including the Internet, is a privilege. Failure to follow the policies listed above may result in the student losing all technology privileges.

Examples of Inappropriate Use of Technology, Internet and Devices

- Using, obtaining, or sharing anyone's password other than your own.
- Harassing, insulting, or bullying others via technology resources. (See Diocesan policy in handbook)
- Accessing inappropriate web sites (i.e. sites containing information that is violent, illegal, satanic, sexual, racist).
- Sending, displaying, downloading, or printing offensive messages or pictures.
- Using obscene, racist, profane, discriminatory, threatening, or inflammatory language.
- Posting false or hurtful information (on social media) about other people, the schools, or other organization may result in the loss of technology privileges for the remainder of the school year.
- Plagiarism of materials found on the Internet or other electronic sources.
- Posting inappropriate information, conversations, pictures about the school or school staff within social networking sites.
- Downloading Apps, music, or movies legally or illegally is prohibited.
- Disabling or changing another student's passcode
- Playing games during instruction time

Consequences for Inappropriate Use of Technology or Violation of Agreement

- Detention
- Suspension of technology and/or Internet access
- Complete loss of technology and/or Internet access
- Legal action, if necessary

Policies for Device Loan and Internet Technology

Devices are owned and remain the property of the Battle Creek Area Catholic Schools.

Damaged Devices

- Your device is not covered for the potential loss of data, so backup your important files and keep your device safe.
- There is a \$100 fee for each repair incident. This includes: broken screen, liquid spill, or any damage caused to the assigned device. Parents will be notified of the cost of the repair incident. It is the responsibility of the student to pay all the damage for the assigned charger.

Damage or Hardware/Software Issue (resulting in the device becoming unusable)

Turn the device into the technology department for repairs. DO NOT attempt to repair on your own. BCACS will assess damages and communicate all results and costs associated with damage.

Device Usage Rules

St. Philip Catholic Central High School

- Devices must never be left unattended. During the day, students must have their devices with them or locked in their school lockers. They may not be left in gym lockers.
- Devices may not be left at school over extended vacation periods (longer than a weekend).
- Devices must be kept in an approved hard cover snap-on case. **Devices will not be issued to any student unless there is an approved case.**
- Students are **not** to use their own laptops or devices on the St. Philip campus. Only St. Philip issued technology is to be used at St. Philip.
- BCACS staff reserves the right to view the contents of the student devices and will do so during periodic checks. Students with any derogatory or inappropriate music, pictures, or additional paraphernalia will have their device wiped clean. **If there is a second offense with any inappropriate or derogatory music, pictures, or additional paraphernalia all technology privileges can and may be taken away for the remainder of the school year.**
- Students attending the Math/Science Center or CACC must lock their device in a locker provided at the Center when it is not appropriate to be using them in class. (All policies, agreements, guidelines apply whether students are at St. Philip or the Math/Science Center or CACC).

Device Usage Rules
St. Joseph Catholic Middle School

- Devices must never be left unattended. During the day, students must have their device with them. They may not be left in lockers.
- At the end of each day, the device must be plugged in and charging in the advisory classroom.
- Devices must be kept in an approved case.
- BCACS staff reserves the right to view the contents of the student devices and will do so during periodic checks. Students with any derogatory or inappropriate music, pictures, or additional paraphernalia will have their device wiped clean. **If there is a second offense with any inappropriate or derogatory music, pictures, or additional paraphernalia all technology privileges can and may be taken away for the remainder of the school year.**

As the student(s) parent or legal guardian, I agree to the terms and conditions of this agreement and I understand that my student will not be able to use District technology resources and the District's Internet and wide area connections until this agreement has been signed by both my student and me. I also understand that my student has been taught proper use of District technology resources and the District's Internet and wide area connection. I agree to indemnify the District for any fees, expense, or damages incurred as a result of my student's use or misuse of these tools.