



Good Shepherd Catholic School Technology Handbook 2021-2022



Updated August 2021

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Electronic Device Policies, Procedures, and Information for Students and Parents

The goal of the Chromebook implementation at Good Shepherd School is to provide tools and resources to the 21st century learner. Excellence in education requires technology to be seamlessly integrated throughout the educational program.

The policies, procedures, and information within this document apply to all electronic devices used at the school whether they are property of Good Shepherd School or personal property of the student. Teachers may set additional usage requirements for their own classrooms. Good Shepherd School reserves the right to modify or change the procedures to adapt to new circumstances. If changes are to be made, notice will be given no later than when the change is put into effect.

These policies are here to protect the students, parents, and teaching staff at Good Shepherd School and are developed with great thought and care. We care most about educating the students, and keeping them safe while doing so.

Chromebooks

- Chromebooks will be available for use in the classroom for students in grades K-8.
- Students will be given their Chromebook at the start of the school year and will be allowed to take it home to complete schoolwork, assignments, and other school projects.
- Chromebooks will be returned to the school at the end of each school year (they will not go home over Christmas Break, Spring Break, or the summer).
- Since the device is owned by the school, the school will reserve the right to take the Chromebook at any time and to review its contents. Should the school's device be used inappropriately at home, the school is permitted to revoke the privilege of home use.

Using Chromebooks at School

- Chromebooks are to be fully charged and ready to use when arriving at school.
- Chromebooks must be kept put away out of sight until permission or instruction is given to have them out.
- If permitted by the teacher, Chromebooks can be used during free time. No violent games, no pornographic content, no social media access, no chat rooms.
- Sound must be muted at all times unless permission is given for instructional purposes.
- Use of communication or Social Media apps is strictly prohibited while at school.

Saving/Backing up Work

- Students will be responsible for their own work as they would be if they only used paper and pencil. Students will be instructed on how to save their work properly.
- Good Shepherd School is not responsible if content is inaccessible due to network problems or blocked by the firewall. Students should have copies of any work due on a particular day saved directly to their device, cloud service, or to a flash drive. Students are responsible for backing up their own files. If there is a problem requiring the device to be reset, Good Shepherd School reserves the right to reset the device to a factory state in order to maintain functionality of the device, or protect our own network and devices without the immediate consent of the student or their parents.

Pre-Installed Software

- Good Shepherd School will pre-install all required software at the beginning of the year and maintain that software throughout the year.
- Students may NOT delete, uninstall, or reinstall any preloaded content, including the configuration profile.
- Any devices that are rooted, jailbroken, or otherwise modified outside of factory or Good Shepherd School specification will be confiscated, wiped, and returned to the student.

Random Inspection and Maintenance

- Periodically, school personnel may collect devices for maintenance and inspection..

Usage Expectations

- Students will use computers/devices in a responsible and ethical manner.
- Students will obey general school rules concerning behavior and communication that apply to Chromebook/computer use.
- Students will help Good Shepherd School protect its computer system/devices by contacting a teacher about any security problems they may encounter.
- Students should always turn off and secure their Chromebook after they are done working to protect their work and information.
- If a student should receive an email containing inappropriate or abusive language or if the subject matter is questionable, he or she must turn their Chromebook in to the office immediately if in school, the very next school day if outside of school. Students will not be punished for voluntarily turning in their Chromebook for removal of malicious or inappropriate content in the event that the content was accidentally viewed, received, downloaded, or otherwise put onto the device.

Social Media Access and Communications during School

- No social media access while at school.
- No form of communication using the Chromebook during school except for class-related email and Google Classroom. This includes text messages and Facebook Messenger, and communications from parents. (Please call the office if you need to reach your child.)

Privacy and Confidentiality

- The use of passwords and other forms of security built into the Chromebook are allowed and students are strongly encouraged to create their own password.
- Private data should not be kept on the Chromebooks.
- Good Shepherd School will not be held responsible for lost or stolen personal information stored on an improperly secured Chromebook.

Using the Chromebooks At Home

- Students are expected to adhere to the guidelines of Good Shepherd School and should not access any content considered inappropriate. See inappropriate use definition below.

Computer Use

- Students will use all computers and electronic devices at Good Shepherd School in a responsible and respectful manner.
- Students will not attempt to modify or change computer settings to alter computer functions.
- Any form of “hacking” via hardware or software is strictly prohibited.
- Vandalism will not be tolerated.
- Students are not permitted to use school equipment to maintain personal accounts or for media consumption not directly pertaining to a class. This includes social media and YouTube access during school.
- Students are not, under any circumstance, to access Netflix, Hulu, or another streaming service unless directed to do so by a teacher for class.
- To prevent lice and other parasite infestations or diseases, students are required to have their own headphones. Good Shepherd School will not be providing headphones to students.
- Students are to keep track of and maintain their devices and equipment.
- Damages due to a student’s negligence or intent will be addressed with the proper disciplinary actions, and any costs incurred as a result of the student’s behavior will be the responsibility of the parents.

Inappropriate Use

- Illegal installation or transmission of copyrighted materials.
- Any action that violates existing school policy or public law.
- Sending, accessing, uploading, downloading, or distributing offensive, profane, threatening, pornographic, obscene, or sexually explicit materials.
- Use of chat rooms, sites selling term papers, book reports and other forms of student work.
- Messaging services (i.e. iMessage, MSN Messenger, ICQ, Facebook Messenger, etc.)

- Using social media applications during school hours on the school premises.
- Unauthorized Internet or computer games.
- Use of outside data disks or external attachments without prior approval from the teacher.
- Removing the preinstalled Good Shepherd School configuration profile.
- Downloading apps deemed inappropriate by the school.
- Spamming — sending mass or inappropriate emails.
- Gaining access to another student’s accounts, files, and/or data.
- Use of the school’s Internet/email accounts for financial or commercial gain or for any illegal activity.
- Providing personal information, for any reason, over the Internet. This includes, but is not limited to, setting up Internet accounts including those necessary for chat rooms, eBay, email, etc.
- Vandalism (any malicious attempt to harm or destroy hardware, software, or data, including, but not limited to, the uploading or creation of computer viruses or computer programs that can infiltrate computer systems and/or damage software components) of school equipment.
- Bypassing the Good Shepherd School web filter through a web proxy or VPN.
- Photographing, recording video/audio and/or posting or publishing photos or recordings of others, including teachers and fellow students, without the subject’s permission or knowledge..

Consequences of Inappropriate Use

- If a student violates any part of the above policy, he/she will be subject to consequences as listed in the Good Shepherd School Handbook. For electronic devices specifically, the following guidelines apply:
- The minimum punishment for any inappropriate use or content is immediate confiscation of the device for removal of the content.
- Revocation of additional privileges may occur based on the severity of the offense.
- Confiscation of a device is not an excuse for missed assignments.
- Parents may be required to get their child’s Chromebook from the office after school.
- Cyberbullying will NOT be tolerated at Good Shepherd School.

Media Release

Students, parents, and faculty and staff are all required to sign a media release form indicating whether or not they wish for themselves or their children to be shown publicly in photography of school activities. Parents may wish for their child’s identity to remain concealed and Good Shepherd School is ready and able to honor that.

Students whose media release was returned with a negative or not returned at all will not appear in photography of events for the school. This however, disqualifies the student from participating in Press Corps and drama club as Press Corps posts a video to the website on a weekly basis and drama

club frequently records their productions. There are other clubs and competitions not related to Good Shepherd School, such as Governor's Cup, who have their own photography and recordings. If a student participates in a club not wholly belonging to Good Shepherd School, we cannot guarantee the student will not be photographed by the proprietor of that club or competition.

Good Shepherd School regularly records and photographs school events to share with parents and families. If your child is photographed or recorded at one of these events, their face will be blurred so their identity is indiscernible.

If you have questions regarding the media release, please contact the Good Shepherd School front office at 502-223-5041.