



SAINT JOHN THE APOSTLE CATHOLIC SCHOOL

Technology Acceptable Use Policy

This Saint John the Apostle Catholic School (SJA) Technology Acceptable Use Policy outlines the terms and conditions for use of the school's computers and individual mobile devices. The school offers online electronic information services including but not limited to Internet access, and Google Apps for students. Saint John the Apostle Catholic School establishes learning environments where students are comfortable using technology as a tool to learn, communicate, and create.

Etiquette, safety, and security are critical parts of computer literacy. The use of the school's computers, mobile devices, computing facilities, and the Internet is a privilege, not a right. Inappropriate use may result in the loss of privileges and/or other disciplinary action. Network administrators and the principal may review communications and electronic files at any time to maintain system integrity and ensure the appropriate use of the system. The administration reserves the right to impose discipline for on or off campus conduct and content that has a detrimental impact on the school's program, reputation, creates a hostile environment, and/or disrupts the educational process.

Email, web use, and files on the school network are not considered to be private. Google Apps for Education, which includes web-based programs providing email, word processing, spreadsheet, presentation, conferencing, calendaring, and collaboration tools is accessible online at school and at home. School staff will maintain access and monitor use of Apps when students are at school. Students' access to Internet applications and websites may be subject to periodic checks by faculty or system operators on student devices. Parents are responsible for monitoring their child's use of Apps when accessing programs from home and should discuss values and the standards that your children should follow on the use of the Internet just as you do on the use of all media information sources such as television, telephones, movies, and radio.

Students are responsible for their own behavior at all times. All participants must protect their login and password information, as well as class passwords. If participants suspect that a password has been compromised, they must notify their teacher immediately.

Teachers will make every reasonable effort to monitor student conduct in order to maintain a positive learning environment. All participants will respect teachers' time and professionalism by following policies, rules, and guidelines. The SJA Acceptable Use Policy is subject to change, at the faculty's discretion.

Saving Work to Google Docs

It is the student's responsibility to ensure that work is not lost due to mechanical failure or accidental deletion. iPad malfunctions are not an acceptable excuse for not submitting work; therefore, students should back up all work.

Network Connectivity

While we will do our best to provide reliable wireless access, SJA makes no guarantee that the school wireless network will be up and running 100% of the time.

ACCEPTABLE USE POLICY

- 1.** During class time, students are to use iPads only for school-related work.
- 2.** Devices may not be used to threaten or intimidate others, or to cause harm to the system or others. All electronic messages must use appropriate language. Sending any form of harassment, insults, or profanity via email, texting, or postings on social websites is prohibited.
- 3.** Students may not email or post anything in violation of any U.S. or state regulation, including copyrighted material and threatening or obscene material.
- 4.** Recording devices are limited to academic use only. To photograph or record in class or on campus, students must have prior consent of the teacher and the subject.
- 5.** Students will keep their teacher updated to any change in their Google, or login password, and will not share any passwords with any students, or other individuals online.
- 6.** Students will not use another person's password to login to any device or application.
- 7.** Students are required to report any broken or malfunctioning device to their teacher so that it can be taken to the School Office for an evaluation. If it is deemed that the device was used in a way not in compliance with the Acceptable Use Policy, compensation will be required for the necessary repairs.
- 8.** Never disclose personal contact information to anyone online, nor agree to meet with anyone met online without parents' approval.
- 9.** Always be courteous and polite in communications online; never purposely damage another's reputation.
- 10.** Immediately notify a teacher if an inappropriate website is accessed.
- 11.** Inappropriate or profane language is never acceptable.
- 12.** Students will not use personal email or participate in gaming or social networking sites.

iPADS

Each student will be assigned an iPad to use for the year. Each student is responsible for carrying their iPad safely from class to class throughout the school day. It is the student's responsibility to supervise and care for their iPad.

iPAD Care

- The iPad is school property and all users will follow this policy and the SJA acceptable use policy for technology.
- iPads must never be left in unsupervised area. Unsupervised areas include the school grounds and campus, the lunchroom, gymnasium, bathrooms, library, lockers, and hallways. Any iPad left in these areas is in danger of being stolen.
- iPads must be stored in the charging cart or other teacher designated location when not being used for academic purposes.
- iPads must always remain in their protective cases.
- iPads must remain free of any writing, drawing, stickers, or labels that are not the property of SJA.
- Do not "bump" the iPad against lockers, walls, floors, as it will eventually break the screen.
- Do not place anything on or near the iPad that could put pressure on the screen, even your hand, folder or workbook.
- Clean the screen with a soft, dry cloth or anti-static cloth, no cleaners of any type.

- Cords and cables must be inserted carefully into the iPad to prevent damage.
- Students will save his/her photo as the lock screen wallpaper for easy device identification.

SOFTWARE ON IPADS

Originally Installed Software

SJA will synchronize the iPad devices to contain the necessary Apps for school work. Students may not synchronize iPads or add Apps with a personal Apple ID. The software/Apps originally installed by SJA must remain on the iPad in usable condition and be easily accessible at all times. From time to time the school may add or modify software applications for use in a particular course.

ACCEPTABLE USE

Parent/Guardian Responsibilities

Talk to your children about values and the standards that your children should follow on the use of the Internet just as you do on the use of all media information sources such as television, telephones, movies, and radio.

School Responsibilities are to:

- Provide Internet to its students.
- Provide data storage areas through Google Docs. These will be treated similar to school lockers. SJA reserves the right to review, monitor, and restrict information stored on or transmitted via SJA owned equipment and to investigate inappropriate use of resources.
- Provide staff guidance to aid students in doing research and help assure student compliance with the acceptable use policy.

Student Responsibilities are to:

- Use iPad devices in a responsible and ethical manner.
- Obey general school rules concerning behavior and communication that apply to technology use.
- Use all technology resources in an appropriate manner so as to not damage school equipment. Damage includes, but is not limited to, the loss of data resulting from delays, non-deliveries, of service interruptions caused by the student's own negligence, errors or omissions. Use of any information obtained via SJA designated Internet System is at your own risk. SJA specifically denies any responsibility for the accuracy or quality of information obtained through its services.
- Help SJA protect our devices by contacting an administrator about any security problems they may encounter.
- Monitor all activity on their account(s).
- Turn off and secure their iPad after they are finished working to protect their work and information.

COST OF REPAIRS DUE TO NEGLIGENCE AND/OR MISUSE

Students will be held responsible for ALL damage to their iPads including, but not limited to: broken screens, cracked plastic pieces, inoperability, etc. due to neglect or misuse. Should the cost to repair exceed the cost of purchasing a new device, the student will pay for full replacement value.

ACCEPTABLE USE POLICY AGREEMENT:

I have read and agree to the terms and conditions of the Saint John the Apostle Catholic School Technology Acceptable Use Policy.

Student Name (*please print*): _____ Grade: _____

Student Signature: _____ Date: _____

I have read and agree to the terms and conditions of the Saint John the Apostle Catholic School Technology Acceptable Use Policy and I permit my child to participate in these activities, including Google Apps for Education.

Parent/Guardian (*please print*): _____ Date: _____

Parent/Guardian Signature: _____