



Saint Raphael Academy Technology Acceptable Use Policy

Saint Raphael Academy (SRA) has implemented an important educational and technological 1:1 environment for our Academy. SRA chose the best device for supporting its educational mission to continually offer the best technologies and resources to challenge its students and enrich his/her education. It is the Academy's goal to promote educational excellence for the 21st Century Learner facilitating resource sharing, innovation, research, creativity, communication, increased productivity, mobile learning and differentiated instruction. The individual use of the devices is a way to empower students to maximize his/her full potential and to prepare them for college and beyond. Providing students, the opportunity to participate in a 1:1 environment will enhance each student's overall learning experience. Utilizing a Microsoft operating system on the devices at SRA gives students the access to learn anywhere, anytime - both in the classroom and at home. This 1:1 personalized learning also increases access to educational technology during the school day and promotes responsible use of today's ever-changing technologies.

Access to the internet is filtered to meet the Children's Internet Protection Act (CIPA) utilizing OSHEAN's internet content filtering. It is important to note that no filtering solution is 100% effective and internet access requires good digital citizenship and responsibility.

All devices in use at SRA are subject to the responsibilities and restrictions in this policy as well as the SRA Student Mobile Device Acceptable Use Policy (AUP) in the Student Handbook. This applies to all devices including a loaner. All devices are subject to routine monitoring by teachers, administrators, and the technology staff. Technology staff will periodically monitor all wireless activity. In addition, SRA reserves the right to confiscate and search all student devices to ensure compliance with SRA's AUP. Students must comply with rules regarding use of devices set forth, and if asked to surrender the device, they must immediately unlock it (if applicable) and surrender it to the staff member making the request.

Students in violation of SRA's AUP will be subject to disciplinary action under SRA's Code of Conduct found in the Student Handbook.

It is understood that all members of the SRA community will use all available technological devices and the school's network in a responsible, ethical, and legal manner.

Device Policies and Procedures

1. POSSESSION AND OWNERSHIP

1.1 Ownership

During the school year, students retain sole ownership of his/her device and related equipment.

1.2 Collection and Inspection

While the device is at SRA, administration retains the right to collect or inspect the device, to include student SRA e-mail accounts, at any time, and can alter, add or delete any software or content. Devices will be treated similarly to school lockers in that SRA reserves the right to:

- Review, monitor, and restrict information stored on or transmitted via SRA owned equipment and to investigate inappropriate use of resources.
- Remove any software or content that impedes the performance of the device or is deemed to be in conflict with the school's philosophy and mission.

While using the device in the classroom, during studies or in common areas, SRA faculty retain the right to collect or inspect the device at any time.

1.3 Device Turn-in

Devices, including chargers, must be returned to SRA at the end of the school year or when a student withdraws from the school. Failure to return both laptop and charger upon SRA's request, at any time, will be subject to a \$600 fee for laptop and a \$25 fee for the charger. Students are responsible for both the laptop and charger while in their possession.

2. SOFTWARE ON DEVICES

2.1 School-issued Programs

School-issued programs will be distributed and installed on devices prior to the start of school. Additional software maybe available via the school's app store.

2.2 Original Apps

The software and programs originally installed by SRA must remain on the device in usable condition and must always be easily accessible.

2.3 Additional Programs

Personal content should be kept to a minimum to allow for remote installation of software. Personal programs and content may be removed to make room for required content.

2.4 Reconfiguring Device Due to Technical Issues

If technical difficulties occur relating to inappropriate content or tampering, the device will be restored to its original software configuration. The school does not accept responsibility for the loss of any software or documents deleted due to a reformat and reimage.

2.5 Software Upgrades

Students may be responsible for upgrading versions of programs when necessary. Windows updates will be deployed automatically and may result in a forced computer restart. Students are responsible to save their work regularly.

3. TAKING CARE OF YOUR DEVICE

Each student is responsible for the basic care of his or her device, including charger - keeping it safe, charged and in good working condition, and free of stickers and/or writing on device.

3.1. General Precautions

- SRA strongly recommends that you purchase a case to protect your device from accidental damage.
- Avoid placing too much pressure and/or weight on the device screen.
- Cables and cords must be inserted carefully into the device to prevent damage.
- Devices must never be left in an unlocked locker, unlocked car or any other unsupervised, unsecured area.
- Devices should not be used or stored in proximity to foods or liquids as a liquid spill can do serious damage to the device.
- If you lose your device or it is damaged beyond repair due to your negligence, you are responsible for costs incurred on repair/replacement.
- Devices are not to be taken out of the country.

3.2 Screen Care

Screens can be damaged if subjected to rough treatment. The screens are particularly sensitive to damage from excessive pressure.

3.3 Care of Accessories

Device cables and chargers should be cared for and stored in such a way as to prevent them from being tangled or damaged.

3.4 Protecting and Storing Your Device

- When students are not using his/her device, they should be stored in his/her own secured locker
- Under no circumstances should devices be left in unsupervised/unsecured areas.
- Students should take his/her device home every day after school, regardless of whether or not they are needed.
- Students should make note of the asset tag name of his/her device.

3.5 General Care Disclaimer

If your device has multiple maintenance or repair issues due to your negligence, you and your family will be held financially liable.

4. USING YOUR DEVICE AT SCHOOL

Devices are intended for use at school each day. In addition to teacher expectations for device use, school messages, announcements, e-mail, calendars and schedules may be accessed using the device. Students are responsible to bring his/her device to all classes. Devices must be brought to school each day in a fully charged condition. Students who repeatedly (three or more times in a term) fail to bring the device to school or maintain a fully charged battery may face disciplinary action.

4.1 Devices Left at Home

If a student leaves his/her device at home, he/she is responsible for getting the course work completed. Loaner devices will not be available to students who forgot to bring his/her device to school or failed to charge his/her device.

Devices that are stolen must be reported immediately to administration and a police report obtained. Loaner devices may be issued to a student if his/her device has been sent out for repair or stolen.

4.2 Passwords

Devices must be password protected. During orientation, each student will choose a password, and additionally may be required to change their password throughout the school year. Students are prohibited from sharing this password with anyone else except his/her parents.

5. PERSONALIZATION

5.1 Media and Content

SRA administrators recognize that students will want to personalize his/her own device. This will be allowed provided the following conditions are met:

- Inappropriate media and content of any kind including but not restricted to photos, wallpapers, images, music, sound, documents, files, programs or games are prohibited.
- Presence of pornographic materials, inappropriate language, alcohol, drug, tobacco, and gang related symbols, pictures or likenesses will result in disciplinary action.
- Media and content of any kind must in no way restrict the student from his or her ability to use programs or content necessary for the classroom.
- Media and content of any kind must in no way detract from the classroom or school environment and must align with the school mission, philosophy and student code of conduct.

5.2 Photos and Video

Photo and image storage on the device will be permitted for both class and personal use, provided the conditions listed in 5.1 are met. Photos, audio and video recordings may not be taken of teachers, staff, or students without their permission. The nature of all photos and video must align with the school's philosophy and mission. Disciplinary consequences will be issued if inappropriate subject matter is used in photos or video.

5.3 Sound, Music, Games, or Programs

Provided that all conditions listed in 5.1 are met, SRA administration will allow students to add his/her own music, programs and content to his/her device space permitting

- Students may not access games, music, and other programs during class time that are not intended for educational use. Teachers have the right to determine what constitutes educational use.
- Students may not access games, music, and other programs during homeroom or studies that are not intended for educational use unless permission is obtained from the teacher.

5.4 Vandalism

Students may not write or mark their device. Labels and decals, other than those put on by SRA, shall not be used. Those furnished by SRA shall not be written on, defaced in any way, or removed. Destroying, modifying, or abusing the device in any way will be subject to disciplinary action.

6. PERSONAL DEVICE WI-FI INTERNET ACCESS

Students are not allowed to connect his/her personal devices to SRA's wireless network. Cellular data capabilities must be turned off during the school day. Students using their cell phones or other devices as "hot spots" is strictly prohibited.

7. MANAGING YOUR FILES AND SAVING YOUR WORK

7.1 Saving Work

It is the student's responsibility to ensure that work is not lost due to mechanical failure or accidental deletion. Device malfunctions are not an acceptable excuse for not submitting work; therefore, students should store all their work on their school OneDrive account not on the device.

7.2 Network Connectivity

In the rare case that the wireless network is down, SRA will not be responsible for lost or missing data.

8. ACCEPTABLE USE

The use of SRA technology resources is a privilege, not a right. The privilege of using the technology resources at SRA 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 of the terms and conditions named in this policy, privileges may be terminated, access to the school's technology resources may be denied, and the appropriate disciplinary and/or legal action shall be applied. Violations may result in disciplinary action up to and including expulsion for students. When applicable, law enforcement agencies may be involved.

8.1 Parent/Guardian Responsibilities

Talk to your children about good digital citizenship, values, and the standards that your children should follow regarding the use of the device, just as you do on the use of all media information sources such as the internet, television, telephones, movies and radio. In addition,

- Monitor your child's treatment and care of the device to help instill in them a pattern of responsible ownership
- Encourage your child to charge the device nightly
- Encourage your child to refrain from participating in negative social networking and all types of cyber bullying and harassment

8.2 School Responsibilities

- Provide filtered internet access in compliance with the Child Internet Protection Act (CIPA) while at school and home
- Provide student e-mail accounts
- Provide charging areas
- Provide staff guidance to aid students in doing research and help assure student compliance with the acceptable use policy

8.3 Student Responsibilities

- Use devices in a responsible and ethical manner
- Follow all policies regarding responsible care of the device and accessories
- Students must report any damage/loss to their laptop and/or charger immediately to SRA
- Obey school rules concerning behavior and communication that apply to device use
- Turn off and secure his/her device after work is finished to protect work and information
- Store all work on your school provided OneDrive
- Students are responsible for the information contained in their school provided e-mail account
- Students are required to report any computer, computer damage, software errors, and/or e-mail related issues to the IT Department or Tech Center immediately

8.4 Student Activities Strictly Prohibited

- Changing laptop settings, including but not limited to changing local administrator account password and removing device from the Saints domain.
- Bypassing school internet filtering
- Illegal installation, appropriation, or transmission of copyrighted materials
- Using the device during academic classes for non-academic purposes (i.e., play games, send messages, view pictures)
- Any action that violates existing SRA policies, SRA student handbook, or public law
- Sending, accessing, uploading, downloading, or distributing offensive, profane, threatening, pornographic, obscene, or sexually explicit materials or those that can be interpreted as harassing or demeaning
- Using the device camera, video, or other programs in any way that is offensive, profane, threatening, obscene, or damaging to another person
- Taking photographs, audio or video of other students, guests, or school personnel without his/her permission
- Use of a screen protector that prohibits others from viewing screen
- Use of chat rooms and websites selling term papers, book reports and other forms of student work
- Use of torrents or illegal file-sharing sites
- Spamming, sending mass or inappropriate e-mails
- Gaining access to other students' accounts, files, and/or data
- Use of the school's Internet, network or e-mail accounts for financial or commercial gain or for any illegal activity
- Use of any form of anonymous and/or false communications
- 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
- Bypassing the school's web filter through a proxy server, VPN, hotspot or using cellular data.
- Using another student's device
- Attempting to repair his/her laptop by opening device. All repairs whether hardware or software related must be done by Saint Raphael Academy's IT Department.

8.5 Legal Propriety/Copyright

All students must 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 SRA 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 SRA student handbook policies. Violation of applicable state or federal law will result in criminal prosecution and/or disciplinary action.

8.6 Policy Violations and Disciplinary Consequences

If a student violates any part of the above policy, the following consequences may apply as determined by the appropriate Vice Principal in consultation with the Director of Technology.

- 1st offense – Three school detentions
- 2nd offense – One in-school suspension
- 3rd offense – Two days of in-school suspension and a meeting with parent
- Subsequent offenses - One external suspension and student will be placed on a discipline contract.

8.7 Continual damage or device negligence (may be subject to the cost of repair after the 1st offense)

- 1st offense – Warning
- 2nd offense – Two school detentions
- 3rd offense – Three school detentions
- 4th offense – In-school suspension
- 5th offense – External suspension

9. DEVICE INSURANCE

SRA will provide free* accidental insurance covering drops and spills, cracked screens, liquid submersion, flood, natural disaster, power surge by lightning, and theft**. SRA will also cover warranty repairs at no cost. SRA is not responsible for lost or damaged devices due to negligence.

10. DISCLAIMERS

- SRA will not be responsible for loss of data resulting from delays, non-deliveries, service interruptions, or inaccurate information. It is up to the student to back up their data.
- *Parents/guardians maybe subject to any repair/replacement costs not covered/denied by insurance as listed in section 9.
- **Parents/guardians are responsible for filing/providing a police report for stolen computers before SRA can file an insurance claim.
- Saint Raphael Academy will not disclose any personal information contained in this Acceptable Use Policy.
- SRA is not liable for any files/data on their laptop and/or Cloud Services after a student withdraws/graduates from the school. Students are encouraged to save their data on a USB drive prior to withdrawing/graduating.