



# Cardinal O'Hara

HIGH SCHOOL

July 2021

Dear Parent/Guardian,

Cardinal O'Hara High School will continue the Technology Program for our freshman through senior classes. As part of the Technology Program, each student receives a computer device in his/her first year for use in a one-to-one learning environment. Students in the program have their own computer devices to use throughout the school day and can take the devices home to complete their class assignments.

In such a one-to-one learning environment, we believe that students will:

- Improve academic achievement with the Learning Management System
- Use the Internet and computer media to communicate and work together
- Use critical thinking skills to conduct research, manage projects and homework
- Understand and practice legal and ethical behavior related to technology

It is our hope that the Technology Program will change the way our students learn at school and home. Students use their computer devices for all in-person classes and remote distant learning classes from home. Due to the successful implementation of our Technology Program, all our students continued their classes online with great learning experiences during COVID-19 when schools in New York State were closed.

**The cost to our parents to allow this program to take place is an annual Technology Program fee of \$200 per student.** This fee includes the cost of computer device, as well as the software and technology infrastructure to support the program. At the end of four years, the student will be able to keep his/her computer device.

As part of the Technology Program, Cardinal O'Hara High School has WiFi access throughout the school and has installed Smartboards and Smart TVs in most classrooms to enhance student learning.

We are very excited about this opportunity to provide our students with these tools for learning, and we look forward to gathering feedback as to the most effective way our students can use technology to learn. Please contact us with any questions/feedback.

The Acceptable Use Policy and Parent/Student Computer Technology Agreement form is attached. **We ask that you return your agreement form to Mrs. Monaco's office by September 8, 2021.** Please include a check for the Technology Program fee or indicate that you would like the fee added to your FACTS account.

Thank you, again, for your support of our students and our school.

Sincerely,

*Mary Holzerland*

Mary Holzerland  
Principal

*Mark Huoh*

Mark Huoh  
Director of Technology

# COHS PARENT/STUDENT TECHNOLOGY PROGRAM USAGE AGREEMENT

Please read this document carefully. When signed by the parent/guardian or student, it becomes an agreement binding between you and Cardinal O'Hara High School. Signatures indicate an agreement to abide by the conditions and guidelines established here.

## PARENT/STUDENT RESPONSIBILITY:

- **The parent/guardian is responsible for the annual Technology Program fee of \$200.00 per student, either through a direct payment or a bill applied to the parent/guardian's FACTS account.** The fee is used to cover the technology cost for teaching and learning such as hardware (e.g. Smartboard, Smart TV), software (e.g. MS Office, Castle Learning), and services (e.g. library printing, Wi-Fi Internet). A portion of the fee is also used to cover the student computer device.
- **The parent/guardian is financially responsible for any repair/replacement cost of a computer device, due to damage or loss. The parent/guardian's FACTS account will be billed with any repair/replacement cost.** It is an expectation that a student will take a good care of his/her computer device and bring it to all classes in a regular school day. It is the responsibility of a student to insure that the device is properly charged and ready for use each day. **The student should not leave the computer device in any public area (e.g. cafeteria, classrooms) or unlocked lockers at any time.**
- **The student must return the computer device to school by the June return date for summer system maintenance. The parent/guardian's FACTS account will be charged a LATE FEE if the computer is not returned on time.**

## ACCEPTABLE USE GUIDELINES:

- I understand that the use of information technology resources must be in support of the educational goals and objectives of Cardinal O'Hara High School (COHS). I will abide all the rules in the Student Handbook while using electronic resources.
- I will take a good care of the device (e.g. no running with device in my hand, no dropping of backpack with device in it).
- I will keep the computer device clean and safe (e.g. no coloring or painting on device, no food or drinks near device).
- I understand that the school email is *not* private. I cannot use school email outside the school domain.
- I will accept personal responsibility in reporting any misuse of the computer devices and network to the school authority.
- I agree not to submit, publish, display, or retrieve any defamatory, abusive, obscene, profane, sexually oriented, threatening, racially offensive, or illegal material. I will abide by all copyright regulations.
- I will apply all recommended software updates to the computer regularly after school.
- I will not use the network in any way that disrupts the use of the network by others.
- I will not reveal my or other people's computer user accounts, home addresses or personal phone numbers.
- I will not use the network for commercial or illegal purposes. **I will not install any software on school computers.**
- I will not attempt to harm, modify, destroy, remove any computer hardware, software, system, and network infrastructure.

## SERVICES:

- The use of computer resources is a privilege, not a right, and may be revoked at any time. A student's user accounts can be disabled at any time. The decision may be appealed to the assistant principal. The account shall remain closed through the appeal process. The decision of the assistant principal is final.
- Cardinal O'Hara High School provides services on an "as-is, as-available" basis.
- Cardinal O'Hara High School reserves the right to establish such rules and regulations as may be necessary for the efficient operation of the computer information systems.
- Parent may purchase additional protection for the student's device. A device may be added to a homeowner /renter's insurance policy. All personal insurance claims are handled between the parent/guardian and their insurer. **Any cost for device damage/loss must be paid through direct payment or will be billed to the parent/guardian's FACTS account.**

## CONSEQUENCES:

- Infractions of the provisions set forth in the Parent/Student Technology Program Usage Agreement may result in suspension or termination of access privileges and/or appropriate disciplinary action.
- Activities in violation of state and federal law will be subject to prosecution by those authorities. Disciplinary action may be taken by Cardinal O'Hara High School as appropriate.

**I have read, and understand, and agree to abide by all of the provisions of the Technology Program Usage Agreement.**

**Student Name (print)** \_\_\_\_\_ **Grade** \_\_\_\_\_

**Student Name (sign)** \_\_\_\_\_ **Date** \_\_\_\_\_

As the parent or guardian of this child, I have read the Technology Program Usage Agreement. I understand that this privilege is designed for educational purposes. I hereby give permission for my child to use school's technology resources, and accept and agree to all financial responsibilities stated above.

**Parent/Guardian signature** \_\_\_\_\_ **Date** \_\_\_\_\_

- I am enclosing a check in the amount of \$200.00 for the Technology Program fee.
- I wish to have the \$200.00 Technology Program fee added to my FACTS account.