

# Our Lady Queen of Heaven School

## TECHNOLOGY DEVICES & ACCEPTABLE USE HANDBOOK

2026–2027

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The policies, procedures, and information within this document apply to **all technology devices** used at Our Lady Queen of Heaven by students, staff, or guests, including Chromebooks, tablets, laptops, and any other device considered by the Administration to fall under this policy.

Teachers may set additional requirements for **technology device use** in their classroom.

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### MISSION STATEMENT

The mission of the 1-to-1 program at Our Lady Queen of Heaven School is to create a collaborative learning environment for all learners. This environment will enable students and teachers to implement transformative uses of technology while enhancing students' engagement with content and promoting the development of self-directed, responsible life-long learners and users. Students will transition from consumers of information to creative producers and owners of knowledge. The team will establish collaborative professional learning communities, based on integrative professional development for teachers, so that this program enhances classroom environments implementing high-quality instruction, assessment, and learning through the integration of technology and curriculum. Technology immersion does not diminish the vital role of the teacher. To the contrary, it transforms the teacher from a director of learning to a facilitator of learning. The Administration, faculty, and staff will all play a key role in the development of effective and high-quality educational experiences.

The technology policy contains standards to support the mission and goals of Our Lady Queen of Heaven School. This policy is reviewed yearly to address any new technology or issues that may have been encountered during the previous school year.

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### Technology Device Responsibility

#### Equipment Issued to Each Student (As Applicable)

- Chromebook, tablet, or laptop
- Protective case
- Charger and power cord
- School-managed Google Education account or equivalent

Students are responsible for the general care of any technology device issued by the school. Devices that are broken or fail to work properly students should notify the homeroom teacher. If a loaner device is needed, one will be issued to the student as available.

## General Device Precautions

- No food or drink near the technology device
- Insert cords in devices carefully
- Never carry open unless directed
- Shut down when not in use
- Never store in locker or wedged in a bag
- Avoid extreme temperatures

## Carrying Your Device

For 7th and 8th grade students, the school-issued devices must be carried in the OLQHS provided protective case at all times.

## Screen & Equipment Care

- Do not lean on, poke, or place pressure on the screen
  - Do not place items on the keyboard
  - Clean only with a microfiber cloth or lens wipes
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## Using Your Technology Device

All equipment, software, and network communication remain property of OLQHS. The school reserves the right to monitor activity at any time.

### At School Use

- Use only for instructional purposes
- No software, games, chats, or shared documents without permission
- 7th and 8th grade students must bring the Chromebook fully charged daily

### At Home Use – 7th / 8th Grades

- Charge nightly
- Do not bring chargers to school
- Parents are responsible for home monitoring

## Sound Use

Sound must be muted unless permitted.

## Saving Files – if applicable

Files should be saved to Google Drive or approved external devices. Students are responsible for backups.

## Printing – if applicable

Printing functionality will be available on a limited basis at school and is subject to classroom requirements. Teaching strategies will facilitate digital copies of homework.

## Personalization

No writing, stickers, or decorations are allowed.

## Inspection

Chromebooks may be inspected at any time.

## Software

Students are not permitted to install additional software, pictures, music, etc. on their technology device.

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# Protecting & Storing Your Technology Device

## Device Identification

Devices are tracked by serial numbers, usernames, and ID tags.

## Device Storage Rules

- Store only in classrooms
- Never in lockers, cars, or unsupervised areas
- Take home nightly

## Devices Left Unsupervised

Unattended devices will be confiscated and disciplinary action may occur.

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# Digital Citizenship & Internet Safety

OLQHS complies with CIPA regulations and uses monitoring software during school hours.

7<sup>th</sup> and 8<sup>th</sup> grade parents are responsible for monitoring Chromebook use outside school hours.

## Acceptable Use Policy

It is the intent of the Our Lady Queen of Heaven School to advance and promote education by assisting in the collaboration and exchange of information. Successful operation of the Internet and other related technological services requires that all users regard the system as a shared resource. Users must cooperate to form a community of

diverse interests with a common purpose of advancing education. It is, therefore, imperative that all users conduct themselves in a responsible, ethical, and polite manner.

## Publishing

No student-identifying information may be posted online.

## FERPA

Most student records are open only to teachers, principals, and other staff members who have responsibilities requiring such access. Parents may review student records of their child, and arrangement for such reviews should be made through the school principal. Copies of any materials in those records will be furnished at the request of parents and/or eligible students at a cost of ten cents per page.

## Online Safety

Online safety is taught across the curriculum. It is Our Lady Queen of Heaven School's goal to empower our students to make their computer/Internet experiences safe and responsible. To help facilitate this, the OLQHS handbook includes the Acceptable Use Policy which all students and parents/guardians are required to read, sign, and return to the school principal. To achieve "Online Safety" requires training/professional development and community support. The training goal for our faculty, students, and parents is to learn how to be safe and responsible in their use of the Internet. We want to teach critical thinking about online activities. Understanding how to make decisions while online will keep faculty and students safe from predators, but also improve their media literacy. Online Safety is integrated across the curriculum. The faculty receives resources and training in order to educate themselves, their students, and parents of their students on how to avoid dangerous, inappropriate, or unlawful online behavior.

COPPA protects children under the age of 13 who use commercial websites, online games and mobile apps. While schools have an obligation to make sure the services their students use treat the data they collect responsibly, COPPA ultimately places the responsibility on the online service operator. At the same time, COPPA generally does not apply when a school has hired a website operator to collect information from students for educational purposes for use by the school. In those instances, the school (not an individual teacher) can provide consent on behalf of the students when required, as long as the data is used only for educational purposes.

## Current Filtering Methods:

Our Lady Queen of Heaven School complies with all federal regulations regarding filtering as specified under the Children's Internet Protection Act (CIPA). Our Lady Queen of Heaven School employs the following methods to enforce each of these requirements:

- A device monitoring software system will be employed by OLQHS to protect and monitor each Chromebook during school hours (7:30 am – 3:30 pm).

- This software is a tool to manage student Chromebook use during class time that allows:
- Teachers/Administration to decide which websites will be blocked.
- Teachers monitor every student's Chromebook during class time.
- Provides access to historical data of use of the student
- Chromebook manages student Chromebook use
- The Administration of Our Lady Queen of Heaven School reviews the student and staff Internet access logs on a regular basis to find attempts to circumvent blocked content. These logs are also backed up for the purpose of holding an archived record for investigations for discipline reasons or illegal activity.
- Once the Chromebook is no longer on the OLQHS campus during normal school hours (7:30am -3:30 pm), it is the responsibility of the parent and student to ensure that the Chromebook is being used for educational purposes only. Home monitoring of the Chromebook is determined by the parent and is the responsibility of the parent. The school is not liable for injuries caused while a student operates the Chromebook.

### General Network Use:

The school's Wi-Fi network is provided for students to conduct research, complete assignments, publish their work, and communicate with teachers. Access to network services is given to students who agree to act in a considerate and responsible manner. Students are responsible for good behavior on school computer networks just as they are in a classroom or a school hallway. **Access is a privilege - not a right.** As such, general school rules for behavior and communications apply while students are using the school's Wi-Fi network, and users must comply with school standards and honor the agreements they have signed. Network storage areas are similar to school lockers. Network administrators may review files and communications to maintain system integrity and ensure that the system is used responsibly. Users should not expect that files stored on Google Drive would always be private and confidential.

Access to the Internet, and email for educational purposes when appropriate, will enable students to use thousands of libraries and databases and correspondence with experts in their field. Within reason, freedom of speech and access to information will be honored. Families should be warned that some material accessible via the Internet might contain items that are illegal, defamatory, inaccurate or potentially offensive to some people. While our intent is to make Internet access available to further educational goals and objectives, students may find ways to access other materials as well. Filtering software is in use, but no filtering system is capable of blocking 100% of the inappropriate material available on the Internet. Our Lady Queen of Heaven School believes that the benefits to students from access to the Internet, in the form of information resources and opportunities for collaboration, exceed the disadvantages. Ultimately, parents and guardians of minors are responsible for setting and conveying

the standards that their children should follow when using media and information sources.

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## Technology Device Insurance Coverage

Coverage includes theft, fire, flood, vandalism, and certain accidental damage. Negligence is not covered.

### Replacement Costs

- Case: \$30
- Case Strap: \$10
- Charger: \$25
- Trackpad: \$10
- Keys: \$10 each
- Shattered Screen (2nd offense+): \$50
- Other Damage (2nd offense+): \$50
- Intentional Damage: \$300 or full replacement cost
- Theft, burglary, and robbery coverage
- Standard perils, such as fire, flood, natural disasters, power surge due to lightning and vandalism
- Certain accidental damage

The coverage does not include damage that is aesthetic, intentional, or the result of neglect and/or abuse. The student/parent is not charged for repairs that are covered by the warranty or the insurance that are accidental. However, if damage occurs that is due to negligence, misuse, carelessness, intent, or a pattern of damage, accidental or otherwise, arises, the student/parent will be charged as shown in the table below. Additionally, such items as the charger and case are not covered by the warranty or insurance and the student/parent is responsible for the full cost of replacing such accessories.

Negligence, misuse, and/or a pattern of damage are determined by the Administration and may result in disciplinary action as well as monetary consequences.

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## Prohibited Technology Actions

Students may not:

- Use devices at recess, field, or carline
- Log into others' accounts
- View or transmit inappropriate, obscene or discriminatory material or photos

- Download illegal content
  - Download games, images or videos
  - Record others without permission or any inappropriate use of a webcam
  - Harass or threaten others
  - Sending unauthorized messages or bulk email
  - Bypass security
  - Sharing school-related files when the project or assignment is to be done independently
  - Communicating on the internet or via email in a manner which reflects negatively on OLQHS
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## Consequences for Violations

**It is a privilege for OLQHS students to use a school-owned Chromebook. Students whose behavior and/or record indicate careless use or abuse of the equipment will be reported to the administration for appropriate disciplinary action.**

**First Violation:** Student will lose 5 points off their conduct grade. If it is found that a student has violated the Technology Policy more than once by visiting more than one inappropriate website at school or home or by cheating or chatting during class time, that student may receive a tougher first time consequence (at the discretion of the administration.)

**Second Violation:** Student will lose the use of the device for 1 day (24 hours), will lose another 5 points off their conduct grade, and receive a detention. The device will be turned into the administration.

**Third Violation:** Student will lose the use of the device for 1 week, will lose another 5 points off their conduct grade, and receive a detention. The device will be turned into the administration.

**Fourth Violation:** Student will lose the use of the device for the rest of the school year and will receive a 1-day suspension from school. The device will be turned into the administration.

**Any consequence for violating the Chromebook Contract is at the discretion of the Administration.**

Administration retains final discretion.

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## Student Technology Pledge

I will take care of all school-issued and personally owned technology devices used for school purposes. I will follow all technology rules, protect my device, use it for education only, maintain password security, respect others, and follow all OLQHS and Diocese policies.

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## Student/Parent Technology Device Use Agreement

### Terms

A nonrefundable annual technology use and maintenance fee will be assessed annually. Title of all school-issued technology devices remains with OLQHS.

### Loss & Damage

Must be reported immediately. Device may be remotely disabled.

### Repossession

Failure to comply authorizes OLQHS to retrieve any school-issued technology device.

### Term of Agreement

Use ends at the conclusion of the school year or upon withdrawal. 7<sup>th</sup> and 8<sup>th</sup> grade students will be denied participation in any end of the year activities if the device is not returned.

### Appropriation

Failure to return may be considered unlawful appropriation.