



Calvert Catholic Schools
One Family Committed to Christ
Spiritually • Academically • Physically • Socially

Technology Handbook 2019-2020

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Calvert Catholic Schools
One Family Committed to Christ
Spiritually • Developing Future Disciples
Academically • Fostering Educational Excellence
Physically • Maximizing One's Potential
Socially • Infusing Leadership and Service
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Internet Safety Policy

Calvert Catholic Schools

Please read this document carefully before signing. The signature page must be returned to the main office before utilizing CCS technology.

I. Diocesan Statement on Technology

With Jesus, the Great Communicator, and in the spirit of our Christian tradition, we recognize that we live in a new media age, immersed in a new culture with an evolving language and method of communication. We propose to make use of the most effective means available to communicate the integration of faith and culture, which is at the center of Catholic values and education.

The use of new technologies presents new possibilities and challenges for the mission of the Church and Catholic education. The Church views emerging technologies as gifts of the Spirit to this age and challenges “God’s faithful people to make creative use of new discoveries and technologies for the benefit of humanity and the fulfillment of God’s plan for the world” (Aetatis Novae, #2, #3; Rome, 1992).

In keeping with the mission of the Catholic schools to promote values for a lifetime, the schools will instruct about and guard against inappropriate, unethical, and illegal use of the Internet by the student or adult user.

II. Introduction

The purpose of the Internet Safety Policy is to provide the school’s approach to Internet safety and security and provides overarching themes for how Calvert Catholic Schools, Tiffin, OH will handle these issues rather than presenting a guide for students on the day-to-day operations of the school network, computers, and proper usages (this can be found in the Acceptable Use Policy, which complements this document). Calvert Catholic Schools, Tiffin, OH recognizes that students must act responsibly and will hold students accountable for their actions in attempting to uphold the Internet Safety Policy.

Successful operation of the building network facilities requires that use of Internet resources be consistent with the stated mission, goals, and objectives of Calvert Catholic Schools, Tiffin, OH.

It is the policy of Calvert Catholic Schools, Tiffin, OH to:

- 1) Prevent user access to and transmission of inappropriate material via the Internet, email, or other forms of direct electronic communications over its computer network;
- 2) Prevent unauthorized access and other unlawful online activity;
- 3) Prevent unauthorized online disclosure, use, or dissemination of personal identification information of minors; and
- 4) Comply with the Children’s Internet Protection Act (CIPA) [Pub. L. No. 106-554 and 47 USC 254(h)].

To gain access to the Internet, all students of Calvert Catholic Schools, Tiffin, OH must obtain parental permission and attend a series of required Internet training sessions. The signature(s) at the end of this document indicate(s) the party (parties) who signed has (have) read the terms and conditions carefully and understand(s) their significance.

Calvert Catholic Schools, Tiffin, OH reserves the right to terminate the account of any user in violation of these provisions, may result in a loss of computer access and further disciplinary action up to and possibly including suspension or expulsion, as well as legal action in accordance with the rules and regulations discussed during Internet training sessions. The school administration, faculty, and/or staff may request the Computer Teacher (or Director of Technology) to deny, revoke, or suspend specific user accounts. Key terms found in the policy are as defined in the CIPA, and several of these terms are included in the following “Definitions” section for the sake of clarity.

III. Definitions

- 1) A user is defined as any student, faculty, or staff member using the technology resources at Calvert Catholic Schools, Tiffin, OH.
- 2) (CIPA) A term minor is defined as any individual who has not attained the age of 17.
- 3) (CIPA) The term harmful to minors means a picture, image, graphic image file, or other visual depiction that:
 - a. Taken as a whole and with respect to minors, appeals to a prurient interest in nudity or sex;
 - b. Depicts, describes, or represents, in a patently offensive way with respect to what is suitable for minors; and
 - c. Taken as a whole, lacks serious literary, artistic, political, or scientific value as to minors.

IV. Internet Terms and Conditions

A. Safety

- 1) Promotion of Internet Safety: To the extent practical, steps shall be taken to promote the safety and security of users of the Calvert Catholic Schools, Tiffin, OH online computer network when using electronic mail, chat rooms, instant messaging, and other forms of direct electronic communications.
- 2) Personal Information: Calvert Catholic Schools, Tiffin, OH encourages minors to be safe and take responsibility for their actions on the Internet. When using the computer network and Internet, minors should not reveal personal information about themselves or any other minors such as home address, phone number, full name, or any other identifying information.

B. System Security

- 1) System Bypasses: Calvert Catholic Schools, Tiffin, OH treats security on any computer system as a high priority. Users should notify a teacher if a problem or potential bypass of security systems is detected. Calvert Catholic Schools, Tiffin, OH strictly forbids students from accessing another individual's account and/or tampering in any way with the personal emails, files, or data belonging to another person.
- 2) Hacking: As required by the CIPA, prevention of inappropriate network usage includes unauthorized access, including so-called 'hacking,' and other unlawful activities by minors online.

C. Inappropriate Material

- 1) Final Say: The network is provided to conduct research and communicate with others. Access to network services is given to users who agree to act in a considerate and responsible manner. Access is a privilege – not a right – that entails responsibility. Inappropriate use will result in a suspension or cancellation of Internet privileges. The Computer Teacher (or Director of Technology), after consultation with the Pastor/President and/or Principal will deem what is inappropriate use, and their decision is final. These same authorities will be consulted to determine what matter is inappropriate for minors.
- 2) Material: Calvert Catholic Schools, Tiffin, OH prohibits students from transmitting, receiving, submitting, or publishing any defamatory, inaccurate, abusive, obscene, profane, sexually oriented, threatening, offensive, cyberbullying or illegal materials. Reasonable measures will be enforced to prohibit students from obtaining inappropriate material online.
- 3) Liability: Calvert Catholic Schools, Tiffin, OH makes no warranties of any kind, whether expressed or

implied, for the service it is providing. Calvert Catholic Schools, Tiffin, OH assumes neither the responsibility nor liability for any phone charges, line costs or usage fees, or for any damages a user may suffer. This includes loss of data resulting from delays, non-deliveries, mis-deliveries, or service interruptions caused by one's own negligence or user errors or omissions. Use of any information obtained via the Internet is at the user's own risk. Calvert Catholic Schools, Tiffin, OH specifically denies any responsibility for the accuracy or quality of information obtained through its services.

D. Copyrights

1) Plagiarism: Calvert Catholic Schools, Tiffin, OH's honesty policy applies to the internet as well. Users must respect all copyright laws that protect software owners, artists, and writers. Plagiarism in any form will not be tolerated.

E. Technology Protection Measures

1) Filters: To the extent practical, Calvert Catholic Schools, Tiffin, OH shall use technology protection measures (or "Internet filters") to block or filter the Internet, other forms of electronic communications, and access to inappropriate information. Specifically, as required by the CIPA, blocking must prevent against access by adults and minors to visual depictions of material deemed as obscene, child pornography, or harmful to minors. The school will enforce the operation of technology protection measures while the school computers with Internet access are being used.

2) Research: Subject to staff supervision, Calvert Catholic Schools, Tiffin, OH will allow technology protection measures to be disabled for adults or, for minors, minimized only for bona fide research, educational projects, or other lawful purpose.

F. Privacy

1) Monitoring: The Computer Teacher (or Director of Technology) and administration will make every attempt to honor privacy. There is an acknowledged tradeoff between privacy and the need to gather information ensuring system integrity and responsible use of the system. A log will be kept of all Internet use by students, faculty, staff, and administration, and all activities will be monitored.

2) Supervision by Staff: It shall be the responsibility of all members of the Calvert Catholic Schools, Tiffin, OH staff to supervise and monitor usage of the online computer network and access to the Internet in accordance with this policy and the CIPA.

G. Education

1) Age Appropriate Training: The Technology Director/Computer Teacher (or Director of Technology) will provide age-appropriate training for students who use the Internet facilities of Calvert Catholic Schools, Tiffin, OH. The training provided will be designed to promote the school's commitment to:

- a. The standards and acceptable use of Internet services as set forth in this policy
- b. Student safety with regard to:
 - i. Safety on the Internet
 - ii. Appropriate behavior while online, on social networking sites, using email, or in chat rooms
 - iii. Cyberbullying awareness and response
- c. Compliance with the E-rate requirement of the CIPA

H. Content of Policy

1) Current Policy: Signed Internet Safety Policies will be kept on file at Calvert Catholic Schools, Tiffin, OH.

- 2) Updating the Policy: This policy may be updated when new or changing technology warrants.

V. Loss of Privileges

Any violation(s) may result in a loss of computer access up to and possibly including suspension or expulsion, as well as legal action. Users are considered subject to all local, state, and federal laws.

Retain this policy for your records. Return the signature page.

Acceptable Use Policy

Calvert Catholic Schools

I. Diocesan Statement on Technology

With Jesus, the Great Communicator, and in the spirit of our Christian tradition, we recognize that we live in a new media age, immersed in a new culture with an evolving language and method of communication. We propose to make use of the most effective means available to communicate the integration of faith and culture, which is at the center of Catholic values and education.

The use of new technologies presents new possibilities and challenges for the mission of the Church and Catholic education. The Church views emerging technologies as gifts of the Spirit to this age and challenges “God’s faithful people to make creative use of new discoveries and technologies for the benefit of humanity and the fulfillment of God’s plan for the world” (*Aetatis Novae*, #2, #3; *Rome*, 1992).

In keeping with the mission of the Catholic schools to promote values for a lifetime, the schools will instruct about and guard against inappropriate, unethical, and illegal use of the Internet by the student or adult user.

II. Introduction

The purpose of the Acceptable Use Policy is to clearly explain to students, parents, and school staff members the expectations that users of the system are expected to uphold. This document entails the practical considerations that need to be made by users of the system and carefully outlines exactly what practices are encouraged or forbidden by the school. The Acceptable Use Policy (AUP) gives students a clear statement of what is expected of them in terms of the day-to-day use of school technology and related services.

At Calvert Catholic Schools, Tiffin, OH, students are not allowed to have personal electronic devices on their person during the school day. If any such device is brought to school, it must be stored either in the locker or in a specific place as designated by the school. [Here schools should specify the punishment for students who violate policy.]

The following policy applies to school computers, technological devices, and network and is in effect whenever these are in use, on or off school property. Even if a user is using a school-issued computer after school, this policy still applies.

To gain access to school technology and the Internet, all students of Calvert Catholic Schools, Tiffin, OH must obtain parental permission and attend a series of required Internet training sessions. The signature(s) at the end of this document is (are) legally binding and indicate(s) the party (parties) who signed has (have) read the terms and conditions carefully and understand(s) their significance.

The following rules are provided so that everyone is aware of personal responsibilities. Any user in violation of these provisions may have his or her account terminated, and future access could be denied in accordance with the rules and regulations discussed during Internet training sessions. The school administration, faculty, and/or staff may request the Computer Teacher (or Director of Technology) to deny, revoke, or suspend specific user accounts.

III. Acceptable Uses

An acceptable use is one that is for educational purposes. The Computer Teacher (or Director of Technology), after consultation with the Pastor/President and/or Principal will deem if a particular use was acceptable, and their decision is final. However, it should generally be assumed that acceptable uses are academic in content and do not serve a purpose other than to enhance the education of a user.

Safe Communication

- 1) *Personal Information:* When using the computer network and Internet, minors should not reveal personal information about themselves or any other individuals, such as home address, phone number, full name, or any other identifying information.
- 2) *Meetings:* Minors should never arrange a face-to-face meeting with someone they first “met” online without seeking permission from the teacher and parent.
- 3) *Digital Communication:* Teachers may utilize digital means of communication. This may include, but is not limited to e-mail, social media platforms, and other digital sources (Remind, Class Dojo, ClassHub, Google Classroom, etc.). The preferred method of communication is e-mail when applicable.

Netiquette

- 1) *Behavior:* Users are expected to abide by generally accepted rules of network etiquette and conduct themselves in a responsible, ethical, and polite manner while online. Disruptive or disturbing behavior and the use of vulgar, obscene, or bigoted language or materials will be handled as disciplinary issues.

Copyrights

- 1) *Honesty:* Users must respect all copyright laws that protect software owners, artists, and writers. Plagiarism in any form will not be tolerated.

IV. Unacceptable Uses

An unacceptable use is one that violates not only the specifics of the guidelines presented but the spirit of Calvert Catholic Schools, Tiffin, OH in keeping with its Internet Safety Policy and the teachings of the Catholic Church. It is possible that a specific use that is not discussed in the following guidelines is unacceptable since no list is completely exhaustive, so it is imperative that students act responsibly and are accountable for their actions. If a student is not sure if a particular use is permitted by the spirit of this policy, he or she should consult their teacher or Computer Teacher (or Director of Technology). Unacceptable uses will result in appropriate levels of discipline, possibly including a loss of computer access, as well as other disciplinary or legal action.

Recording devices

- 1) *Messaging:* Students are not permitted to use any app that allows for transmission of videos or pictures that can be viewed only for a short amount of time (such as Snapchat).
- 2) *Prohibited Areas:* Students may not take recording devices into certain areas such as bathrooms and locker rooms.
- 3) *Sexting:* Students are not permitted to “sext” or transmit other sexually oriented images.

- 4) *Permission:* Students may not use devices to record audio or video or to take pictures at any time without first obtaining permission from a teacher in advance. Permission will only be granted for the purposes of a bona fide school assignment.

Downloads

- 1) *Games:* Students are not permitted to download or play games on school technology unless such game playing has an educational purpose and is specifically directed by the supervising teacher.
- 2) *Viruses:* Students are not permitted to download (or upload) a worm, virus, Trojan horse, time bomb, or other harmful form of programming or vandalism.

Unauthorized Access

- 1) *Bypasses:* Any unauthorized technology used for the purpose of bypassing security systems, avoiding internet filtering, or gaining unauthorized access is not permitted. This includes the use of ssh, proxy-bypass software, remote desktop sessions, anonymizing websites/software and other technologies.
- 2) *Other Accounts:* Students are not permitted to access another individual's account. Additionally, they are not allowed to delete, copy, modify, or forge other users' emails, files, or data, including online school resources such as Google Apps for Education, Microsoft Office 365, Powerschool, Edmodo, or Moodle.
- 3) *Mobile Hotspots:* Students are not permitted to use any device to create a mobile WiFi hotspot. This includes, but is not limited to, tethering apps and features on phones as well as portable WiFi hotspot technologies.
- 4) *Proper Action to Take:* If a problem does occur and the security of the school network is compromised, then users should notify a teacher immediately. Users should not demonstrate this problem to others.
- 5) *Internet Access:* Students are not permitted to connect to the internet through a source other than the school's specified provider. Accessing the internet via a 3G connection or otherwise is strictly prohibited.

Other Actions

- 1) *Employees:* Students should not email or post to webpages or blogs images, photos, or video of employees of the school. This includes the creation of fan pages or groups on social networking sites directed at a particular teacher or student (or a particular group of teachers or students) unless expressly authorized by the Principal.
- 2) *Online Activities:* Users are not permitted to use the resources for commercial purposes, product advertising, or political campaigning.
- 3) *Defamation:* Students are not permitted to create a fake account for the purpose of defaming another individual or person.
- 4) *Social Networking:* Students are not permitted to access social networking sites (such as Facebook, Twitter, Xanga, and Myspace) unless for academic purposes as specified by the supervising teacher.
- 5) *Tampering:* Users are not permitted to tamper (physically or electronically) with computer resources. Intentionally damaging computers, computer systems, operating systems, or computer networks will result in cancellation of privileges.

- 6) *Inappropriate Material*: Users are not permitted to transmit, receive and/or submit, or publish any defamatory, inaccurate, abusive, obscene, profane, sexually oriented, threatening, offensive, or illegal materials.
- 7) *Cyberbullying*: Cyberbullying is strictly prohibited.
- 8) *Jailbreaking*: Students are not permitted to “jailbreak” school-provided devices (or do any similar process that wipes clean the hard drive of a device).

V. Content of Policy

Review and Revisions

- 1) *Current Policy*: Signed Acceptable Use Policies will be kept on file at Calvert Catholic Schools, Tiffin, OH.
- 2) *Updating the Policy*: Due to continuous advancements technology, additional restrictions and use guidelines may be instituted throughout the school year. If it becomes necessary to amend the Acceptable Use Policy, parents and students will be notified of the amendments.

School-Issued Device Policy

Calvert Catholic Schools

Purpose

The School-Issued Device Program at Calvert Catholic Schools is designed to engage, enhance, and extend the learning process for our students.

Ownership of Computer Systems

The systems are the property of Calvert Catholic Schools and are being provided for the exclusive use of its students. Due to insurance and liability issues, the systems should not be lent to other individuals, groups, or institutions.

Asset Management

Calvert Catholic Schools is responsible for keeping track of the computer system it assigns to freshman students and those sent out for repairs. Systems assigned to students will be entered into inventory and tagged. A small number of systems will serve as spares for students. Spares will be temporarily assigned to students whose systems have been sent to Apple for repair.

A student withdrawing from Calvert Catholic Schools will return the system before his/her last day. If not returned, the system will be reported as stolen property and the family will be financially responsible. The school may require the students to turn in their systems at the end of the school year to be upgraded and serviced over the summer.

Repair and Replacement

Families are responsible for the cost of all repairs and replacement, including items lost or stolen.

The following items are subject for repair and replacement:

	Approximate Value
-MacBook Computer	\$1,000
-Power Cord	\$70
-Hard Cover	\$20
-Carrying Bag	\$20
-Chromebook	\$250
-Power Cord	\$20

Self Insurance Program

Families are responsible for any and all damages to the computer systems. Each instance of needed repair will be examined and deemed to fall into a tiered repair structure. Students will not receive a replacement computer until payment has been made or an acceptable arrangement has been made with the business office.

MacBook Tier 1 - \$200

MacBook Tier 2 - \$400

Chromebook Tier 1 - \$100

Chromebook Tier 2 - \$250

Repair Procedures

Student systems needing repair should submit a repair request using the online form provided at the beginning of the school year.

What do I do when my MacBook needs service?

Bring the computer to the main office before or after school.

How long will it take to fix?

The technology department will attempt to troubleshoot and repair in a timely manner. Some repairs may require returning the system to Apple. Please see the next questions.

If a computer is sent in for repair, how long will I be without it?

Repair facilities will do its best to return your system in a timely manner.

Will I get a replacement system while my system is being repaired?

There are a limited number of spare systems. Spare systems will be signed out to students whose systems are being repaired either by Calvert Catholic Schools or Apple. Spares will not be provided to students who lose, misplace, or forget their system.

Will I lose my files?

During the course of the repair files may be erased. It is important that students back up important data on a regular basis. Files should be backed up before turning in the system for repair. Please utilize Google Drive for storage needs.

Who will back up my files?

Every student is responsible for backing up his/her files.

What about Internet usage at home?

Internet filtering will be provided on the system. Families are responsible for Internet and security at home. The best security is to require the student to use their system in a “family” area. That way parents can monitor what the students are doing and when the system is being used. Parents should set limits and enforce them.

Privacy

Calvert Catholic Schools retains control, custody, and supervision of all computer systems, networks and Internet services owned or leased by the school. Calvert Catholic Schools reserves the right to monitor all activity by students. No expectation of privacy in their use of school computers including e-mail, stored files, or Internet sites visited should be assumed by the student-users.

All users need to be aware that Calvert Catholic Schools, Tiffin OH has the ability to monitor Internet usage. Using computers to visit sites that are inappropriate according to school policy and that do not meet the educational purposes of the program may result in revocation of privileges. Authorized members of our Technology Department may periodically review material stored on the hard drives. Never put anything in an e-mail or on a hard drive that would be embarrassing, inappropriate, or illegal.

Internet Safety

The Internet provides unparalleled access to educational resources and opportunities for personal growth. As an educational tool, users can learn about virtually any topic. The Internet also contains content not appropriate for high school students. Calvert Catholic Schools will continue to take every step possible to expand the learning opportunities for students within a safe and nurturing environment. Calvert Catholic Schools will continue to teach safe and effective Internet-usage skills. The Internet filtering system will block most inappropriate sites at school but will not be accessible when students connect at home. We believe the best way to assure your child is having positive on-line experiences is to stay in touch with what he/she is doing.

Power Management

System batteries may or may not last a full day depending on the amount of usage. Students may need to find an outlet during the day to recharge their battery. The following settings and procedures will maximize battery life:

- Batteries must be fully charged at the beginning of each school day. Systems need to be charged every night. A system charges faster when off.
- Reducing the screen brightness will greatly increase the battery life.
- Keep the system in moderate temperatures. Temperature extremes will diminish battery capacity and can

damage the system. Never leave your system in a car.

Caring for your System

Enjoy your system and remember it is delicate, electronic equipment and needs to be treated with care. If you take care of the system, it will take good care of you during your four years at Calvert Catholic Schools, Tiffin OH.

Rules For Acceptable Use:

- 1) Use the system on a hard, stable surface.
- 2) Cables should be lined up straight when inserting and removing. Hold the plug and not the cord.
- 3) Students are strictly forbidden from installing any software that can inhibit the proper performance of or negatively affects the operation of the system. It is against school policy to illegally download copy-written music, movies, and software.
- 4) Any attempts to circumvent the Internet filtering mechanism are prohibited.
- 5) Do not set books on top of the system. The system should be on TOP of the pile in the locker, or hanging on a hook in the provided computer bag.
- 6) Keep your system in its case. Treat your system as you would a valuable possession. Do not add stickers, writing, or other marks to the laptop.
- 7) Do not eat or drink when using the system. The system is not welcome in the cafeteria.
- 8) If using the system outside, avoid sand, dirt, rain, and high temperatures in direct sunlight.
- 9) Wipe surfaces lightly with a clean, damp, soft cloth. Never spray liquids directly onto your system.
- 10) Be patient! Sometimes computers need a few seconds to process data and commands so don't start pounding on the keys if response is not immediate.
- 11) The primary purpose of the system is for education. Treat the system as a valuable tool for learning.
- 12) You are responsible for keeping your system safe, secure and undamaged. Take good care of it.
- 13) Bring your system to class charged and ready to go as requested by your teachers. Start each day with a full-charged battery.
- 14) Use your system appropriately. Activities unrelated to academics such as instant messaging, non-school related e-mails, downloading music and/or video, or internet surfing should only occur during those times that are approved by a classroom teacher or administrator.
- 15) Keep your system in a locked secure place when it is not with you. Keep your locker combination to yourself!
- 16) Understand that the system belongs to the school and it can be checked at any time or taken away for disciplinary reasons.
- 17) Keep your password secret. Never sign-on as someone else.
- 18) If you need help, ASK! Do not ignore a small problem that may turn into a BIG one.
- 19) Never record anyone's voice and/or image without specific permission.
- 20) Systems are never brought to Physical Education classes unless requested by the instructor. Keep them locked in your locker.
- 21) Individual teachers have the option to determine classroom rules beyond the above rules. Follow the Technology Policy, Acceptable Use policy, and School-Issued Device Program Policy of Calvert Catholic Schools.
- 22) Technology fees will not be refunded once the school year begins.

Laptop Loan Agreement

- Systems loaned to the Student are in good working order. It is the student's responsibility to care for the equipment and ensure that it is retained in a safe environment.
- This equipment is, and at all times remains, the property of Calvert Catholic Schools and is herewith lent to the student for educational purposes only for the current academic school year.
- The student may not deface or destroy this property in any way.
- Inappropriate use of the machine may result in the student losing their right to use the computer.
- The equipment will be returned when requested by Calvert Catholic Schools, Tiffin OH, or sooner, if the student withdraws from the school prior to the end of the school year.
- The student may sue the machine only for non-commercial purposes, in accordance with school's policies and rules, as well as local, state, and federal statutes may use the system.
- The student may not install or use any software other than software owned or approved by the school and made available to the Student in accordance with this Receipt and Agreement.

- One user with specific privileges and capabilities has been set up on the system for the exclusive use of the student to which it has been assigned. The student agrees to make no attempts to change or allow others to change the privileges and capabilities of this user account.
- The student may not make any attempt to add, delete, access, or modify other users accounts on the system and on any school-owned system.
- The Calvert Catholic Schools network is provided for the academic use of all students and staff.
- The student agrees to take no action that would interfere with the efficient, academic use of the network.
- Identification labels have been placed on the system. These labels are not to be removed or modified.
- If they become damaged or missing, contact tech support for replacements. Additional stickers, labels, tags, or markings of any kind are not to be added to the system.
- It is the student's responsibility to regularly back up his/her files to Google Drive or personal flash drive.
- Calvert Catholic Schools is not responsible for any computer or electronic viruses that may be transferred to or from the student's system.

The student acknowledges and agrees that the student's use of the school's property is a privilege and that by the student's agreement to the terms hereof, the student acknowledges the student's responsibility to protect and safeguard the school's property and to return the same in good condition and repair upon request by Calvert Catholic Schools.

Parent Responsibilities

Your son/daughter has been issued a computer system to improve and personalize his/her education this year. It is essential that the following guidelines be followed to ensure the safe, efficient, and ethical operation of this system.

- I will supervise my child's use of the system at home.
- I will discuss our family's values and expectations regarding the use of the Internet and email at home and will supervise my child's use of the Internet and email.
- I will not attempt to repair the system, nor will I attempt to clean it with anything other than a soft, dry cloth.
- I will report to the school any problems with the system.
- I will not load or delete and software from the system.
- I will make sure my child recharges the system battery nightly.
- I will make sure my child brings the system to school every day.
- I understand that if my child comes to school without their system, I may be called to bring it to school.
- I agree to make sure that the system is returned to the school when requested and upon my child's withdrawal from the school.

Student Responsibilities

Your system is an important learning tool and is for educational purposes only. In order to take your system home each day, you must be willing to accept the following responsibilities.

- When using the system at home, at school, and anywhere else I may take it, I will follow the policies of Calvert Catholic Schools and abide by all local, state, and federal laws.
- I will treat the system with care by not dropping it, getting it wet, leaving it outdoors, or using it with food or drink nearby.
- I will not lend the system to anyone, not even my friends or siblings; it will stay in my possession at all times.
- I will not load any software onto the system.
- I will not remove programs or files from the system.
- I will honor my family's values when using the system.
- I will not give personal information when using the system.
- I will bring the system to school everyday.
- I agree that e-mail (or any other computer communication) should be used only for appropriate, legitimate, and responsible communication.
- I will keep all accounts and passwords assigned to me secure and will not share these with any other students.
- I will not attempt to clean or repair the system.
- I will recharge the system battery each night.
- I will return the system when requested and upon my withdrawal from the school.

- I will keep the system in its always-on case at all times.

Effective and Expiration Dates

This coverage is effective from the date the system is issued to the student (after this required form is received by the school) through the end of the school year.

Internet Safety Policy, Acceptable Use Policy, and School-Issued Device Policy

Calvert Catholic Schools

Please write legibly.

STUDENT AND STAFF SECTION

I have read the Internet Safety Policy, Acceptable Use Policy, and the School-Issued Device Program Policy. I understand the policy of Calvert Catholic Schools regarding safety, security, and care while using the Internet and other technology, and I agree to abide by measures established by these rules. I understand that if I violate the rules, my account can be terminated, and I may face other disciplinary measures up to and including suspension or expulsion.

Name of User (student or staff)

Student's Graduation Year

Signature of User

Date

PARENT (OR GUARDIAN) SECTION

As the parent or legal guardian of the student signing above, I have read the Internet Safety Policy, the Acceptable Use Policy, and the School-Issued Device Program Policy. I grant permission for my son or daughter to access the Internet and to use the school's technology. I understand the rules of Calvert Catholic Schools regarding safety and security while using the Internet and other technology. I also understand that it is impossible for Calvert Catholic Schools to restrict access to all controversial materials, and I will not hold the school or its staff responsible for materials acquired on the network. I understand that individuals and families may be held liable for violations. Furthermore, I accept full responsibility for supervision if and when my child's use is not in a school setting and all other responsibilities outlined in the Technology Handbook.

Name of Parent

Signature of Parent

Home Address

Date

Phone

Cell

