

St. John the Apostle School

Computer Network, Internet, and iPad Acceptable Use Policy

St. John the Apostle School actively pursues making advanced technology and increased access to learning opportunities available to students and staff. Internet access is available at school to allow students and staff to access and use information sources and to share information with others. The Diocese of Lincoln Schools' Education Technology Department has taken precautions to restrict access to controversial materials. While the school has filtering in place, and students are supervised and guided in their use of the internet, it is impossible to control all materials. Our school firmly believes that the valuable information and interaction available on this worldwide network far outweigh the possibility that users may acquire material that is not consistent with the educational goals of this school.

In accordance with St. John the Apostle School's mission statement "to assist parents in their responsibility to help children grow spiritually and academically," students will be held accountable for computer usage. We place responsibility upon each student to use this service in a manner consistent with the school's rules and philosophy and for the purposes intended: academic research and classroom projects. The school complies with the Children's Internet Protection Act. St. John's does not assume responsibility for inappropriate materials acquired through Internet access at the school.

Accessing information or using the computers in any way counter to the St. John's mission statement (such as visiting sites which include information on drug use, pornography, bigotry, cyber-bullying, hate, or violence) is not allowed. Students doing research on controversial issues should always receive permission from their teacher before using the Internet sites. We expect students to conduct online activities with courtesy, honesty, and respect for others, and to observe all school rules and policies as stated in the Parent/Student Handbook.

Students may **not**:

- Send or display offensive messages or pictures, or use obscene language
- Harass, insult, or attack others
- Engage in any illegal activities, including "hacking", or any activities which may be construed to be immoral, dangerous, or destructive
- Damage or alter computers, printers, Smartboards, or any other equipment
- Change installed software, alter control panel settings, add or delete programs
- Trespass in someone else's folders or files, or use their password for any purpose
- Violate copyright laws or license agreements, or plagiarize another's work in any way
- Intentionally waste materials
- Use the network for commercial purposes: buying, selling, or any financial transaction of any kind
- Access personal e-mail, social networking sites, blogs, or instant messaging services, chatrooms, bulletin boards, or interactive game sites without permission
- Violate the privacy of others by revealing personal information, including but not limited to: addresses, phone numbers, passwords, photos, bank or credit information
- It is illegal for anyone under age 13 to be on any social networking site without parental permission, and unsafe to give out your personal information. Only students 13 and older may legally download home or mobile applications of Office 365.

The Diocese of Lincoln provides Office 365 email and online documents; there should be no expectation of any right to privacy. Students are to use the cloud services for education only, and consideration should be given to users who may have limited access by avoiding large attachments and sharing documents only for educational purposes.

Unauthorized use of our school name:

No student, parent, or guardian may utilize the school's name or identifying logo for any purpose without the express prior written permission of the school administration. This may include, but shall not be limited to, use of the school's name and/or logo to:

- Solicit funds or collect money on behalf of the school
- Sell products on behalf of the school
- Open a bank account
- Schedule any field trip, vacation, or other accommodations
- Post or publish on any website, including social networking sites, for any purpose

Any such unauthorized use of the school's name or identifying logo, if committed by a student, may subject the student to disciplinary action up to and including expulsion. Unauthorized use of the school's name or logo may result in legal action.

Negative or unjust portrayals of the school or persons associated with the school, on any website (including social networking sites), may be subject to disciplinary measures. **This applies to actions initiated either in or outside of school.**

We offer Internet access at St. John's School as a privilege, not a right. Students should be aware that no activities on the network are completely private, and can be monitored by the network administrator, St. John's administration, and faculty. Anything transmitted on the network is the property of the Catholic Diocese of Lincoln. The school administration may revoke computer privileges at any time, or pursue disciplinary or legal action against students who violate this acceptable use policy. It is the student's responsibility to use the system in accordance with the rules. The administration, faculty, and staff may deny, revoke, or suspend the computer use of any individual. Students may be held responsible for payment of damages to computer hardware or software.

iPad Usage:

St. John's has received a cart of iPads (Coi) for student use for the current school year. The iPads will have predetermined applications (Apps) installed.

St. John's School strives to provide an exciting, interesting and motivating learning environment which allows students to develop their God-given capabilities. In that spirit we offer iPads for use in the classroom for educational purposes.

Technology resources at St. John's are provided for the purpose of supporting the educational mission of the school. The school's goal in providing the iPad is to promote educational excellence: by facilitating resource sharing, innovation, research, creativity, communication, increased productivity, and mobile learning.

Use of these technologies is a privilege that carries responsibility and behavioral expectations consistent with all school rules and policies, including but not limited to those stated in the Parent-Student School Handbook. It is understood that members of the St. John's School community will use all types of computing devices and the school's network in a responsible, ethical, and legal manner at all times.

St. John's School retains sole right of possession of the iPad and related equipment.

Receiving an iPad

iPads will be distributed by the teacher. The teacher is responsible for documenting what student is using each device. All devices will be returned by the end of the period.

Intentional Misuse Fines

If a student is caught intentionally misusing an iPad, that student and/or parent of student, will be responsible for the cost of repair or replacement of the iPad. Repair costs will not exceed the replacement cost of the device.

TAKING CARE OF IPADS

Students are responsible for handling the iPad with care. iPads that are broken or fail to work properly should be reported immediately to the teacher, who will then take the device to the Technology liaison for an evaluation of the device.

General Precautions

- The iPad is school property and all users will follow this policy and the St. John's acceptable use policy for technology.
- Cords and cables must be inserted carefully into the iPad to prevent damage.
- iPads must remain free of any writing, drawing, stickers, or labels that are not the property of St. John's.

Carrying iPads

Protective cases are provided with the iPads. They have sufficient padding to protect the iPad from normal treatment and provide a suitable means for carrying the device within the school. iPads should always be within the protective iPad case when carried.

Screen Care

The iPad screens can be damaged if subjected to rough treatment. The screens are particularly sensitive to damage from excessive pressure on the screen.

- Do not lean on the top of the iPad.
- Do not place anything on the iPad that could put pressure on the screen.
- Do not place anything in the carrying case that will press against the cover.
- The iPad screen should be cleaned with a soft, dry cloth or anti-static cloth; no cleaners of any type should be used. See page 35 in Chapter 2 of the iPad User's Manual (http://manuals.info.apple.com/en_US/ipad_2_user_guide.pdf) for more information.
- Do not "bump" the iPad against lockers, walls, car doors, floors, etc. as it may damage the device.

DEVICE MANAGEMENT

E-mail Passwords

- Each iPad has an Outlook email account attached to the device. The password may not be changed.
- The iPad email is not to be used other than when directed by a teacher. Students may email their teachers, as directed.
- If Office 365 is provided for students, there should be no expectation of any right to privacy. Students are to use the cloud services for education only, and consideration should be given to users who may have limited access by avoiding large attachments and sharing documents only for educational purposes.

Screensavers/Background photos

- A standard screensaver or background will be preset on the iPad and may not be changed by the student.

Photos

- Photos and images storage on the iPad will be for school projects only. Storing personal photos is not allowed.

Sound, Music, Games, or Apps

- St. John's School will synchronize the iPads to contain the necessary Apps for school work. Students **will not** synchronize iPads or add Apps. The software/Apps originally installed by St. John's School 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.
- Students may not download music, apps, etc. onto the school iPads.
- If a student is caught downloading onto an iPad or deleting apps, there may be a fee to cover restoration of the device.
- Sound must be muted at all times unless permission is obtained from the teacher for instructional purposes. Ear buds will be provided by the student and stored at school. iPad ear buds should be stored in a way to prevent them from being tangled rather than put directly in a pencil pouch. A small container, such as a tic-tac box or Altoids mint box work well or products such as a SmartWrap (<http://www.sumajin.com/products/smartwrap/smartwrap.html>) You can also make earphone wrapper out of a used gift card (<http://www.youtube.com/watch?v=MJQZD88ar14>)
- Non-educational apps are not allowed on the iPads.
- The device will be synced only with a school provided iTunes account by the school's designated personnel.
- The teacher will determine which apps are to be used. Students are to **ONLY** use apps as directed by the teacher.
- If technical difficulties occur or unauthorized software (non-St. John's School iTunes Apps) is discovered, the iPad will be restored from backup

Printing

- Printing is not available from the iPad. This is the primary reason for email on the device.

Network Connectivity

- Each COi has a wireless access point which will provide wireless access when needed. St. John's School makes no guarantee that the school network will be up and running 100% of the time.
- The teacher will determine which apps are to be accessed and if network availability is necessary.

iPad Care

- Only labels or stickers provided by St. John's School may be applied to the iPad.
- iPad cases furnished by the school returned with more than normal wear or alterations may result in paying a replacement fee.
- When students are not using their iPads, they should be stored in iPad storage unit (or other approved storage device, as determined by the school principal). Overnight, they must be returned to the sync cart.

ACCEPTABLE USE

- The use of the technology resources at St. John's School is a privilege, not a right. The privilege of using the technology resources provided by the school is not transferable or extendible by students to people or groups outside the school and terminates when a student is no longer enrolled in the school.
- 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 part of the Acceptable Use Policy, technology privileges may be terminated, access to the school's technology resources may be denied, and the appropriate disciplinary action shall be applied. The St. John's School Acceptable Use Policy shall be applied to student infractions.
- **Violations may result in disciplinary action up to and including suspension/expulsion for students. When**

applicable, law enforcement agencies may be involved.

RESPONSIBILITIES

School Responsibilities are to:

- Provide Internet (when possible) and email access to its students via the iPad device.
- Provide staff guidance to aid students in doing research and help assure student compliance of the acceptable use policy.
- Students Responsibilities are to:
 - Use computers/iPad in a responsible and ethical manner.
 - Obey general school rules concerning behavior and communication that apply to iPad/computer 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, or service interruptions caused by the student's own negligence, errors or omissions. Use of any information obtained via St. John's School designated Internet System is at your own risk. St. John's School specifically denies any responsibility for the accuracy or quality of information obtained through its services.
 - Help St. John's School protect our computer system/device by contacting an administrator about any security problems they may encounter.
 - Turn off and secure the iPad before storage in the cart.
 - Print a copy of any email containing inappropriate or abusive language or if the subject matter is questionable, and turn in to the School Office.

Student Activities Strictly Prohibited:

- Illegal installation or transmission of copyrighted materials.
- Any action that violates existing School policy or public law.
- Sending, accessing, uploading, downloading, or distributing offensive, profane, threatening, pornographic, obscene, or sexually explicit materials.
- Use of chat rooms, sites selling term papers, book reports and other forms of student work.
- Use of any Messaging services-such as (but not restricted to): SKYPE, MSN Messenger, ICQ, AIM, IMO, etc.
- Non educational games. Only educational games, which in no way contradict our mission as a Catholic school may be used with permission of a teacher.
- Use of outside data disks or external attachments without prior approval from the administration.
- Changing of iPad settings (exceptions include personal settings such as font size, brightness, etc.).
- "Jailbreaking" of an iPad or any other attempt to remove or replace the OEM operating system and its controls.
- Spamming-Sending mass or inappropriate emails.
- Gaining access to other student's accounts, files, and/or data.
- Use of the school's internet access or email accounts for financial or commercial gain or for any illegal activity.
- Use of anonymous and/or false communications such as, but not limited to, MSN Messenger, Yahoo Messenger, email, etc.
- Participation in credit card fraud, electronic forgery or other forms of illegal behavior.
- Vandalism (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) of school equipment.
- Transmission or accessing materials that are obscene, offensive, threatening or otherwise intended to harass or demean recipients.
- Attempting to bypass the St. John's School web filter.
- Use of an iPad assigned to another student.

Legal Propriety

- Comply with trademark and copyright laws and all license agreements. Ignorance of the law is not immunity. If you are unsure, ask a teacher or parent.
- Plagiarism is a violation of the St. John's School Code of Conduct. Give credit to all sources used, whether quoted or summarized. This includes all forms of media on the Internet, such as graphics, movies, music, and text.
- Use or possession of hacking software is strictly prohibited and violators will be subject to the St. John's School Student/Parent Handbook. Violation of applicable state or federal law will result in criminal prosecution or disciplinary action.

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****PLEASE RETURN THIS PAGE ONLY TO SCHOOL****

Keep pages 1-6 at home for your reference.

I agree to the stipulations set forth in the above documents and that violations will result in loss of usage or replacement of equipment when applicable.

Parent/Guardian Name (Please Print): _____

Parent/Guardian Signature: _____ Date: _____

ALL Students in grades K-8 from each family must sign.

Student Name (Please Print): _____

Student Signature: _____ Date: _____

Student Name (Please Print): _____

Student Signature: _____ Date: _____

Student Name (Please Print): _____

Student Signature: _____ Date: _____

Student Name (Please Print): _____

Student Signature: _____ Date: _____

Student Name (Please Print): _____

Student Signature: _____ Date: _____

Student Name (Please Print): _____

Student Signature: _____ Date: _____