

Aquin Catholic School Internet/Technology Acceptable Use Policy- adopted 2012-2013. (Revised September 2017)

It is the policy of educational programs governed by the Archdiocesan Catholic School Board to require the ethical use of the Internet and related technologies by all employees, volunteers and students. (ACSB 2511, ACSB 5144.3) Access privileges may be revoked, school disciplinary action may be taken, and/or appropriate legal action may be taken for any violations that are unethical and may constitute a criminal offense.

Grades K-2:

Acceptable Use Policy. (AUP) This tells all of us how we are expected to use our computers and technology.

1. **Be polite and respectful in your technology use.**
2. Stay with your own computer, using only your mouse, keyboard, headphones, etc.
3. Use school technology for learning.
4. Know and follow the rules.
5. Stay safe on the Internet.
6. Give only your first name unless your teacher gives other directions.
7. Report problems or sites that make you uncomfortable.
8. Breaking the AUP rules will get you in trouble and you may lose the privilege to use the computers.
9. Know that the computer network can see and track all things you do.

Grades 3-8:

Acceptable Use Policy (AUP) This tells all of us how we are expected to use our computers and technology.

If we use our computers properly they will be ready to serve us when we need them. Your Principal, teachers and the technology staff (the people that fix your computers) need the help of every student to keep the computers working. The technology staff is working hard on new projects that you will see in the classroom in the months and years to come. When the computers are damaged or abused it takes money and time away from new projects. We know that from time to time computers break on their own. Just like we get sick, so do they. Our computer technicians will repair the computers as quickly as possible. **Your part is to:**

1. **Be polite and respectful in your technology use.**
2. Know and follow the rules.
3. Quickly report any damaged computers to your teacher.
4. Take care of the computer by never hitting, breaking, writing on it or putting anything but a CD or DVD in the disk drive.
5. We have tried to make the Internet safe for students. You are expected to follow your teacher's directions at all times. Searching for just anything (surfing) without your teacher's guidance is not permitted.
6. Never type your name, age, address or telephone number into the computer without your teacher telling you to do so.
7. Report anything you see on your computer that makes you feel uncomfortable to

- your teacher.
8. Our computers are to be used only for educational uses. Playing arcade type games, instant messaging, post it notes, or checking on your favorite sports team is not appropriate use.
 9. When you use the Internet to communicate with other people you are representing your class, school, and family. Be polite and respectful in your responses.
 - 10. Any video or audio recordings in school by a student must be done with school equipment and the authorized permission of the administration and/or the classroom teacher.**
 11. Breaking the rules of the AUP will get you in trouble and you may lose the privilege to use computers and devices in the school building.

The Internet keeps track of everything we do. There are no secrets from the computer. It knows exactly what you and I typed, when we typed it and at what computer we were sitting. The computer looks at everything you see before you see it. Sometimes, the computer decides it is not something we should have in our classrooms and the filter will stop it. We call this “blocking.”

**Teachers may set additional requirements for use in their classroom.

ACCEPTABLE USE

The use of the Aquin School System’s technology resources is a privilege, not a right. The privilege of using the technology resources provided by the Aquin School System is not transferable or extendible by students to people or groups outside the district and terminates when a student is no longer enrolled in the Aquin School System. 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 User Terms and Conditions named in this policy, privileges may be terminated, access to the school district technology resources may be denied, and the appropriate disciplinary action shall be applied. The Aquin School System’s Student Code of Conduct shall be applied to student infractions.

Any personal device that is in question of not being used properly that is brought into the school building or on the school grounds can be confiscated by teachers or the office.

Violations may result in disciplinary action up to and including suspension/expulsion for students. When applicable, law enforcement agencies may be involved.

A. Parent/Guardian Responsibilities

Talk to your children about values and the standards that your children should follow on the use of the Internet just as you do on the use of all media information sources such as television, telephones, movies, and radio. Monitor the use of the internet when students are at home.

B. School Responsibilities are to:

1. Provide computer usage and Internet access to its students.

2. Provide Internet Blocking of inappropriate materials as required by the Children's Internet Protection Act while on campus.
3. Provide network data storage areas. These will be treated similar to school lockers. Aquin School System reserves the right to review, monitor, and restrict information stored on or transmitted via Aquin School System owned equipment and to investigate inappropriate use of resources.
4. Provide staff guidance to aid students in doing research and help assure student compliance of the acceptable use policy.

C. Students are Responsibilities for:

1. Using computers/devices in a responsible and ethical manner.
2. Obeying general school rules concerning behavior and communication that apply to iPad/computer use.
3. Using all technology resources in an appropriate manner so as to not damage school equipment.
4. Helping Aquin Catholic School System protect our computer system/device by contacting an administrator about any security problems they may encounter.
5. Monitoring all activity on their account(s).
6. If a student should receive email containing inappropriate or abusive language or if the subject matter is questionable, he/she is asked to take a screen shot and report it to the principal or computer teacher.

D. Student Activities Strictly Prohibited:

- Illegal installation or transmission of copyrighted materials
- Any action that violates existing Board policy or public law
- Sending, accessing, uploading, downloading, or distributing offensive, profane, threatening, pornographic, obscene, or sexually explicit materials
- plagiarism, including accessing sites selling term papers, book reports and other forms of student work
- Messaging services, i.e., MSN Messenger, Facebook, ICQ, etc
- Use of outside data disks or external attachments without prior approval from the administration
- Changing of Mac or PC settings (doc icons, desktop, and page backgrounds).
- Changing of iPad settings (exceptions include personal settings such as font size, brightness, etc)
- Downloading apps
- Spamming-Sending mass or inappropriate emails
- Gaining access to other student's accounts, files, and/or data without permission.
- Use of the school's internet/E-mail accounts for financial or commercial gain or for any illegal activity
- Use of anonymous and/or false communications such as MSN Messenger, Yahoo Messenger
- Use or possession of hacking software
- Students are not allowed to give out personal information, for any reason, over the Internet. This includes, but is not limited to, setting up internet accounts including those necessary for chat rooms, Ebay, 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 will not be allowed
- Transmission or accessing materials that are obscene, offensive, threatening or otherwise intended to harass or demean recipients

iPads/Samsung Galaxy Tablets

I. CARE AND TREATMENT

Aquin Staff will be responsible for the general care of the iPad/Tablet. iPads/Tablets that are broken or fail to work properly must be taken to the Computer Lab for an evaluation of the equipment.

A. General Precautions

1. The iPads and Samsung Galaxy Tablets are school property and all users will follow this policy and the Aquin Catholic School Acceptable Use Policy for technology.
2. Only use a clean, soft cloth to clean the screen, no cleansers of any type.
3. Cords and cables must be inserted carefully into the iPad/Tablet to prevent damage.
4. iPads/Tablets must remain free of any writing, drawing, stickers, or labels that are not the property of the Aquin School System.
5. iPads/Tablets must never be left in a non-designated area. Designated areas include (but are not limited to) the iPad/Tablet cart and the Computer Lab/Library.
6. Students are not allowed to download or delete apps.
7. Pictures taken on the iPad should be immediately deleted after they have served their purpose. Notice, pictures may be deleted from the iPad by the staff without notice.

B. Carrying

The protective cases provided with iPads have sufficient padding to protect the iPad from normal treatment and provide a suitable means for carrying the device within the school. The guidelines below should be followed:

1. iPads/Tablets should always be within the protective case.
2. When carrying the iPad or Tablet, do so with caution.

C. Screen Care

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

1. Do not lean on the top of the iPad/Tablet.
2. Do not place anything near the iPad/Tablet that could put pressure on the screen.
3. Do not place anything in the carrying case that will press against the cover.
4. Clean the screen with a soft, dry cloth or anti-static cloth.
5. Do not “bump” the iPad/Tablet against lockers, walls, car doors, floors, etc as it will eventually break the screen.

II. USING

A. Sound, Music, Games, or Programs

1. Sound must be muted at all times unless permission is obtained from the teacher for instructional purposes.
2. Internet Games are not allowed on the iPads/Tablets unless for instructional use as directed by the teacher.
3. All software/Apps must be school provided. Data storage will be through apps on the iPad/Tablet and through school provided email.
4. Earphones or ear buds are encouraged when teacher permits sound.

B. Printing

Items will be sent to the teacher digitally. Printing will take place at the teacher's discretion.

III. SENDING & SAVING YOUR WORK

A. Saving to the iPad

Students must be responsible for backing up his/her own files. It is recommended students e-mail documents to their teacher for backup. Students may also use provided apps for cloud storage. Storage space will be available on the iPad—BUT it will NOT be backed up in case of re-imaging. It is the student's responsibility to ensure that work is not lost due to mechanical failure or accidental deletion. iPad malfunctions are not an acceptable excuse for not submitting work.

B. SOFTWARE

1. Originally Installed Software

The software/Apps originally installed by Aquin Catholic School must remain on the iPad in usable condition and be easily accessible at all times. From time to time the school may add software applications for use.

2. Additional Software

Students are not allowed to load extra software/Apps on the iPads. Aquin Catholic School will synchronize the iPads so that they contain the necessary apps for schoolwork. Synching iPads to personal accounts is not allowed.

3. Inspection

Students may be selected at random to provide the iPad/Tablet for inspection.

*The information in this document originated from the Cedar Valley Catholic School District.

*ACSB 2511 and 5144.3 Refers to the Archdiocese of Dubuque Internet and Student Harassment Policies. <http://www.arch.pvt.k12.ia.us/FFCandCSB/FFLManual.html>

Parent/Guardian Signature

Date

