



Muskegon Catholic  
Central  
Technology Handbook  
2015-2016

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## Contents

1. Acceptable Use Policy ( AUP) .....Page 3
2. Chromebook Policy .....Page 6
3. Communication/Media Authorizations.....Page 10
4. Signature Page .....Page 12

Please see page 12 for the signature page.

Please retain this handbook for your reference.

# Acceptable Use Policy

## (AUP)

### Rights and Responsibilities

Access to the MCC network and the Internet is a privilege. All students, staff, and volunteers must agree to the following policies in order to use the computer network at Muskegon Catholic Central.

Network users should expect only limited privacy in the contents of their personal files on the MCC network. Routine maintenance and monitoring of the network/Internet may lead to discovery of a violation of a MCC policy or the law. Intent to violate policy will be considered the same as an actual policy violation.

#### **Rights:**

- All MCC students, staff, and authorized volunteers have the right to make educational use and limited personal use of all hardware and software authorized for their use and for which they have received training.
- MCC staff members have e-mail access through the school network. This e-mail is not guaranteed to be private and must conform to the rules established by MCC, MAISD, and Merit, Inc.
- MCC students will be supplied with an educational e-mail account and must comply with all MCC policies when using this or any other email account from school.
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#### **Responsibilities: All MCC students and staff:**

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|---|--|
| 1 | Must have a signed AUP on file before being allowed access to the MCC network or the Internet.   |
| 2 | Are responsible for the care and proper use of hardware and software. Any damages that occur to hardware and/or software because of improper use are the financial responsibility of the user. Please refer to the netbook policy for more specific details. |
| 3 | Are responsible for printing documents of a reasonable length. Printing excessive printing may require financial reimbursement.  |
| 4 | Are not to use hardware or software for private business, product advertisement, or political activities.  |
| 5 | Are not to download, install, remove, relocate, or modify any hardware or software. This includes attempting to gain unauthorized access to system programs or computer equipment.   |

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| 6  | Are not to use anonymous proxies or other software in an attempt to hide Internet activity or access blocked websites.  |
| 7  | Are responsible for any civil liabilities and criminal penalties resulting from violations of copyright laws or software licensing agreements.  |
| 8  | Shall not engage in activities that are intended to hinder another's ability to use the network. Educational use always has priority over personal use.   |
| 9  | Are responsible for the confidentiality of their passwords as well as the use of technology through that password.  |
| 10 | Are to respect the privacy of others. This includes not reading, copying, changing or using other's files or trying to learn, change, or use their passwords.   |
| 11 | Shall not attempt to gain unauthorized access to the MCC Network or to any other computer system or go beyond authorized access.  |
| 12 | Are responsible to keep malware, spyware, and programs of a viral nature off any school equipment. The user will be held accountable for any deliberate attempts to knowingly install and/run or malware, spyware, and programs of a viral nature.                            |
| 13 | Are responsible for removing unneeded files and mail in a timely manner and to limit the amount of material downloaded to the school computers. Students are responsible for backing up files because the school reserves the right to delete files for maintenance purposes. |
| 14 | Are responsible for all activity during their login session and are not to leave their device unattended for any reason. Users must properly log out at the end of their session.   |
| 15 | Shall use appropriate language and behavior on the MCC network and Internet. Bullying, hate mail, harassment, discriminatory remarks, intimidation, profanity, and other antisocial behaviors are prohibited.   |
| 16 | Shall not intentionally misrepresent themselves or others. This includes seeking, obtaining, or modifying unauthorized information.   |
| 17 | Are responsible for all files received via the Internet. It is the responsibility of students and staff to make sure no copyrighted software, pornographic material, inappropriate files, or files known to carry harmful viruses enter the school via the Internet.          |
| 18 | Are responsible for keeping images/text/video containing pornographic material or material otherwise inappropriate for school use from being viewed, printed, forwarded, or otherwise distributed.  |

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| 19 | Shall adhere to the values of our Catholic community when judging the appropriateness and content of material they access, transmit, publish or store on the network.   |
| 20 | Shall not encrypt any files stored on the MCC network or otherwise interfere with a network administrator's ability to access files on the MCC network.   |
| 21 | Acknowledge that the MCC Administration and/or Technology staff reserves the right to inspect the contents of any device attached to the MCC network at any time. This includes, but is not limited to, laptop computers, gaming devices, storage devices, USB devices, phones, digital cameras, and MP3 players. |
| 22 | Are to respect the rights of copyright owners, not use material from the Internet for plagiarism, and must not make unauthorized copies of software or media protected by copyright laws.   |
| 23 | Are responsible for adhering to the rules established in the technology handbook.   |

***This policy is updated periodically. Your signature on the signature page is binding for subsequent Acceptable Use Policies. Use of your account signifies your agreement with the updated policy.***

## **Internet Safety Policy for Muskegon Catholic Central**

### **Introduction**

It is the policy of Muskegon Catholic Central to: (a) prevent user access over its computer network to, or transmission of, inappropriate material via Internet, electronic mail, or other forms of direct electronic communications; (b) prevent unauthorized access and other unlawful online activity; (c) prevent unauthorized online disclosure, use, or dissemination of personal identification information of minors; and (d) comply with the Children's Internet Protection Act [Pub. L. No. 106-554 and 47 USC 254(h)].

Key terms are as defined in the Children's Internet Protection Act.

### **Access to Inappropriate Material**

To the extent practical, technology protection measures (or "Internet filters") shall be used to block or filter Internet, or other forms of electronic communications, access to inappropriate information. Bloxx® software is in place to filter content for users.

Specifically, as required by the Children's Internet Protection Act, blocking shall be applied to visual depictions of material deemed obscene or child pornography, or to any material deemed harmful to minors.

Subject to staff supervision, technology protection measures may be disabled for adults or, in the case of minors, minimized only for bona fide research or other lawful purposes.

## **Inappropriate Network Usage**

To the extent practical, steps shall be taken to promote the safety and security of users of the Muskegon Catholic Central online computer network when using electronic mail, chat rooms, instant messaging, and other forms of direct electronic communications.

Specifically, as required by the Children's Internet Protection Act, prevention of inappropriate network usage includes: (a) unauthorized access, including so-called 'hacking,' and other unlawful activities; and (b) unauthorized disclosure, use, and dissemination of personal identification information regarding minors.

## **Education, Supervision and Monitoring**

It shall be the responsibility of all members of the Muskegon Catholic Central staff to educate, supervise and monitor appropriate usage of the online computer network and access to the Internet in accordance with this policy, the Children's Internet Protection Act, the Neighborhood Children's Internet Protection Act, and the Protecting Children in the 21st Century Act.

Procedures for the disabling or otherwise modifying any technology protection measures shall be the responsibility of the Technology Director or designated representatives.

The Technology Director or designated representatives will provide age-appropriate training for students who use MCC Internet facilities. The training provided will be designed to promote the MCC commitment to:

- a. The standards and acceptable use of Internet services as set forth in the MCC's Internet Safety Policy;
- b. Student safety with regard to:
  - i. safety on the Internet;
  - ii. appropriate behavior while on online, on social networking Web sites, and in chat rooms; and
  - iii. cyberbullying awareness and response.
- c. Compliance with the E-rate requirements of the Children's Internet Protection Act ("CIPA").

Following receipt of this training, the student will acknowledge that he/she received the training, understood it, and will follow the provisions of the District's acceptable use policies.

## **Additional Personal Safety:**

- Report to your teacher or other adult any security problems, or information that makes you uncomfortable.
- Do not give out your home address, picture or phone number or those of other students or staff. Use school addresses and phone numbers only, and only with permission from an adult staff member.

## Policy Enforcement Guidelines

Depending on the nature and severity of the policy violation and existing technology handbook procedures regarding inappropriate behavior, staff and or school administrator may take one or more of the following disciplinary actions:

- a. Verbal or written warning
- b. Temporary access denial
- c. Permanent access denial
- d. School suspension
- e. Expulsion
- f. Alternative punishment

Demonstrated intent to violate policy will be considered the same as an actual policy violation. Demonstrated intent means evidence of actions that if successful or if carried out as intended, would result in a policy violation.

Evidence of attempted or actual system security, integrity, or performance-related incidents will be cause for immediate access denial.

If warranted, the school administrator will refer the case to Local, State, or Federal authorities for further disposition.

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# Muskegon Catholic Central Chromebook Policy

## Introduction

The goal of 1:1 at MCC is to prepare students for their future, a world of digital technology and information.

Technology has become so integrated in our daily lives, that it just makes sense that it has to be seamlessly integrated into education. Access to technology is essential for the future of our students. The individual use of internet enabled devices is a way to allow students to learn at their fullest potential and to prepare them for the real life application of work, college, and the workplace.

Student devices enhance problem solving, collaboration, accountability and critical thinking. These are crucial skills in the Common Core Standards. Technology allows for creativity, imagination, and collaboration to enter classrooms in various ways. Students learn the best when they have to internalize and make connections through activities. Technology integration does not reduce the role of standards-based curriculum, but instead enhances the presentation, assessment, and feedback of information.

Since netbooks are an important tool in learning, it is important that students come prepared and take proper care of their devices. Below you will find the MCC Chromebook Policy. Please know that this policy may change as we continue to develop and improve this innovative program. 2015-2016 is the fourth year of the program and the first using HP Chromebooks.

The following guidelines are not exhaustive. MCC would like to remind students and families of the responsibilities associated with caring for and utilizing a school owned device.

### 1. Receiving/Returning a Device

- ⇒ Parents and students must sign and return all required forms and pay fees before a device can be issued to the student.
- ⇒ Devices will be distributed towards the beginning of the school year.
- ⇒ Devices will be collected at the end of each year for service and updates. Students will use their originally assigned Chromebook each year while enrolled at MCC in grades 7-12.
- ⇒ Students who leave MCC must return their assigned device on the date of withdrawal.
- ⇒ If a device shows signs of neglect, abuse, or damage, that is beyond normal wear and tear the user may be fined.
- ⇒ If a user fails to return the device upon leaving, he or she is subject to criminal prosecution.

## 2. Basic Care of Devices (Chromebooks)

- ⇒ Devices do not like food, drink, heat or cold.
- ⇒ Be cautious when inserting cords or USB connections into the device.
- ⇒ Please do not carry your device by its screen.
- ⇒ Use a case to protect your device, one will be provided. You can use your own, and bringing your own is highly encouraged, as long as it is school appropriate.
- ⇒ Devices should be free of permanent writing, drawing, or stickers.
- ⇒ Do not leave your device unattended/unsupervised.
- ⇒ Your device should be in a locked area when not being used. Please lock your lockers and vehicles.
- ⇒ You are responsible for charging your device for the school day.
- ⇒ Devices are not calculators! They are not to be shared or passed from class to class.

**Failure to comply with the care guidelines will result in loss of privilege which can have an academic effect in addition to disciplinary action.**

## 3. Use at school

- ⇒ If a student repeatedly leaves his or her device at home they will be required to “check out” their device and will not be allowed to take it home for one week. Additional offenses will result in loss of privilege. Loaner devices are a privilege not a right.
- ⇒ If your device is being repaired, a loaner may be made available to you. **The library has five stations that can be used during the school day. If your repair is due to damage that is in violation of the policy, then the loaner may need to be checked in and checked out daily.**
- ⇒ **Bring your device to school with a full battery.** If you do not have enough charge, you may charge on your time.
- ⇒ Students should not alter any settings on the device.
- ⇒ Sound should be muted at all times unless permission is obtained from the teacher for instructional purposes.
- ⇒ Non educational internet games are not allowed during class time.
- ⇒ Do not save any music, games, or programs to the device. You can use Google Drive to store files.
- ⇒ **Please adhere to any additional rules set by classroom teachers regarding the use of devices.**
- ⇒ **Failure to comply with the care guidelines will result in loss of privilege which can have an academic effect in addition to disciplinary action.**

## 4. Use at home

- ⇒ In order to fully utilize the device from off campus, users must connect to a wifi network.



- ⇒ Chromebooks do have the ability to work offline when internet connection is not available.
- ⇒ If used at home, the devices must be charged and ready to go for the next school day.

## 5. File Management

- ⇒ Students have Google Drive space that they can save to.
- ⇒ The staff is not responsible for loss of data.

## 6. Software

- ⇒ You may not install any non-educationally related apps to your device.
- ⇒ MCC does not guarantee that the server or internet will be running 100% of the time. MCC is not responsible for lost or missing data.
- ⇒ If illegal software is discovered the files will be deleted and may warrant disciplinary action. MCC does not accept responsibility for lost data.

## 7. AUP and netbooks

- ⇒ MCC has an Acceptable Use Policy. As a user, you have agreed to its terms. It is extremely important that the rules outlined in the AUP are followed. For your protection, safeguards are in place; however these are not always perfect. Failure to adhere to the AUP may result in loss of privilege and or disciplinary action.

## 8. Protecting your Device

Student devices and cords are labeled. Do not remove these labels for any reason. If a label has been lost or is damaged, the student should immediately turn in the netbook for relabeling. MCC will maintain an inventory of all student devices.

- ⇒ **When devices are not in use, it is the student's responsibility to keep the devices secured.** Proper locations include a locked locker or a locked classroom.
- ⇒ Always protect devices when transporting. Ideally, the student should carry the device case separately from a backpack as to reduce the chance for damage.
- ⇒ Under no circumstances should a device be left unattended (except in designated areas). Any unattended device is subject to confiscation. The student can retrieve the netbook from "netbook jail" by possibly paying a fee and reviewing the rules with a staff member.  
***Unattended includes unlocked lockers and cars.***
- ⇒ If a device is missing, report it to a staff member so it can be located.
- ⇒ Students will be responsible for the care of their issued devices. They will be kept clean and in good working order. Malfunctioning or damaged devices must be reported.

- ⇒ In the event that a netbook is damaged, the damage must be reported immediately. Once damage is assessed, the netbook may get sent to the insurance company; A loaner device will be given in the meantime but at the discretion of staff.
- ⇒ In the event that a device is stolen, the event must be reported immediately to the police department. A police report will be required by MCC to prove claim of loss due to theft.
- ⇒ Theft or damage by fire requires a police or fire report. The technology department needs a copy of the report before the netbook can be replaced by insurance.

## 9. Accessories

MCC is not responsible for lost or damaged technology accessories brought to school. This includes but is not limited to headphones, cases, and USB devices.

**\*\*\*This policy is subject to change.**

*In general – all this says that you will be a responsible Crusader when it comes to using technology. I know you all know what the right thing to do is in these situations, you just want to find a way out of it. This is not the document to find your way out. Stop looking.*

# Communication and Media Authorizations

In accordance with CIPA,

## **Communication by internet or phone**

By signing the signature page you are agreeing to allow MCC staff and extracurricular leaders to communicate with your student via the internet and phone. This includes, but is not limited to, social media and texting.

## **General Media**

Throughout the year there may be school programs, events, or meetings that are open to the public and where large group photographs, audio, or video will be taken by the media or school system staff or their appointees. In these cases, students would not be identified by name. Your consent to these types of group photographs and videos is assumed, unless you notify the Muskegon Catholic Central Business Office in writing that you do not want your child included in such photographs and videos.

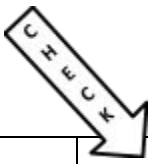
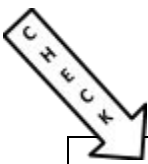
## **Specific Media**

Muskegon Catholic Central students may be photographed, audio-taped, or video-taped, or interviewed by the media, or school system staff or their appointees in a manner that would individually identify a specific student. The school system may display student pictures and projects in a variety of ways that reasonably portray and promote the programs at Muskegon Catholic Central, including, but not limited to pictures of field trips, service projects, and other activities appearing in yearbooks, newsletters, ads, brochures, and other school system publications. Student likeness and work may also appear on the school system website, making it available to anyone with Internet access. If a student's name is published, it will appear on pages with a clear school-related purpose (student-of-the-month, contest winner, etc.) and will be included to further instructional, co-curricular, or extra-curricular activities. (Your consent to the above is granted by your signature on the signature page unless you notify the Muskegon Catholic Central Business Office in writing that you do not want your child included.)

## Technology Handbook Signature Page

Please review the policies in this handbook and return this signature page. Please only return this page; the handbook is for you to keep. This signed page can be given to the Business Office, the 7th-12 Grade Office, to Mrs. Plyler in the Instructional Technology Office (Rm. 183), or to your student's Advisor by **Monday, August 31st**.

- ✓ This page is required in order for access to the internet.
- ✓ Please sign and return this form by **Monday, August 31st, 2015**.
- ✓ Delay in returning this form will delay your student from obtaining a netbook and using any computer at MCC.
- ✓ By signing this document you are agreeing to the following policies and authorizations: AUP, Netbook Policy, Communication and Media.



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|--|--|
| <p>____ I/we have read and agree to the policies, rules, and regulations set forth by the MCC Technology Handbook including:</p> <ol style="list-style-type: none"> <li>1. AUP</li> <li>2. Netbook Policy</li> <li>3. Communication Authorization</li> </ol> | <p>____ I/we understand that students are responsible for caring for their equipment. If equipment is damaged due to inappropriate use or care, the student/family is financially responsible for repair or replacement in conjunction with insurance.</p> |
| <p>Student Name Printed:</p> <div style="border: 1px solid black; height: 40px; width: 100%;"></div> <p>Grade: _____</p>   | <p><i>Student Signature:</i></p> <div style="border: 1px solid black; height: 40px; width: 100%;"></div> <p>Date: _____</p>  |
| <p>Parent Name Printed:</p> <div style="border: 1px solid black; height: 40px; width: 100%;"></div>  | <p><i>Parent Signature:</i></p> <div style="border: 1px solid black; height: 40px; width: 100%;"></div> <p>Date: _____</p>   |