



## Technology Acceptable Use Policy

### **Purpose**

Saint Andrew Catholic School makes available to its faculty, students, parents and guests technology resources to enhance the overall learning experience on campus. It is the responsibility of Saint Andrew Catholic School faculty, students, parents and guests to insure this technology is used in an ethical and responsible manner, consistent with school policy and the law, as we prepare youth to be responsible members of a digital society.

This document establishes specific requirements for the acceptable use of all computing and network resources on campus (personal and supplied devices) by faculty, students, parents, guests or any other individual using technology on campus.

Acceptable use of technology means respecting the rights of other computer users, the integrity of the physical facilities and all pertinent license and contractual agreements. If an individual is found to be in violation of the Acceptable Use Policy(AUP), Saint Andrew Catholic School will take appropriate action, including the restriction and possible loss of privileges. A serious violation could result in suspension or termination. Individuals are also subject to federal, state and local laws governing many interactions that occur on the Internet. These policies and laws are subject to change as state and federal laws develop and change.

### **Overview**

All school devices and activity are subject to routine monitoring by teachers, administrators and the technology staff. In addition, Saint Andrew Catholic School reserves the right to confiscate and search all devices to ensure compliance with Saint Andrew AUP.

Students must comply with any individual classroom rules regarding use of technological devices set forth by each teacher and if asked to surrender the device, they must immediately unlock it (if applicable) and surrender it to the staff member making the request.

Individuals in violation of Saint Andrew AUP will be subject to disciplinary action. In addition, their device may be: confiscated for a period of time during the day or overnight, and/or have all personal content removed. Saint Andrew Catholic School may remotely lock down and wipe a device. Regardless of disciplinary action, completion of all class work remains the responsibility of the student.

Saint Andrew Catholic School is not responsible for content or financial loss due to personal material being deleted, including applications (apps), music or other media purchased or stored by the user or their parents and/or guardians. Violations will result in restrictions being placed on the device by Saint Andrew Catholic School.

Parents should discuss their expectations for responsible, acceptable behavior with their children. All parents and students must sign the Saint Andrew AUP and students must sign the Student Pledge for iPad Use before being issued an iPad at Saint Andrew Catholic School.



## Policy

### 1. *Safeguarding and Maintaining as an Academic Tool*

- a. Students should apply Philippians 4:8 when using school computers, iPads or personal devices:

*Finally, brothers and sisters, whatever is true, whatever is noble, whatever is right, whatever is pure, whatever is lovely, whatever is admirable – if anything is excellent or praiseworthy – think about such things. Phil 4:8*

- b. Students are not allowed to use personal devices during the school day. The only exception is reading devices that have been approved by the teacher.
- c. Technological Devices

- i. All classrooms at Saint Andrew Catholic School have access to iPads and laptops to assist in student learning.
- ii. Preschool - 4<sup>th</sup> grade students have access to technology in the classroom and library.
- iii. 5<sup>th</sup> - 8<sup>th</sup> grade 1:1 iPad program
  1. The iPad is required to be at school every day, fully charged.
    - a. 5<sup>th</sup> grade iPads will charge in their designated space in each homeroom. It is the student's responsibility to plug their device into the charging unit.
    - b. 6<sup>th</sup> - 8<sup>th</sup> grade iPads should be fully charged when a student arrives on campus. Charging at school is prohibited during class. It may take up to 4 hours to fully charge the device, so overnight charging is recommended.
  2. If an iPad is left at home or is not charged, the student remains responsible for completing all classwork as if they had used their iPad.
  3. Students are provided a Microsoft Login and have access to the OneDrive through Office365 to store all class assignments and documents. Doing so will allow access to class materials in the event a loaner device is needed.
  4. Students are provided a school AppleID and will use iCloud for their storage and backup of educational materials on their iPad. Students should ensure that their device is regularly backing up. Doing so will safeguard files, documents, and apps and allow access to class materials in the event a loaner device is needed.
- iv. iPad wallpaper and lock screen settings
  1. shared iPads – will be set with a classroom/grade background
  2. 1:1 iPads - will be set with a non-distorted picture of the student and their name for identification purposes.
- v. Malfunctions or technical issues are not acceptable excuses for failing to complete an assignment, unless no other means of completion exist. All technical issues need to be reported to the IT Coordinator immediately.
- vi. Items deleted from the iPad or computer cannot be 'undeleted', so backing up your work is very important.



- vii. Work completed on the iPad or computer should be submitted per the teacher's instructions.
- viii. Preloaded apps and materials provided by Saint Andrew Catholic School may not be deleted from any school device.
- ix. Academic content takes precedence over personal files and apps. In the case of memory space conflict, personal media/files/apps must be removed regardless of financial loss to the student.
- x. Non-educational content is for personal use only and may not be accessed at any time during the school day or shared in any manner, audio and/or visual, with other students.
- xi. The volume is to remain on mute all day. Permission must be obtained from the teacher to use headphones or unmute the device.
- xii. The whereabouts of issued technology should be known at all times. It is the student's responsibility to keep their iPad safe and secure.
- xiii. iPads or other devices belonging to other students are not to be tampered with in any manner.
- xiv. If an iPad or other technology device is found unattended, it should be given to the nearest faculty/staff member.

## 2. *Caring for technology items*

### a. *iPad*

- i. iPads must be kept in the provided case at all times. Cases will not prevent all damage but they will help protect the iPad as well as students from injury due to broken glass, etc.
- ii. The iPad screen is made of glass and therefore is subject to cracking and breaking if misused. Never drop nor place heavy objects (books, etc.) on top of the iPad.
- iii. Only use a clean, soft cloth to clean the screen, no cleansers of any type.
- iv. Defacing of the iPad, including the Saint Andrew Catholic School asset tag, charger or case, in any way is prohibited. (no sticker, markers, etc.) and will result in being charged to replace.
- v. To extend battery life, students should always turn off and secure their iPads when not in use.
- vi. Do not subject the iPad to extreme heat or cold (do not store in vehicles).

### b. *Cameras, laptops, computers or other devices*

- i. Items not in use should be stored in the appropriate cart, case or storage device.
- ii. Only use a clean, soft cloth to clean the screen, no cleansers of any type.
- iii. Defacing of a device, including the Saint Andrew Catholic School asset tag, charger or case, in any way is prohibited. (no sticker, markers, etc.) and will result in being charged to replace.
- iv. To extend battery life, students should always turn off and secure a device when not in use.
- v. Items not in use should be kept charged for future use.

## 3. *Network Etiquette (Netiquette) - the correct or acceptable way of communicating on the Internet*

### a. *Identify Yourself*



- b. Do not reveal personal information – including your address or telephone number, or those of students or colleagues.
  - c. Be polite. If you wouldn't say it to someone's face then don't say it online.
  - d. Do not use inappropriate language or emoticons. Remember, words are permanent.
  - e. Do not send inappropriate or unauthorized pictures to others.
  - f. Respect others' privacy and ownership.
  - g. Be accurate. Do not repost without checking facts.
  - h. Use Internet resources ethically.
4. *Lost, Damaged, or Stolen Devices*
- a. If a device is lost, stolen or damaged, the Saint Andrew Catholic School Technology Department must be notified immediately.
  - b. iPads and laptops that are believed to be lost or stolen will be locked while tracked. If the device is unable to be found it will be wiped and the faculty or student is responsible for replacing the lost device.
5. *Prohibited Uses*
- a. Accessing Inappropriate Materials – All devices used on campus, personal or supplied adhere to the values and mission of Saint Andrew Catholic School. Accessing inappropriate materials is unacceptable.
  - b. Faculty and students are not allowed to send, access, upload, download, or distribute offensive, profane, threatening, pornographic, harassing, obscene or sexually explicit materials.
  - c. Faculty and students must respect others privacy and not take, post or send images of anyone without their consent.
  - d. Faculty and students must not use technology as a format for bullying.
  - e. Students must keep Bluetooth enabled unless instructed by faculty at all times.
  - f. Use of social media apps such as but not limited to Facebook, Snapchat, Instagram, Twitter and Vine are prohibited unless under the direction of a teacher for academic purposes.
  - g. Illegal Activities – Use of the device or school's internet/Email accounts for financial or commercial gain or for any other illegal activity is strictly prohibited.
  - h. Communication functions (including but not limited to messaging, texting, facetime, camera and microphone) are not to be used during the school day unless under the direction of a teacher for academic purposes.
  - i. No cell phones, iPads or other technological device will be allowed in the restroom or locker rooms for any reason.
  - j. Media inappropriate for school should not be stored on any school device (including but not limited to the presence of guns, weapons, pornographic materials, inappropriate language, drugs, alcohol, gang related symbols or pictures).
  - k. Playing games, unless approved by a teacher or supervisor for educational purposes, is prohibited.
  - l. iPad wallpaper and lock screen will be set with a non-distorted student image and name and may not be changed for any reason.



- m. Students are not allowed to remove the school installed profiles on their iPads or laptops. Doing so will result in the loss of ability to connect to the school's wireless network and removal of all the paid applications provided by the school. Adding profiles is also prohibited.
- n. Students are not allowed to use proxies or other means to bypass the content filtering systems in place that prevent the access of material deemed as inappropriate.
- o. Faculty and students must honor copyrights and software licenses.
- p. Misuse of Passwords/Unauthorized Access – Students must set a passcode to their iPad to prevent other students from misusing their iPad. Students are prohibited from trying to gain access to another student's iPad, accounts or data.
- q. Malicious Use/Vandalism – Any attempt to destroy hardware, software, or data is prohibited. Do not even attempt to repair the iPad on your own as it will void the warranty.
- r. Jailbreaking – removing limitations placed on the iPad by Apple is strictly prohibited as it results in a less secure device, voids warranties.
- s. Damage caused by the intentional misuse or vandalism of Saint Andrew equipment will be charged to the person who committed the act.

#### 6. *Student Penalties for Misuse of Technology*

Misuse of technology will have consequences. Minor infractions will be handled by teachers, while repeat offenses or major infractions will be handled by administration.

#### 7. *Damaged or Lost Equipment*

Saint Andrew Catholic School understands that even when taking all possible precautions sometimes accidents happen. Therefore, Saint Andrew insures school devices.

Parents are asked to impress the importance of taking good care of the iPad and student computers to their children. Some students are under the impression that they can be careless with devices because they are covered by insurance or that they get a new one every year. This is not the case and will lead to increased costs or discontinuation of the 1:1 program all together.

In the event that an iPad becomes damaged, unusable or an accident occurs, and repair or replacement is necessary, students are to contact the Technology Department. Saint Andrew Catholic School handles all repairs or replacements directly. Please do not go to the Apple Store or any other third party on your own.

Repairs will be charged to the student/family based on the repair or replacement cost. If an iPad is replaced, it will remain the property of Saint Andrew Catholic School.

Loaner iPads are available for students whose iPad is being repaired or replaced. Loaner iPads must be returned to the school in the same condition they were loaned. If a loaner iPad is not



returned in the same condition, the student/family will be responsible for the replacement cost of the device.

Faculty and staff are responsible for lost or damaged issued items.

Damaged Equipment Replacement Fees:

- a. Damaged Case - \$85 per replacement
- b. Damaged Keyboard - \$50 per replacement
- c. Damaged Charger Block- \$25 per replacement
- d. Damaged Cable - \$15 per replacement
- e. Repairable iPad - charged the full cost of repairing the iPad
- f. Unrepairable iPad – The actual cost to replace the iPad will be charged
- g. Computer, Laptop or other school device/equipment - repair/replacement will be charged at the actual cost to replace/repair the device.