

# **St. Dominic Savio Catholic High School**

## **Acceptable Use Policy and School Provided Device Handbook 2025-2026**

## Contents

OVERVIEW.....	4
SCHOOL HANDBOOK POLICY– TECHNOLOGY: ACCEPTABLE USE POLICY FOR STUDENTS.....	4
Technology Vision.....	5
Acceptable Use Policy.....	5
Technology and Network Resources.....	5
Privileges.....	5
Student Responsibilities and Acceptable Use.....	6
Unacceptable Uses of Technology and Network Resources.....	7
Social Networking.....	8
Guidelines for social networking:.....	8
Etiquette.....	8
No Expectation of Privacy.....	9
Disciplinary Action.....	9
Access to Inappropriate Materials on the Internet/Disclaimer.....	9
Right of Access and Review.....	9
Bring Your Own Device (BYOD).....	10
Security.....	10
Classroom Management Software.....	10
Vandalism.....	11
Wasteful Use of Educational Resources.....	11
Damages.....	11
Web Page.....	11
Limits of Liability.....	11
SCHOOL PROVIDED DEVICE USAGE GUIDELINES.....	12
Liability.....	12
Management and Device Ownership.....	12
Proper Use & Care of Devices.....	12
Screen Care.....	13
Computer Chargers.....	14
Troubleshooting.....	14
Loaner Devices.....	14
FREQUENTLY ASKED QUESTIONS.....	14
STUDENT RESPONSIBILITIES AND TERMS.....	16
PARENT/GUARDIAN RESPONSIBILITIES AND TERMS.....	17
SCHOOL RESPONSIBILITIES AND TERMS.....	17

## OVERVIEW

St. Dominic Savio Catholic High School is committed to implementing and maintaining technology services that will aid student learning. Over the past few years, Savio has introduced many new technology projects that have increased service reliability while minimizing student downtime. Beginning in the 2025-2026 school year, the School will be providing laptops to incoming 9<sup>th</sup> grade students. Over the following 3 school years, we will phase out the BYOD program.

St. Dominic Savio Catholic High School will enhance the education of our students through our One-to-One (1:1) program. Our 1:1 program is an equitable program that provides students with technology tools that appropriately integrate new instructional strategies and 21st-century skills of creativity and innovation in all learning environments.

The goals of our 1:1 program include the following:

- Cultivate self-directed and responsible individuals by instructing proper care and managing of electronic devices.
- Close the digital divide between the diverse groups within our student population
- Increase digital and informational literacy skills of students through classroom instruction
- Simplify and encourage the inclusion of technology in classroom instruction
- Increase the uptime of devices for students and teachers to maximize instructional time
- Provide consistent tech support for students and teachers to facilitate an improved learning environment
- Enhance the security and privacy of the network environment

# SCHOOL HANDBOOK POLICY– TECHNOLOGY: ACCEPTABLE USE POLICY FOR STUDENTS

## Technology Vision

St. Dominic Savio Catholic High School provides internet access to promote educational excellence by facilitating resource sharing, innovation, and communication. With this access comes the availability of material that may not be considered of educational value. Access to such material is actively discouraged, but on a global network it is impossible to control all materials. It is the responsibility of each user to access only materials consistent with Catholic doctrine and the educational goals of the school. Violators of the school's Acceptable Use Policy are subject to disciplinary action which may include suspension, probation, and/or dismissal from the School.

## Acceptable Use Policy

Use of the internet and the St. Dominic Savio Catholic High School network must be in support of education and research, and consistent with the educational objectives of the school. Transmission or access of material in violation of any U.S. or states regulations or against the teachings of the Catholic Church is prohibited. This includes, but is not limited to: copyrighted, threatening or obscene material.

## Technology and Network Resources

For purposes of this policy, the term "technology" or "network resources" refers to all aspects of St. Dominic Savio Catholic High School's owned or leased electronic equipment (including computers, tablets, printers, scanners, cameras, etc.), email, internet services, servers, software, network files and folders, and all other technology-related equipment and services. These rules apply to any use of the School's technology or network resources, whether this access occurs in school (live or virtual) or outside of school. Students are expected to use technology and network resources following this policy.

Access to the St. Dominic Savio Catholic High School wireless network WILL be restricted to St. Dominic Savio Catholic High School-approved electronic devices during the school day. It may also be restricted entirely or at certain additional times whenever necessary. The use of personal electronic devices may be allowed in the classroom (or SSC) at the sole discretion of faculty/staff. **The use of personal electronic devices as a "hot spot" for students and others to bypass the school network is prohibited while on school premises.**

## Privileges

**Use of the Internet is a privilege, not a right. Inappropriate use or unauthorized access may result in cancellation of those privileges.** The St. Dominic Savio Catholic High School administration may

deny access privileges at any time as required. The administration, faculty and staff of the School may request the Director of Technology to deny or suspend specific user access.

## Student Responsibilities and Acceptable Use

Student access to technology is a privilege, not a right. Therefore, students are expected to use technology in a responsible manner consistent with St. Dominic Savio Catholic High School's educational and religious objectives. The following list provides some examples of student responsibilities and acceptable uses of technology:

- All technology must be used to further the educational and religious mission of the School and should be respected at all times. Students are responsible for reporting any misuse.
- Students must use his/her real identity when using the School's network resources.
- The network is to be used to store and transmit school-related data only. Students may be assigned unique email and login usernames and passwords to protect the information on the network. Do not access or use other people's accounts. Do not access or use other people's computers, folders, or any other electronic device without express permission from the owner.
- Do not share passwords with any other person. The school's Director of Technology and parents should be the only exceptions. If a student believes his or her password has been compromised, the student must immediately report this concern Director of Technology
- Students are responsible for all actions taken under a student's username and password.
- Electronic communications (emails) between faculty and students must be made via the School's internal email system. Electronic communications between faculty and students through personal accounts may be deemed inappropriate and result in disciplinary action. All electronic communication must have a parent/guardian included.
- Students should obtain permission before accessing, posting, or transmitting information belonging to others.
- Students must respect network security and not attempt to bypass any technological blocks placed on computers to protect students and filter content that the school has classified as objectionable. Faculty may request unblocking of a website if the website is appropriate and relevant to school activities.
- There is no privacy online. Students should never provide personal information online or share any information the student does not want to be made available to the public.
- Students should back up their work often. Do not use technology as an excuse. If your computer fails at home, you are still responsible for completing all assignments on time.
- Students are expected to check their School email account and Google Classroom to stay updated on information shared electronically by the faculty or staff.
- All student files stored on the network may be deleted once a student has graduated or is otherwise unenrolled from the School.

## Unacceptable Uses of Technology and Network Resources

The use of technology and network resources must be consistent with the educational and religious objectives of St. Dominic Savio Catholic High School. Examples of unacceptable uses of technology include, but are not limited to, the following:

- To access, post, publish or store any defamatory, inaccurate, abusive, obscene, sexually oriented, threatening, racially offensive, or illegal materials that are inconsistent with the objectives and/or teachings of the school or Catholic Church.
- To harass, intimidate, threaten or bully others, whether inside or outside of school.
- To steal or borrow intellectual property without permission.
- To plagiarize the work of others, or to use the work of others as your own without giving proper credit.
- To breach copyright laws by using unlicensed software or pirating audio or visual materials.
- To knowingly spread computer viruses or malware.
- To send out "chain" emails, mass emails, and/or surveys not approved by faculty or staff.
- To misrepresent one's own identity or the identity of others.
- To take a photo, record through video or audio any student or faculty member without his/her knowledge and consent.
- To express profanity or any other inappropriate content online, including the School's website, Saviachs.org email, Google Classroom, social media, or other internet sites.
- To share personal information or information about any student or faculty member to anyone via the Internet.
- To access another user's account or invade the privacy of others.
- To store or download unauthorized software programs, music, videos, game files, or personal photos on St. Dominic Savio Catholic High School computers.
- To play games, chat online, or watch videos during the school day unless associated with a class and permission from a teacher is explicitly given.
- To utilize encryption or software to hide activity that violates the School's Technology Acceptable Use Policy.
- To bypass the School's content filter or network security using VPN, Tor, Proxy Servers, or other similar technologies.
- To violate any federal, state, or local laws.

## Social Networking

Although social networking and texting normally occur outside of the classroom, it may have a negative impact on the school community. If a student uses social networking or a personal electronic device to convey offensive or disrespectful communications inconsistent with this policy and/or the objectives of the school, St. Dominic Savio Catholic High School reserves the right to take any disciplinary action it deems necessary to protect students and faculty. The School encourages parents to routinely view and monitor their student's personal networking sites and electronic devices to ensure the information and content do not place any student at risk.

### Guidelines for social networking:

- Be aware of what you post online. Social media venues, including wikis, blogs, and photo/video-sharing sites, are very public. What you contribute leaves a digital footprint for all to see. Do not post anything you would not want friends, parents, teachers, or future employers.
- Follow St. Dominic Savio Catholic High School's code of conduct when posting online. It is acceptable to disagree with someone else's opinions; however, do it in a respectful manner. Make sure that criticism is constructive and not hurtful. What is inappropriate in the classroom is inappropriate online.
- Be safe online. Never give out personal information, including, but not limited to, first and last names, phone numbers, addresses, exact birth dates, and pictures. Do not share your password(s) with anyone besides the Director of Technology and parents.

## Etiquette

All users are expected to follow general rules of network etiquette. These include, but are not limited to the following:

- Be polite. Do not become abusive in your messages to others. Use appropriate language. Swearing, use of vulgarity, or any other foul language is strictly prohibited.
- Do not reveal your personal information or that of others.
- Note that email is not guaranteed to be private. System administrators have access to all accounts on the school domain and retain the right to obtain access to personal accounts utilized on the school network if warranted and deemed necessary by the administration.
- Messages relating to or in support of illegal activities may be reported to the authorities.
- Students, who, through the use of the school's computers, their personal device, or through the use of their assigned school Google account, personal email accounts or web pages, violate school's school policies, are subject to disciplinary action which may include probation, suspension and/or dismissal from the school.
- Do not use the network in such a way that you would disrupt the use of the network by other users.
- The school reserves the right to access, modify, and/or delete any and all content residing on or transmitted across, accounts accessed on its network or residing on school owned websites or servers.

- Do not use anyone else's log-in information when logging in on electronic devices.
- Postings to the school's social media pages should reflect the values and Catholic identity of the school. Inappropriate comments will be removed and may invoke disciplinary actions.

## No Expectation of Privacy

St. Dominic Savio Catholic High School sets the terms and conditions of technology use. Students should have no expectation of privacy or anonymity while using technology and network resources provided by the School. All content created, sent, accessed, or downloaded using any part of the school's technology or network resources is subject to the rules stated in this policy.

St. Dominic Savio Catholic High School reserves the right to monitor the network and examine or remove electronic files and/or materials whenever it deems necessary. Students should never assume that emails, files, or other content created or stored on the school's network will be maintained as private or confidential. Should the School determine there is a reasonable need to do so, it reserves the right to search students' personal electronic devices (cell phones, laptops, etc.) brought on to school grounds.

## Disciplinary Action

Violations of this Technology Acceptable Use Policy may result, at minimum, in the loss of technology and network privileges as well as appropriate disciplinary action in accordance with the student handbook. Any violations of federal, state, or local laws will be reported to the proper authorities. Students who receive or learn of any harassing, threatening, or inappropriate electronic communications or postings should immediately notify the faculty member supervising the activity or the school's administration.

## Access to Inappropriate Materials on the Internet/Disclaimer

St. Dominic Savio Catholic High School currently utilizes an internet content filtering system that reduces student access to offensive and pornographic materials. However, no filtering system is foolproof, and the school cannot entirely control what students may or may not locate on the Internet. While the School allows students to access the Internet for educational purposes only, students may be able to access inappropriate materials. The School is not responsible for the content of the information or materials students may retrieve from the Internet. Students who inadvertently access inappropriate materials must report the incident to the supervising faculty member or the School's administration immediately.

## Right of Access and Review

All material that is electronically stored on the school's computers is the property of St. Dominic Savio Catholic High School. The school retains the right to access, review, edit and delete all user files and



any material stored on any system provided by the School. This right of access and review includes email.

## Bring Your Own Device (BYOD)

Students in the class of 2026, 2027, and 2028 are permitted to:

- Have a personal device available for classroom use that meets the requirements outlined in the St. Dominic Savio Acceptable Device Requirements document (available on the [Savio website](#)).
- Only access the internet via the designated school wireless (wifi) network.
  - o Use of the school wired (LAN) network is strictly prohibited for non-school owned devices.
  - o Attempts to access the internet by circumventing the designated student school wireless network is strictly prohibited. This includes, but is not limited to, the use of mobile hotspots, tethering to/from a device, or using VPN (Virtual Private Network) or other services to bypass the School's security and filtering measures or for any other non-school approved purpose

## Security

Security on any computer system is a high priority, especially when the system involves many users. St. Dominic Savio Catholic High School provides a safe space on the Internet for our students and staff and actively monitors all network traffic for internal and external security vulnerabilities. Attempts to access restricted content will be reported. Any security problems with the school's computer systems or on-line services must be reported to the Director of Technology. Attempts to log-in as a system administrator may result in cancellation of user privileges. An attempt to access the school's wired or wireless networks on personal computing devices without permission from the network administrator is prohibited. Any attempt to circumvent security measures through the use of VPN clients, Proxies, or Tor Browser may be seen as malicious and is a violation of the School's internet policy. Various non-academic websites have been blocked for safety purposes and accessing blocked sites or content is forbidden. Any user identified as a security risk or having a history of problems with other computer systems is subject to disciplinary action which may include probation, suspension and/or dismissal from the School.

## Classroom Management Software

St. Dominic Savio Catholic High School reserves the right to utilize classroom management software which provides an interactive interface between teachers and students. It provides teachers with a means to observe and control student computer activities from the teacher's device in order to maximize student engagement and ensure that students are actively participating in lessons and focusing their use of applications and websites appropriately. Cameras and microphones on student devices will only be utilized with student permission and for educational purposes.

## Vandalism

Vandalism is defined as any malicious attempt to harm or destroy equipment or the data of another user or other networks that are connected to the internet. This includes, but is not limited to, the uploading or creation of computer viruses, attempts at gaining unauthorized access, or changing online materials without permission. Any acts of vandalism are subject to disciplinary action which may include probation, suspension and/or dismissal from St. Dominic Savio Catholic High School.

## Wasteful Use of Educational Resources

Using St. Dominic Savio Catholic High School's computers for non class related gaming or other recreational activities is wasteful use of a valuable resource during times when others might want to use network resources for educational purposes. Participation in these activities is subject to disciplinary action in accordance with the Student Handbook.

## Damages

The user specifically agrees to reimburse St. Dominic Savio Catholic High School for any losses, costs or damages incurred by the school and the system administrators relating to or arising out of any breach of this Internet Use Policy by the user.

## Web Page

The St. Dominic Savio Catholic High School's website provides information to students and parents relevant to the life of the school. All subject matter posted on the website of the school must be appropriate and of interest to the school community. The publication of school affiliated websites or social media pages not approved by the administration is prohibited. The school administration, in consultation with the Director of Technology and Director of Communication, makes the final determination as to the content that is published on the website of the school.

## Limits of Liability

St. Dominic Savio Catholic High School makes no warranties of any kind, whether expressed or implied, for the electronic information resources it is providing. The school will not be responsible for any damages suffered by users, including the loss of data resulting from repairs, delays, non-delivery, service interruptions, or any other cause. The School will not be responsible for any claims, losses, damages, costs, or other obligations arising from the authorized or unauthorized use of school system electronic information resources. Use of any information obtained through the Internet is at the user's risk. The School specifically denies any responsibility for the accuracy or quality of information obtained through its service.

# SCHOOL PROVIDED DEVICE USAGE GUIDELINES

## Liability

Devices, chargers, and other equipment issued to students with his or her parents or legal guardians are the only authorized users of those devices. Even though each student accepts responsibility for the care and use of the device issued to them by St. Dominic Savio Catholic High School, the device remains the sole property of the school unless ownership is approved and transferred by the School administration. The School owns the software licenses installed on the device, and under no circumstances may any software be transferred or removed from the device.

Device damages, vandalism, or negligence must be reported to the technology staff immediately. In the case of theft, the student should contact both the technology staff and school administration immediately. In addition, parents/guardians should report device theft or loss to the local police to obtain a report and contact the school. Official police reports must be provided to the school administration as soon as possible.

## Management and Device Ownership

As the school provided devices belong to St. Dominic Savio Catholic High School, the school may monitor all devices and their usage. The school reserves the right to search accounts accessed with school equipment without permission if it is felt illegal or otherwise inappropriate use of technology. Improper use of the School technology devices will result in loss of privileges and other consequences per the Student Handbook.

All school provided devices and accessories issued will remain under the management of St. Dominic Savio Catholic High School. Students and parents/guardians are responsible to pay a yearly management fee to the School. If a student transfers, withdraws, is expelled, or terminates enrollment at the School, the device and its accessories must either be returned by the date of termination with all previous payments forfeited, or the balance must be settled with the business office by the date of termination. Records and transcripts will be held until this issue is resolved.

## Proper Use & Care of Devices

St. Dominic Savio Catholic High School recommends the following best practices for the optimum performance of devices:

- Shut down and restart the device daily.
- Close programs once you finish using them.
- Unused browser tabs can impact system performance. Consider closing tabs when they aren't being used.
- Allow your device to run and install updates as they are needed.
- Carefully insert and remove cords, cables, and adapters to prevent damage.

- Manage cords to minimize damage from tripping and stress to the plugs and cords.
- Devices should not be left unattended in temperatures below 35 degrees or above 90 degrees. It can damage the device. In other words, don't leave them in your car!
- Prevent the school provided device from being subjected to carelessness or intentional damage (e.g., tossing, dropping, or handling it carelessly, etc.).
- Ensure that the school provided device is protected. Students are REQUIRED to use the protective case provided by St. Dominic Savio Catholic High School at all times.
- Devices should be fully charged each night and stored on a hard surface, never on fabric or cloth, to provide proper ventilation for the device to charge.
- Never stack items on top of the device.
- Store the school provided device in a safe place when not in use.
- Food, drinks, pets, or small children should not be near devices to avoid damage.
- Rain, wet hands, high humidity, and dust are risky to devices and should be avoided.
- Stickers/personalization are allowed on the protective case only, NOT on the device itself. However, these may be removed or covered at the direction of faculty or staff if deemed inappropriate.
- Only use the school provided device for assigned tasks by teachers. school provided devices are for educational purposes ONLY.

St. Dominic Savio Catholic High School also recommends the following habits for classroom use:

- Keep the device on a hard surface and away from edges.
- Close the lid of the device before moving. Don't walk around with the device still open.
- Lock the computer before you walk away from it.
- A loose pen or pencil left on your keyboard can crack your display. Always check your keyboard for any foreign objects.
- Follow all directions the teacher gives in using the device during instruction and work time.

## Screen Care

- The school provided device can be damaged if handled with rough treatment. Screens are particularly sensitive to damage from excessive pressure or temperature.
- Clean the screen with a clean, soft, dry, antistatic cloth.
- DO NOT USE cleaners or chemicals of any kind.
- Do not place objects between the screen and the keyboard.
- Avoid bumping the school provided device against lockers, walls, car doors, floors, etc. as it will eventually break the screen.

Students may not intentionally or negligently transmit computer viruses, self-replicating messages, or deliberately try to degrade or disrupt system performance. The School provides antivirus software for all system-owned or leased devices. Users must not disable any antivirus or management programs from running on their device to maintain an operable performance of their device.

## Computer Chargers

St. Dominic Savio Catholic High School will provide one charger with each issued device. Students are responsible for maintaining the charger of their devices and bringing their chargers to school. Students will need to purchase a new charger through the school if their charger goes missing or is broken.

## Troubleshooting

Students should report all problems or issues relating to the functionality of a school provided device to St. Dominic Savio Catholic High School device (i.e., printing, software issues, syncing, etc.) to the Director of Technology or the SSC Coordinator. Students are prohibited from trying to troubleshoot any hardware issues. Under no circumstances shall a School device be taken to a third party for repair or troubleshooting; if it is, the warranty for the device will be voided.

## Loaner Devices

If a student's device becomes inoperable due to accidental damage, missing power supply or peripheral, or functionality issue, the student should notify the Director of Technology or SSC Coordinator immediately. Loaner devices are available to any student to use if their laptop is not functioning properly.

- Loaner devices are for short term use. If you are using a school provided device, you can keep the loaner until your assigned workstation is repaired or replaced.
- If you are using a BYOD device, loaners can be made for 3 week periods. Extended loan periods must be approved by school administration.
- All loaned laptops must be cared for just as you would your own assigned or BYOD equipment. Damages or losses that are a result of negligence will be charged to the student.
- Power chargers, cables, and other peripherals are available to loan but they must be returned in good working order with all accessories (e.g., batteries, USB adapters, bricks, and cables). Failure to do so will result in a fine equal to the replacement cost of the item,

## FREQUENTLY ASKED QUESTIONS

### **Q: How will the 1:1 program help students academically?**

Educational research shows that when technology and electronic devices are used effectively in the classroom, students are provided with a more profound learning experience and are more capable of applying 21st-century skills to their learning. St. Dominic Savio Catholic High School's 1:1 program will help ensure that all students have access to technology equipment that is targeted to meet the academic needs of our students without the distractions that can accompany personally owned electronic devices. St. Dominic Savio Catholic High School's 1:1 program allows students to manage

their own learning while enhancing best practices and instructional strategies through the effective use of technology and 21st-century skills.

**Q: When will I receive the school provided device?**

New students will receive their device during orientation. School provided devices must be returned in good condition with all accessories at the end of the school year.

**Q: May I personalize and decorate the school provided device?**

You may not decorate a school provided device. Devices with any pencil/pen/marker writing on them, stickers, or other marks on them will be viewed as vandalism. Devices will have a protective case that will be mandatory for all devices. No exceptions. The protective case may be customized with stickers but keep in mind that faculty or staff may ask you to remove or cover anything that is obscene or inappropriate. Lost or broken cases must be replaced immediately at the student's expense.

**Q: Who owns the school provided device?**

Devices distributed by St. Dominic Savio Catholic High School are the property of the School. A portion of the annual technology fee covers the use and maintenance of the devices. Students are expected to care for the devices and may be responsible for damage or loss.

**Q: May I put games or software on the school provided devices?**

Games or other software must be installed by St. Dominic Savio Catholic High School personnel only. Software shall not be installed unless it supports the School's curricular learning goals and objectives. The School is not responsible for any loss incurred for personally owned software, games, or music. Under no circumstances shall students have unauthorized games, software, or music on their school provided devices.

**Q: What do I do if my device doesn't work or is damaged?**

Please contact the Director of technology in person or at [it@saviochs.org](mailto:it@saviochs.org) as soon as possible for repair. If your device is damaged, we will evaluate it and determine if repair is necessary for proper operation. If it needs to be repaired, a loaner device will be provided if one is available until the student's device is repaired. Loaner devices are expected to be treated under the same policies and conditions as the student's original device. If the device is damaged or lost while loaned out to a student, the student and parents/guardians are responsible for the costs of a replacement device.

Under no circumstances should the device be taken to a third party for repairs. If it is, the warranty will be voided, and St. Dominic Savio Catholic High School will not be responsible for repairing any future damage. The student and parents/guardians become liable and responsible for any additional financial responsibilities once the device's warranty is voided.

**Q: Can I use my own personal device instead of the school provided device?**

St. Dominic Savio Catholic High School will not support a Bring Your Own Device program for students in Class of '29 and beyond. Classes of '26, '27, and '28 may continue to use BYOD devices.

St. Dominic Savio Catholic High School will provide basic support to assist students with usability and connectivity issues. If a problem is hardware related or if it seems that the solution may take more than 5-10 minutes, the student will be assigned a loaner device and returned to class. Students are permitted to use 1 device on the Savio CHS Internet SSID at any time. Students who have been assigned a PC must use that device when in the classroom.

## STUDENT RESPONSIBILITIES AND TERMS

- Will read the Acceptable Technology Use Policy and discuss it with parent/guardian.
- Will adhere to the terms of St. Dominic Savio Catholic High School Acceptable Technology Use Policy and school guidelines each time the device is used in or outside of the school.
- Will not violate public law.
- Will recharge the battery of the device nightly and bring the device fully charged to school each day.
- Will keep school provided device in its protective case at all times – no exceptions.
- Will make the device available to any staff or faculty member upon request.
- Will use the device in a responsible and ethical manner, including *but not limited to*: obeying general school rules concerning behavior and communication, using appropriate language in all communications, and abiding by copyright laws.
- Will report the loss or theft of a school provided device to parents, school, and proper authorities (police) within 24 hours.
- Will report all school provided problems and damage to the administration or Director of Technology.
- Will not change or attempt to change the configuration of school provided software or hardware.
- Will use all technology resources responsibly and appropriately so as not to damage school equipment.
- Will help protect St. Dominic Savio Catholic High School's computer system/devices by contacting administration or technology staff about any security problems they may encounter or witness.
- If the student transfers, withdraws, is expelled, or terminates enrollment at St. Dominic Savio Catholic High School, the school provided device and accessories must be returned by the date of termination, or a replacement fee will need to be settled with the business office by the date of termination.
- Will not participate in any bullying, threatening, or harassing of others online.
- Will not use or attempt to use another student's assigned hardware, subscriptions, logins, files, or personal information.
- Will not attempt to repair, alter, or make additions to a school provided device without approval from administration or technology staff.

## PARENT/GUARDIAN RESPONSIBILITIES AND TERMS

- Will read the Acceptable Technology Use Policy and discuss it with their student(s).
- Will supervise student's use of school provided devices at home.
- Will help the student remember to charge their school device nightly, so to begin the day with a fully charged battery.
- Will discuss the appropriate use of the Internet and supervise student's use of the Internet.
- Will not attempt to repair the school provided device.
- Will report any problems or damage of the school provided device to the administration or technology staff.
- Will report loss or theft of the school provided device to the school and proper authorities (police) within 24 hours.
- Will not change or attempt to change the configuration of school provided software or hardware.
- Agrees to allow administration and faculty to inspect and examine the device, apps, and content of the device at any time.
- Agrees to make sure the school provided device is returned to the school when requested.
- Signing this agreement gives permission for the student to create online accounts under the St. Dominic Savio Catholic High School staff direction and guidance for educational purposes.

## SCHOOL RESPONSIBILITIES AND TERMS

- Will provide internet and email access to its students during the school day except under circumstances beyond St. Dominic Savio Catholic High School's control.
- Will provide internet filtering of inappropriate materials as possible within the school building.
- Will provide training on how to appropriately use the school devices and equipment.
- Will provide staff guidance to aid students in doing research and help assure student compliance of the Acceptable Use Policy.
- Will provide tech support for maintenance and repair of school provided devices on school-related issues.