

ECS TECHNOLOGY ACCEPTABLE USE POLICY

From Parent-Student Handbook

6 TECHNOLOGY & TELECOMMUNICATIONS

6.1 Technology Acceptable Use Policy Agreement (for Parents & Students)

Epiphany Catholic School (ECS) offers students access to technology resources for educational purposes, which may include computer hardware and software licensed to the school. To gain access to the technology resources, all students must obtain parental permission as verified by the signatures on the Permission for Internet Usage, Media Release, & Parent-Student Handbook Acknowledgement located on the last page of this handbook. Should a parent prefer that a student not have internet access, use of the computer is still possible for more traditional purposes such as word processing. However, any parent requesting their child not have access to the internet must meet with school administration with a plan describing how to help facilitate their child's research and school work to be completed outside of school.

6.2 Internet Access

Internet access will enable students to explore thousands of libraries, databases, museums, and other repositories of information and to exchange personal communication with other internet users around the world. Families should be aware that some material accessible via the Internet may contain items that are illegal, defamatory, inaccurate, or potentially offensive. While the purpose of the school technology and Internet access is for constructive purposes, students may find ways to access other materials. The school has a firewall and filter which prevent students from entering inappropriate sites and is continuously updated. The school believes that the benefits to students from access to the Internet outweigh the disadvantages. However, ultimately the parents/guardians of minors are responsible for setting and conveying the standards that their children should follow when using media and information sources. Therefore, the school supports and respects each family's right to decide whether to allow for access.

6.3 Middle School Chromebook Policy

Parents and guardians of Middle School students are required to purchase one Chromebook for their children through the school at the time of their enrollment. These Chromebooks will meet the school's technical and educational specifications and will be offered at a discounted rate negotiated by the school with the supplier. While the Chromebooks are the property of the students and their families, they will remain managed by the school to ensure proper functionality and compliance with educational and safety standards. The school will provide basic technical support, service, and minor fixes to ensure the devices remain in good working condition, including one complimentary screen repair.

If a Chromebook requires repair, at the discretion of School Administration, the school may issue a "loaner" Chromebook to the student while the device is being serviced. The family and student are responsible for the "loaner" Chromebook just as they are for their purchased one. This includes ensuring proper use, maintenance, and care. Any damage, loss, or theft of the "loaner" Chromebook will require the parents/guardians to cover the cost of repairs or replacement.

If a Chromebook is lost, stolen, or damaged beyond repair, parents/guardians are required to replace it at their own expense. The replacement Chromebook will be billed to the parents FACTS account through at full market price, not the discounted rate originally offered for the initial purchase. There is no option to forgo replacing the Chromebook; a replacement is mandatory to ensure that the student can continue to participate in all educational activities and access necessary resources.

6.4 Expectations

Whether occurring within or outside of school, when a student's or parent's use of technology jeopardizes the safe environment of the school, staff, or students, or is contrary to Gospel values, the student can be subject to the full range of disciplinary consequences including the expulsion of the student.

Students are responsible for appropriate behavior on the school's computer network just as they are in a classroom or anywhere on campus. Communications on the network are often public in nature. General school rules for behavior and communication apply. It is expected that users will comply with Archdiocesan standards and the specific rules set forth. The use of technology resources is a privilege, not a right, and may be revoked if abused. The user is personally responsible for his/her actions in accessing and utilizing the school's technology resources. The students are expected to never access, keep, or send anything that they would not want their parents or teachers to see.

Electronic Communication – Students may not use electronic communication in a way that jeopardizes the safe environment of the school, staff, or students or is contrary to Gospel values.

This policy applies to all forms of electronic communications or depictions whether they occur through the school's equipment or connectivity resources or through private communication.

Personal Safety and Personal Privacy – Student will not post personal contact information about themselves or others unless otherwise indicated in the user agreement and parent permission form. Personal contact information includes their address, telephone, school address, etc. This information may not be provided to an individual, organization, or company, including websites that solicit personal information.

Social Networking – Accessing social networking websites and/or applications, except those used for educational purposes and as directed, are off-limits on school property. The use of circumventors to get around school network security is prohibited.

Illegal Copying – Students should never download or install any commercial software, shareware, or freeware onto network drives, external devices or cloud-based storage. Nor should students copy other individual's work or intrude into other individual's files. The download/upload of any material in violation of any U.S., State, Council, Archdiocesan, or school policy is prohibited. This includes, but is not limited to, copyrighted materials, threatening, violent, obscene material, or material protected by trade secret.

Inappropriate materials or language – For parents and students - no profane, abusive, slanderous, bullying, or impolite language or images should be used to communicate, nor should materials be

accessed which are not in line with the rules of school behavior or posted online. Use of technology resources for anything other than educational purposes is also prohibited. Should students encounter inappropriate materials by accident, they should report it to their teacher immediately. A good rule to follow is never view, send, distribute, or access materials or images, which you would not want your teachers and parents to see. Use of any electronic device to transmit unacceptable language, images, and/or photos that are harmful to self or others is prohibited.

Succinct Advice

These are guidelines to follow to prevent the loss of technology privileges and/or disciplinary measures at the school.

1. Do not use technology to harm self, other people, or their work.
2. Do not damage the network or any technology resources in any way.
3. Do not interfere with the network or computer operation by installing any form of software or permitting the spread of computer viruses.
4. Do not violate any copyright laws.
5. Do not view, send, distribute, or display offensive or bullying messages or images.
6. Do not share your passwords/personal information or obtain/share another persons' password/personal information.
7. Do not waste technology resources such as storage space or printing supplies.
8. Do not trespass in another's folders, work, or files.
9. Notify an adult immediately, if by accident, you encounter materials, which violate the Rules of Appropriate Use.
10. Do not attempt to circumvent network filters or security in any way.
11. Be prepared to be held accountable for your actions and for the loss of privileges if the Rules of Appropriate Use are violated.

6.5 Technology Integration and Student Device Use

Epiphany of the Lord Catholic School recognizes that technology is a valuable educational tool when used appropriately and purposefully. Consistent with the mission of Catholic education and the educational philosophy of the Archdiocese of Galveston-Houston, technology is incorporated as a **supplemental instructional resource** to enhance teaching and learning. Technology is intended to support—not replace—direct instruction, personal interaction, hands-on learning experiences, and the development of critical thinking skills.

The use of technology is determined by the classroom teacher based on instructional objectives and the developmental needs of students. Screen time is intentionally limited to ensure a balanced educational experience and to promote the healthy academic, social, emotional, and spiritual development of every child.

Technology use is governed by the following grade-level expectations:

- **Pre-Kindergarten:** Students do not use individual technology devices as part of the regular instructional program.

- **Kindergarten:** Students do not use individual technology devices during daily instruction. Individual devices are utilized only when required for the administration of NWEA assessments or other school-approved assessments.
- **First Grade:** Individual technology use is limited to **15 minutes per instructional day**. Unused technology time may not be accumulated or carried over to another day.
- **Second through Fourth Grade:** Individual technology use is limited to **15 minutes per instructional day in each “homerooms or switch” teachers classroom**. Unused technology time may not be accumulated or carried over to another day.
- **Fifth through Eighth Grade:** Each student is assigned a school-issued Chromebook to support academic instruction.
 - **Fifth and Sixth Grade:** Chromebooks remain on campus and are stored securely at school each afternoon unless otherwise authorized by the administration.
 - **Seventh and Eighth Grade:** Students may take their assigned Chromebook home each day to support academic work and are responsible for its proper care, maintenance, and appropriate use in accordance with the school's Chromebook Agreement.
- The exception for individualized technology is in STEM class. All students take this course at least once a week and individualized technology may be used.

School-issued technology is to be used exclusively for educational purposes. Students are expected to demonstrate responsible digital citizenship by using technology in a manner that reflects the values of the Gospel and the teachings of the Catholic Church. Students shall exercise honesty, integrity, respect for others, and good stewardship when utilizing school technology resources.

All students and parents/guardians are required to review and acknowledge the school's Acceptable Use Policy and, where applicable, the Chromebook Agreement prior to the use of school-issued technology.

Failure to comply with these policies may result in the suspension or revocation of technology privileges, disciplinary action, financial responsibility for damaged or lost equipment, and any other consequences deemed appropriate by the school administration.

The administration reserves the right to modify technology practices and procedures as necessary to support the school's educational mission and to address emerging instructional or technological needs.