
McGill-Toolen Catholic High School

Technology Acceptable Use Policy

Ben Fancher

Director of Instructional Technology • June 24, 2015



McGILL-TOOLEN CATHOLIC

Strengthening the spirit. Inspiring the mind.

Technology Acceptable Use Policy

McGill-Toolen Catholic High School provides student access to technological devices (as defined below) and internet access for academic and educational purposes only.

Acceptance of Policy

The Technology Acceptable Use Policy falls under the guidelines outlined in the McGill-Toolen Catholic High School Student Handbook. The acceptance of the Acceptable Use Policy (AUP) is indicated in the signing of Handbook Acceptance letter that is signed by both the student and parent/guardian, which indicates that both parties have read and understand the policies regarding technology set forth by McGill-Toolen Catholic High School. Failure to sign the policy will result in loss of privileges.

Purview of Technology Policies

Technology devices include but are not limited to desktop computers, laptops, tablets, digital cameras/video recorders, printers, scanners, calculators, hardware/software, and technology infrastructure (e.g. wired and wireless access to school network, servers), whether owned, leased, or loaned to McGill-Toolen Catholic High School.

Acceptable Use Policies also apply to any online services provided directly or indirectly for student use including, but not limited to the following: student email, drive, and calendar (Google Apps for Education); Student Information Systems such as Netclassroom (Parent/Student Gradebook Access); online-based educational tools such as Moodle; anti-plagiarism software (Turnitin.com); and online database subscriptions (Ebscohost, Gale).

Expectations of School Issued iPad Usage

iPads issued by McGill-Toolen Catholic High School are property of the school. McGill-Toolen reserves the right to modify, change, update, and both issue and revoke apps.

- All iPads are to remain in school issued cases at all times.
- All iPads must be brought to school/class daily fully charged.
- All students are expected to have a personal Apple ID available.
- All iPads are expected to be passcode protected. The passcode is not to be shared with others.
- All iPads must enable the iCloud feature Find My iPad.
- All iPad usage in the classroom is determined by the teacher.

iPad Warranty, Loss, and Theft Policy

Accidental damage to the iPad is covered under the terms and policy of AppleCare. AppleCare insurance covers two instances of accidental damage, with a \$50 deductible fee to replace the iPad in each instance. Any instance of damage beyond that will require the payment of repair or replacement. The deductible fees and repair/replacement fees are the responsibility of the student to whom the device was issued. Loss and theft are not covered by McGill-Toolen. In case of loss or theft, the student is responsible for the full replacement value of the iPad.

Unacceptable Usage of Technology

The inappropriate use of technology includes, but is not limited to, the following:

- Using the network for any illegal activity, including violation of copyright
- Degrading or disrupting equipment, software, or system performance
- Vandalizing the data of another user
- Gaining unauthorized access to resources or entities
- Invading the privacy of individuals
- Using an account owned by another user
- Posting personal communications without the original author's consent

- Posting anonymous messages
- Downloading, storing, or printing files or messages that are profane, obscene, or that use language and/or symbols that tend to degrade or offend others
- Any activity that interferes with the operation of any computer system (e.g. jailbreaking)
- Any activity that damages any equipment or programs—restitution will be required if this occurs
- Uses that violate any of the Expected Standards of Behavior outlined in handbook including but not limited to plagiarism, cheating, bullying, hazing, and harassment

Consequences for Violation of Technology Policies

The violation of technology policies and any usage deemed unacceptable by either administration, faculty, and/or technology directors can result in loss of privileges. Violations of these policies and the resulting loss of privileges may correspond with disciplinary actions outlined in the Student Handbook.

Note: Revoked privileges may result in academic failure if assignments require the use of school technology.

Privacy Policy

Students should understand that they have no reasonable expectation of privacy with respect to and including, but not limited to internet usage, the creation and/or distribution of messages or content via student email system, and/or the creation of information within technology tools that fall under the purview of McGill-Toolen Catholic High School technology devices.

McGill-Toolen Catholic High School may at its discretion filter, access, and monitor technology resources to determine unacceptable usage.

Student Email Acceptable Use Policy

Student email accounts issued by McGill-Toolen Catholic High School are expected to be used strictly in an academic manner; usage must be responsible, legal, and ethical. The Student Email Acceptable Use Policy falls directly under and is encompassed by the McGill-Toolen Catholic High School Technology Acceptable Use Policy.

School Usage of Email

Student email accounts established by McGill-Toolen Catholic High School should be considered an official means of communication between students and teachers. Students will be expected to use their official student email address for communication with teachers instead of personal email accounts.

Student email accounts grant students access to a variety of resources including but not limited to the services provided through Google Apps for Education: Google Mail, Calendar, and Drive, which includes the online creation and storage of documents, spreadsheets, and presentations.

Expectations of Student Usage

McGill-Toolen Catholic High School expects all students to check their email on a frequent and consistent basis. Some emails may be time critical, and unchecked email will not be considered an acceptable excuse.

- Student email should only be used for emailing McGill-Toolen Catholic High School staff and when assigned other McGill-Toolen students.
- Online collaborative work is only acceptable when assigned by a teacher. Otherwise, the work will be deemed as cheating and subject to rules within the Student Handbook.
- Students should use polite, appropriate language.

- Any messages deemed inappropriate, offensive, abusive, or harassing will be grounds for the revoking of privileges and turned over to the discipline office. There will be filters in place that can redirect this type of message to administrators.

- Username and passwords should not be shared by students.

- Username and passwords will be made available to parents upon request.

By signing below you agree to the terms of the Technology Acceptable Use Policy, which include the financial responsibility of any damaged or lost items including, but not limited to the following: iPads, iPad cases, cables, and USB power adapters.

Printed Student Name

Grade Level

Student Signature

Parent Signature

Date