

Prince of Peace School 2024-2025
*Electronic Device Policies, Procedures, and Information
for Students and Parents*

The goal of the technology implementation at Prince of Peace is to provide tools and resources to the 21st century learner. Excellence in education requires technology to be seamlessly integrated throughout the educational program. In order to provide the highest level of compatibility and performance, we provide chromebooks for all students grades K-8.

The policies, procedures, and information within this document apply to all electronic devices used at the school whether they are property of Prince of Peace or personal property of the student. Teachers may set additional usage requirements for their own classrooms. Prince of Peace reserves the right to modify or change the procedures to adapt to new circumstances. If changes are to be made, notice will be given no later than when the change is put into effect.

These policies are here to protect the students, parents, and teaching staff at Prince of Peace and are developed with great thought and care. We care most about educating the students, and keeping them safe while doing so.

Using the Chromebooks at School

- Chromebooks are to be fully charged and ready to use when arriving at school.
- Chromebooks must be kept put away in the chrome cart until permission or instruction is given to have them out.
- Chromebooks must be in working order to be used in school. They will be inspected regularly for damage.
- If Chromebooks are allowed to be used during free-time, the same rules apply as would in the lab. No violent games, no pornographic content, no social media access, no chat rooms. • Students may customize their device to their liking as long as content displayed is appropriate for school.
- Sound must be muted at all times unless permission is given for instructional purposes.
- Music is allowed to be played on the device, but may not be used during school unless a teacher who knows the content is appropriate gives direct permission.
- Use of communication or Social Media apps is strictly prohibited while at school.

Saving/Backing up Work

- Students will be responsible for their own work as they would be if they only used paper and pencil. Students will be instructed on how to save their work properly.

Pre-Installed Software

- Prince of Peace will pre-install all required software at the beginning of the year and maintain that software throughout the year.
- Students may NOT delete, uninstall, or reinstall any preloaded content.
- Students may not install software. Any devices that are rooted, jailbroken, or otherwise modified outside of factory or Prince of Peace specification will be confiscated, wiped, and returned to the student along with referral to the Principal.
- Students may not install Social Media Applications to their device.
- Students are not under any circumstances to remove the configuration profile installed by Prince of Peace. The profile serves as Prince of Peace's link to the chromebook to install required apps, recover passwords, inspect content, and ensure security.

Random Inspection

- Periodically school personnel may collect all or a few devices to ensure their functionality and compliance with this policy. These collections can be done randomly. Any student refusing to turn in their device for inspection will be given a referral to the Principal and the device will be confiscated.
- If a device is deemed unfit for operation due to a software problem or rogue application, a factory reset may be done by Prince of Peace personnel to ensure the device is compatible and safe to use. Any content on the device will be gone.

Usage Expectations

- The use of technology at Prince of Peace is a privilege; not a right. This policy is provided to make all users aware of the responsibilities associated with efficient, ethical, and lawful use of technology resources. If a person violates any of the User Terms and Conditions described or implied in this policy, privileges may be terminated, access to the school technology resources may be denied, and the appropriate disciplinary action shall be applied. Prince of Peace's Acceptable Use Policy as well as the Student Handbook shall be applied to student infractions.
- Talk to your children about values and the standards that your children should follow on the use of the Internet just as you do on the use of all media information sources such as television, telephones, movies, and radio.
- Students will use computers/devices in a responsible and ethical manner.
- Students will obey general school rules concerning behavior and communication that apply to technology/computer use.
- Students will use all technology resources in an appropriate manner so as not to damage school equipment. This "damage" includes, but is not limited to, the loss of data resulting from delays, non-deliveries, miss deliveries or service interruptions caused by the student's own negligence, errors or omissions. Use of any information obtained via Prince of Peace's designated Internet system is at your own risk. Prince of Peace specifically denies any responsibility for the accuracy or quality of information obtained through its services.
- Students will help Prince of Peace protect its computer system/devices by contacting an

administrator about any security problems they may encounter.

- Students will monitor all activity on their account(s).
- Students should always turn off and secure their chromebook after they are done working to protect their work and information.
 - If a student should receive an email containing inappropriate or abusive language or if the subject matter is questionable, he or she must turn their chromebook into the office immediately if in school, the very next school day if outside of school. Students will not be punished for voluntarily turning in their chromebook for removal of malicious or inappropriate content in the event that the content was accidentally viewed, received, downloaded, or otherwise put onto the device.

Social Media Access and Communications during School

- Social media is extremely prevalent in the world today and this extends to young people. At Prince of Peace we must enforce a strict policy of no social media access while at school. We do this to protect the children from what can be found on the web and social media, and to ensure our own compliance with the Children's Internet Protection Act (CIPA).
- Students caught accessing social media at school will lose their chromebook (if that is the device on which the content was accessed), and their parents will be required to pick up from the office after school hours any personal devices. Parents will be notified of the confiscation. This is for the first offense. Continued offenses may result in longer suspension of the device and other disciplinary actions.
- We also take the time to educate the children on the importance of privacy and how to behave online to each other as well as what to do if someone is behaving inappropriately. We do not allow any form of communication using the chromebook during school except for email directly related to a class being accessed or sent during said class or with permission from the teacher to complete an assignment. Students using iMessage, Facebook Messenger, or any other communication app will be subject to the same disciplinary action as if they were on social media.

Privacy and Confidentiality

- The use of passwords will be included on their chromebooks
- Students' most private data should not be kept on the chromebooks.
- Prince of Peace reserves the right to remove personal content and information as the school sees fit to protect our students, or our own network and assets.

Using the Chromebooks At Home

- Students are still expected to adhere to the guidelines of Prince of Peace and should not access any content that could be brought into the school and could be considered inappropriate.
- Apps may only be installed by Prince of Peace IT Staff after being approved by School Administration.

Computer Use

- Students will use all computers at Prince of Peace in a responsible and respectful manner.
- Students will not attempt to modify or change computer settings to make the computer do something it was not configured to do.
- Any form of “hacking” via hardware or software is strictly prohibited and will result in disciplinary action
- Equipment owned and maintained by Prince of Peace will be kept in the condition in which it was at the beginning of the school year.
- Vandalism will not be tolerated.
- Students are not permitted to use school equipment to maintain personal accounts or for media consumption not directly pertaining to a class. This includes social media and YouTube access during school.
- Students are not, under any circumstance, to access Netflix, Hulu, or another streaming service unless directed to do so by a teacher for class, or given explicit permission to watch a specific video.
- Students will not log into any computer without first receiving permission from a teacher.
- Computer hardware and peripherals (including headphones, charging cables, charging bricks, etc.) are property of Prince of Peace and are not to be taken home by students for any reason.
- To prevent lice and other parasite infestations or diseases, students are required to have their own headphones.
- Students are to keep track of and maintain their own personal devices and equipment.
- Damages due to a student's negligence or intent will be addressed with the proper disciplinary actions, and any costs incurred as a result of the student's behavior will be the responsibility of the parents.

Inappropriate Use

- Illegal installation or transmission of copyrighted materials.
- Any action that violates existing school policy or public law.
- Sending, accessing, uploading, downloading, or distributing offensive, profane, threatening, pornographic, obscene, or sexually explicit materials.
- Use of chat rooms, sites selling term papers, book reports and other forms of student work.
- Messaging services (i.e. iMessage, MSN Messenger, ICQ, etc.)
- Using social media applications during school hours on the school premises.
- Internet/computer games.
- Use of outside data disks or external attachments without prior approval from the administration.
- Removing the preinstalled Prince of Peace configuration profile.
- Downloading apps deemed inappropriate by the school.
- Spamming — sending mass or inappropriate emails.
- Gaining access to another student's accounts, files, and/or data.
- Use of the school's Internet/email accounts for financial or commercial gain or for any illegal activity.
- Use of anonymous and/or false communications such as MSN Messenger, Yahoo Messenger.
- Students are not allowed to give out personal information, for any reason, over the Internet. This includes, but is not limited to, setting up Internet accounts including those necessary

for chat rooms, eBay, email, etc.

- Participation in credit card fraud, electronic forgery or other forms of illegal behavior.
- Vandalism (any malicious attempt to harm or destroy hardware, software, or data, including, but not limited to, the uploading or creation of computer viruses or computer programs that can infiltrate computer systems and/or damage software components) of school equipment will not be allowed.
- Transmission or accessing materials that are obscene, offensive, threatening or otherwise intended to harass or demean recipients.
- Bypassing the Prince of Peace web filter through a web proxy.
- Recording video/audio or photographing others, including teachers and fellow students, without the subject's permission or knowledge. Posting/Publishing recordings/photos of others without their knowledge and permission is also prohibited.

Consequences of Inappropriate Use

- If a student violates any part of the above policy, he/she will be subject to consequences as listed in the Acceptable Use Policy and Prince of Peace Student Handbook. In addition to the aforementioned policies, there are some key points below.
- The minimum punishment for any inappropriate content on a device is immediate confiscation of the device for removal of the content.
- Depending on the severity of the offense (i.e. possessing versus sharing the content) more severe actions may be taken such as the student not being allowed access to their device during school or being limited only to specific applications used in class.
- Cyberbullying will NOT be tolerated at Prince of Peace. The minimum punishment for an incident of cyberbullying is confiscation of the device, suspension from school, no access to the device during school, and in more extreme cases, expulsion from Prince of Peace.
- Using an chromebook at an inappropriate time, such as unauthorized use during class, or in an inappropriate way, such as using iMessage or social media, will result in the student's chromebook being confiscated until the end of the day for the first offense. The student will be given a discipline slip to be signed and returned the following school day. The second offense will result in a week without access to the chromebook in school, and another disciplinary slip. On the third offense, there will be considerations for suspending access to the chromebook in school until the end of the year and the student will receive suspension. Parents will be notified immediately.
- Assignments missed or incomplete due to not having access to the chromebook as a result of confiscation will receive no credit and no make-up opportunities unless given at a teacher's discretion.

Total Opt Out

Should you want your student to not use a chromebook, you will need to sign a letter indicating this, stating the reason(s) why, and understand that your student is still responsible for meeting all of the course requirements including those which rely solely on electronic media such as typing, language learning, and research.

Regardless of whether a student is to have a chromebook or not, all parents must sign the last page of this document and return it to Prince of Peace BEFORE their student will be allowed to use

school technology resources. By signing the last page of this document, you are agreeing to uphold all expectations contained within this document and in the Student Handbook.

Media Release

Students, parents, and faculty and staff are all required to sign a media release form indicating whether or not they wish for themselves or their children to be shown publicly in photography of school activities. Parents may wish for their child's identity to remain concealed and Prince of Peace is ready and able to honor that.

Students whose media release was returned with a negative or not returned at all will not appear in photography of events for the school. This however means a student may not be able to participate in an activity where the press is involved.

Prince of Peace regularly records and photographs school events to share with parents and families. If your child is photographed or recorded at one of these events, their face will be blurred so their identity is indiscernible.

You will receive media release forms during or before the first week of school.

If you have questions regarding the media release, please contact the Prince of Peace front office at 859-431-5153.

Signatures

Student

I agree to uphold all expectations of Prince of Peace when using this computer and all other technology in and outside of school. I accept responsibility for my own device and any device I use while in school. I accept full responsibility for all of my actions performed at Prince of Peace and at home and realize that I will be held accountable for all actions.

Printed Name

Signature

Date

Parent

I agree to ensure that my student follows all guidelines and upholds all expectations contained within this document and the student handbook. I absolve Prince of Peace of any liability regarding damages to the device. I accept that I will be held accountable for my child's actions and am expected to help them follow the guidelines by explaining this document to them, and ensuring they follow all of the rules. I agree that I have thoroughly reviewed this entire document and explained it to my child.

Printed Name

Signature

Date