

Corpus Christi School Technology Use Policy

Purpose

Technology is an essential part of the educational mission of Corpus Christi School (CCS). Access to school technology is a **privilege, not a right**. This policy establishes appropriate use standards, protects school resources and users, and ensures that technology remains available for legitimate educational purposes.

Technology Covered

This policy applies to all CCS technology and information resources, including computers and devices in the STEM Center, Chromebooks, school networks and Wi-Fi, email, Google Workspace, Smart Boards and ViewSonic Boards, 3D printers, and all educational applications such as IXL, Lexia, and BrainPOP.

Students and their parents/guardians must read and sign this agreement before the student is permitted to access CCS technology.

Acceptable Use

1. **Educational Purpose:** School technology and networks may be used only for educational activities, school-related business, and purposes consistent with CCS's educational mission.
2. **Responsible Citizenship:** Students must use technology responsibly, respectfully, legally, and professionally. Technology use must not disrupt learning, annoy or harm others, or violate the CCS Code of Conduct.
3. **School Rules and Laws:** All school rules and applicable state and federal laws apply to technology use, including laws concerning copyright, trademarks, confidential information, and public records.
4. **Privacy and Accounts:** Students must keep personal information confidential, including addresses, phone numbers, Social Security numbers, and dates of birth. Students must not share their school passwords with anyone except their teachers.
5. **Respect for Others:** Students may not access, copy, alter, read, or use another person's files, Chromebook, account, or work without permission.
6. **Prohibited Access:** Students may not attempt to gain unauthorized or illegal access to computers, systems, networks, or accounts. Students may not intentionally access websites or materials containing viruses or malware.
7. **Communication:** Inappropriate, obscene, vulgar, threatening, inflammatory, or disrespectful language is prohibited. Harassment, bullying, cyberbullying, and the use of school technology to spread false or defamatory statements are strictly prohibited.

8. **Online Safety:** Students must promptly report inappropriate or uncomfortable messages or content to a teacher or school administrator. Students must never agree to meet in person with someone they met online.
9. **Personal Use and Social Media:** Students may not use CCS technology for personal bulletin boards, chat rooms, social networks, or other non-educational online activities.
10. **Google Classroom and Google Workspace:** Google Classroom and other CCS-provided Google Workspace resources are for educational purposes. Students may not use school Google accounts to communicate with students outside their educational institution. CCS school email is intended for communication with CCS staff; messages to external email addresses may not be delivered.

Monitoring and School Accounts

CCS technology is monitored and managed through GoGuardian. Access to non-educational websites may be blocked, and school administration may be notified of such activity.

School officials may monitor, search, and examine a student's use of school technology at any time and without notice.

CCS provides students with Google Workspace accounts and associated email addresses. These accounts are deleted when a student graduates or leaves CCS. Information regarding Google's education privacy practices is available through Google's [Google for Education Privacy Center](#).

Devices, Equipment, and Facilities

- Students may not bring or install software, games, or devices from home on school networks or equipment without prior approval and, when applicable, appropriate licensing.
- Students may not copy school software for personal use.
- Food and drinks are not permitted near school technology, and computer work areas must be kept clean.
- Student printing is prohibited unless specifically authorized by a staff member.
- Students may write on STEM Center dry-erase tables only with school-approved markers.
- Smart Boards and ViewSonic Boards may be used or operated only with teacher permission.
- Students may use CCS 3D printers only as permitted by STEM Center procedures and may not operate or touch them without teacher permission.
- Students must respect all school technology and may not vandalize, damage, disable, or alter equipment or system settings. **Students and their families may be held responsible for the cost of damage.**

Chromebooks

CCS provides Chromebooks to students in Grades 4–8. Students receiving a Chromebook must read, understand, and sign the separate **Corpus Christi School Chromebook Policies and Procedures**.

Artificial Intelligence (AI)

Students may not use artificial intelligence (AI) in any form to complete or assist with any classwork or homework. Teachers may use or discuss AI as part of an approved lesson designed to educate students about emerging technologies.

All work submitted by students is now subjected to AI scanning by Corpus Christi School to ensure compliance with our school policy. Any student caught using AI to complete assignments will face disciplinary action.

Parent/Guardian Responsibility

By signing this agreement, parents or legal guardians give permission for their child to access CCS networks, including email and the Internet. CCS maintains safeguards, but no filtering system can guarantee that all online material will be appropriate.

Parents/guardians are expected to discuss with their child appropriate standards for selecting, viewing, creating, and sharing digital information and media.

Consequences for Violations

Students are responsible for their actions when using CCS technology, whether on or off school property. Technology use—including posts, chats, emails, comments, or other online activity—that harms the school, its community, or its reputation may result in disciplinary action.

Violations of this policy may result in:

- Loss or restriction of technology privileges;
- School disciplinary consequences;
- Responsibility for costs associated with damage or vandalism; and/or
- Civil or criminal consequences when required or permitted by Connecticut or federal law.

The principal or school administration will determine appropriate consequences. School administrators, faculty, and staff may request changes to a student's technology privileges. School administrators have final authority in determining whether technology use is inappropriate or violates this policy.

Failure to comply with this policy may result in immediate loss of technology privileges and/or disciplinary action.

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Acknowledgment & Consent

Student Acknowledgment

I have read and understand the **Corpus Christi School Technology Policy** and agree to follow it. I understand that violations may result in loss of technology privileges, disciplinary action, and, when applicable, legal consequences. Criminal violations may be reported to law enforcement.

Student Name (print): _____

Grade: _____ **Date:** _____

Parent/Guardian Consent

I have read and understand the **Corpus Christi School Technology Policy**. I understand that CCS technology and Internet access are provided for educational purposes and that, despite school safeguards, not all inappropriate material can be blocked.

I accept responsibility for my child's compliance with this policy and give permission for my child to use CCS technology and Internet resources. I understand that I am responsible for discussing appropriate and safe technology use with my child.

Parent/Guardian Name (print): _____

Parent/Guardian Signature: _____

Date: _____