

Parents/Guardians Responsibilities

Sign and return the Student/Parent Laptop Agreement (must be on file before a student will be issued a laptop).

Monitor student use of the computer at home and away from school. The **Internet and Technology Acceptable Use Policy** applies both in the school and at home. Tracking and monitoring software is installed on all PCRHS laptop computers.

In addition to these safeguards, parents/guardians should:

- Investigate and apply parental controls available through your Internet Service Provider.
- Develop a set of rules/expectations for laptop use at home.
- Demonstrate a genuine interest in what your student is doing on the laptop. Have them show you their work often.

The parent/guardian and student are responsible for damage to or loss of (including theft) any hardware issued to a student. This includes equipment not returned, intentionally damaged, lost because of negligence, or stolen.

Parents/guardians will be billed for the full replacement value of PCRHS lost or stolen property, however if property is recovered undamaged by the school or student/parents/guardians, they will be reimbursed.

PCRHS carries insurance on the school laptops; student/parent/guardian will be asked to cover the costs for any claim against the insurance, i.e.; deductible. **See Page 10 of the PCRHS Parent/Student Handbook.**



Student/Parent Technology Handbook 2015-2016



Overview of Technology at PCRHS

- All students will be given access to a laptop in each class as needed. Laptops will be available for check out with teacher approval for one night at a time and for homework purposes only.
- All users of the PCRHS network and equipment must comply at all times with the Providence Cristo Rey High School **Internet and Technology Acceptable Use Policy (AUP)**, included on page 19 of the PCRHS Student Handbook.
- The term “equipment” or “technology” refers to laptops, batteries, and power cord/chargers. Each piece of equipment is issued as an educational resource. The condition surrounding this equipment can be equated to those of a textbook or a school issued calculator.
- Laptops that are checked out are on loan to students and remain the property of Providence Cristo Rey High school.
- All users are accountable to all school, local, state, and federal laws.
- All use of the laptop and network must support education at all times.
- Students and families must follow all guidelines set forth in this document, in the PCRHS Student Handbook AUP, and by PCRHS faculty and staff.
- All rules and guidelines are in effect before, during, and after school hours, for all PCRHS computers whether on or off the school campus.
- All students have access to a network drive on which to store data (the H: drive). It is the student’s responsibility to see to it that critical files are saved to this drive for backup purposes.
- PCRHS may remove a user’s access to the network without notice at any time if the user is engaged in any unauthorized activity.
- PCRHS reserves the right to confiscate the property at any time.
- All files stored on PCRHS equipment or the PCRHS network are property of the school and may be subject to review and monitoring.

Student Responsibilities

Understand and comply with the acceptable and unacceptable uses of and risks associated with technology use (**see Page 19 of the Parent/Student Handbook**). It is important that you follow classroom rules related to the use of technology:

- Keep the laptop closed until instructed to open it by your teacher.
- Center the laptop on the desk.
- Save your work to the PCRHS network as directed by your teacher.
- Download files only when directed to do so by a teacher; browsing or downloading inappropriate content (gangs, drugs, alcohol, profane, discriminatory, etc.) is a Tier 2 infraction.
- Do not listen to music, watch videos, play games, send e-mails, instant messages or make Internet calls (Skype) in the classroom.
- Web cams are to be used for educational purposes only as directed by a teacher.
- Do not copy, cheat, plagiarize, or violate copyright laws (**see Page 29, Academic Honesty, in the Parent/Student Handbook**).

In addition to specific classroom responsibilities, students are expected to adhere to the following policies:

- Login using your user name and password; never give/share your login credentials to another student
- Keep the laptop computer in good condition; never loan it or any components (battery charger, power cord, etc.) to another student. **Report damage or loss to the school administration immediately.**
- Personal software must not be installed on or run from PCRHS computers; do not insert your personal CD/DVD/flash drive containing games, music, or software.
- Students who identify or know about a security problem are expected to convey the details to their teacher without discussing it with other students.
- Students are expected to notify a staff member immediately if they come across information, images, or messages that are inappropriate, dangerous, threatening, or make them feel uncomfortable.
- All users are expected to follow existing copyright laws and educational fair use policies.