



Mary, Star of the Sea School Technology Acceptable Use Policy

Technology Devices provide many positive educational benefits for classroom instruction and learning. Mary, Star of the Sea is committed to allowing students the responsible, learning-centered use of technology devices at school, so as to provide as many pathways to understanding as possible.

The purpose of this policy document is to assure that students recognize the boundaries that the school will impose on the use of technology devices and internet usage.

Technology Devices

Technology devices will include laptops, tablets and notebooks.

- Primary Grades have iPads for in-school usage.
- Intermediate Grades have access to both chrome books, apple laptops and iPads for in-school usage.
- Middle School students will be provided with a touchscreen chrome book for both school and home usage. Chromebooks will be issued to students for the entire school year.

Smartphones are not included in this definition. Unless authorized by administration, all cell phones are to be turned *off* and to remain securely in backpacks or lockers, until the end of the day.

Code of Ethics

- a) All technology users have the same right to use equipment in the computer lab and classroom resources are not to be used for non-academic purposes. Students will not waste or take supplies such as paper that is provided by the school. When students are in the computer lab, they will talk softly and work in ways that will not disturb other users. Students will keep their computer work area clean and will not eat or drink in the computer lab.

- b) Students recognize that software is protected by copyright laws; therefore, will not make unauthorized copies of software and will not give, lend, or sell copies of software to others. Students understand that they will not be allowed to bring software applications/games from home to be used on school equipment without proof of licenser and prior approval of appropriate school personnel.

- c) Students recognize that the work of all users is valuable; therefore, they will protect the privacy of others by not trying to learn their password; Students will not copy, change, read, or use files from another user without prior permission from that user; Students will not attempt to gain unauthorized access to system programs or computer equipment; Students will not use computer systems to disturb or harass other computer users or use inappropriate language in my communications. While students work in the computer lab or on a school technology device, they will honor their school's procedures for the storage of information. Students understand that they are expected to save files that they want to keep on their own memory stick or personal google drive. Students realize that, after prior notice has been given to them, files from the computer lab computers or laptops may be deleted from the system to protect the integrity of the network or because of space limitations on the computer's hard drive.

Privileges and Rights

Use of the wireless resource that the school provides is a privilege, intended to enhance learning. If the school suspects improper use and/or abuse of this or related policies, students may be denied access if they misuse this privilege.

Internet Access

Each student who receives Internet access will be instructed in the proper use of the network and network etiquette. The use of the Internet must be in support of education and research consistent with the educational objectives of the school. Students using network or computing resources must comply with the appropriate rules for that network or resource. In addition, personal information, home address or personal phone number or those of students, teachers or other staff members must not be revealed. Transmission of any material in violation of any U.S. or state regulation is prohibited. This includes, but is not limited to copyrighted material, threatening or obscene material, or material protected by trade secret.

Mary, Star of the Sea uses an in-house firewall to block inappropriate content as well as many sites specifically identified by teachers and staff. Our Information Technology Coordinator reviews the student and staff internet access logs on a regular basis to find attempts to circumvent block content. These logs are also backed up for the purpose of holding an archived record for investigations for discipline reasons or illegal activity.

General Usage/Student Agreement

1. Students will make the teacher aware and obtain permission before using a device during classroom instruction.
2. Students will not be allowed to use their device before school, during lunch and after school, unless authorization is given by a teacher or administration. Devices will only be used under the direction of a teacher during instruction time.
3. Devices may not be carried to bathrooms and recess.
4. Student use of a device must correspond to the instructional activities assigned by the teacher. They may only access files which are relevant to the classroom curriculum.
5. Students shall neither take nor distribute pictures, video or audio of students or staff without their permission.
6. Students should not have questionable material on their device.

The use of a school technology device is a privilege, not a right, and inappropriate use will result in the cancellation of these privileges. Vandalism or intentional modification of system settings will result in cancellation of privileges and/or school disciplinary action. The school reserves the right to seek financial restitution for any damage caused by a student or other user. The system administrators will deem what is inappropriate use, and their decision is final. The system administrators may close an account at any time as required. The administration, faculty, and staff of the school may request the system administrator to deny, revoke, or suspend specific user privileges. Violations of the rules and code of ethics described above will be dealt with seriously. Violators are subject to loss of technology device privileges.