

Technology Use Policy

To enhance learning, enrich the educational experience, and provide for the acquisition of twenty-first century skills, every student is issued a Tablet PC upon their entrance to Cathedral Prep. This incredibly powerful tool aids the student in every aspect of his academic life and distinguishes Cathedral Prep as a model of academic excellence.

The Tablet PC is the property of Cathedral Preparatory School until the student graduates. As such, students must take the utmost care of their computers both physically and in maintenance. The following policies and procedures governing the Tablet PC and other school computers must be followed. Infractions will result in appropriate disciplinary action, up to and including limitations/ revocation of technology privileges, payment of restitution, expulsion, and involvement of legal authorities.

The Principal and Assistant Principal, in conjunction with the Technology Department, will be the sole arbiters of interpretation, violation, and penalization of every aspect of the Technology Policy.

I. Acceptable Use

1. School Computers shall be used **expressly for the completion of class requirements or other legitimate educational purposes.**
2. Software protected by copyright may not be copied from, into, or by School Computers except as permitted by law/ license or contract with the owner of the copyright. **No software/ content may be installed or run on school computers without the prior approval of the Technology Office.** This includes but is not limited to:
 - Games
 - Music
 - Movies or Videos
 - File Sharing Programs, e.g. Limewire, Bearshare, etc.
 - Any tasteless, offensive, or disrespectful content
3. The intentional deletion or alteration of others' data/ information, intentional misuse of system resources, and assistance of others' misuse of system resources is prohibited.

Any suspected misuse of a computer will result in immediate confiscation. The computer will be turned into the Assistant Principal who will give it to the Technology Office **to perform a full search of all programs and content.** If no misuse is determined the computer will be returned to the student as soon as possible. If misuse is determined, the computer will be restored to its Technology Office default settings and appropriate disciplinary action taken. **STUDENTS WILL NOT HAVE THE OPPORTUNITY TO BACK UP DATA BEFORE IT IS ERASED.**

Unacceptable use of a School Computer- M5, MM5, MA5, S5, C5

II. General Information

1. **Removal from School Property**
Any individual removing authorized computer equipment from school grounds assumes monetary responsibility.
2. **Unattended Tablet PC**
Tablet PCs are **never to be left unattended** and should be locked in students' lockers when not in use. Unattended Tablet PCs will be confiscated and turned over to the Assistant Principal for appropriate disciplinary action, including a search for unauthorized content. Any assignments due while the computer is in possession will be considered late.

Unattended Tablet PC- M5, MM5, MA5, S5, C5

3. **Missing or Stolen Property**
Cathedral Preparatory School provides insurance against theft or damage of Tablet PCs for the four-year period of use by the student. If his Tablet PC is stolen or damaged beyond repair, the student will be **assessed a \$1,000.00 deductible.**

Any equipment discovered to be missing or stolen must immediately be reported to Cathedral Preparatory School and, if appropriate, the nearest law enforcement agency. Cathedral Prep must be provided a copy of the police report within twenty-four (24) hours after filing. The school's insurance auditor will then examine the case to determine if the custodian of the property was negligent.

Procedures for Reporting Outside Cathedral Prep

1. Report immediately to the law enforcement jurisdiction where the loss/ theft occurred and file a report.
2. Request a copy of the report for insurance purposes.
3. Bring a copy of the report to the Cathedral Prep Finance Department and the Technology Department.
4. If the student is deemed negligent for the loss after the review process, a replacement fee for the full cost of the equipment will be assessed. This will reflect the current market value of the equipment and must be paid in full before a replacement computer will be issued.
5. If the student wishes to appeal an unfavorable decision, an appeal may be made in writing to the Assistant Principal.

Procedures for Reporting Inside of Cathedral Prep

1. Report immediately to the Technology Office to make an inquiry.
2. Retrace all steps taken since the loss of equipment. Check with teachers and friends, etc.
3. Report immediately to the Assistant Principal to file a missing computer report.
4. Follow the above Procedures for Reporting Outside of Cathedral Prep.

4. Damaged Equipment

Any damaged/ missing equipment not noted when the School Computer is checked out/ assigned will be charged to the student. Cathedral Prep is not responsible for damage to students' personal equipment for any reason. If computer equipment is damaged, the student should **immediately report it to the Technology Office**. Each claim will be reviewed for negligence and warranty coverage. If negligence is determined, the student **will be assessed for the repair/ replacement and labor cost, and appropriate disciplinary action will be taken**. All fees must be paid in full before new equipment will be issued.

Equipment on loan is not covered by insurance. Damaged items must be paid for by student or parent/ guardian.

Abuse of school or another's property- M7, MM7, MA7, S7, C7

5. Tablet PC Check Out Policy

The standard Tablet PC equipment for each student will include:

- Tablet PC and all internal components
- One or more batteries
- AC adaptor and cord
- Stylus
- Protective Case
- All indicated Accessories

A student and parent/ guardian must report to the Technology Office during the **scheduled check out times**. A Tablet PC Check Out form must be completed and **proper identification must be presented**. Once the equipment has been checked out it is in the **full possession and responsibility of the student**.

6. Tablet PC Return Policy

All Tablet PCs and associated equipment must be returned at the end of the school year for maintenance, upgrades, and storage throughout the summer. Equipment **must be returned by the scheduled time or a \$10.00 per day late fee will be assessed**. Appropriate disciplinary action may also result up to and including a **hold on grades/ registration for next school year and assessment for the full replacement cost of the equipment**.

If a student **withdraws, is expelled, or otherwise leaves** Cathedral Prep, he must follow the proper procedures to return all school equipment, i.e. **all school materials will go to the Guidance Office**. Failure to do so will result in the appropriate actions, up to and including a hold on grades and information and criminal prosecution.

If the student wishes to purchase the Tablet PC, he may do so by contacting the Finance Office and making the proper arrangements.

Return Procedure

1. Pack Tablet PC, stylus, batteries, and power supply into protective case.
2. Return to the Technology Office by the scheduled time.

7. Proper Usage/ Care

1. Tablet PC and all accessories may not be used at any time by anyone other than the student to whom they are issued.
2. No stickers, writing, etc. may be placed on the computer, case, or accessories.
3. Students should back up all files to a portable USB drive at least once per week.
4. Computers may only be transported in protective case.
5. Students are responsible to charge batteries at home the night before school.
6. No food or drink may be consumed near the computer.
7. Computer may not be exposed to direct sunlight.
8. Computer must never be bumped or dropped.
9. Computer must be unplugged during electrical storms.
10. Student should run regular virus scans on all data.
11. Computer and software must not be upgraded by anyone other than the Technology Office.
12. Computer must never be dismantled or repaired by anyone other than the Technology Office.
13. Student must not remove any labels on the computer (could void the warranty).

Again, Tablet PCs are **never to be left unattended** unless locked in the student's locker at school or in a secure place at home. Failure to follow these guidelines will result in appropriate disciplinary action up to and including voiding of warranty and assessment for damages.

Willful or negligent abuse of school property- M7, MM7, MA7, S7, C7

Leaving Tablet PC unattended- M5, MM5, MA5, S5, C5

8. Repairs

Any questions or repairs must be taken care of **outside of class time**. The student is to report to the Technology Office and fill out a Repair Request Form with their name, date, and description of the problem. Some preliminary questions will be:

- Did you receive an error message?
- Did you restart the computer?
- Have you loaded any new programs?
- Have you made any changes to the system settings?
- Does the error occur when you use a specific program or at random?
- Have you run Disk Cleanup, Scandisk, and Defrag (every two (2) weeks is recommended)?

If the repair will take five (5) minutes or less it will be fixed immediately. If not, or if another student is waiting, the student will leave the computer in the Technology Office and return later to collect it.

If the problem is a hardware issue, the working parts will be removed from the failing machine and put into a spare machine for the student to borrow. They will be notified by the Technology Office when their machine is ready to be picked up.

9. Warranty Information/ Assessment of Costs

If a problem is caused by a manufacturer defect it will most likely be covered under the warranty for the student's four years at Cathedral Prep. Tablet PCs are also covered by an Accidental Damage Warranty. These terms are set by the warranty provider who will ultimately decide whether or not the damages are covered. A copy of this warranty is available from the Technology Office.

If the School Computer or any accessory is damaged through willful or negligent student conduct neither warranty will apply and the student will be assessed for the damages. Assessments must be paid in full to the Finance Office by the scheduled date or appropriate disciplinary action will result. Some examples of damage not covered by warranty:

- Intentional damage or negligence
- Any damage to AC adapter and power cord
- Spilled drink on Tablet PC
- Carrying Tablet PC in rain, leaving in extreme temperatures, etc.

Batteries, power supplies, and stylus pens are not covered under either warranty.

Estimated Costs:

Stolen Computer	1,000.00
LCD Screen Replacement	400.00
Stylus Pen Replacement	42.00
Lost Computer	Current Market Value
AC Power Adapter	20.00
Primary Battery	110.00
Keyboard Replacement	14.00
Protective Case Replacement	Actual Cost
Miscellaneous Parts	Actual Cost

***Prices are subject to change by manufacturer**

10. E-mail

An e-mail account will be provided to each Cathedral Prep student. This will be used frequently by faculty, staff, administration, and fellow students and should be the student's **main means of communication**.

1. E-mail is to be used for school related communication only. Advertising, jokes, chain letters, etc. are not permitted.
2. Students should not send attachments unless it is for a specific educational purpose.
3. E-mail is the property of Cathedral Prep and may be read by any administrator at any time for any reason.

11. Posting of School Related Material

Students will engage in many meaningful activities here at Prep which they might like to share with others via internet posting/ sharing. Students are encouraged to develop these twenty-first century skills for legitimate educational purposes as they are a necessity for the modern world. **All posting of school related material in any venue is subject to the off-campus behavioral guidelines.** Any media involving Cathedral Prep, its students, faculty, staff, administration, alumni, equipment, etc. or implications thereof, is subject to the **jurisdiction of Cathedral Prep.**

Posting of the following is prohibited:

1. Material that is immoral, offensive, or slanderous.
2. Material that is embarrassing to or defaming of Cathedral Prep.
3. Material that contains copyrighted sound bytes, sound tracks, still images, video clips, etc.
4. Material that contains recognizable images of others without their express written or oral permission.

Acceptance Statement

This statement must be signed and returned by every student and their parent/ guardian to the Assistant Principal by the scheduled time or appropriate disciplinary will be taken.

STUDENT

I, (print) _____, hereby certify that I have read and understand all information, policies, and procedures in this handbook and fully ascribe to and support them.

SIGNATURE _____

PARENT GUARDIAN

I, (print) _____, hereby certify that I have read and understand all information, policies, and procedures in this handbook and fully ascribe to and support them. I will consistently encourage my son to o the same.

SIGNATURE _____