

## SCHOOL NETWORK, INTERNET, and E-MAIL RULES

### POLICIES

CCH students must read, understand, and agree to abide by the following technology-related policies.

#### Acceptable Use Policy

Computing at CCH, whether on a student-owned or school-owned tablet PC or any other computer in use at school, is to be used for educational purposes that serve the school's mission. Students and faculty are expected to use good judgment when working in gray areas not covered explicitly by the rules. Never provide personal information while online. You should assume that everything you do online can be seen by the entire world.

#### Inappropriate Behavior

The school's code of conduct extends to the electronic world. As such, the following are examples of some, but not all, behaviors that are not permitted as they relate to the school environment and school applications (i.e. classes, clubs, and athletics):

- Do not use your computers to harass or bully others, to steal or borrow intellectual work, to access or store inappropriate materials, to disrespect teachers by "multitasking" during class (emailing, chatting, doing homework, etc.), or to break any other such rules.
- Playing games, chatting, and watching entertainment videos are not allowed during the school day (unless associated with a class).
- Using other people's accounts, computers, or folders, nor borrow computers or computer accessories without express permission from the owner.
- Hacking and using programs or other means to circumvent network security
- **Do not plagiarize.** Using the work of others without giving them the credit, even if they say it's okay, is plagiarizing. Don't ask others for their homework. Don't cut and paste from the web without full citation.
- Do not break copyright law by using unlicensed software or pirating audio or visual materials.
- Do not use Email for personal usage – including instant messaging
- Sending or displaying offensive messages, pictures, or obscene language
- Harassing, insulting or attacking others
- Damaging computers, peripherals, or other electronic devices
- Trespassing in another person's folders, works or files
- Intentionally wasting limited resources
- Screen savers
- Unauthorized programs or websites, ie. Facebook, Snapchat, Twitter, or any gaming or gambling website.
- Using the network for commercial purposes
- Failure to comply with reasonable request of teacher directives of classroom management and instruction

#### Printing at School

Because of the rising costs of printing and to help eliminate waste, each student will be limited to printing 100 pages per calendar school year. Students may pay to be able to print additional pages at a cost of \$0.05 per page; this fee must be paid to the technology coordinator prior to printing additional pages. There is a \$1.00 minimum for additional printing privileges.

#### Sanctions

A first offense may result in one week of detention including a Saturday School. A second offense during a student's high school career may result in two weeks of detention, including two Saturday Schools. Any

infractions beyond the second offense may result in three days of suspension from school. In each case a letter will be sent to the parents notifying them of their son's misconduct.

Depending on the severity of the infraction or the frequent abuse of this policy any offense may result in expulsion. All offenses are cumulative through the student's career at CCH.

#### **Required by Virtue of our Network and Program**

- **Check your CCH email daily.** You are expected to do so, just as you will be in every professional situation after graduation.
- **Be aware of the distractions that your tablet PC can present.** You are a member of an amazing learning environment that extends far beyond your classroom walls. We have placed the world at your fingertips, but given this "constant connectivity," you need to make a conscious effort to limit distractions to improve your productivity. This is an essential skill in today's world. The business of school is to do well in classes and flourish in an academically rigorous program that prepares you for college and beyond.
- **Don't neglect or abuse your tablet PC.** Penalties are significantly increasing for both, since they drain our resources. Lock up your tablet when not in use, and do not leave it unattended. Avoid situations where it will get damaged, stepped on, cracked, etc.
- **Return loaners promptly, and treat them with respect.** They are CCH property, and it's the only way to ensure one will be there for you when you need it.
- **Back up your work.** Use an online backup service or an external hard drive. Back up your academic work, music, videos, photos and any other data important to you on a regular basis. Your network folder may be used for temporary backup only, such as during reimaging of your computer. All devices will be reimaged each summer, so backing up your work is critical.
- **Do not load non-standard software or plug-ins that will affect the functioning of your machine.** Your tablet PC will be reimaged if it cannot handle your academic computing needs.
- **Do not use your computer as an excuse.** Save often. If your machine fails at home, do your work on paper or in some other way. Just get it done. **You may also save to the cloud when using a borrowed device.**

#### **Nonstandard Computer Use Policy**

Hardware and software standardization are important factors with respect to the following issues:

- Teachers can plan more effective classroom technology use when all students have the same hardware and software features available on their computers.
- The burden of computer maintenance is substantially lessened when hardware is standardized.
- It is much easier to keep a functioning computer in the hands of each student every day when loaner units are available for a student's specific computer model.

Our policy, therefore, is that all students in grades 9–11 are required to use a CCH-standard tablet PC purchased through CCH and no more than four years old.

#### **Loaner Pool Usage**

When a student's tablet PC needs to be repaired during the school year, that student may be issued a loaner computer. There may be possible charges that are accrued at the price of \$5 a day. The school does have a limited number of loaners. If a Senior needs to borrow a device, he is responsible for the device up to replacement, and must have written permission from a teacher requiring them to check out the device and will not be charged 5\$. Under normal circumstances, loaners will not be issued during the summer months. The student is responsible for returning the loaner promptly when his tablet is repaired, recovered, or found. Failure to return a loaner in a timely manner may result in the assessment of late fees to be determined and applied at the school's discretion. Students are required to take reasonable care of loaners in their possession. Repair of damage to a loaner in excess of normal wear and tear is the financial responsibility of the student and his family. Determination of such excess damage is at the

school's discretion. Prior to issuing a loaner to a student, the loaner will be checked for preexisting damage. Checkout time and student name will be recorded and documented in the technology office for accuracy.

### **Discipline Policy for Tablets**

Students may be issued a detention by technology coordinators, teachers, or administration for inappropriate use, being off task, or for not showing up prepared for class. A pattern of misbehavior, or a serious offense, may lead to suspension up to expulsion.

### **Tablet PC Insurance Coverage**

CCH does not provide casualty insurance coverage for tablet PCs. Students' families who wish to cover their tablet PCs for theft or other total loss should purchase this coverage at the time they order the device, or contact their own insurance providers. Such coverage is usually available as an inexpensive, sometimes no-cost, rider on a homeowner's policy.

Hardware repair is not the responsibility of CCH. If a problem arises with the device, CCH will offer to reimage the device to see if that resolves the problem. Devices may be reimaged at any time throughout the school year as needed.

### **SmartWatches**

CCH does not allow students to have cell phones in class. All cell phones must be turned off and in the students' locker. SmartWatches can act in the same manner as a phone therefore, students may not wear SmartWatches, and must be placed in their locker during school. Disciplinary action will be taken for students who do not follow this rule.