



# St. Louis Catholic School Student Technology Handbook

**Instructions:** Please sign and return the last page of this policy to the office.

## 1. Technology Goals

- Equip all students to use technology to interact with and impact the world around them.
- Teach the ethical use of technology.
- Improve the quality of learning and promote greater academic achievement.
- Develop a new set of skills for the 21<sup>st</sup> Century Learner.
- Provide greater access to educational opportunities and differentiated instruction by using technology for anytime, anywhere learning.
- Improve communication and widen our sense of community by expanding the ways teachers, students and parents interact with each other.
- Expand integration of digital resources.

## 2. Responsible Use Policy for Students

- **Parents of students in all grades (K-12) must read, initial and sign page 7.**

### A. Introduction

This Responsible Use Policy (RUP) outlines the guidelines and behaviors that users are expected to follow when using school technologies. In addition to this agreement, the use of any district provided technology requires students and staff to abide by the St. Louis Catholic School (SLCS) Responsible Use Policy.

- SLCS technology is intended for educational purposes only.
- All activity over the network or while using school technologies will be monitored or retained.
- Access to online content via the SLCS network will be filtered in accordance with our policies and federal regulations, including the Children's Internet Protection Act (CIPA).
- Users are expected to follow the same rules for good behavior and respectful conduct online as offline.
- Misuse of school resources can result in disciplinary action.
- SLCS makes a reasonable effort to ensure users' safety and security online, but will not be held accountable for any harm or damages that result from use of school technologies.
- Users of the school network or other technologies are expected to IMMEDIATELY alert school staff of any concerns for safety or security.

### B. Technologies Covered

SLCS may provide Internet access, desktop computers, iPads, online collaboration capabilities, message boards, email and more. As new technologies emerge, SLCS will attempt to provide access to them. The policies outlined in this document are intended to cover ALL available technologies, not just those specifically listed.

### C. Usage Policies

All technologies provided by the district are intended for educational purposes. All users are expected to use good judgment and to follow the specifics of this document as well as the spirit of it: be safe, be appropriate, and be kind; use common sense, and ask if you do not know.

- Users should abide by the same responsible use policies when using school devices off the school network as on the school network.
- Users are expected to treat these devices with extreme care and caution; they are expensive devices that the school is entrusting to your care.
- Users should report any loss, damage, or malfunction to school technology department immediately.
- **Users will be financially accountable for any damage resulting from negligence or misuse.**

### D. Web 2.0 (Email, Social, Collaborative Content)

Recognizing the benefits collaboration brings to education, SLCS may provide users with access to websites or tools that allow communication, collaboration, and sharing. Availability and use may be restricted based on district policies.



# St. Louis Catholic School Student Technology Handbook

- District provided email accounts should be used with care.
- Users email, files, photos, app usage, etc. will be monitored and archived to meet legal obligations.
- Users should be careful not to share personally identifying information online. **Sharing inappropriate personal information or content is strictly prohibited.**
- Beware when opening files or following links from unknown or untrusted sources.
- Communicate with appropriate, safe, mindful, faithful, and courteous conduct.
- **Text messaging and instant messaging of any kind is prohibited.**
- Posts, discussions, and sharing will be monitored on MyBigCampus.

## E. Personally-Owned Devices Policy

Students should keep personally owned devices (including iPads, tablets, smart phones, and cell phones) turned off and in their homeroom teachers desk —unless in the event of an emergency or as instructed by a teacher or staff for educational purposes.

## F. Downloads

Users may be able to download file types, such as images or videos; however, for the security of the district's network, such downloads should only be from reputable websites, and only for educational purposes.

**Streaming non-school related video and audio is strictly prohibited during the school day unless directed otherwise by school personnel. Students may be selected at random to provide their device for monitoring and inspection.**

## F. "Net"iquette

- Users should always use the Internet, network resource, and online sites in a courteous and respectful manner.
- Users should recognize that among the valuable content online, there is also unverified, incorrect, or inappropriate content.

## G. Plagiarism

- Users are prohibited from plagiarizing (use as their own, without citing the original creator) content, including words or images, from the Internet.
- Users should not take credit for things they didn't create themselves.
- Research conducted via the Internet should be appropriately cited, giving credit to the original author.
- Users are prohibited from accession sites that promote plagiarism. These sites should be reported to the technology department.

## H. Personal Safety

- Users should recognize that communicating over the Internet brings the risks associated with the lack of face-to-face contact.
- Users should carefully safeguard the personal information of themselves and others.
- Users should never share personal information, including phone number, address, social security number, birthday, or financial information, over the Internet without permission.
- Students should never agree to meet someone they meet online in real life.
- If the user sees a message, comment, image, or anything else online that makes him or her concerned for his/her personal safety, it should be brought to the attention of school personnel or a parent immediately.

## I. Cyber-bullying

The National Crime Prevention Council defines cyber-bullying as: "When the Internet, cell phones or other devices are used to send or post text or images intended to hurt or embarrass another person."

**Types of Cyber-bullying** - Cyber-bullying can take many forms. Properly identifying and preventing cyber-bullying requires an understanding of the different ways technology can be used to hurt others

- **Flaming**- Online fights using electronic messages with angry or vulgar language.
- **Harassment**- Repeatedly sending nasty, mean, and insulting messages.
- **Denigration**- "Dissing" someone online. Sending or posting gossip or rumors about a person to damage his or her reputation or friendships.
- **Impersonation**- Pretending to be someone else and sending or posting material to get that person



# St. Louis Catholic School Student Technology Handbook

in trouble or damage their reputation.

- **Outing-** Sharing someone's secrets or embarrassing information or images online.
- **Trickery-** Tricking someone into revealing secrets or embarrassing information and then sharing it online.
- **Exclusion-** Intentionally and cruelly excluding someone.
- **Cyber stalking-** Repeated, intense harassment and denigration that includes threats or creates significant fear.

\* "An Educator's Guide to Cyberbullying and Cyberthreats," by Nancy Willard

## SLCS Position on Cyber-bullying and Digital Citizenship

- Students shall receive education including, but not limited to appropriate online behavior in social networking sites, chat rooms, electronic communications, etc.; the dangers inherent with the online disclosure of personally identifiable information; and, consequences of unlawful activities, including cyber-bullying awareness and response, other unlawful or inappropriate online activities by students.
- **Cyber-bullying will not be tolerated and is strictly forbidden**
- Engaging in cyber-bullying to harm (physically or emotionally) another person will result in severe disciplinary action and loss of privileges.
- In some cases, cyber-bullying can be a crime.
- **Report cyber-bullying immediately to school personnel.**

## J. Examples of Responsible/Irresponsible Use

### Responsible Use

- Use school technologies for school-related activities.
- Follow the same guidelines for respectful, responsible behavior online as offline.
- Treat school resources carefully and alert staff if there is any problem with their operation.
- Encourage positive, constructive discussion when using communicative or collaborative technologies.
- Alert school personnel of threatening, inappropriate, or harmful content online.
- Use school technologies at appropriate times, in approved places, for educational pursuits.
- Cite sources when using online sites and resources for research.
- Recognize that use of school technologies is a privilege and treat it as such.
- Be cautious to protect the safety of everybody.
- Help to protect the security of school resources by reporting misuse or illegal activities.

### Irresponsible Use

- Use school technologies in a way that could be personally or physically harmful.
- Attempt to find or create inappropriate images or content.
- Engage in cyber-bullying, harassment, or disrespectful conduct toward others.
- Try to find ways to get around the school's safety measures and filtering tools.
- Use school technologies to send spam or chain mail.
- Plagiarize content found online.
- Post personally identifying information, about others or myself.
- Agree to meet someone met online in real life.
- Use of chat rooms, sites selling term papers, book reports and other forms of student work.
- Use text and messaging services outside of MyBigCampus.
- Using personal iTunes accounts for downloading apps and music.
- Attempt to hack or access sites, servers, or content that is inappropriate.
- Listening or viewing media or books labeled "Explicit"

\* **This is not intended to be a complete list, just a few specific examples.**

## K. Limitation of Liability

- SLCS will not be responsible for damage or harm to persons, files, data, or hardware.
- While SLCS employs CIPA compliant filtering and other safety and security mechanisms, and attempts to ensure their proper function. It makes no guarantees as to their effectiveness.



# St. Louis Catholic School Student Technology Handbook

## L. Violations of this Responsible Use Policy

Violations of this policy may have disciplinary repercussions, including:

- Restrictions placed on iPads or computers
- Notification of parents
- Detention or suspension from school and school related activities
- Loss of iPad privileges
- Financial Consequences
- Legal action and/or prosecution

## 3. iPad Policy

### A. Terms

Users will comply at all times with the SLCS Technology Handbook policies. Any failure to comply may terminate user rights of possession effective immediately and the school may repossess the property.

**ANY LOST, STOLEN, NON-WORKING OR DAMAGED iPad MUST BE REPORTED TO SCHOOL TECHNOLOGY DEPARTMENT IMMEDIATELY, AND NO LATER THAN THE NEXT SCHOOL DAY.**

### B. Title

Legal title to the property is in the school and shall at all times remain with the school. The user's right of possession and use is limited to and conditioned upon full and complete compliance with this agreement and the SLCS Technology Handbook policies.

### C. Repossession

If the user does not fully comply with all terms of this agreement and the SLCS Student Technology Handbook, including the timely return of the iPad when requested, the District shall be entitled to declare the use in default, and go to the student's place of residence, or other location of the device, to take possession of the property.

### D. Terms of Agreement

The user's right to use and possession of the property terminates not later than the last day of the school year unless earlier terminated by the school or upon withdrawal from the school.

### E. Unlawful Appropriation

Failure to timely return the property and the continued use of it for non-school purposes, without the school's consent, will be considered unlawful use of the school's property, and subject to termination of this agreement and subject to legal action.

## 4. Financial Terms of Mobile Technology Use

### A. Use and Maintenance Fees

- Each family is assessed a \$50 Technology Fee every year. This is a part of the tuition for the school.
- Damage, Loss or Theft is covered in another part of the policy.
- SLCS Technology Staff has researched the best cases and bags for iPad protection and with the proper care these provided items will do a great job in protecting the iPad.

### B. Damaged iPads

- **ANY iPad LOST OR DAMAGED MUST BE REPORTED TO SCHOOL TECHNOLOGY DEPARTMENT IMMEDIATELY, OR BY THE NEXT SCHOOL DAY!**
- Lost, stolen, or damaged power adapters, cords, bags and cases must be paid in full. See chart below.

### C. Table of Estimated Repair Pricing

Broken Screen	\$50.00
Power Adapter (brick)	\$5.00
Charging cable	\$5.00
School Assigned iPad Case	\$20.00
School Assigned iPad Bag	\$20.00



## St. Louis Catholic School Student Technology Handbook

### 5. Mobile Technology Precautions

#### A. Handling and Care of the iPad

- ✓ The user must keep the iPad in the school provided protective case.
- ✓ iPads and cases must remain free of any writing, drawing, stickers or labels that are not applied by SLCS.
- ✓ Use the iPad on a flat, stable surface.
- ✓ Do not set books on the iPad.
- ✓ Do not have food or drinks around the iPad.
- ✓ Wipe surface with a clean, dry, soft cloth.
- ✓ Avoid touching the screen with pens or pencils.
- ✓ Do not leave the iPad exposed to direct sunlight or near any heat or moisture sources for an extended period of time

#### B. Power Management

- ✓ **It is the user's responsibility to recharge the iPad battery so it is fully charged by the start of the next school day.**
  - iPads with no battery life must be charged in the classrooms with designated charging stations. The student forfeits use of the iPad for the entire time it takes to charge the iPad.
  - All missed class work must be made up on the students own time.
  - The iPad must remain ON (awake or sleep mode) at school at all times. NO EXCEPTIONS

#### C. Transporting

- The iPad should be transported home and from class to class in the provided case also within the protective bag that SLCS provides to all students.
- Do not leave the iPad in a vehicle overnight or for extended periods of time.
- Do not leave the iPad in visible sight when left in a vehicle.

#### D. Monitoring and Supervision

- Do not leave the iPad unattended in an unlocked classroom or during an extra curricular activity.
- Do not lend your iPad to a classmate, friend, or family member.

**You are responsible for the safety and security of the iPad and any activity on the device at all times.**



## St. Louis Catholic School Student Technology Handbook

**PLEASE DO NOT HAVE YOUR STUDENT SIGN THIS WE WILL DO IT IN CLASSROOMS ON THE DAY WE GIVE THEM THEIR IPAD.**

### STUDENT IPAD PLEDGE

I will follow these guidelines for care of the iPad:

1. I will keep the iPad in my possession at all times, unless in a locked classroom.
2. I will never loan the iPad to other individuals.
3. I will arrive at school with the iPad charged everyday.
4. I will protect my iPad by keeping it in the red school case and carrying it in the cross body bag.
5. I will not put stickers, labels or tape on the iPad or cover.
6. I will not change or remove profile settings on the iPad.
7. I will push "Install" when apps are sent to the iPad from the App Portal.
8. I understand that the iPad is subject to inspection at anytime and is the property of SLCS.
9. I will follow the SLCS Responsible Use Policy.
10. I will use the school provided Internet resources for educational purposes only.
11. I will file a police report immediately if the iPad is stolen and tell school personnel.
12. I am responsible for damage caused by neglect or abuse.
13. I agree to return the iPad, power cords, case and bag in good working condition immediately upon request.
14. I agree to pay to replace accessories of my iPad if they become lost or damaged. (Cost chart on page 3 of the SLCS Tech Handbook)
15. I will return the iPad issued to me to school at the end of the school year. If I withdraw from school I will return the iPad to school immediately.
16. I agree to pay the replacement cost of the iPad if I fail to return it at the end of the school year or if I withdraw from school. I understand that failure to return the device subjects me to criminal prosecution or civil liability, and may result in a theft report being filed with the police.

### iPad Management

- Do NOT sync the iPad to a personal or school computer.
- Apps purchased by the school will be pushed out to the student iPads via the Lightspeed Mobile Device Manager.
- Do not attempt to login with an apple id. We are not allowing personal content on the school iPads.

I have read the STUDENT iPad Pledge and understand that I am responsible at all times for the care and appropriate use of technology. I understand if I violate the guidelines agreed to in the SLCS Student Technology Handbook, my privilege to use technology may be restricted or removed, and I may be subject to disciplinary action.

Student Signature \_\_\_\_\_

Date \_\_\_\_\_



# St. Louis Catholic School Student Technology Handbook

## iPad Damage Agreement and Responsible Use Policy Signature Form (one form per family)

I understand that the iPad, equipment, and/or accessories that SLCS has provided my child are the property of St. Louis Catholic School. I understand that we will report any damage, loss, or theft of the iPad to SLCS technology personnel immediately. In addition, I understand that I may be held responsible for reimbursement for loss, damage, or repair of my child’s mobile device, which may have occurred at school or at home, or while the mobile device was being transported.

**ALL IPAD REPAIRS MUST BE SUBMITTED TO SLCS TECHNOLOGY DEPARTMENT ANY REPAIRS ATTEMPTED BY OTHER MEANS WILL RESULTS IN FULL REPLACEMENT COST.**

GRADE 3-8 STUDENTS WILL BE RESPONSIBLE FOR THE COST OF DAMAGED, LOST OR STOLEN IPADS.

### Incident and Reimbursement costs: Damaged iPad

- First Incident: Parent will pay \$50 deductible damaged iPad.
- Second Incident: Lessor of cost to repair the iPad. (Loss of take-home privileges)
- Third Incident: Lessor of cost to repair the iPad. (Loss of iPad privileges)

### Lost or Stolen iPad

- First Incident: \$200
- Second Incident: Full Replacement cost of all lost items.

### Full Replacement cost for iPad and accessories

iPad \$399.00  
 Power Brick \$5.00    Sync Cable \$5.00  
 Case \$20.00         Bag \$20.00

\_\_\_\_\_ Please initial here that you have received and read the Responsible Use Policy (pg. 7-8)

\_\_\_\_\_  
Parent Signature

\_\_\_\_\_  
Date

**Please list student(s) info below; we will not disburse an iPad to your child(ren) without this form.**

\_\_\_\_\_  
Student Name

\_\_\_\_\_  
Grade

\_\_\_\_\_  
Student Name

\_\_\_\_\_  
Grade

\_\_\_\_\_  
Student Name

\_\_\_\_\_  
Grade

\_\_\_\_\_  
Student Name

\_\_\_\_\_  
Grade