



Christ the King Catholic School

*Technology User Agreement
2026-2027*

Vision Statement

“Our school is committed to fostering responsible digital citizens who use technology safely, ethically, and respectfully to help them thrive in a technology-driven world. Together we envision creating a learning environment to enhance academic growth while maintaining a healthy balance between our digital and physical lives.”

As a responsible student, I pledge that:

1. **I will** treat all computer hardware with respect and use it carefully to avoid causing any damage.
2. **I will** use only the webpages and programs that my teacher has approved for my lessons.
3. **I will** print only when I have permission to do so.
4. **I will** ask for help from an adult whenever I'm unsure of what to do next.
5. **I will** tell an adult if I see or read something on the computer that makes me feel uncomfortable or confused.
6. **I will** use technology only to be kind and helpful, never to hurt, frighten, or bully others.
7. **I will** use polite and helpful language in all my digital communications.
8. **I will** respect the privacy of others by never taking photos, videos, or any type of recordings without their permission.
9. **I will** protect my digital identity by using only my assigned username and password and keeping them private.
10. **I will** respect the accounts of others by only logging into my own profile.
11. **I will** show academic integrity by using my own thoughts and ideas, and I will give credit when using information from books or the internet.

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Technology Acceptable Use Policy

1.1. **Purpose and Privilege**

Technology at Christ the King Catholic School (CKCS) is provided solely to support educational goals in alignment with Catholic teachings. Access to provided technology is a **privilege, not a right**, and may be revoked at any time for non-compliance with school or diocesan policies.

1.2. **Student Responsibilities and Ethical Use**

- **Academic Focus:** School-issued devices and network resources are only for school-related assignments and research. Playing non-academic games and personal streaming (music/video) is prohibited both during and after school hours, unless it relates directly to an assignment and is approved by the teacher.
- **Academic Integrity:** Plagiarism is a violation of the Christ the King Catholic School discipline and honor code. Give credit to all sources used, whether quoted or summarized. This includes all forms of media, such as graphics, movies, and text.
- **Vandalism and Integrity:** Any unauthorized alteration of hardware, system configurations, or other user's files is considered vandalism and subject to disciplinary action.
- **Legal Compliance:** All federal and state laws, including copyright and trademark regulations will be adhered to. The downloading and sharing of pirated or illegal content will not be tolerated.

1.3. **Privacy and Safety**

- **Personal Security:** Passwords are considered confidential and should never be shared with others. In the event the account is compromised, the school should be notified immediately.
- **Information Privacy:** Personal details (full name, home address, phone numbers, etc.) of the student or others shall not be shared online.
- **Reporting:** In the event of accidental access to inappropriate or offensive material, it is the responsibility of the student to notify a teacher or administrator immediately so the site(s) can be blocked.

- **Monitoring Disclosure:** All network activity and files stored on school-issued devices or cloud accounts (e.g., Google Drive) are not private and school administration reserves the right to monitor and inspect these at any time.

1.4. **Prohibited Content and Behavior**

- **Zero tolerance:** Accessing and/or sharing material that is obscene, threatening, or contrary to the teaching of the school and the Catholic Church is strictly prohibited.
- **Digital Respect:** Explicit permission is required for the taking or sharing of images or videos of anyone for school-based projects.
- **Network Integrity:** The use of proxy servers, software, or any other tools to bypass the school's internet filters is not permitted and can lead to disciplinary action.

1.5. **Artificial Intelligence (AI)**

- To ensure everyone uses this technology safely and ethically, clear boundaries and safety rules have been established which can be reviewed in detail in the Artificial Intelligence (AI) Use Policy (See [Appendix A](#))

1.6. **Wearable Tech**

- While the school supports technological literacy, the unmonitored use of devices capable of hidden recording, messaging, and internet browsing threatens academic honesty and digital safety. Details governing the use of wearable technology and Smart Devices can be found in the Wearable Technology Policy (See [Appendix B](#)).

1.7. **Consequences**

- Each employee, student, and parent/guardian will be required to follow the rules of the Technology Acceptable Use Policy. Violations of this agreement will result in disciplinary action as defined by the CKCS Discipline and Honor Code. This may include loss of technology privileges, suspension, or legal action depending on the severity of the offense.

Receiving and Returning Your Chromebook

This section covers the expectations when receiving your Chromebook at the beginning of the school year and when returning it.

2.1. Receiving your Chromebook

Parents and students must sign and return the following documents before the Chromebook can be issued to the student:

- Technology Use Agreement (Parent signature required at time of registration)
- Student Technology Code of Conduct (Student signature required)

A Chromebook power adapter and case will be provided by CK. Students may not provide their own Chromebook, and accessories (power adapter, battery, and case).

2.2. Chromebook Identification

Chromebooks will be labeled in the manner specified by the school. Each Chromebook can be identified in the following manner:

- Unique barcode number and device name
- Model and serial number on inventory sheet maintained by the Library.
- Checked out to the student through the Destiny catalogue system maintained by the Library.

**** Under no circumstances are students to modify, remove, or destroy identification labels. ****

2.3. Returning Your Chromebook

Students will turn in their Chromebook and associated accessories at the end of the school year for maintenance and loss prevention. Students will retain their original Chromebook each year while enrolled at CK.

Any student who transfers from Christ the King Catholic School will be required to return their Chromebook and its accessories. In the case of any missing or damaged items, the parent/guardian will be financially responsible.

Chromebook™ General (All Students)

3.1. Purpose

Christ the King Catholic School is committed to using available technology to communicate with and educate members of the school community. It recognizes an expanding reliance on computers among students, faculty, staff and the administration due to convenience, speed, cost effectiveness, and the environmental advantages it provides. The following section will define the proper use of the Chromebook as part of the educational plan at Christ the King Catholic School.

3.2. Applicability of Other School Rules and Policies

The policies, procedures, and information within this document apply to all CK students using a Chromebook, as well as any other device the Administration determines to include under this section. Teachers may also set additional requirements for Chromebook use in their classroom. CK maintains the Technology Acceptable Use Policy will provide the most up-to-date information on the policies of the technology program and reserves the right to update and modify it at the discretion of the school.

3.3. Use of the Chromebook

Student Training

Students will be instructed on how to use a Chromebook by their teachers.

At School

The Chromebook is intended for use at school each day. Students are responsible for bringing their Chromebook to all classes and unless specifically instructed by their teacher.

Students must handle the Chromebook with care, and keep it in its case unless it is being actively used. The use of the Chromebook is not permitted in the cafeteria during lunch time, in order to prevent any accidental spills.

At Home

Students are required to take their Chromebooks home each night throughout the school year. ***Chromebooks must be brought to school each day, in a fully charged condition.*** It's recommended that students leave their AC power adapter/charger at home. If fully charged at home, the battery will last throughout the day.

If a student leaves their Chromebook at home, they must immediately notify their teacher. Repeated violations will result in referral to the school administration, and the subsequent contact of a parent or guardian.

Internet Access

Students can access the internet on campus via the school's wireless network. At home, students may use their own Wi-Fi or connect via a USB adapter to a router; however home wireless access is not required. Please note that Christ the King Catholic School is not responsible for home connectivity issues.

Safety & Monitoring

Students receive regular instruction on internet safety and digital citizenship. While on campus, student activity is filtered and monitored using commercial safety tools (e.g., Hapara, GoGuardian).

Network Restrictions

To ensure a secure environment, students must only use the official wireless network while on campus. Bypassing the network via VPNs, proxy servers, cell phone tethering, or personal hotspots (MiFis) is strictly prohibited.

Audio

Must be muted at all times unless permission is obtained from the teacher for instructional purposes. Headphones/earbuds are prohibited except when allowed by teachers during class instruction.

Printing

Printing functionality will be available on a limited basis at school and subject to specific classroom requirements or teacher designation. Teaching strategies will facilitate digital preparation, and submission of homework, unless otherwise directed by the teacher.

3.4. Protecting and Storing Your Chromebook

Chromebook Storage and Security

Students are responsible for the safety of their devices at all times

- **Daily Responsibility:** Students are to maintain direct possession of their Chromebook or store it in a designated classroom area as instructed.
- **After Hours:** To prevent loss or theft, Chromebooks must be taken home every night. They are not to be left in vehicles, lockers, or on school grounds after hours.
- **Prohibited Areas:** Chromebooks should never be left in an unsupervised or unsecured area, including the cafeteria, bathrooms, unlocked classrooms, or any vehicle.
- **Consequences:** Unsupervised devices will be confiscated and held in the Principal's office. Parents will be notified of any security violations.

Loss or Theft

In the event of loss or theft:

- Students and parents are responsible for notifying their teacher and the school.
- In case of theft outside of school, families should file a police report.
- In case of theft at school, staff must be notified immediately.

Managing your Files and Saving your Work

Students may save documents to their Google Drive for the [ckschool.net](https://www.ck12.org/) domain.

Google Drive automatically saves your work in real-time, making school-related files accessible from any internet-connected device. Students are responsible for managing their own files and may only access the documents they own or have explicit permission to use.

Personalizing your Chromebook

Chromebooks must remain free of any decorative writing, drawing, paint, tape or labels. Random spot checks for compliance will be done by teachers.

Power Conservation

Power conservation must be practiced by closing the lid when the Chromebook is not in use. Teachers will determine whether or not the Chromebook should be opened or closed during each class period.

3.5. Chromebook Software

Software and Apps

- **Access:** Chromebooks use web-based apps from the Chrome Web Store, based on course curriculum needs.
- **Offline Use:** While most apps are web-based, tools like Google Drive are available for offline work.
- **Updates:** The Chrome OS updates automatically upon restart. If an update icon appears in the bottom right toolbar, click it and restart your device to stay current.
- **Integrity:** Modifications to the hardware or software is strictly prohibited. All pre-installed apps must remain accessible and in working order.

Virus Protection

Chromebooks are built with “defense in depth,” meaning they have multiple layers of security working automatically.

- **Verified Boot:** Every time the Chromebook is turned on, it self-checks for any tampered files. If it finds a problem, it automatically repairs itself.
- **Read-Only Systems:** The core software is locked so that viruses cannot “write” themselves into the computer’s memory.
- **Automatic Updates:** The latest security patches are installed every time the Chromebook is restarted.

Note: While the device is relatively secure from viruses, always stay alert for **phishing scams** and only use **trusted websites**

Cloud-Based Classroom Management and Student Safety Platform

This enables the school to guide digital learning by filtering content, blocking distracting websites and viewing live student screens to ensure focus and safety.

Inspection

Chromebooks are subject to periodic inspections to ensure proper maintenance and compliance with school usage policies, which may include a review of installed files and browsing history.

3.6. Privacy

Privacy Notice

Christ the King Catholic School monitors and archives all activity on school-owned systems and networks. Please be aware that electronic communications and files are not private; the school reserves the right to review or delete content and investigate any suspected policy violations at its discretion.

3.7. Liability

Liability Notice

Students are responsible for all material sent by and/or stored on the Chromebook. Students accept responsibility for keeping their Chromebook free from any inappropriate material including but not limited to text, image, audio, and video files, or files dangerous to the integrity of Christ the King Catholic School network, equipment, or software.

Christ the King Catholic School is not responsible for any non-school related material sent from and/or stored on Chromebooks.

3.8. Disciplinary Measures

Non-compliance with the Christ the King Catholic School Technology Use Agreement may result in temporary suspension of technology privileges. Repeated or severe infractions may result in termination of technology privileges and/or possible legal action.

Christ the King Catholic School uses a three-tier system to manage technology violations. When an infraction occurs, the witnessing teacher assesses the incident and identifies which level it falls under, as well as documenting the event in Facts SIS. Consequences are structured to match the seriousness of the behavior, ensuring fair and consistent discipline.

Level 1: Students will be given a warning about their actions and will be documented in Facts SIS by the supervising teacher.

Examples include, but are not limited to:

- Accessing non-assigned websites during independent work periods.
- Using the Chromebook during teacher-led instruction
- Failing to close or open screens when instructed.
- Consistently disengaged from the primary classroom activity.

Level 2: The student will fill out a Chromebook Violation form and parents/guardians will be notified via email or by phone. The form will list the appropriate disciplinary measure as determined by the teacher and administration. This infraction will be documented in Facts SIS.

Examples include, but are not limited to:

- A repeat of Level 1 violation
- Using email in manner unrelated to school work (emailing friends during class)
- Accessing unauthorized websites (playing games, unrelated searches)
- Accessing or sharing offensive, profane, or sexually explicit materials.

Level 3: The student will fill out a Chromebook Violation form and a meeting will be arranged involving the school administration, teacher, parents, and the student. The appropriate punishment will be discussed during this time. This violation will be documented in Facts SIS.

Examples include, but are not limited to:

- Repeated violations of Level 1 and 2
- Intentional damage to the Chromebook
- Cyberbullying
- Sexual Harassment
- Stealing or being in possession of a stolen device.

****Note: The severity of the infraction may also escalate it to the appropriate level in which it will be handled.***

Right to Inspect and Confiscate Devices

School administration or IT staff may confiscate a school-managed Chromebook immediately under the following circumstances:

- **Security Threats:** The device is involved in network disruptions, hacking, or security breaches.
- **Inappropriate Content:** The device contains, displays, or is used to access explicit, harmful, or prohibited material.

3.9. Responsibility and Accountability

Students are responsible for the care of their Chromebook . If a device becomes lost or is intentionally damaged, the student will be required to perform **restitution through service** rather than financial payment. This may include:

- Assisting with organization and/or cleaning in the Computer Lab.
- Other tasks as assigned by the IT Coordinator or administration.

Chromebook “Loaner” Program

The loaner program ensures that every student has a working device for daily use. While the school owns all student Chromebooks, each student is responsible for bringing their assigned device **fully charged** every day.

4.1. When to Use a Loaner

Loaners are temporary replacements provided if a student’s device is:

- Experiencing technical issues or damage
- Forgotten at home
- Not charged (as requested by the school)

**** Note: Loaners are not a long term solution; any issues should be resolved as quickly as possible.***

4.2. Check-Out Process

- **Morning Pickup:** Students should report to the **Computer Lab** first thing in the morning to check out a device for the day.
- **Return:** Loaner Chromebooks are to be returned at the end of the school day to the **Computer Lab**, unless directed otherwise.
- **Late Requests:** If a device is needed later in the day, the IT Coordinator will fulfill the request as soon as possible.
- **Availability:** If the IT Coordinator is unavailable, please contact the **Main Office** for assistance.

Caring for your Chromebook

Students are responsible for the daily care of their school-issued Chromebook. If a device breaks or malfunctions, the student must take it immediately to the Computer Lab for service.

5.1. General Precautions

- No food or drink is allowed near the Chromebook while it is in use.
- Cords, cables, and any removable devices must be inserted carefully into the Chromebook.
- Chromebooks should never be carried by the screen as this could damage the screen and/or the hinges.
- Chromebooks should be shutdown or placed on sleep when not in use to conserve battery life.
- Chromebooks are not to be exposed to extreme temperatures or direct sunlight for extended periods of time (e.g. leave on a car seat on a hot day, left outdoors, etc.).

5.2. Carrying the Chromebook

The protective shell of the Chromebook will only provide basic protection from everyday use. It is not designed to prevent damage from drops or abusive handling. Carrying the Chromebook in a padded backpack or book bag will help to minimize damage if handled with care.

5.3. Screen Care

- Do not place anything on the Chromebook or in the carrying case that could put undo pressure on the screen.
- Ensure nothing is on the keyboard before closing the lid (e.g., pens, pencils, etc.)
- Clean the screen with a soft, dry anti-static, or microfiber cloth. Pre-moistened wipes specifically for electronic screens are acceptable for use.



Artificial Intelligence (AI) Use Policy

Introduction

Christ the King Catholic School acknowledges the increasing presence of artificial intelligence (AI) in education and daily life. While AI can be a valuable tool for promoting critical thinking and student-led learning, it is essential to ensure its use aligns with our Catholic values, academic integrity, and student safety. This policy outlines the appropriate use of AI tools by students and staff at Christ the King.

Guiding Principles

Faith and Virtues First: All use of AI must align with the teachings of the Catholic Church and promote human dignity, compassion, and honesty.

Developmentally Appropriate Use: AI use must be age-appropriate and support educational goals within a safe and supportive learning environment.

Transparency and Responsibility: Educators and students should understand how AI tools function and take responsibility for their appropriate use.

Scope

This policy applies to all students in grades K-8, as well as faculty, staff, and administrators. It includes the use of AI-powered applications on school-owned and personal devices while on campus or during school-related activities.

Student Education

- Students will be taught age-appropriate digital literacy and responsible use of AI.
- The digital literacy curriculum will include discussions on the moral, social, and spiritual implications of AI.
- Students will be encouraged to think critically about technology and its impact on society.

Acceptable Uses of AI

AI technologies may be used for:

- Enhancing instruction through educator-approved AI tools (e.g., adaptive learning platforms, text-to-speech tools).
- Supporting differentiated learning and accessibility.
- Assisting educators and administrators with lesson planning and administrative tasks.
- School-approved academic activities.
- Encouraging digital literacy and responsible use of technology.

Prohibited Uses of AI

Students may not use AI for:

- Academic dishonesty (e.g., using AI to generate responses to assignments, answer tests, or bypass learning).
- Bypassing independent learning or critical thinking.
- Creating misleading, harmful, or inappropriate content.

- Replacing genuine personal or social interactions; AI should not be relied upon as the sole source of social-emotional support or well-being.
- Using AI in ways that contradict Catholic teachings, including generating falsehoods or inappropriate material.
- Bypassing school internet safety filters or data privacy protections.

AI and Academic Integrity

- Students must clearly disclose when AI is used to assist with assignments.
- Educators will provide guidance on when and how AI can be integrated into learning while maintaining originality.
- Work that is primarily AI-generated and lacks student input will not be accepted for credit; in this instance, an alternative assessment will be offered.

Educator and Parent/Guardian Responsibilities

- Educators will guide students on the appropriate use of AI, provide examples, and ensure the ethical integration of AI into learning.
- Educators may utilize AI tools to support curriculum development, grading assistance, and administrative efficiency, but must ensure that these tools do not replace their personal engagement with students.
- Educators must evaluate AI tools for accuracy, bias, and alignment with Catholic values before incorporating them into the classroom.
- Educators will model the ethical use of AI and teach students about its benefits and potential risks.
- Parents and guardians are encouraged to discuss AI ethics with their children and monitor their use of AI tools at home.

Privacy and Safety Considerations

- Students may only use AI tools that are approved by the school.
- Personal data should never be input into AI systems to protect student privacy.
- The school will regularly review AI technologies to ensure compliance with safety standards.
- Parents and guardians will be informed of AI tools used in the classroom and will have the option to opt out when feasible.

Accountability and Violations

Violations of this policy will be addressed in accordance with the school's discipline policies and may result in restricted access to technology, parental notification, or further administrative action.

Policy Review and Updates

This policy will be reviewed annually to reflect advancements in AI and changes in best practices.



Wearable Technology and Smart Devices

Definition:

“Wearable Technology” refers to any electronic device worn on the body that can connect to the internet, sync with external applications, or capture media. This includes, but is not limited to:

- Smartwatches (e.g., Apple Watch, Samsung Galaxy Watch)
- AI-enabled smart glasses or eyewear (e.g., Meta Smart Glasses)
- Smart jewelry and headphones (e.g., rings, smart earbuds)

Academic Integrity & Testing

- **Assessment Restrictions:** All wearable devices must be removed and placed securely in backpacks or lockers during tests, quizzes, and formal assessments.
- **Prohibited Disruption:** Using a wearable device to look up information, receive real-time AI prompts, translate text without permission, or communicate during an exam is strictly prohibited and constitutes academic dishonesty.
- **Content Theft:** Capturing photos or video of test questions or academic materials using wearable tech is a severe policy violation.

Privacy and Media Recording

- **Expectation of Privacy Zones:** Wearable technology must be powered down or completely put away prior to entering restrooms, changing areas, classrooms, or school health clinics.
 - **Non-Consensual Recording:** Students are strictly prohibited from using wearable devices to take hidden or unauthorized photos, videos, or audio recordings of peers, teachers, or staff members.
 - **Vlogging & Streaming:** Live streaming or “vlogging” on school grounds via smart glasses or body cameras without direct administration permission is prohibited.
- **Classroom Environment & Distractions**
 - **Educational Use Only:** Wearable devices may only be actively used during class time if a teacher grants explicit permission for an approved educational purpose.
 - **Teacher Discretion:** Classroom instructors hold the right that a student’s wearable device be muted, powered off, or that it be removed at any time if it is deemed a distraction to the learning environment.
 - **Non-Educational Activities:** Texting, playing games, or scrolling social media via on wearable devices during instructional time is prohibited.

Exemptions and Accommodations

- **Medical Exceptions:** Students with documented medical tracking needs (e.g., continuous glucose monitors via a smartwatch or phone) are permitted to use these devices as outlined in the IEP/Accommodations plan. Each device must be officially registered through an Individualized Education Program (IEP), 504 Plan, or school nurse health plan.

Liability Disclaimer

- Christ the King Catholic School accepts zero financial responsibility for the theft, loss, damage, or unapproved data charges associated with any student-owned wearable device brought onto school grounds.