



St. Philip Catholic Central High School Student Laptop/Technology Usage Agreement 2023-2024 School Year

General Information

Use of the Battle Creek Area Catholic Schools computer network is a privilege, not a right. All students will get a chromebook for use during the school year. We are proud to be able to offer this essential tool for learning and communication. The following information, policies, and guidelines have been established to protect our students, the equipment and Battle Creek Area Catholic Schools.

Eligibility

All St. Philip High School students officially registered with Battle Creek Area Catholic Schools are eligible to receive and use a chromebook and access the school server. The student and parent/guardian will sign a Student Usage Agreement and Laptop Loan Agreement prior to laptop issuance. The student user is responsible for the safe return of the assigned laptop and charger.

Duration of Computer Loan

Chromebooks are owned and remain the property of the Battle Creek Area Catholic Schools and St. Philip High School. Chromebooks will be issued to students for use during the school year. After the chromebook has been initially assigned to a student, it will remain designated to that student for the remainder of the student's high school education at St. Philip.

Theft

If your chromebook is stolen, report the event to the police and school administration immediately. A police report, with the serial number noted, shall be provided to the school administration.

Laptop Maintenance and Repairs

It is the student's responsibility to maintain their chromebook in proper working order during their entire enrollment at St. Philip. A damaged or non-working chromebook should be brought to the principal or student services director as soon as possible for assessment. DO NOT attempt to repair by oneself. Damages will be assessed and communicated to the student and parents. If a repair is needed, the student may be charged for replacement parts. Approximate costs for replacement parts are as follows and are subject to change based on market:

- Charger \$15
- Battery \$25
- Screen \$100
- Keyboard \$75
- Hinge \$25
- Chromebook cover \$35

Policies for Chromebooks and Internet Technology

1. St. Philip reserves the right to monitor usage of the Internet and related computer technology including but not limited to electronic mail and frequented websites. ***Periodic laptop checks will occur throughout the school year for the purpose of routine maintenance and assurance of appropriate use.*** Students with any derogatory or inappropriate music, pictures, or other paraphernalia will have their device wiped. A second offense may result in privileges being revoked for the remainder of the semester or school year, as determined by the principal.
2. Use of the Internet, computer equipment, and computer software must be in support of the educational program at St. Philip High School.
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 of, or modify files, other data, or passwords belonging to other users, or misrepresent other users on the St. Philip network or Internet.
5. The downloading and usage of unauthorized games, programs, or files or other electronic media is prohibited.
6. 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.
7. User shall be responsible for reporting damages to equipment, system, and software.
8. Software purchased by St. Philip may be installed and will be used on school laptops and networks. No software is to be installed without prior permission from school administration. Unauthorized software and all associated files will be deleted if found during periodic laptop checks.
9. The use of the laptops and associated technology resources, including the Internet, is a privilege. Failure to follow the policies listed above may result in disciplinary action and/or return of the laptop.
10. Chromebooks shall not be left unattended nor left at school over extended vacation periods (longer than a weekend).
11. Students are not to use their own laptops or iPads and will not be allowed to connect to the network.

Examples of Inappropriate Use of Laptops and Internet

- Using someone's password or sharing your own password
- Harassing, insulting, or bullying others via technology resources
- Accessing inappropriate websites (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, offensive, or inflammatory language.
- Posting any false or hurtful information about other people, the schools, or other organizations
- Plagiarism of materials found on the internet
- 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
- Posting personal information about themselves or other people. This includes address, phone numbers, school address, etc.
- Disabling or changing another student's password
- Playing games or watching videos/movies during class time

Consequences for inappropriate use of technology or violation of laptop use agreement

- Detention
- Suspension of laptop and/or Internet access
- Revocation of laptop and/or Internet access
- Legal action, if necessary