SACRED HEART SCHOOL

Faith in Action

Technology Use Handbook

2026 - 2027

43-775 Deep Canyon Road
Palm Desert, CA 92260
www.sacredheartpalmdesert.com

School Office	760-346-3513
Pre-School	760-674-3000
Fax Number	760-773-0673
Parish Office	760-346-6502

Student Responsibilities

Students are expected to use school-issued devices responsibly and in accordance with school guidelines. Students may not:

- Modify or alter the device, settings, or software in any way unless directed by school personnel.
- Exchange devices with another student unless specifically instructed to do so by a teacher or administrator.
- Allow another student to retain, use, or remove a device assigned to them.
- Apply stickers, markings, decorations, or other permanent modifications to the device or its protective cover.
- Remove the protective case or cover provided by the school.
- Remove the device from campus without authorization.
- Synchronize the device with a personal computer or other non-school device.
- Delete browsing history, disable monitoring features, set unauthorized passwords, or alter security settings.
- Disable applications, content filters, or management software installed by the school.
- Log in using any account other than the school-issued account assigned to them.
- Use any web browser other than the browser approved by the school.
- Take photographs, videos, or recordings unless directed by a teacher as part of a classroom assignment.
- Connect to any wireless network other than the school's approved network.
- Use the device for non-educational purposes during the school day.

Students are responsible for the device assigned to them and will be held accountable for its condition and proper use.

Damage and Misuse

Failure to comply with these guidelines may result in disciplinary consequences in accordance with the school's Technology Acceptable Use Policy and Student Discipline Code.
Families are financially responsible for the repair or replacement of devices that are damaged through misuse, negligence, or intentional actions.

Applications and Software

Sacred Heart School selects and installs educational applications and software that support classroom instruction. Additional applications may be added, updated, or removed throughout the school year as educational needs change.

Students may not download, install, remove, or modify applications on school-issued devices. Requests for new educational applications should be submitted through the classroom teacher or according to procedures established by the school.

Reporting Technical Issues

Any malfunction, damage, or technical issue involving a school-issued iPad or Chromebook must be reported to the school office or administration as soon as possible so that it can be addressed promptly. Device updates, configurations, and synchronization are managed by the school to ensure consistency across all devices and to maximize their educational effectiveness.

Students are responsible for the care and condition of the device assigned to them. Each device is assigned to an individual student, any damage to the device is the responsibility of that student, regardless of who may have been in possession of it at the time the damage occurred.

Damage to an iPad or Chromebook screen will result in the family being responsible for repair or replacement costs. Screen replacement costs generally begin at $250 but may be higher depending on the extent of the damage and repair requirements.

All junior high students are required to have a protective sleeve or carrying case for their Chromebook. Hard cases that attach directly to the Chromebook are not permitted. Students who do not have an appropriate protective sleeve or case may not be issued a Chromebook for daily use. Chromebooks are an essential instructional tool, students are expected to bring their protective case to school each day. Families are encouraged to retain purchase receipts for Chromebook sleeves or cases to facilitate exchanges if necessary and to ensure proper fit and protection.

Internet Acceptable Use Agreement/Image Permission

Students are required to complete basic technology and internet usage training provided by their classroom teacher, STEM teacher, SMART Lab teacher, or other designated school personnel before being granted access to school technology resources.
Access to the internet is provided to support educational goals and classroom instruction. Internet use must be directly related to school assignments, research, or other teacher-approved activities. The school reserves the right to limit or restrict access as necessary.

Students using school technology resources must adhere to the following expectations:

- Use technology resources only for educational purposes and teacher-directed activities.
- Respect all copyright laws and intellectual property rights. Copying, downloading, sharing, or distributing copyrighted material without permission is prohibited and may violate federal law.
- Refrain from using any electronic communication tools, online platforms, or internet resources to harass, threaten, offend, or disrupt others.
- Use only school-authorized accounts and login credentials. Student Google accounts are provided for access to Google Workspace and approved educational resources. Student email functionality may be restricted or disabled.
- Never attempt to bypass security settings, access restricted resources, guess passwords, or gain unauthorized access to any system, account, or network.
- Not use school technology resources for personal financial gain, commercial activities, or business purposes.

- Not move, repair, modify, reconfigure, or attach unauthorized external devices to school equipment. Wireless mice and other school-approved accessories may be permitted.
- Understand that all activity conducted on school devices and networks may be monitored, reviewed, and recorded by authorized school personnel.

The school reserves the right to establish additional technology rules, restrictions, and procedures as needed. Failure to comply with these guidelines may result in disciplinary action, loss of technology privileges, and/or financial responsibility for damages, as outlined in the school's Technology Acceptable Use Policy and Student Discipline Code.

Prohibited Technology Use

Violations of the following rules, including but not limited to those listed below, may result in disciplinary action, loss of technology privileges, financial responsibility for damages, and/or other consequences as determined by school administration.

Students may not:

1. Share or post personal information about themselves or others, including addresses, phone numbers, email addresses, photographs, school information, or other identifying details.
2. Access, view, download, create, or distribute material that is profane, obscene, inappropriate, discriminatory, promotes violence, or advocates illegal activities.
3. Plagiarize information, images, or work obtained from the internet or any other source. Students must properly cite and give credit for the work and ideas of others.
4. Use obscene, profane, vulgar, threatening, harassing, or disrespectful language in any digital communication or online activity.
5. Knowingly create, post, transmit, or share false or misleading information about individuals, groups, or organizations.
6. Attempt to disrupt, damage, alter, or gain unauthorized access to computer systems, networks, accounts, software, or data. This includes introducing malware, viruses, or other harmful programs.
7. Download, copy, distribute, or use copyrighted software, media, or other materials without proper authorization.
8. Use school-issued devices to take photographs, videos, or recordings that are unrelated to a classroom assignment or teacher-directed activity.
9. Use school technology resources to communicate with other students through unauthorized messaging platforms, email services, chat applications, or social networking sites.
10. Access or attempt to access social media platforms, including but not limited to Facebook, Instagram, Snapchat, TikTok, X (formerly Twitter), Pinterest, Discord, Google Chat, or similar services.
11. Use school technology resources in any manner that violates school policies, disrupts the educational environment, or compromises the safety and well-being of others.

Sacred Heart School reserves the right to amend, modify, or update this policy at any time as technology and educational needs evolve.

Student Technology Use Contract

I understand that when I am using the Internet, iPad/Chromebook, or any other computer/telecommunications device, I must adhere to all rules of courtesy, etiquette and laws regarding the copying of information as prescribed by either Federal, State or local laws, the Diocese of San Bernardino, and Sacred Heart School.

My signature below and that of my parent(s) or guardians(s) mean that I agree to follow the guidelines of this Acceptable Use Policy for Internet access at Sacred Heart School.

Student Name (Printed) _____Grade _____

Student Signature_____ Date _____

Chromebook number (school use) _____

Parent or Guardian: We ask that you review this policy with your child and sign this Student Access Contract.

I hereby release Sacred Heart School and the Diocese of San Bernardino, its personnel and any other institutions with which it is affiliated, from any and all claims and damages of any nature arising from my child's use of, or inability to use, the Internet Access, including but not limited to claims that may arise from the unauthorized use of the system to purchase products or services. Damage to an iPad/Chromebook screen or keyboard will result in my student assuming the financial responsibility of replacement of the iPad/Chromebook screen, the cost of which is a minimum of $250. Instances requiring full replacement, we will be charged $500.

ALL JUNIOR HIGH STUDENTS MUST HAVE A PROTECTIVE SLEEVE THAT PROPERLY FITS THE CHROMEBOOK. If the student does not have a signed agreement on file AND a protective sleeve for his/her backpack, the student will not be issued a Chromebook.

I will instruct my child regarding any restrictions against accessing materials that are in addition to the restrictions set forth by this Acceptable Use Policy. I will emphasize to my child the importance of following the rules for personal safety.

As the parent or guardian of this student, I have read the Acceptable Use Policy for Sacred Heart School. I hereby give my permission for my child to use the Internet and will not hold Sacred Heart School or the Diocese of San Bernardino liable as a result of my daughter's/son's use of the Internet on school premises. I understand that my child has agreed not to access inappropriate material or material not pertinent to the assignment.

_____ _____ _____

Parent/Guardian Name Parent/Guardian Signature Date