



## I. Bishop Dwenger High School Technology Mission Statement |

As a modern Catholic school, Bishop Dwenger High School [BDHS] is committed to educate our students and train our staff in technology while raising digital literacy. Many of our students are currently immersed in technology, yet lack the skills to utilize it to the benefit of education. Rapid technological evolution is changing how students learn. As the globe embraces the digital age, the delivery and focus of education is evolving to better equip learners with Twenty-First Century competencies. Colleges and employers expect digitally proficient problem solvers that utilize critical thinking skills, creativity, collaboration, and communication. To produce relevant students, a school must continually adjust the curriculum and instruction to meet their present needs.

Thus, as a continual leader in quality education, BDHS is committed to incorporating technology while adhering to traditional pedagogy – Blended Learning. BDHS is committed to a positive transformation of teaching and learning that brings digital resources, access, expertise, and skills to our school's historical success and development of its Twenty-First Century Learners. This 1:1 blended environment allows for learning to occur beyond our school's walls and beyond the traditional day. It balances a schedule that allows for synchronous (teacher and student in the same room or teacher and student on-line at the same time) and asynchronous (teacher and students on-line at different times but still communicating, e.g. message boards, blogs, etc.) A 1:1 blended learning environment refers to each student using a digital device, specifically a laptop computer [found better-suited for high school versus a tablet] to enhance and enrich their learning experience.

It is the desire of BDHS for this to be a positive opportunity for students and to take with them the skills to learn online and how to work in collaboration online. Furthermore, these technologies allow a rigor and relevance that supersedes the campus and allows for real-world learning experiences. Such opportunities are essential for our student Saints whose future includes a highly-competitive college and workforce environment.

Most importantly, the student-teacher relationship is central and essential to student learning. Technology can never replace such a vital affiliation. Rather, effective use of technology places the emphasis of learning on the student and allows the teacher more time to differentiate his/her instruction for a given student.



## II. Devices |

### BDHS Specified Devices

Based on extensive research and findings, BDHS will officially adopt the 1:1 Blended Learning model for the 2016-2017 school year. To make this possible, each student, beginning with the Class of 2020, will be required to purchase from A+ Computers the specified laptop selected by the school [See Appendix A for current selected models]. All questions concerning these models should be directed to A+ Computers.

### Non-BDHS Specified Devices

Only classes of 2017, 2018 and 2019 will be permitted to bring their currently owned, *Windows-based* laptops to school for the remainder of their time at BDHS.

Using a non-specified laptop does come with risks, like bringing viruses and spyware on to the server, which could compromise the speed and connectivity of the Internet. Additionally, viruses and spyware could spread to other laptops via the server. In order to combat this, it is required that these laptops be *BDHS-certified*, which means it is imaged according to our specifications. For a fee, currently owned, non-specified laptops must be imaged at *A+ Computers*. Keep in mind that data could be lost from being imaged, therefore it is recommended that data be backed-up, then re-loaded after the imaging is completed. Realize that there may be difficulty with laptops that have slow processors and low RAM (usually found in computers that are 7+ years old), so there may be problems with imaging the BDHS software onto older models. If this direction is chosen, contact *A+ Computers* to make sure your computer is compatible.

In terms of daily use, those utilizing non-BDHS specified devices should be aware that Bishop Dwenger High School's Technology Team will not have power cords for any brand except Lenovo. Nor will BDHS's Technology Team assist with any operation of a non-BDHS specified device except for wireless connectivity.



### III. General Use |

Each student is responsible for keeping his/her laptop in good working order, which includes having the laptop fully charged for each school day.

#### Exclusive Use of Access

Each user will be or has been given a login and password for Bishop Dwenger email, PowerSchool and Canvas and is solely responsible for the use and access privilege. A user shall neither share his/her login and password nor use another user's login and password to gain access to and fraudulently use another's account. Users may not seek to gain access to another user's accounts by means included, but not limited to, looking through others' materials or by watching another user log in.

Attempts to log on to the network using another user's login/password or as a system administrator may result in restriction of access to technology resources, cancellation of user privileges and/or discipline up to and including expulsion.

*NOTE: To protect your privacy always log on and off. Never accept a browser's request to remember your login information.*

*Notify a staff member immediately if another person has learned of your password.*

*In direct compliance with the tenets of the Catholic Church and Child Internet Protection Act, BDHS attempts to provide privacy to all of its users.*

#### On-Campus Troubleshooting

BDHS and its employees **will not** repair devices. It is highly suggested that repairs be made at A+ Computers. See Loaner Policy below.

HelpDesk Hours | Monday – Friday

7:15 am – 8:15 am [Media Center]

10:45 am – 12:15 pm [Technology Department]

3:00 pm – 3:30 pm [Media Center]

Students or parents may email the HelpDesk at any time throughout the day at [HelpDesk@bishopdwenger.com](mailto:HelpDesk@bishopdwenger.com).



## Suggested Quick Fixes:

- If a program or application freezes, force program to quit by pressing all three keys: Ctrl, Alt, Delete.
- If the laptop freezes, restart by holding down the POWER button for ten seconds.
- For help with software/applications issues, search its built-in help system, search Google, and/or report the issue to the HelpDesk.
- For help with hardware issues, contact A+ Computers [Appendix A].

## Power Management

- Keeping the laptop charged is the student's responsibility; the HelpDesk will not loan power supplies.
- Recharge the laptop's battery every school night so it is charged for the next day.
- Conserve power by closing the screen whenever the laptop is not in use.
- Bring the charger to school each day in case a recharge is necessary.
- Classrooms will have charging stations with limited space.

## Preventative Care

- Keep the laptop in a protective case or sleeve.
- Follow manufacturer's instructions when cleaning laptop surfaces.
- Do not set objects on top of the laptop.
- Do not carry the laptop with the screen open.
- Do not pick up the laptop by the screen.
- Do not consume food or drink near the laptop.
- Do not touch the screen with a pen or pencil.
- Do not expose the laptop to direct sunlight or heat, likewise extreme cold.
- Do not expose the laptop to moisture.
- Do not let others use your laptop.
- Do not set the laptop on uneven surfaces.

## Safe Transport / Avoiding Theft

- Do not leave the laptop visible in a vehicle.
- Transport the laptop in its protective case or sleeve to make it less noticeable.
- Do not leave the laptop unattended.



## Cloud Storage

Students are responsible for backing up and storing files using cloud resources (e.g. Dropbox, OneDrive, Google Drive). By doing this, the student will be able work on documents at home and large files such as music, photos and video will not clutter the laptop's hard drive. **Students need to keep 5 GB free on the hard drive at all times for optimal operation.**

## Supplies

### Book bags/Sleeves:

BDHS recognizes the need for students to protect their laptop investments. Because of this, we highly recommend the purchase of protective sleeves and/or the use of a book bag padded and designed for carrying laptops. These may be standard book bags or cross body bags. It is asked that common sense be used when selecting book bags. Because our building is 50 years old, hallways are smaller than those in many schools. Large book bags will contribute to congestion and may result in tardies to class.

Please avoid purchasing overtly large book bags. A given book bag may be refused for use at the discretion of the administration.

### Earbuds and flash drives:

These items are needed [per the BDHS supply list] and may be required in some classes. However, it is imperative that students utilize a cloud storage system as well. Flash drives are easily lost. Teachers will not allow lost flash drives as an excuse for late work.

## **IV. Acceptable Technology Usage Policy |**

It is imperative that students, staff and parents understand BDHS' Acceptable Technology Usage Policy [ATUP]- Violation of these guidelines will result in disciplinary actions, up to and including dismissal from BDHS.

## Purpose

The purpose of the ATUP is to encourage students to properly utilize technology in an effort to more effectively fulfill BDHS' Technology Mission Statement and BDHS' overall educational mission. Technology functions to expand educational opportunities and provide a framework in which educational activities can be monitored for compliance.



Digital resources, information, and interaction are essential for the education of today's digital native. This ATUP serves to facilitate the learning of academics, citizenship, and social skills necessary to be successful in an ever-increasing digital environment while acknowledging that illegal, unethical, inappropriate, and distasteful use of technology can have harmful consequences to individuals, the school and all stakeholders. The ATUP is intended to minimize the likelihood of negative outcomes by educating students, staff, and parents on expectations and standards designed to protect BDHS students and stakeholders.

To preserve the integrity of the classroom process and maintain focus, students should open only internet tabs designated by the teacher. No "surfing" allowed. Should a student be found "surfing" the internet and opening tabs beyond those needed for the lesson, he/she may receive a Disciplinary Referral.

Teachers may deny temporary computer use while in their classroom to those students who, historically, are unable to follow classroom computer/internet rules.

## Policy Scope

ATUP refers to all means and uses of electronic communication.

### **Canvas**

Canvas is the learning management system [LMS] that brings all K-12 classroom tools together. It is a trusted, open-source that is revolutionizing the way we educate.

Canvas serves as a hub for each course and many organizations. It provides an introduction to the course, a place to notify students and make announcements, a place to comment in discussion threads and a calendar that consolidates all upcoming events and assignments to encourage organization and time management. Likewise, it allows students to submit work. It holds "modules" or folders from which students can access organized content. In addition, it provides for formative or summative assessments that may be self-graded and provide instant data.

BDHS will provide all students unfamiliar with Canvas training workshops on Verification Day.



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As a protection to the student, Parent-Observer accounts must be created. An opportunity to do so, will occur on Verification Day. These instructions may also be found on the Bishop Dwenger website, under “Academics”.

## **Email Use**

Email use must be in support of education and research which is consistent with the educational objectives of Bishop Dwenger. Students must use their Bishop Dwenger email accounts for all school-related items and in communication with school staff. Any communication with school staff via email must be conducted in accordance with the terms of the Diocese’s Internet and Social Media Policies.

## **Text Messages, Posts, and Chats**

Such services, if available and necessary for curricular or job facilitation, will have access provided by BDHS. Such access does not imply permission of use unless integrated within the classroom learning environment. In these cases, students and other users will be directed to use specific resources and will be expected to abide by regulations provided in the BDHS ATUP. Also, any such communication with school staff must be conducted in accordance with the terms of the Diocese’s Internet and Social Media Policies.

## **Other Wireless Devices & their Use**

Students are not permitted to use wireless devices on school grounds during the school day beyond their laptops or those otherwise approved by the Technology Director. These include but are not limited to: Bluetooth, & Infrared Devices, **Cell Phones**, Smart Phones, Android Phones, iPads, tablets, Kindles, PDA’s, and Pagers.

Use of such devices will tax the campus network and impede learning. Without teacher or administrator’s permission, cell phones and other electronic devices are to be off and secured in the student’s locker.

## **Social Media**

What is posted on a student account while inside or outside of school that results in the disruption to normal school operations, and/or detrimentally impacts a fellow student,



faculty or staff member, the school, and/or the school's reputation, will be subject to disciplinary action by the school administration, and possible legal action. The school does not intend to police web sites, blogs, or social networking sites outside of school. However, if sites are brought to our attention by students, parents, or other individuals, we reserve the right to address the behavior in line with diocesan and school policies, as well as civil laws.

## **YouTube [and similar sites], Music sites and Music Files**

These should be used for educational purposes only and accessed only if permission is given by the teacher. Sound must be muted at all times and ear buds used unless permission has been given by a teacher to increase the volume.

## **Gaming**

Games of any kind, including but not limited to any internet or downloaded games, are not to be used unless directed by a teacher as a supplement to class. Gaming will tax the bandwidth and impede academic progress."

## **Photos and Video**

Students should not utilize the laptop camera unless directed to do so by a teacher. Photographing another person without their permission is considered an invasion of his/her privacy.

Likewise, photographing any worksheet, test or quiz is considered cheating, which violates the school's honesty policy.

## **Copyright & Fair Use**

All users must follow copyright procedures, regulations and laws. All resources obtained/used should be properly cited. All users are expected to respect the rights of, and the intellectual property of others in accordance with the Church's teachings regarding respect for others and their property, the Federal Copyright Law and Fair Use Policy, and/or any other applicable federal or state law or regulation, which includes multimedia owned by a user or downloaded at home. If a user is granted permission to post on the web, it must comply with the BDHS ATUP.



## **Internet Use Outside of School Hours** *[In accordance with Diocesan Policy 4630]*

BDHS reserves the right to impose consequences for inappropriate behavior that takes place off campus and outside school hours. Thus, inappropriate use of technology – even on a home or student-owned computer – may subject the student to consequences. Inappropriate use includes but is not limited to harassment, derogatory use of the school name, offensive or immoral communication and safety threats. BDHS does not, however, actively monitor student use of technology not issued by BDHS. While the BDHS filtering system establishes some parameters for appropriate use within the school building, students and parents/guardians are primarily responsible for the appropriate and ethical use of technology, especially at home.

## **Proper Communication, Decorum and Cyber Safety**

A student's electronic and/or digital communications should be tasteful, polite and within the teachings of Jesus Christ. Remember that the recipient of communication may hold different points of reference from those of the sender. Likewise, never forward others' information without their knowledge and approval. Understand it is only proper to use text-messaging jargon when communicating with close friends. When communicating with adults and others, proper grammar should be used.

BDHS users are responsible for protecting their own and others' identities. This includes, but is not limited to, the following items: their name, personal identifying information, address, location, identification or telephone number or any of the previously mentioned categories of information relating to other users in connection with any websites, whether educational or membership-oriented or contests.

NOTE: This provision does not apply to BDHS-approved sites and/or sites related to other legitimate job or academic purposes. The narrow exception for "Other legitimate academic purposes" is meant to allow students to submit information to apply for college, register for the SAT, apply for employment, and other closely related activities.

In short:

T = is it **T**True?

H = is it **H**elpful?

I = is it **I**nspiring?

N = is it **N**ecessary

K = is it **K**ind?



Protect the address and telephone numbers of yourself and others.

Use the network in a manner that does not disrupt the use of the network by others.

Refuse to meet with someone you have met online.

Disclose to your teacher or an administrator any message you receive that is inappropriate or makes you feel uncomfortable.

At BDHS, we recognize that cyber safety is more than merely blocking students from inappropriate websites. Cyber safety starts with educating our students to be responsible and cautious while on line.

We encourage the cyber safety discussion to begin at home. It is highly suggested that Parents should access <http://www.onguardonline.gov/> to begin such a discussion.

## **Limitations**

Bishop Dwenger makes no guarantees of any kind, expressed or implied, for the internet access it provides. Therefore, BDHS is not responsible for:

- i. The accuracy, nature, quality or privacy of information stored on any storage device, hard drives or servers, or of information gathered through internet access;
- ii. Any damages suffered by a user, including but not limited to loss of data resulting from delays or interruptions in service, computer viruses, or to personal property used to access computers, networks, or the internet; or
- iii. Unauthorized financial obligations resulting from the use of the network or internet.

## **Prohibited Activities**

This ATUP does not attempt to state all required and/or prohibited activities by users. The failure of any user to follow the terms of the ATUP or the spirit of the intent of those terms, may result in loss of privileges, disciplinary action and/or appropriate legal action.



Prohibited activities include but are not limited to:

1. Access, upload, download, or distribution of pornographic, obscene, discriminatory, defamatory, sexually explicit, offensive, immoral, or otherwise inappropriate material.
2. Transmission of abusive, obscene, discriminatory, defamatory, sexually explicit, immoral, or offensive language.
3. Using BDHS technology in any manner deemed by BDHS to be offensive, immoral or disruptive to the educational process or job requirements.
4. Using the BDHS network for any activity, considered illegal under federal, state or local law or regulation.
5. Using the BDHS network for private or commercial gain.
6. Use of software or hardware utilities on Bishop Dwenger's network which may compromise security or tax network resources (except for approved support personnel)
7. Bypassing or attempting to bypass the BDHS servers or internet filters by any means, including, but not limited to, use of proxies or other anonymous website surfing.
8. Invading, vandalizing, damaging/disabling the files and privacy of others, as well as malicious and/or intentional attempt to harm, steal or destroy data of another user, the school networks and its components.
9. Gaining unauthorized access to resources or entities or "surfing" the internet, such as by opening tabs beyond those designated by a teacher
10. Cyberbullying [harassing or intimidating] others. This further prohibits such use through BDHS-assigned equipment outside campus boundaries, even if through a personal network.
11. The unauthorized upload, download, copying and/or installation of copyrighted materials or trade secret information.
12. Plagiarizing internet material. Students must attribute online sources.
13. Posting or using material authored or created by another without his/her consent.
14. Posting anonymous messages.
15. Using the BDHS network for commercial or private advertising.



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16. Engaging in spamming.
17. Using the BDHS network while access privileges are suspended or revoked.
18. Violation of any diocesan policy, or any local, state, or federal law, statute, rule or regulation

## Consequences

BDHS will review the circumstance of any violation of the ATUP or Diocesan Policy/Standards to determine an appropriate sanction or discipline. The severity of a violation, as determined by BDHS, will be taken into account in determining the consequence that result.

A violation of this ATUP or Diocesan Policy may result in loss of access to the Internet, BSHS network, and/or use of technological equipment in addition to any other disciplinary action determined appropriate by BDHS, up to and including expulsion. For what are considered by BDHS to be “less serious” or “minor” infractions which BDHS does not consider sufficient to warrant a more serious consequence, the disciplinary procedure for a given semester is as follows:

- First Infraction – Referral sent home
- Second Infraction – Referral sent home
- Third Infraction – Saturday School
- Fourth Infraction – One-week denial of internet on campus
- Fifth Infraction – Review Board

Upon reasonable suspicion, an appropriately-trained administrator may examine a student’s personal laptop and search its contents in accordance with disciplinary guidelines. Additional disciplinary action may be taken as determined appropriate by the administration or Diocese. These may include:

- Discussions about the incident with school personnel, parents and/or Review Board
- Denial of laptop use on campus
- Detentions, exclusionary probation, suspension or expulsion
- Criminal and/or legal repercussions



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When and where applicable, law enforcement agencies may be notified of any violations of the letter or the spirit of this ATUP.

## Reminders

In order to support and supplement Diocesan Internet Policy/Standards relating to technology implementation and use, BDHS reminds students, parents and staff:

1. All digital and analog communications received from, transmitted by [BDHS email, Canvas LMS], or stored in Bishop Dwenger's systems are the property of Bishop Dwenger, which is a part of the Diocese.
2. All equipment and software must be used for educational purposes in the support of Bishop Dwenger's Mission Statement as provided in the Parent/Student Handbook.
3. Internet access entails responsibility. It is a privilege, not a right. When on campus, users are required to use the internet and associated equipment for school-sponsored educational purposes only.
4. When utilizing school-provided internet and technology at school or off campus, users are responsible for proper behavior – synonymous with being in the classroom or on campus.
5. All communication and information resources, including all forms of storage media, may be subject to review by the Principal, Assistant Principals, Technology Director, or Diocesan Administrator.
6. Access to the Internet and local area network is at the discretion of school administration. Access is a privilege, not a right. Access entails responsibility.
7. Any deliberate tampering or misuse of Bishop Dwenger's network services or equipment shall be considered a violation of this ATUP and treated accordingly.
8. Students aware of inappropriate use of technology must report it to a school employee immediately.
9. To the extent that any provisions of Bishop Dwenger's ATUP conflict with Diocesan policy or standards, Diocesan policy and standards shall prevail.
10. BDHS reserves the right to modify, suspend, or terminate this ATUP, or any portion hereof, at any time with or without notice.



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11. Only students who, along with their parents, sign an Acceptable Technology Usage Agreement and have completed the Digital Citizenship Module of the “All Student” Canvas page are permitted to access the Internet. [Appendix C] This must be completed by August 31 or the student will forfeit internet availability while on the BDHS Campus for the balance of that school year. This registration is required once and will hold for the duration of the student’s years at BDHS unless BDHS determines that registration standards or content changes require re-registration. Further, Internet use is subject to the Diocese’s Internet Policy/Standards.

## V. Borrowing School-Owned Laptops |

A “loaner” laptop may be obtained from BDHS’ HelpDesk for use while a computer is being repaired.

Loaners will not be issued when a student forgets his/her laptop or when it loses its charge.

A student may request a loaner laptop for up to a **total of** 4 days in a given semester [Appendix B]. Extenuating circumstances [as confirmed by *the servicing agency*] may require an extension of loaner time.

Any damage accrued to a loaner laptop while in the possession of the student will be repaired at the expense of the student.

Loaner laptops will be wiped clean and all worked saved by the borrowing student will be erased upon its return. Therefore, any data stored on the hard drive will not be recoverable. Students must save work to a cloud or jump drive.

## VI. eLearning Days for Inclement Weather |

eLearning is the acquisition of knowledge by utilizing electronic technologies to access educational curriculum outside of the traditional classroom. This means learning can happen anytime and anywhere. The work in which students are engaged will be a continuation of the learning they would typically do if they were in the school building. eLearning is interactive in that students communicate with their teachers and other students in their class.



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According to the Indiana Department of Education, eLearning may be utilized in the event of a school day cancellation due to inclement weather. If the BDHS Administration determines a given day will be an eLearning Day:

- It will count as a school day. Any missed student work forfeits the grade *and counts as an unexcused absence*.
- Notification of the eLearning Day status will be made in the usual ways for which the parent signed-up – texts, emails, website, TV, and radio.
- Student assignments will be posted via Canvas Learning Management System by 9 am. And will be a continuation of the previous day's instruction as well as build upon the skills each child needs.
- Teachers will be available to help students via Canvas from 10 am – 12 pm on an Inclement Weather Day. Student should send messages via the Canvas Inbox or Bishop Dwenger email.
- Assignments for an Inclement Weather Day will be due the second school day after students return from the eLearning Day. [i.e. If Monday is an Inclement Weather/eLearning Day, students will return on Tuesday and ask teachers additional questions. Assignments are due on Wednesday during that class' given period.]
- Student work should be approximately 40 minutes per period to total approximately 6 hours.
- Students with limited internet access may find connectivity at area businesses [coffee house, fast food restaurants], an apartment or association clubhouse, the Allen County Public Library and its branches. Families who find internet service to be cost-prohibitive may want to contact local cable providers concerning reduced subscriptions allowed for qualifiers of the National School Lunch Program.



## Appendix A | BD-Certified Computer Models (Effective April 2016)

Available only through A+ Computers:  
4730 Parnell Ave  
Fort Wayne, Indiana  
260.482.7899

Bishop Dwenger Laptop Specifications:

Lenovo Model BD 1

AMD A6-7300 Processor • Windows 10 Home 64 • 14" HD Glossy or Anti-Glare Display (1366x768) • 4GB Ram PC3L • 500Gb Hard Drive 5400 RPM • Battery: 3 (Est 8 Hours)

Lenovo Model BD2 Touch

Intel Core I3 Processor • Windows 10 Home 64 • 14" HD TOUCH LED Anti-Glare (1366x768) • Intel® HD Graphics • 4GB PC3L-12800 DDR3L 1600 MHz • 500GB Hard Drive 5400 RPM • Battery: 3 (Est 8 Hours)

Lenovo Model BD3 Touch

Intel Core I5-6200U Processor (2.40 Ghz) • Windows 10 Home 64 • 14" HD TOUCH LED Anti-Glare (1366x768) • Intel® HD Graphics 520 • 8GB PC3L-12800 DDR3L 1600 MHz • 500GB Hard Drive 5400 RPM • Lenovo Flex –3 Bluetooth Version 4.0: Lenovo AC Wireless N • Backlight Keyboard • Battery: 3 (Est 8 Hours)

The Bishop Dwenger Image includes:

- Windows 10 and all software associated with Operating System
- Microsoft Office 365 (Word, Excel, PowerPoint, Access, Outlook, OneDrive)
- Access to printers
- Rocket mobile web filter
- Kaspersky Anti-Virus
- Adobe Reader
- Mozilla FireFox
- Google Chrome
- Apple iTunes
- Apple QuickTime
- Web browser plug-ins (Java, Flash, Air, Shockwave)
- TI-84 calculator emulator



## Appendix B | Borrowing School-Owned Laptops

A student may borrow a school-owned laptop up to four [4] days in a given semester. School-owned laptops may be borrowed only if the student's laptop is inoperative and being repaired. Students **may not** borrow a school-owned laptop if his/hers loses charge or he/she has forgotten it.

Date \_\_\_\_\_ Latest Date for Return [4 days max] \_\_\_\_\_

Laptop to be returned at the end of each school day and reassigned at the start of the next?      Yes      No

    

Student Last Name \_\_\_\_\_ First Name \_\_\_\_\_ Graduation Year \_\_\_\_\_

Parent Name \_\_\_\_\_ Parent Phone \_\_\_\_\_

Parent Email \_\_\_\_\_ Notification Sent      Yes      No

    

School-owned laptops lent to a BDHS student are expected to be returned in the same condition in which they were received. Any damage accrued to a loaner laptop while in the possession of the student will be repaired at the expense of the student.

Loaner laptops will be wiped clean and all worked saved by the borrowing student will be erased upon its return. Therefore, any data stored on the hard drive will not be recoverable. Students must save work to a cloud or jump drive.

Serial # of loaned computer \_\_\_\_\_

Reason for loan:      broken      stolen      other \_\_\_\_\_

          

Signature of Student \_\_\_\_\_ Initials of Technology Personnel \_\_\_\_\_

Date of Return \_\_\_\_\_ Condition upon return:      G = good;      U = unacceptable

screen      keyboard      case      charger



## Appendix C | Agreement to Terms Of the Bishop Dwenger High School Acceptable Technology Usage Policy

This policy does not attempt to state all required and/or unacceptable behaviors by users. The failure of any user to follow the terms of the Acceptable Usage Policy will result in loss of privileges, disciplinary action and/or appropriate legal action by the administration or Diocese.

A violation of this policy by an employee may result in termination of employment.

When and where applicable, law enforcement agencies may be notified of any violations of the spirit of the letter of this policy.

It is understood that only upon completion of the following, a student may gain access to the Bishop Dwenger internet:

- i. the parent/guardian signature of this agreement;
- ii. the student signature of this agreement;
- iii. AND completion of the Digital Citizenship Module of the "All Student" Canvas page,

An agreement to this form is legally binding and indicates the undersigned has read the terms and conditions carefully and understands their significance.

I, the undersigned, understand this Acceptable Usage of Technology policy and agree to abide by it.

_____	_____	_____
Student Signature	Date	Year of Graduation
_____	_____	
Parent/Guardian Signature	Date	

This agreement must be signed by each student and co-signed by a parent/guardian.