

TECHNOLOGY



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TECHNOLOGY TEAM



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TECHNOLOGY

All Badin High School students and families sign a Responsible Use of Technology form as well as a Student Device Lending Agreement through FACTS as part of the enrollment/re-enrollment process each spring.

INTRODUCTION

Badin High School's policy for the responsible use of technology incorporates the policy issued by the Catholic School Office of the Archdiocese of Cincinnati. Dedicated to the teaching mission of the Catholic Church, the schools of the Archdiocese of Cincinnati are Christ-centered communities focused on faith formation, academic achievement, and personal growth. (www.valuesforalifetime.com)

Technology resources are provided in archdiocesan schools, as directed by individual schools' technology plans, for the purpose of achieving the schools' educational objectives.

Catholic schools are using new technologies, electronic resources, and Internet access to enhance student learning and to provide a quality educational experience for all students. The schools of the Archdiocese of Cincinnati as well as the other diocesan schools in Ohio have been provided with Internet connectivity through Instructional Technology Centers or other Internet Service Providers. The school has right of access to any electronic devices on school property. This project is partially funded by the Legislature of the State of Ohio. Therefore, Internet access and activities utilizing all other technologies in the schools are strictly limited to educational purposes.

AGREEMENT FORM

In order to ensure the proper use of technological resources, it is necessary that each user (and his/her parents/guardians, annually sign the Student/Parent Signature Page for the Student/Parent Handbook agreeing to abide by the terms and conditions stated in this Responsible Use of Technology policy. The signed form must be on file at the school before Internet access is permitted. Signing the form indicates that the user will abide by the rules governing Internet and other technology access as stated in this policy.

AGREEMENT FORM (CONTINUED)

All schools must have on file a signed Responsible Use of Technology Policy – User Agreement Form for any student and/or adult (administrators, faculty and staff members, parents, volunteers, and other school-affiliated adults) using a school’s technology resources, school’s Internet account, school-sponsored account, or personal account to access the Internet. All Internet access and use of other electronic communication technology is strictly limited to educational purposes.

In cases where remote access using a school account or school-sponsored account is available, the access is still limited to educational use. Students (including those 18 and over) are not allowed to access personal accounts from school. School personnel (administrators, faculty and staff members) are allowed to access personal accounts at school but are subject to responsible use provisions herein. Catholic Schools of the Archdiocese of Cincinnati adhere to the Children’s Internet Protection Act. The school has right of access to any electronic devices on school property. All information received or sent from school property remains the property of the school and is not considered confidential. The school reserves the right to investigate the download history of all school computers. There shall be no reasonable expectation of privacy.

The school shall provide access to technological resources, including Internet, for educational purposes only. The school shall also provide training for students and teachers in the appropriate use of technology. The school does not guarantee the accuracy of information gathered from school computers.

The school shall take measures to provide for the safety and security of minors, supervise and monitor student access to all technological resources provided by the school, and guard against the access of objectionable material, in compliance with the Children’s Internet Protection Act. Unauthorized disclosure, use, and dissemination of personal information regarding minors are forbidden.

USER RESPONSIBILITY

Computers and use of the school network are to support learning and to enhance instruction. All computers are to be used in a responsible, efficient, ethical, and legal manner. General school rules for behavior and communications apply. Users are expected to use appropriate language and may not transmit material that is offensive, abusive, obscene, harassing, bullying, racially offensive, threatening, insulting or use other language that may be offensive to others.

Use of the computer and/or network will not be for any financial gain or for any commercial activity. Violating copyright laws, using another’s password, and copying software are also prohibited. Use of the system to encourage the use of drugs, alcohol or tobacco, or to promote unethical practices is prohibited.

Altering system files, recording inappropriate material, creating or using computer viruses, attempting to harm or destroy equipment, materials, or data, or any other actions that disrupt the use of the network by others is prohibited. Network storage areas may be treated like school lockers. Network supervisors may review files and communications to maintain system integrity and ensure that users are using the system responsibly. All files stored on school networks are subject to review by network administrators.

USER RESPONSIBILITY (CONTINUED)

The school may take disciplinary action against students and school personnel who violate the Responsible Use of Technology Policy or other school or archdiocesan policies by means of inappropriate use of technology. Disciplinary action may also be taken against those who use telecommunication devices to cause mental or physical distress to other members of the school community, whether these incidents take place on or off the school property. Disciplinary action taken by school authorities may include revocation of access to technological resources, restitution for damages, suspension, expulsion, and/or possible legal action. In certain cases, if the inappropriate use also violates other school or Archdiocesan policies, further disciplinary measures may be taken.

1:1 PROGRAM POLICIES AND PROCEDURES

The policies and procedures detailed below apply to all students enrolled at Badin High School and their parents. Parents and students, alike, must agree to support and abide by this policy in order to enroll/remain at Badin High School.

OWNERSHIP

The laptop is the property of Badin High School, but each student is responsible for its use and basic care. No Personal Laptops may be used at school during school hours.

RE-IMAGING

Badin High School reserves the right to return the laptop to its original software image state whenever it is determined to be necessary or appropriate. If the addition of personal software or files impedes the performance of the laptop Badin High School reserves the right to return the laptop to its original software image state.

DATA MANAGEMENT AND PROTECTION

Students are responsible for backing up all academic files to Google Drive. Please note, if a student's hard drive crashes or the student's laptop is reimaged the only way to recover academic and personal files is from backups the student is responsible for making.

PRIVACY

There is no expectation of privacy, implied or otherwise, for student data on Badin High School computers, any school servers, Google Drive, GMail or FACTS.

Students must secure and maintain private passwords for network and e-mail use as well as laptop access. Passwords should never be shared with others.

Students may not give out any personal information regarding themselves or others utilizing this laptop.

POWER/CHARGING

It is the responsibility of the student to bring the laptop to school fully charged each day. Loaner chargers will not be available for uncharged laptops. Students are responsible for bringing their power cords to school each day.

CARRYING AND STORAGE

The laptop should always be carried in the case supplied by Badin High School.

LOANER EQUIPMENT

Loaner laptops will only be available for laptops needing repair.

Loaner laptops will not be available for students who forget to bring their laptop to school. Students are responsible for all class work missed and may receive a zero for all work not completed as a result of a forgotten laptop.

Loaner power cords will not be available to students who forgot to bring theirs to school.

INTERNET AND NETWORK USAGE

Members of Badin High School granted a network username and password are responsible for all activities which occur under their account. The Administration firmly believes that the valuable information and interaction available on the worldwide network far outweigh the possibility of users procuring material that is inconsistent with the mission and educational goals of the school. If any user violates any of the provisions of this handbook, his/her account or access privileges may be terminated, appropriate disciplinary action taken and all future access could be denied.

Acceptable Use – The purpose of Badin High School's provision of access to the Internet is to support research and education in and among schools and academic institutions by providing access to unique resources and the opportunity for collaborative work.

- The use of the student's account must be in support of education and research and consistent with the educational objectives and mission of Badin High School.
- Use of other organizations networks or computing resources must comply with rules appropriate for that network.
- Transmission of materials in violation of any U.S. or State organization is prohibited. This includes, but is not limited to: copyrighted materials, threatening or obscene material or materials protected by trade secret.
- Use for commercial activities by for-profit institutions is generally not acceptable.
- Use for product advertisement or political lobbying is also prohibited.
- Unethical or illegal activities are prohibited

PROHIBITIONS

Prohibitions – The following Internet uses are strictly prohibited on any Badin High School equipment or network:

- Gambling of any kind;
- Accessing or viewing pornography;
- Attempting to hack other computers, networks or devices;
- Attempting to bypass the Badin High School network Internet filter;
- Using “proxy” servers or sites to conceal identity or visit illicit sites;
- Installing a password on BIOS;
- Attempting to bypass the Badin High School network Internet filter;
- Using “proxy” or VPN servers or sites to conceal identity or visit illicit sites;
- Posting unauthorized media, i.e. pictures, audio and video to the Internet and/or social networking sites;
- Posting inappropriate or self-endangering information to the Internet and/or social networking sites;
- Downloading viruses or other potentially harmful files or applications;
- Employing translation services for language classes without the expressed consent of the foreign language instructor;
- Using bandwidth for non-educational purposes during school hours. The school day is defined as 7:30am - 2:30 pm
- Harassing, antagonizing or hazing individuals;
- All file sharing software, such as Bit Torrent, is prohibited;
- Representing Badin High School in a way that could be conceived as harmful or damaging to Badin High School's reputation in the community.

GAMES/MESSAGING/OTHER USAGE

Students are not permitted to play games, watch movies or television shows, instant message or shop on the Internet, streaming any event including sporting events, during school hours with the exception of educational games assigned by a classroom teacher.

DISCIPLINARY CONSEQUENCES

Severe infractions of these policies could lead to suspension and/or expulsion from Badin High School.

The Administration of Badin High School reserves the right to amend, revise and update policies and procedures at any time. The Badin High School 1:1 Program Policies and Procedures is a dynamic document and is subject to change as circumstances require. Please review the policies and procedures quarterly. The most updated version of the policies and procedures can be found on Badin High School's website. When significant changes are made to these policies and procedures, students and parents will be notified through the Badin Blast and email.