

Corpus Christi School

Technology Use Agreement

Updated: 8/26/2025



PURPOSE

This policy outlines the procedures and conduct guidelines for using technology and information networks at Corpus Christi School (CCS). Technology use is essential to CCS's educational mission, but it is a privilege, not a right. CCS sets fair limits and enforces them to protect and enhance legitimate technology uses while maintaining adequate resources for all users.

SUMMARY

Each student who uses school technology is required to follow the guidelines outlined in this document. Both the student and their parent or guardian must read and sign this technology use agreement before the student is allowed to access the school's technology resources. Corpus Christi School (CCS) technology includes, but is not limited to, computers and other devices in the STEM lab, network connectivity (including LAN & Wi-Fi), Electronic Mail, Chromebooks, Smart Boards or ViewSonic Boards, Google Workspace, and educational applications (e.g., IXL, Lexia, BrainPOP, etc.).

Students are ultimately responsible for their actions when accessing technology at CCS. Failure to comply with the guidelines for technology use, as stated in this document, may result in the loss of access privileges and/or appropriate disciplinary actions. Severe violations may result in civil or criminal consequences under Connecticut Statutes or Federal Law.

GUIDELINES

1. The use of the school's computer system and electronic information resources must be for educational purposes such as research, school-related business, and operations consistent with the educational objectives of the school. Students using the school's network or computing resources must comply with the appropriate rules for that technology.
2. All users must be good technology citizens. Do not annoy others, disrupt learning, or act illegally, immorally, or unprofessionally.
3. School devices are monitored and managed by GoGuardian. If a student accesses a non-educational site, the school administration will be notified and access will be blocked. Disciplinary action may follow.
4. In school, printing by students is prohibited unless instructed to do so by the staff.
5. STEM Center tables are dry-erase. Students may write on them with school-approved markers. Using the wrong marker can lead to disciplinary action by the school administration.
6. Computer work areas will be kept clean, and no food or drinks will be allowed near or in the vicinity of school technology.
7. Do not copy school software for personal use. Do not bring software, games, or devices from home to use on school equipment without a license and prior approval.
8. Students will respect others' work. Students are not permitted to copy, change, read, or use files or Chromebooks belonging to another user without prior permission from that user.
9. Students are prohibited from engaging in unauthorized or unlawful activities, such as using the computer network to gain or attempt to gain illegal or unauthorized access to other computers, computer systems, or accounts.

10. Students must comply with school standards and rules when using technological resources. All applicable laws, including those relating to copyrights and trademarks, confidential information, and public records, govern.
11. Do not use technology in ways that violate state or federal law. All Code of Conduct rules also apply to the use of technology.
12. Students will respect school property and refrain from doing anything that may disrupt or damage the school's technology.
13. Students are prohibited from accessing materials or websites that are believed to contain viruses or other malware.
14. Students are prohibited from using inappropriate language in all forms of communication. Obscene, lewd, vulgar, inflammatory, threatening, or disrespectful language when using the school's technology will result in disciplinary action, as determined by the school administration.
15. There is a zero-tolerance policy for harassment or bullying, especially when spreading false or defamatory statements using school technology. Harassment or cyberbullying will result in disciplinary measures determined by school administration.
16. Students must promptly disclose to a teacher or school administrator any messages they receive or view that are inappropriate or make them feel uncomfortable.
17. Students will not agree to meet anyone whom they met online.
18. Students using Google Classroom with their teachers are permitted to use it solely for educational tasks and classroom activities.
19. Students will learn about good digital citizenship, online etiquette, and internet safety. Failure to demonstrate good digital citizenship will result in consequences determined by the school administration.
20. Students are prohibited from using bulletin boards, chat rooms, or social networks for personal use when using Corpus Christi School's technology.
21. Students are prohibited from using G Suite for Education to communicate with other students outside of their educational institution.
22. Students will keep their personal information confidential, including their home address, phone number, Social Security number, and date of birth.
23. School officials may search and examine any student's use of school technology at any time, and without notice.
24. Corpus Christi School provides user accounts through Google Workspace, which include email addresses. Students must not share their passwords with anyone except their teachers. The electronic messaging system allows communication only with Corpus Christi staff, and external emails will result in delivery failures. These accounts are deleted upon graduation or when a student terminates enrollment. The "G Suite for Education" Privacy Policy can be found here:
<https://edu.google.com/trust/>.
25. Corpus Christi School provides Chromebooks to students in Grades four, five, six, seven, and eight. These students are required to read, sign, and understand Corpus Christi's "Chromebook Policies and Procedures".
26. Students will use the interactive boards (Smart Board and ViewSonic boards) only with the teacher's permission. Students should not touch or turn off the board without the teacher's authorization.
27. Parents or legal guardians grant permission for their child to access school networks, including email and the Internet. Although the school has safeguards in place, some online materials may still be objectionable. The parent or legal guardian agrees to guide their child and discuss appropriate standards for selecting, sharing, and viewing digital information and media.

28. Students are prohibited from using AI in any form to complete their classwork or homework. Staff may discuss AI as a part of a lesson plan designed to educate students on emerging technologies.
29. Students are only to use the school's 3D printers in accordance with the policy in the STEM Center. Students shall not touch the 3D printers unless they have permission from their teacher.
30. Computer use is a privilege, not a right. Inappropriate use will end this privilege. Vandalism or changing system settings will result in loss of access and discipline. The school may seek payment for damages. The system administrators decide what is inappropriate. They make the final decision. Administrators, faculty, and staff can request changes to user privileges. Rule violations will be taken seriously.
31. Student actions using technology, whether in or out of school, that harm the school's reputation may result in discipline. This includes posts, chats, emails, or comments on online platforms.
32. Failure to comply with these rules will result in disciplinary action, as determined by the principal.

Corpus Christi School

Technology Use Agreement

I understand and will follow the Corpus Christi School Technology Policy. If I violate it, my access may be revoked, and I may face disciplinary action by the school, as well as legal consequences. Criminal offenses will be reported to the relevant law enforcement authorities.

Please print Student Name: _____

Grade: _____ Date: _____

As a parent or guardian, I have read the Corpus Christi School Technology Policy. Internet access is for education only, and not all harmful material can be blocked. I will not hold the school responsible for the material my child finds on the internet. I accept full responsibility for my child's adherence to this policy and grant permission for their use of CCS technology.

Parent/Guardian Signature: _____

Date: _____

Please print Parent/Guardian Name: _____