Technology Acceptable Use Policy
Edgewood High School of the Sacred Heart

Acceptable Use of Technology

Edgewood High School provides technology opportunities to students for educational and research purposes in accordance with our mission, values and goals. This document outlines the acceptable use of technology items while at Edgewood.

First and foremost, the use of information systems is considered a privilege, and inappropriate use can result in a cancellation of those privileges. Electronic mail, network usage, Chromebook activity and all stored files shall not be considered confidential, and may be monitored at any time by designated staff to ensure compliance.

All resources are available to every student unless the school receives written notification from a parent/guardian requesting denial of access to a resource.

General Rules and Guidelines

The following are general rules regarding the use of technology while at Edgewood High School. Any violation of the rules stated in this document will be given to the Associate Principal for potential student code of conduct consequences and/or loss of technology privileges.

- Technology used in the classroom is for instructional purposes only. Students must store all electronic devices unless a teacher has given directions for a specific activity requiring the use of technology
- Students must come prepared to class every day with a charged Chromebook or other teacher-approved device
- There is zero tolerance for the taking and distribution of pictures or film without consent; especially in bathrooms and locker rooms
- Technology must not be used to cheat, violate school conduct rules, harass/bully students or staff, or for unlawful purposes
- The possession of obscene, offensive, or pornographic files on any electronic device is prohibited at Edgewood High School, as determined by the school administration
- Email and communications using Edgewood email accounts are the property of the school, and are subject to inspection at any time

The following items constitute guidelines for the responsible use of technology:

- It is advised to use strong passwords *(longer passwords are best)*
- Do not share login credentials or passwords
- Keep addresses, phone numbers, medical and other personal information private
- Do not have digital communications *(email, chat, text, etc…)* with people you do not know personally
- Students are not to bypass any technology security measures in place
  - This includes, but is not limited to: internet filters, firewalls, or anti-virus software
- Personal devices should be on silent or off while at school, unless otherwise directed by a school official

Personal Electronic Devices

Personal electronic devices are considered technology items that are not the property of Edgewood High School. The school assumes no responsibility for personal devices if they are malfunctional, lost, damaged or stolen. Only limited resources will be spent to locate any lost or stolen items. Edgewood High School does not provide technical support for personal devices.

Chromebook Usage

Each student will be assigned a Chromebook to be used throughout their time at Edgewood. Chromebooks will be distributed during summer registration of the student's first year. Chromebooks include a charger, protective case, and a full accidental warranty (covered while attending Edgewood High School).

All Chromebooks and school provided accessories are considered the property of Edgewood High School. However, upon a student's graduation the device will be deprovisioned from the school's administrative services, and will then become the property of the student, along with any other provided accessories. At that point, the school will no longer provide support or warranty the device.

Please reference our complete [Chromebook Guidebook](#) for full details regarding the Edgewood High School Chromebook program.

Chromebook Technical Support
Technical support will be available through the Edgewood Technology Department. Students are expected to notify Edgewood High School regarding any issues with the Chromebook as soon as problems are identified. Do not disassemble any part of Edgewood Chromebook's, or attempt any repairs.

Examples of common repair services provided:
- Cracked, broken, or dysfunctional screens
- Missing/dysfunctional keys from the keyboard
- Broken hinges
- Water damage
- User account support, including password resets
- Software/App support

Chromebook Rules
The following rules pertain to all Edgewood High School Chromebooks:

- Families may be responsible to pay for any damages to the device or accessories that are outside of the provided accidental warranty
- If a Chromebook is stolen; a police report must be filed by the student or student's parents/guardians involved in the loss of property. Loss or theft of the property must be reported to the school by the next school day after the occurrence. Fraudulent reporting of theft will be turned over to the police for prosecution
- A student's use and possession of their Chromebook terminates no later than the last day of classes if they are to transfer or leave Edgewood High School prior to graduation
- School Google accounts are intended for internal school use only, and will only be kept active while students are attending Edgewood High School

Electronic Communications

Electronic Communications constitute all forms of digital communications being performed using Edgewood High School equipment, accounts or services.

- Always use appropriate and proper language in your communications
  - Failure to do so may result in communications being rejected, or administrative action
- Do not transmit material that may be considered profane, obscene, abusive, or offensive to others
- Do not send unsolicited emails or spam
- Email and communications sent and received are to be related to educational needs