

St. Paul's Catholic School

Technology User Agreement and Acceptable Use Policy

St. Paul's Catholic School provides iPads, desktop computers, laptops and tablets to be shared for with all students. These technology devices are school property and all users must abide by these policies. Our devices have predetermined applications (Apps) installed. Students and a parent/guardian are required to review this document and sign the agreement on the last page.

Use of these technologies is a privilege and carries responsibility and behavioral expectations consistent with all school rules and policies including, but not limited, to those stated in the Parent/Student Handbook and Diocesan policies.

The primary use of the technology devices is for educational purposes. The student will abide by the User Agreement and School's Acceptable Use Policies. Violation of these policies will result in disciplinary action.

Acceptable Use

This policy is provided to make all users aware of the responsibilities associated with efficient, ethical and lawful use of technology resources. If a person violates any of the User Terms and Conditions named in this policy, privileges may be terminated, access to the school's technology resources may be denied, and appropriate disciplinary action will be applied.

1. I will use the device only with permission from a teacher.
2. I will use my device in ways that are appropriate, educational, and that meet St. Paul's School's expectations.
3. I will check out and return the device in the proper manner.
4. I will use appropriate language when using journals, wikis, blogs, and any other forms of communication.
5. I will **NOT** create or encourage others to create discourteous or abusive content.
6. I will **NOT** use electronic communication to spread rumors, gossip, or engage in any activity that is harmful to other persons.
7. I will take good care of the device in my possession
8. I will **NOT** remove the device from its protective case.
9. I will handle the device with respect and care and carry it safely.
10. I will never leave an assigned device unattended.
11. I will keep food and beverages away from my assigned device.
12. I will not disassemble any part of my device or attempt repairs.
13. I will not alter the serial number sticker on the device.
14. I will **immediately** report any improper changes or photos to the teacher.
15. I will **NOT** deface the device with any writing, drawing, stickers, or labels that are not the property of St. Paul's.

St. Paul's Catholic School

Technology User Agreement and Acceptable Use Policy

16. I will **NOT** take pictures of myself or others unless directly instructed to do so by my teacher.
17. I will **NOT** take videos of myself or others unless directly instructed to do so by my teacher.
18. I will **NOT** change ANY settings (Bluetooth, Wireless Network, Backgrounds, Lock Screens, icon arrangement, etc) on the device without the teacher's permission.
19. I will **NOT** use Airdrop unless directly instructed to by my teacher.
20. Since it is a shared-use device – I will not modify or remove other people's work that is temporarily stored on the device.
21. I will **NOT** remove keys from the keyboard.
22. Do not lean on the top of the device when it is closed
23. Do not place anything near the device such as folders or workbooks that could put pressure on the screen.
24. Do not place anything in the carrying case that will press against the screen.
25. Insert cords and cables carefully to prevent damage.

Activities Strictly Prohibited

- Taking photographs of other students or faculty members without specific permission at any school sanctioned event.
- Installing or transmitting copyrighted materials
- Publishing identifiable photographs or video of students, faculty, staff or administration without appropriate or prior written consent. For a student, appropriate written consent means a signature from a parent/guardian.
- Accessing or attempting to access servers or network information that is not authorized by the school.
- Violating existing school policy or public law
- Sending, accessing, uploading, downloading, or distributing offensive, profane, threatening, pornographic, obscene, or sexually explicit materials.
- Playing Internet/computer games that are not for educational purposes.
- Downloading file sharing software. File sharing of any kind is prohibited both on and off campus. The only exception to this is when it is a specific assignment given by a teacher.
- "Ripping" copyrighted movies from the Internet or DVDs and placing on the technology device.
- Using outside data disks or external attachments without prior approval from the administration.
- Changing of device settings without permission from a teacher.
- Downloading any App that results in the "Jailbreak" of an iPad.
- Spamming – sending mass or inappropriate emails.
- Gaining or attempting to gain access to a teacher's or another student's accounts, files and /or data.

St. Paul's Catholic School

Technology User Agreement and Acceptable Use Policy

- Transmitting anonymous and/or false communications
- Vandalizing (any malicious attempt to harm or destroy hardware, software, or data including, but not limited to, the uploading or creation of computer viruses or computer programs that can infiltrate computer systems and/or damage software components) the school's equipment.
- Transmitting or accessing materials that are obscene, offensive, threatening, or otherwise intended to harass or demean recipients.
- Attempting to bypass the St. Paul's web filter through a web proxy.
- Using another student's assigned device.

Consequences:

Violation of the St. Paul's Catholic School Technology policy will result in the following based on the severity of the violation.

- Detention/parent notification
- Loss of privilege to use the device
- Suspension or Expulsion

St. Paul's Catholic School Technology User Agreement and Acceptable Use Policy

I hereby release St. Paul's Catholic School and its personnel from any and all claims and damages of any nature arising from my use of, or inability to use, the school technology, including but limited to, claims that may arise from the unauthorized use of the technology device to purchase products or services.

I understand that it is impossible for St. Paul's to restrict access to all controversial materials, and I will not hold the school responsible for materials accessed via the internet on the school's network. I also agree to report any inappropriate device use to the school administration.

I understand that St. Paul's Catholic School makes diligent effort in protecting internet access to inappropriate sites via any school issued electronic device. This is accomplished through a variety of safety filters and student education as digital citizens. If a parent allows a student to bring his/her personal electronic device with access to a data, the school **will not be held responsible for damage to the personal device, student use, or access to the web.**

I have read and understand the information contained in this document and agree to abide by the rules set forth.

I, _____, agree to follow the rules for the use of the St. Paul's iPads, Computers, Laptops and Tablets. I understand that these devices do not belong to me and that they are shared by all students of the school.

Student Name (Please Print): _____

Student Signature: _____

Date: _____

Parent/Guardian Name (Please Print): _____

Parent/Guardian Signature: _____

Date: _____

*******Please return this page to the School Office.*******