BOSTON Cristo Rey HP 1:1 Program: Policy, Procedures, and Information 2019-- 2020

The focus of the HP Device program at BOSTON Cristo Rey (CRB) is to provide tools and resources for the 21st-century Learner. Excellence in education requires that technology is seamlessly integrated throughout the educational curricula. Increasing access to technology is essential to build upon college and career readiness skills. The individual use of HP Devices is a way to empower students to maximize their full potential and to prepare them for college and the workplace.

Learning results from the continuous dynamic interaction among students, educators, parents and the extended community. Technology immersion does not diminish the vital role of the teacher. To the contrary, it transforms the teacher from a director of learning to a facilitator of learning. Effective teaching and learning with HP Devices integrate technology into the curriculum anytime, anyplace.

The policies, procedures, and information within this document apply to all HP Devices and other technology -able devices used at BOSTON Cristo Rey considered by the Administration to come under this policy.

*Teachers may set additional requirements for use in their classroom.

1. GENERAL INFORMATION

1.1 Overview of Program

● The document contained below identifies as many eventualities as possible regarding the HP 1:1 Program at BOSTON Cristo Rey. The policies and procedures listed herein are intended for all students using HP Devices that are a part of the 1:1 initiative (in addition to technology policies outlined in the Spartan Planner).

1.2 Receiving Your HP Device

● HP Devices will be distributed each fall after the student/parent/teacher informational meetings.

● **Parents & students must sign and return the, Student and Parent Pledge documents before the HP Device can be issued to their child.**

● **Additionally, all students will need to provide a printed copy of his/her Certificate of Completion of the CRB Digital Driver's License that is to be completed the first week of school during a specified time. The Certification is good for three years once completed.**

1.3 HP Device Check--in

● HP Devices will be returned prior to the end of the school year, on a date to be provided, so they can be checked for serviceability and to be stored for the summer. If a student transfers out of CRB during the school year, the HP Device, HP Device charger, HP Device case, and any other peripheral devices/tools provided will be returned at that time.

● Students who graduate early, withdraw, are expelled, or terminate enrollment at BOSTON Cristo Rey for any other reason must return their individual school HP Device, HP Device charger, HP Device case, and any other peripheral devices/tools provided on the date of termination.

● If a student fails to return the HP Device, HP Device charger, HP Device case, and/or any other peripheral devices/tools provided at the end of the school year or upon termination of enrollment at BOSTON Cristo Rey, the student will be responsible for the replacement cost of the HP Device, HP Device charger, HP Device case, and/or any other peripheral devices/tools provided.

● Furthermore, the student will be responsible for any damage beyond normal wear and tear to the HP Device, and must return the computer and accessories to BOSTON Cristo Rey in good working condition. The student will be charged a fee for any needed repairs, not to exceed the replacement cost of the HP Device.

1.4 HP Device Incidents

● If at any point during the school year there is damage, loss, or theft of a HP Device the student must contact administration immediately.

● Any technical issue with the device must be brought to the attention of administration or technology support staff immediately. This includes but is not limited to: Windows10 (operating system), battery issues, loss of Internet connectivity, failure of apps to launch, etc.

● Any hardware/software repairs that are not due to misuse or damage will be covered without cost, however any damage that impedes normal use , whether accidental or intentional, will incur a cost (see Incidents Table).

● Fines will be imposed in accordance with the below chart or as the circumstances may warrant in the discretion of CRB and its administrators.

● After two incidents of accidental damage, the student may lose some privilege of being in the HP Device 1:1 program and may not be permitted to take the device home. This may also result in

disciplinary action.

● All reports will be investigated and addressed on a case- by- case basis.

Incidents Table

Issue	Action(s) Necessary	Cost
Accidental Damage (1st Instance)	A report must be made. The device and case must be returned to the school so that a new or spare device may be issue.	No cost dependent on investigation of cause.
Accidental Damage (2nd Instance)	A report must be made **immediately to administration.** The device and case must be returned to the school so that a new or spare device may be issued. However, a spare device may not be issued for a 2nd break. The student may need to wait until the original device is returned from service.	Cost of repair
Accidental Damage (3rd and additional instances)	A report must be made **immediately to administration.** The device and case must be returned to the school. However, a spare device may not be issued. The student may need to wait until the original device is returned from service. Some loss of privileges of using the HP Device may occur such as the following: ● Limiting participation in the HP Device program ● May not be permitted to take the device home. ● This may also result in a referral and disciplinary action.	Minimum: Cost of repair Maximum: full **Cost of device**
Intentional Damage	A report must be made **immediately to administration.** The device and case must be returned to the school so that a new device may be issued. Deliberate damage will be referred to the dean of students. Any and all appropriate discipline for damage to school property or as otherwise may be appropriate and as set forth in applicable existing or future Board policies or school building policies.	Costs of repair or replacement in addition to disciplinary consequence.
Loss	A report must be made **immediately to administration.**	Full cost of device
Theft	A report must be made immediately to administration and a police report MUST be filed with the Police Department. **A copy of that report MUST be brought to administration.** Loss of privileges of using the HP Device may occur such as the following: ● Limiting participation in the HP Device program ● May not be permitted to take the device home	No cost
Damage or loss of	A report must be made immediately to administration: the HP	Maximum: Cost

power cord, extension cable, SIM Card, Case, etc.	Device, power cord, SIM Card, etc. must be returned to the Technology Room.	of replacement.

2. TAKING CARE OF YOUR HP DEVICE

Students are responsible for the general care of the HP Device that they have been issued by the school. HP Devices that are broken or fail to work properly must be taken to the CRB Technology Room or school office for an evaluation of the equipment.

2.1 General Precautions

● The HP Device is school property and all users will follow this policy and CRB acceptable use policy for technology.

● Only use a clean, soft cloth to clean the screen, no cleansers of any type.

● Cords and cables must be inserted carefully into the HP Device to prevent damage.

● HP Devices and HP Device cases must remain free of any writing, drawing, stickers, or labels that are not the property of CRB.

● HP Devices must never be left in an unlocked locker, unlocked car or any unsupervised area.

● Students are responsible for keeping their HP Device's battery charged for school each day.

● HP Devices are very sensitive to extreme heat and extreme cold therefore leaving devices in cars, direct sunlight, etc. that may expose them to these conditions is potentially harmful to the device and should be avoided.

● Do not stack any books, heavy materials, etc. on top of the HP Device as it could cause the device to break.

2.2 Carrying HP Devices

The protective cases provided with HP Devices have sufficient padding to protect the HP Device from normal wear and tear and provide a suitable means for carrying the device within the school. The guidelines below should be followed:

● HP Devices should always be within the protective case when carried.

● HP Devices must remain in a protective case when not in use to prevent unintended damage.

● Students are allowed to use a personal carrying case, but it should be approved for use by administration or technology support staff to ensure that it has proper padding etc. to protect the school issued device.

2.3 Screen Care

The HP Device screens can be damaged if subjected to rough treatment. The screens are particularly sensitive to damage from excessive pressure on the screen.

● Do not lean on the top of the HP Device when it is closed.

● Do not place anything near the HP Device that could put pressure on the screen.

● Do not place anything in the carrying case that will press against the cover.

● Clean the screen with a soft, dry cloth or anti-static cloth.

● Do not "bump" the HP Device against lockers, walls, car doors, floors, etc. as it will eventually break the screen.

3. USING YOUR HP DEVICE AT SCHOOL

HP Devices are intended for use at school each day. In addition to teacher expectations for HP Device use, school messages, announcements, calendars, and schedules may be accessed using the HP Device. Students must be responsible to bring their HP Device to all classes, unless specifically instructed not to do so by their teacher.

3.1 HP Devices Left at Home

● If students leave their HP Device at home, they are responsible for getting the course work completed as if they had their HP Device present. The Dean of Students will be notified and parent will be called.

● If a student leaves their HP Device at home more than once, they may be required to "check out" their HP Device. "Checking out" identifies that the student will only be able to utilize the HP Device during school hours. The HP Device will be checked out in the morning from Room 105 and returned at the end of the school day to the same central location.

● After the first "turn in" period (one week), the HP Device will be returned for student use at home.

3.2 HP Device Undergoing Repair

● Replacement HP Devices may be issued to students when they turn in their HP Devices for repair. Please note that there may be a delay in getting a HP Device should the school not have enough to distribute.

● Replacement HP Devices may not be issued for use until all fines have been paid.

3.3 Charging Your HP Device's Battery

● HP Devices must be brought to school each day in a fully charged condition. Students need to charge their HP Devices each evening.

● Chargers should be kept at home

3.4 Photo Library/Screensavers/Background photos

● Inappropriate media should not be on the device and may not be used as a screensaver or background photo.

● Presence of guns, weapons, pornographic materials, inappropriate language, alcohol, drug, gang related symbols or pictures will result in disciplinary actions and may also result in a loss of HP Device privileges.

● Photos/videos require a large amount of storage space on the device. Only photos that are for an educational purpose should saved to the device. All other photos/videos should not be taken or stored.

3.5 Sound, Music, Games, or Programs

● Sound must be muted at all times unless permission is obtained from the teacher for instructional

purposes.

- Students should have their own headphones for classroom use.
- All software/Apps must be school provided.

3.6 Printing

- Printing will be available with the HP Device. Students should talk to their teachers about which printer to print to.

- Students will be given information and instruction on printing with the HP Device at school.

3.7 Home Internet Access

- Students are allowed to set up access to home wireless networks on their HP Devices. This will assist students with the ability to complete, retrieve, access, etc. educational content used in classes with the HP Device successfully.

- Students may also set up home printing capabilities for their HP Device. This will require a wireless printer and proper settings on the HP Device using Google Cloud Print.

- If parents/guardians are interested in providing content filtering at home, it is suggested that parents/guardians contact their Internet provider for details and support.

4. MANAGING YOUR FILES & SAVING YOUR WORK

4.1 Saving to the HP Device

- Students may save work to their Cristo Rey accounts (or other cloud based storage medium) via the HP Device.

- Storage space will be available on the HP Device, but since the device has storage limitations it is vital that the storage space be privileged for educational use only. It is also important to note that HP Devices will NOT be backed up by CRB in cases of resetting or re--imaging.

- It is the student's responsibility to ensure that their is work backed up and therefore not lost due to mechanical failure or accidental deletion.

- HP Device malfunctions are not an acceptable excuse for not submitting work.

4.2 Network Connectivity

- Students will not be penalized if the network is down and a completed assignment can not be accessed for class projects, presentations, etc. as this type of network outage will affect all students and staff in the school building.

5. SOFTWARE ON HP DEVICES

5.1 Originally Installed Software

- The Operating System & Extensions/Apps originally installed by BOSTON Cristo Rey must remain on the HP Device in usable condition and be easily accessible at all times.

- From time to time, the school may add software applications for use in a particular course. Periodic

checks of HP Devices will be made to ensure that students have not removed required apps/extensions.

● Any attempt to "jailbreak" the HP Device or change the configuration of the device as provided in the fall each school year will result in an immediate disciplinary action.

5.2 Additional Software

● Any additional software is not allowed.

5.3 Inspection

● Students may be selected at random to provide their HP Device for inspection.

● Reasons for HP Device inspection may include but are not limited to the following: functionality, maintenance, serviceability, and various violations of student acceptable responsibilities when using the HP Device.

5.4 Procedure for Re-loading Software

● If technical difficulties occur or illegal software is discovered, the HP Device may be restored to original factory settings. The school does not accept responsibility for the loss of any software or documents deleted due to a need to reformat and/or re-image any device.

5.5 Software Upgrades

● Each time you turn on your HP Device, the system automatically checks for updates and applies any updates that it finds.

● It is highly recommended that students completely turn off their HP Devices at night. This will allow the device to update on its own when powered on the following day.

● Students are encouraged to periodically upgrade the apps on the HP Device if prompted. HP Devices run Windows 10 Web browser. Windows 10 updates are conducted automatically on the server.

6. ADDITIONAL RESPONSIBILITIES AND EXPECTATIONS

6.1 Parent/Guardian Responsibilities

● Talk to your children about appropriate Internet use as you would about the use of all media information sources such as television, telephones, movies, and radio.

● Become increasingly active participants by asking your child/children to show you what sites they are navigating to and/or what apps are being used and how they work.

○ The following resources will assist in promoting positive conversation(s) between you and your children regarding digital citizenship as it relates to Internet safety, conduct, and Netiquette.

■ NetSmartz: http://www.netsmartz.org/Parents

■ CommonSense Media: http://www.commonsensemedia.org/blog/digital-citizenship

● Ensure that your CRB student has priority use of the device.

6.2 School Responsibilities are to:

● Provide Internet and online course materials access to its students.

● Provide Internet filtering and blocking of inappropriate materials as possible.

● CRB reserves the right to review, monitor, and restrict information stored on or transmitted via CRB owned equipment and to investigate inappropriate use of resources.

● Provide staff guidance to aid students in doing research and help ensure student compliance with the acceptable use policy.

6.3 Students are responsible for:

● Using computers/devices in a responsible, ethical, and educational manner. Use or possession of hacking software is strictly prohibited, and violators will be subject to BOSTON Cristo Rey Student/Parent Handbook. Violation of applicable state or federal law may result in criminal prosecution or disciplinary action by the school.

● Obeying general school rules concerning behavior and communication that apply to technology use.

● Using all technology resources in an appropriate manner so as to not damage school equipment. Taking a proactive role to aid CRB in the protection of our computer system/device by contacting an administrator about any security problems they may encounter.

● Complying with trademark and copyright laws and all license agreements. Ignorance of the law is not immunity. If you are unsure, ask a teacher or parent

● Giving credit to all sources used, whether quoted or summarized. This includes all forms of media on the Internet, such as graphics, movies, music, and text. Plagiarism is a violation of the CRB Code of Conduct.

● Immediately reporting to a teacher or administrator any emails containing inappropriate or abusive language or if the subject matter is questionable.

● Returning their HP Device to the Technology Department at the end of each school year. Students who graduate early, withdraw, are suspended or expelled, or terminate enrollment at BOSTON Cristo Rey for any other reason must return their individual school HP Device and other peripherals on the date of termination.

● Monitoring all activity on their account(s).

6.4 Student Activities Strictly Prohibited:

Students are strictly prohibited from the following actions while using their HP Device (CRB reserves the right to modify this list at any time.):

● HP Devices are not permitted in the cafeteria during student lunch periods. They should remain in their protect sleeves in their backpack or placed in the student's' locker.

● Illegal installation or transmission of copyrighted materials

● Any action that violates an applicable existing or future Board policy and any applicable laws.

● 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- EX: MSN Messenger, ICQ, etc.

- Use of outside data disks or external attachments without prior approval from the administration

- Changing of HP Device settings (exceptions include personal settings such as font size, brightness, etc)

- Spamming-: Sending mass or inappropriate emails

- Using the internet to access personal (non--school related) accounts - i.e. non--school provided email accounts (yahoo, hotmail), facebook, other social media sites, etc.

- Gaining access to other student's accounts, files, and/or data

- Use of the school's Internet/E-mail accounts for financial or commercial gain or for any illegal activity

- Sending anonymous or misleading communications for any inappropriate purpose via any means

- Students are not allowed to give out personal information, without the permission and supervision of their parents or a school staff member, 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 CRB web filter through a web proxy

6.5 HP Device Care

Students will be held responsible for maintaining their individual HP Devices and keeping them in good working order.

- HP Device batteries must be charged and ready for school each day.

- Only labels or stickers approved by CRB may be applied to the device.

- HP Device sleeves furnished by the school district must be returned with only normal wear and no alterations to avoid paying a sleeve replacement fee.

- HP Devices that malfunction or are damaged must be reported to the administration. The school district will be responsible for repairing HP Devices that malfunction. HP Devices that have been damaged from student misuse, neglect or are intentionally damaged will be repaired with cost being borne by the student. Students will be responsible for the entire cost of repairs to HP Devices that are intentionally damaged or lost.

- HP Device damage: Students may be responsible for any and all damage as circumstances warrant.

- **HP Devices that are are stolen must be reported immediately to your local police department. The police report must be submitted to school administration.**

6.6 Legal Propriety

- Comply with all applicable laws, including but not limited to trademark and copyright laws and license

agreements.

● Plagiarism is a violation of the CRB Code of Conduct. Give credit to all sources used, whether quoted or summarized. This includes all forms of media on the Internet, such as graphics, movies, music, and text.

● Use or possession of hacking software is strictly prohibited, and violators will be subject to BOSTON Cristo Rey Student/Parent Handbook. Violation of applicable state or federal law will result in criminal prosecution or disciplinary action by the District.

6.7 Student Discipline

If a student violates any part of the policies, procedures, expectations outlined in this document, the student handbook or District policies, he/she will be disciplined in accordance with our discipline policy (outlined in the student handbook). See Section 9 below for more details.

7. PROTECTING & STORING YOUR HP DEVICE

7.1 HP Device Identification

Student HP Devices will be labeled in the manner specified by the school. HP Devices can be identified in the following ways:

● Record of serial number

● CRB label

● Student Identification number

● Students should not remove labels and/or serial # labels that are placed on the device.

7.2 Storing Your HP Device

● When students are not using their HP Devices, they should be stored in their lockers.

● To prevent damage, nothing should be placed on top of the HP Device.

● Students are encouraged to take their HP Devices home every day after school, regardless of whether or not they are needed.

● If a student needs a secure place to store their HP Device, they may check it in at the Technology Office for storage.

7.3 HP Devices Left in Unsupervised Areas

● Under no circumstances should HP Devices be left in unsupervised areas. Unsupervised areas include the school grounds and campus, the lunchroom, computer lab, locker rooms, library, unlocked classrooms, dressing rooms and hallways.

● Any HP Device left in these areas is in danger of being stolen. If a HP Device is found in an unsupervised area, it will be taken to the Technology Office or the main office and may result in disciplinary action.

8. REPAIRING OR REPLACING YOUR HP DEVICE

8.1 School District Insurance Protection

- CRB has purchased a private insurance package for all HP Devices.
- This protection package covers any type of device malfunction at no expense to the user.
- It also covers limited damage for the HP Device.
- The fee for a lost HP Device will be the replacement cost of the device.

8.2 Personal Home or Homeowners coverage

- Students or parents may wish to carry their own personal insurance to protect the HP Device in cases of theft, loss, or damage. Please consult with your insurance agent for details about your personal coverage of the HP Device.
- Most insurances will require a rider for electronics and only provide so much coverage and a higher deductible.

8.3 Claims

All insurance claims must be reported to the school office. Students or parents must provide a report in instances of theft, vandalism, or fire related damage. A copy of this report must be submitted to school administration before a HP Device can be repaired or replaced.

9. POLICY VIOLATIONS SUBJECT TO DISCIPLINARY ACTION

As mentioned throughout this document, misuse of HP Devices has the potential to earn disciplinary consequences such as, but not limited to: lunch detentions, after school detentions, In- School Suspensions, and Out -of- School Suspensions, fines, and loss of access to devices and/or network. .

Examples of conduct warranting disciplinary action include, but are not limited to the following:

- Downloading unapproved apps.
- Leaving HP Device unattended.
- Deleting school-installed settings from a HP Device.
- Failing to provide adequate care for HP Device, sleeve, charger, etc.
- Resetting HP Device to factory defaults.
- Placing the HP Device in developer mode.
- Adjusting settings on someone else's HP Device.
- Making financial transactions using the HP Device.
- Logging in under personal Google account to download purchased apps for yourself or another student(s).
- Leaving HP Device at home.
- Loaning of student device to other students inside and outside of school.

10. DIGITAL CITIZENSHIP

CRB Boston strongly believes in the educational value of technology and recognizes that electronic services have the potential to support curriculum and student learning. The goal for providing such services is to promote educational excellence by facilitating resource sharing, innovation and communication. CRB will make every reasonable effort to protect students, teachers and staff members from any misuses or abuses as a result of experiences with an information service access through CRB. However, users may encounter material which is controversial and which users, parents, teachers or administrators may consider inappropriate or offensive. On a global network it is virtually impossible to control effectively the content of data and it is the user's responsibility not to initiate access to such material.

Student Pledge for HP Device Use

1. I will take care of my HP Device.
2. I will never leave the HP Device unattended.
3. I will never loan out my HP Device to other individuals.
4. I will know where my HP Device is at all times.
5. I will charge my HP Device's battery daily.
6. I will keep food and beverages away from my HP Device since they may cause damage to the device.
7. I will not disassemble any part of my HP Device or attempt any repairs.
8. I will protect my HP Device by only carrying it in the sleeve provided.
9. I will use my HP Device in ways that are appropriate, meet CRB expectations and are educational.
10. I will not place decorations (such as stickers, markers, etc.) on the HP Device.
11. I will not deface the serial number HP Device sticker on any HP Device.
12. I understand that my HP Device is subject to inspection at any time without notice and remains the property of CRB.
13. I will follow the policies outlined in the HP Device Handbook and the *Technology Use Policy* while at school, as well as outside the school day.
14. I will file a police report in case of theft, vandalism, and other acts covered by insurance.
15. I will be responsible for all damage or loss caused by neglect or abuse.
16. I agree to return the HP Device, sleeve and power cords in good working condition.
17. I will be a proactive digital citizen when using my HP Device.
18. I understand that my use of the HP Device is subject to all applicable CRB policies and regulations.

Student/Parent Pledge for HP Device Use

19. I /we understand that HP Devices are intended solely for educational use and that students are not permitted to download any applications not authorized by their teachers or approved by CRB administration.
20. I/we understand my/our responsibilities with respect to the care and maintenance of the HP Device.
21. I/we understand the terms and conditions of the insurance coverage for the HP Device that was purchased by CRB.
22. I/we understand that students may take HP Devices home in the evenings for school related use, however I/we understand that students must have HP Devices in school every day.
23. I/we understand that students must return HP Devices at the end of the school year in the condition it was received.
24. I/we understand that I must report any problems or damage to the HP Device to my homeroom teacher.
25. I/we understand that CRB reserves the right to conduct unannounced inspections of student HP

Devices.
26. I/we understand that the use of HP Devices will be governed by all terms and conditions of CRB policies and regulations.

Individual school HP Device computers and accessories must be returned to the BOSTON Cristo Rey at the end of each school year. Students who graduate early, withdraw, are suspended or expelled, or terminate enrollment at BOSTON Cristo Rey for any other reason must return their individual school HP Device computer on the date of termination.

Thanks to Immaculate Conception Cristo Rey for allowing us to use their policy in the creation of this document. ICA Cristo Rey used many sources in creating a comprehensive Device Policy, and we are in their debt for the hard work they have done and shared with us.

I /We agree to the stipulations set forth in the above documents including the HP Device Policy, Procedures, and Information; the Acceptable Use Policy; HP Device Protection Plan and the Student Pledge for HP Device Use.

Please Print Clearly: Student Last, First Name: _____

Student ID #:_____Grade: _____

Student Signature:_____Date:_____

Parent Name (Please Print): _____

Parent Signature:_____Date: _____

**In an effort to "Go Green," students were provided with only the last page of the HP Device Informational Packet, which is the Permission slip that needs to be signed and returned. We highly encourage parents/guardians to go online and review the HP Device Informational Packet in its entirety with your child/children. Information regarding the CRB 1:1 program can be located on the school website (http://www.cristoreyboston.org/)

It is the responsibility of all students and parents to read and abide by this policy.