

1:1 DEVICE GUIDE AND  
ACCEPTABLE USE POLICY  
2022-2023

This guide outlines the basic policies and procedures for  
1:1 Device use within Our Lady of the Angels School.

#### What is the Purpose of a 1:1 Program?

The purpose of the 1:1 program within Our Lady of the Angels Catholic School is to:

- Enhance the educational experience of all students by providing every student with an electronic device to access the Internet, digital course materials, and digital textbooks.
- Use project-based, inquiry-based, and collaborative learning as a primary instructional strategy.
- Integrate global awareness and digital citizenship into daily activities for students.
- Engage students by using the personalized and relevant real-time curriculum.

#### Ownership of the 1:1 Device

Our Lady of the Angels Catholic School retains sole ownership and right of possession of all 1:1 devices. Devices are lent to students for educational purposes only and only for the academic year. Moreover, administrative staff and faculty retain the right to collect and/or inspect devices at any time, as well as to alter, add, or delete installed software via electronic remote access.

#### No Expectation of Privacy

Families/Students must understand that OLA has the right, without prior notice or consent, to log, supervise, access, view, monitor, track location, and record use of a student's 1:1 device. As stated previously, all 1:1 devices are subject to confiscation at any time and without notice. Students should not have any expectation of confidentiality or privacy with respect to the usage or content of their 1:1 device, regardless of whether that use is for OLA-related or personal purposes, other than as specifically provided by law.

## Receiving Your 1:1 Device

At the beginning of each school year, parents and students will review and sign the Device Guide and Device Agreement on Rediker. At this time, OLA families will also be offered an 'optional' Device Protection Plan that can be purchased to help cover the cost of maintaining the 1:1 device for that school year. The cost for this plan is subject to change from year to year and will only be offered at the start of each school year and to new students enrolling in OLA throughout the year.

### OLA Device Protection Program

The Device Protection Program is an optional program offered to parents and guardians of students enrolled in Our Lady of the Angels Catholic School. The protection plan is for those unexpected accidents that can happen at any time. It provides peace of mind that the learner's device will be covered for damages, should they occur. If the parent/guardian chooses not to purchase the Device Protection Plan, they will be responsible for the full amount of the repair/replacement. Each Chromebook/iPad will have a limit of two (2) accidental damage coverages for the school year under the Device Protection Plan. If a Chromebook/iPad is damaged more than two times or the total cost of repair exceeds \$200, the student/parent will accept responsibility to pay the full amount listed below for repair/replacement. Once the \$200 threshold is attained, the student/parent will be responsible for 100% of the costs. Each student may only purchase one Device Protection Plan per year.

The cost of the OLA Device Protection Plan is \$25/year starting in the 2020-2021 school year. The protection plan will begin on the first day of the school year and will end on August 1st of the following year. Payment for the protection program is due by the first day of school, August 26, 2020. The protection plan does NOT provide coverage for the loss of a 1:1 device and/or cosmetic damage, or damages caused by intentional misuse, abuse, or careless handling. The Device Protection Plan is not required, but bear in mind that if you do not have an active protection plan, you will be charged the full amount for any damages that occur to the device. Approximate prices for repair/replacement are:

#### Chrome Book

Full Replacement \$200

Screen \$100 Keyboard/Touchpad \$75

Key replacement \$75

Battery Charger \$25

#### iPad

Full Replacement \$200

Screen \$150

Charger \$25

#### Payment for the Device Protection Plan

Payment for the Device Protection Plan can be made by sending cash or a check made out to OLA to the school office or school drop box in vestibule. Please put the name of child/children on the envelope. As a reminder, the fee for the device protection plan is \$25/student per year. So, if a family has three (3) children, the fee for all three children will be \$75.

**\*\*IMPORTANT:** Families/students choosing not to purchase a protection plan will be responsible for the full-cost to repair/replace a device that is damaged, destroyed, or stolen.

#### Training

Students will be provided with an overview of how to log into their 1:1 device and how to access educational resources as part of their regular classroom instruction.

Digital Citizenship - one of the biggest parts of 1:1 training for students will be to incorporate Digital Citizenship into their daily use of devices. Digital Citizenship refers to the responsible use of technology. The hope of OLA is to teach Digital Citizenship to our students to help them understand online safety, digital literacy, and digital responsibility.

#### Responsibility for the 1:1 Device

Students will be solely responsible for the device issued to them and must adhere to the following:

- All students must comply with the Diocese of Harrisburg's - Acceptable Use Policy
- Students should not leave their device in an unsecured location.
- Students should report any problem with their device immediately to their homeroom teacher.
- Students should not remove or tamper with the serial number or other identification tags on the device.
- Students should not attempt to remove or change the physical structure of the device, including the keys, screen cover, or plastic casing.
- Students should not try to install or run any operating system on the device other than the operating system supported by OLA.

-Students should keep their device clean and should not touch the screen with anything other than approved computer screen cleaners.

Students may not use network resources and assigned equipment while in or out of school to:

-Attempt to defeat or bypass the Diocesan/OLA Internet filters that are in place to block inappropriate content, or to conceal inappropriate activity.

-Use any electronic resources for unlawful purposes.

-Create, send, share, access, or download material that is abusive, hateful, threatening, harassing, or sexually explicit. Electronic communication (from school or home) that is identified as cyberbullying is illegal, and will be dealt with by OLA or Diocesan administration.

-Give out personal information including home address and/or telephone number. Students should never reveal personal information (including home address, phone number, social security #, etc.).

-Access the data or account of another user.

-Download, copy, duplicate or distribute copyrighted materials without specific written permission of the copyright owner.

-Video record staff or other students without their consent or knowledge. This includes: Video recording on laptops, webcams, cameras, or any other digital recording device.

### Caring for Your 1:1 Device

Students are responsible for the general care of their 1:1 device. Any 1:1 device that is broken or fails to work properly should be reported immediately to the teacher.

### General Considerations for Student use:

-No eating around the device. Food or drink should not be placed next to the 1:1 device.

-Students should never place heavy objects on top of their 1:1 device.

-Students should exercise care when inserting cords (including charger), cables, and removable storage devices into their 1:1 device.

-A 1:1 device should never be exposed to extreme temperatures or direct sunlight for extended periods of time.

-A 1:1 device should never be carried with the screen open.

-Students should never disassemble a 1:1 device and attempt their own repairs.

-Students should operate the device with clean dry hands.

-Device should always remain in protective cover.

## Charging

- Students are expected to keep their device charged.
- Each 1:1 device will include an AC adapter. Students should not use any other charger to charge their device other than the one provided by OLA.

## Screen Care

- Do not carry the 1:1 device by its screen.
- Do not put pressure on the top of a 1:1 device when it is closed.
- Do not store a 1:1 device with the screen open.
- Do not place anything in the protective case that will press against the cover. Make sure there is nothing on the keyboard before closing the lid.
- Only clean the screen with a soft, dry microfiber cloth or anti-static cloth.

## Using Your 1:1 Device At School

The 1:1 device is intended for use at school each and every day. In addition to teacher expectations for 1:1 device use, students may be asked to access school messages, announcements, calendars, handbooks, and grades using their 1:1 device. Students are responsible for bringing their 1:1 device to all classes, unless specifically advised not to do so by their teacher. While in class, students are expected to comply with all school rules, policies, and teacher directives when using their 1:1 device.

## Email

Email is to be used for educational purposes. Students may only use their OLA-provided Google email account to communicate with teachers/staff and other students as directed by the teacher. The use of email for non-educational purposes by any student may result in a disciplinary referral that will be referred to school administration.

## Webcams

Each device is equipped with a camera that has the capability of capturing still images and video. These cameras are to be used for educational purposes only. If a student is caught using these applications inappropriately, disciplinary action may be enforced by the administration.

## Google Apps for Education

All students are assigned a Google Apps for Education account which gives access to the Chromebook, a variety of Google Products, and Gmail. Google accounts are to be used for academic purposes and should be used in accordance with the Acceptable Use Policy. Student email is not to be used for personal communication.

-Students should not share usernames or passwords.

-All documents or files uploaded to Google Drive are to pertain to school.

-All email correspondence between students and between teachers is to occur through the school assigned email account.

-All student email can be monitored by administration.

## Software and Security

The 1:1 device is supplied with the latest Operating System and many other applications useful in an educational environment. OLA does employ a centralized management system that is utilized to change security settings, update software, and add or remove applications. Students are prohibited from disabling, modifying, circumventing or altering management settings, content filters, or virus protection software.

Content Filter - The Diocese utilizes an Internet Content filter that is in compliance with the federally mandated Children's Internet Protection Act (CIPA). A 1:1 device, and Internet connection, will have Internet activity filtered. Despite the filter, the District cannot guarantee that all controversial or inappropriate materials will be blocked.

## Personalizing Your 1:1 Device

For educational purposes the students may be granted permission to add appropriate music, photos, and videos to their 1:1 device. Personalized media are subject to inspection and must follow the Diocesan Acceptable Use Policy. Students are not permitted to decorate the exterior of their 1:1 device or any case put on the device.

### Managing Your Files and Saving Your Work

Student files save to their OLA Google Drive. Saving to this cloud platform will make the files accessible from any device with internet access.

### General Considerations for Reporting Repair/Replacement Needs:

- Students who need to have their 1:1 device repaired or replaced should make the teacher aware.
- As needed, a teacher and/or student will generate a Help Desk Ticket.
- Technology services will document the issue and determine if the 1:1 device should be repaired or replaced.
- If repair is needed due to what appears to be malicious damage, the building administrator will be notified.
- Students will be notified when their 1:1 device has been repaired.
- A repaired 1:1 device may need to be restored to its original settings. Locally stored files may not be able to be recovered.

### Returning the Device

While a student is enrolled at OLA, the school maintains ownership of the device. If requested by the Technology Department or an Administrator, a student may be required to turn in their 1:1 device for maintenance or inspection. Students who transfer, withdraw, or are expelled from the OLA will be required to return their 1:1 device and accessories upon the termination of enrollment. The expectation is that all devices and accessories are in good working order when returned. If the 1:1 device and/or accessories are not returned or found to be damaged, the parent/guardian will be held responsible for repairing/replacing the device and/or the accessories.

For any assistance with the device, please contact Mrs. Kim Herskowitz at [kherskowitz@ourladyoftheangels.org](mailto:kherskowitz@ourladyoftheangels.org).

## TECHNOLOGY ACCEPTABLE USE POLICY

This policy is intended to provide students and parents with knowledge of the parameters for acceptable and legal use of computers, hardware, and software accessed within the school, personal devices brought by the student, and school issued devices. Personal technological devices include, but are not limited to, any Wi-Fi capable mobile device, including laptop computers, Chromebooks, iPads, iPod Touches, smart phones, and other tablets.

Students who are accessing school's technology, or who bring their own, must use it in accordance with these established guidelines for the purpose of learning. The school will monitor technological activities that take place on campus during the school day including logging website access, newsgroup access, bandwidth, and network use.

Christian morality obliges each person to use all things in ways that are good and meaningful for human development. With right of access comes the responsibility to use the source both correctly and wisely. Our Lady of the Angel's students and staff are expected to exercise wise judgment, common sense and good taste in selecting sites and materials from the internet. Staff will assist monitoring internet sites at school, but it is ultimately the responsibility of each student and parent/guardian to monitor the use of the internet at home.

Our Lady of the Angels School requires that all students abide by the Children's Internet Protection Act, the Acceptable Use Policy for Web 2.0 Tools Wide Area Network for the Harrisburg Diocese, as well as the Student Handbook and all applicable state and local laws pertaining to stalking, harassment, and bullying.

Our Lady of the Angels will adhere to the policy as stated in the Diocese of Harrisburg Policy Handbook. It includes the following paragraph:

"The Internet is a public forum with unrestricted access. For this reason, the schools in the diocese restrict permission for the posting of information related to the school, the staff, and students on the Internet. No person is permitted to use the school name or images of the school, the school logo or seal, school staff or students in any form on the Internet or in any form of electronic communication without specific written permission from the school administration. The posting of any such information on any website, social networking site, bulletin board, chat-room, e-mail, or other messaging system without permission, or posting or transmission of images or information in any format related to the school, staff or students that are defamatory, scurrilous, pornographic, or which could be construed as threatening



or impugning the character of another person is prohibited and will make any person involved in the posting or transmission of such subject to disciplinary action deemed appropriate by the administration of the school, or by the diocese."

#### Privacy:

Our Lady of the Angels reserves the right to monitor and track all behaviors and interactions that take place online or through the use of technology on our property or at our events. We also reserve the right to investigate any reports of inappropriate actions related to any technology used at school. All e-mails and messages sent through the school's network or accessed on a school computer can be inspected. Any files saved onto a school computer can also be inspected. Users have a limited expectation of privacy when using their own technology on school property or at school events so long as no activity violates guidelines, policy, law and/or compromises the safety and well-being of the school community.

#### Legal issues:

Laws governing computer use currently exist in Pennsylvania. Violations of the above policies may constitute a criminal offense punishable under Pennsylvania or United States Federal law. As an example, under Pennsylvania law, ". . . it is a felony punishable by fine up to \$15,000 and imprisonment up to seven years for any person to access, alter, or damage any computer system, network, software, database, or any part thereof, with the intent to interrupt the normal functioning of an organization (18 Pa. C.C. 3933)(a)(1) . . ."

". . . Disclosing a password to a computer system, network, etc., knowingly and without authorization, is a misdemeanor punishable by a fine of up to \$10,000 and imprisonment of up to five years, as is intentional and unauthorized access to a computer, interference with the operation of a computer or network, or alteration of computer software (18 Pa. C.S. 3933)(a)(2) and (3) . . ."

#### Acceptable Use Guidelines

1) All students within the building are to connect through our OLA Guest filtered and secured server when using our device. Any student who accesses material on their own device through a data plan will

not be protected by our secure server. Devices are to be used only for the purpose of academic or otherwise authorized activities.

2) Teachers have the right to monitor the use of personal technological devices at any time.

3) Students may not: make phone calls, watch movies and TV shows, take pictures or videos, unless directed to do so by the teacher or monitor responsible for the student at that time.

4) Students must keep their iPads/Chrome books on their person or stored in their assigned area. The school takes no responsibility for lost or stolen personal devices. Thefts of property will be investigated and reported to the proper authorities.

5) Students are expected to charge their device in the assigned charging station in their classroom.

6) Students who use technology to complete assignments are expected to hand all assignments in on time, even if technology issues arise. Students are encouraged to always have a back-up plan, use cloud storage and make hard copy. Our Lady of the Angels acknowledges that problems may arise with the use of technology that are out of the student's control. These issues will be handled on a case by case basis and at the discretion of the classroom teacher.

Homework and assignments that are not completed will be dealt with by the teacher assigning the work for the student.

7) Students are prohibited from accessing faculty, and staff computers, as well as school file servers, for any reason.

8) Our Lady of the Angels bullying policy includes the use of all technology.

Any student who violates the acceptable use policy will be referred to the administration. Consequences for inappropriate use may include detention, suspension and/or loss of iPad/Chromebook/device privileges. OLA reserves the right to alter or amend this policy at any time.

Our Lady of the Angels reserves the right to update and revise policies as needed.

Please type in your name on this form to indicate that you and your student(s) have read, understand, and agree to the policies in the OLA School Tech Acceptable Use Policy.