



Introduction

Devices are being provided to the students at St John the Baptist to enrich their learning opportunities and to give them experience with digital technologies that will be beneficial for high school, college and the workplace. Devices will be used during the school day, and students in grades 6, 7, & 8 (during the 2016-2017 school year) will take them home for academic purposes. Many benefits are expected, including use of digital textbooks, research and extended learning through internet resources, and use of [Google Apps for Education](#) for classroom collaboration.

Students are expected to care for these devices and use them properly as outlined in this acceptable usage policy. Parents and guardians share in the responsibility of taking care of the assigned device and monitoring its use. Physical damage to any device will result in the family paying for its repair if it is not covered beyond any applicable warranty. Unacceptable use of any device will result in penalties up to and including demerits, restriction of device privileges, suspension, expulsion and, if necessary, legal action. In particular, cyber-bullying of other students, faculty or staff will not be tolerated.

St John the Baptist School is providing devices and access to its computer network and the Internet for educational purposes only. If there is any doubt about whether a contemplated activity is educational, you should ask your teacher or principal if a use is appropriate.

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Expectations for the Devices

The device, device charger, and case...

- are the property of St John the Baptist School and all users are expected to follow this policy and the [Archdiocese of Cincinnati Responsible Use of Technology Policy](#). Students are strictly prohibited from actions which would violate the Responsible Use Policy, the student handbook, this policy and/or any individual district, building or classroom policy, regulation, or procedure.
- are intended for use each day. In addition to teacher expectations for use, school messages, announcements, calendars, and schedules may be accessed using the device.
- may never be left in unsupervised areas. Any device left in these areas is in danger of being stolen. If a student or staff member finds a device in an unsupervised area, it must be taken to the office.
- and all related and associated material are subject to inspection at any time without notice and remain the property of the St John the Baptist School.

Software/Apps/Extensions and Media Added to Device:

- The apps/extensions installed by St John the Baptist School must remain on the device in usable condition and be easily accessible at all times.
- Only apps/extensions made available through the St John the Baptist School App Store may be added.
- If technical difficulties occur or illegal software is discovered, the device may be restored from backup. The school does not accept responsibility for the loss of any software or files deleted due to a need to reformat any device.
- Use or possession of hacking software is strictly prohibited. Violation of applicable state or federal law may result in criminal prosecution.
- Inappropriate media (presence of guns, weapons, pornographic materials, inappropriate language, alcohol, drugs, gang related symbols, pictures, etc.) may not be on the device and may not be used as a screensaver, background or profile photo.
- Only media (e.g. photos, videos, etc.) that serves an educational purpose may be taken, accessed, displayed or stored on the device.
- Students should assume that none of the data on the device or associated student Google account is private or confidential. Any data on the device, Google account or transmitted on the school network may be subject to review by school administration.
- Personal music and games are not allowed on the device.

Expectations of Students Who Take Devices Home

Students who are permitted to take the device home are expected to...

- **fully charge the device at home each day.**
- bring the device to all classes, unless otherwise instructed by the teacher.
- store the device in a locked or supervised classroom during lunch and when instructed by a teacher.
- bring in the device for a mandatory inspection and search if it has been left at home repeatedly.



- report to their homeroom teacher if they forget their device. A device will be loaned if available, and must be returned at the end of the day. All student responsibilities apply to the loaner device.

Expectations of All Students

Care of the Device

Students are expected to...

- always keep devices in the school-provided case.
- clean a device only under the supervision of the Technology Instructor.
- carefully connect cords and cables into the device to prevent damage.
- keep the device and case free of any writing, drawing, stickers, or labels that are not affixed by St John the Baptist School.
- protect the device from extreme temperatures/elements, direct sunlight, liquids, food, beverages, candy, gum, hot/cold cars, pets, and sharp objects.
- provide their own headphones/earbuds.
 - Students may choose to bring their own mouse if preferred.
- work only on the current class content.
- comply with trademark and copyright laws and all license agreements.
- completely turn off the device at night. The device will update when turned on the following day.
- use Google Drive to store work in the cloud instead of on the device, as storage is limited.
- take a proactive role to aid the St John the Baptist School in the protection of our computer system/device by contacting a faculty member about any security problems.
- inform administration of any communication containing inappropriate, questionable or abusive language or subject matter.
- complete coursework without using device malfunctions as an excuse for lost or missing data.
- refrain from disassembling any part of their device or attempting any repairs.
- **be responsible for the entire cost of repairs to devices that are damaged or lost (not to exceed \$300/device - the total cost of replacement).**
- immediately report stolen devices to the appropriate law enforcement agency (a police report must be submitted) **and** to school administration.

Students are expected **NOT** to...

- stack any books or other materials or items on top of the device.
- lean on the device or its screen, poke the screen or place anything on the device. Do not place anything between the keyboard and the screen.
- bump the device against lockers, walls, doors, car doors, floors, etc.
- remove or deface identification labels of any kind including the serial number sticker.

Devices Undergoing Repair

If a device is being repaired...

- a loaner device may be issued, if available, to students when they leave their device for repair in the computer room. All student responsibilities apply to the loaner device.
- replacement devices will only be issued when all repair/replacement costs have been paid.



Returning the Device, Charger and Case

Students are expected to...

- return the school-issued device to the school at the designated time at the end of the school year. Students who graduate early, withdraw, are expelled, or terminate enrollment at St John the Baptist for any reason must return the device, charger, and case on the date of withdrawal.
 - If a student fails to return the device, charger, and case at the designated time or upon termination of enrollment at St John the Baptist School, that the student/guardian will be subject to criminal prosecution or civil liability and school records may be withheld. The student will also pay the replacement cost. A theft report will be filed by St John the Baptist School with the appropriate law enforcement agency.
- be responsible for any damage and must return the device, charger and case in good working condition, with normal wear and no alterations to avoid paying a fine. The student will be charged a fine for any needed repairs, not to exceed the replacement cost of the device, charger or case. Any hardware/software repairs that are not due to misuse or damage will be covered without cost.

Actions Requiring Disciplinary Measures and/or Restriction of Device Privileges

The following actions can result in disciplinary measures and/or restriction of device privileges:

- Downloading unapproved apps/extensions that are not in the St John the Baptist App Store.
- Modifying policies, configurations or settings on school-issued devices.
- Downloading, possessing, or accessing inappropriate media such as, but not limited to: guns, weapons, pornographic materials, inappropriate language, alcohol, drugs, gang related symbols or pictures.
- Adjusting settings on someone else's device.
- Logging in under a non-St John the Baptist account.
- Leaving device at home or not having it fully charged for the school day.
- Loaning device to other students inside and outside of school.
- Failing to utilize protective cases.
- Causing damage from lack of care for the device, charger, case, etc.
- Having a device in an unauthorized area.
- Leaving device unattended or in an unsupervised area.
- Accessing another student's or faculty member's account or device.
- Plagiarizing copyrighted or uncopyrighted materials for personal gain, recognition, or as graded work.
- Violating or encouraging others to violate the law, or school or archdiocesan policies.
- Revealing private information about yourself or others. Private information includes, but is not limited to a person's password, social security number, credit card number or other confidential information that has the potential to harm yourself or others or to violate the law if shared with other persons.
- Uses that cause harm to others or that cause damage to their property.



- Uses that constitute defamation (i.e. harming another's reputation by lies), or that harass, threaten or bully others.
- Uses that cause disruption to the use of the computer and/or network by others or that disrupt the educational process of the school.
- Any other action deemed inappropriate by St John the Baptist School administration.

Expectations of Parents/Guardians

Parents/Guardians are expected to...

- talk to your child about values and the standards they should follow on the use of the internet.
- ask to see what your child is doing with the device. Become increasingly active participants, asking to see what sites your child accesses and what apps/extensions are being used and how they work.
- promote positive conversations between you and your child regarding digital citizenship and internet safety/conduct.
- ensure that the device is utilized only by the designated student.
- provide a safe and secure location for your child to charge the device.
- **be responsible for the entire cost of repairs to devices that are damaged or lost (not to exceed \$300/device - the total cost of replacement).**

Expectations of St John The Baptist School

St John the Baptist School is expected to...

- provide internet and online course material access to students while at school.
- provide internet filtering and blocking of inappropriate materials as able at school.
- label student devices in the manner specified by the school.
- provide staff guidance to aid students in accessing learning materials and complying with school policies.
- be the sole repair facility for damaged or malfunctioning school-issued devices (fines may be assessed for repairs).

Digital Citizenship

School-issued devices are to be used for educational purposes only and students are to adhere to the St John the Baptist School Acceptable Use Policy, the [Archdiocese of Cincinnati Responsible Use of Technology Policy](#), the student handbook and all of its corresponding procedures at all times. Students should always conduct themselves as good digital citizens and respect and protect themselves and others.

Policy Changes

St John the Baptist School reserves the right to modify, adapt, or alter any part of this policy at any time as deemed necessary by school administration. All updates will be appropriately communicated, and the latest policy will be available on the school website.



Appendix

- Archdiocese of Cincinnati Responsible Use of Technology Policy
http://www.catholiccincinnati.org/wp-content/uploads/2015/06/ResponsibleUsePolicy_2012.pdf
- Google for Education Privacy & Security Information
<https://www.google.com/edu/trust/>
- Google Apps for Education Privacy Notification
https://www.google.com/work/apps/terms/education_privacy.html



Signature Page: To be Signed, Returned, & Kept on File at StJB

Both the student and the parent/guardian are required to sign, date, & return this form. St John the Baptist is required by the Archdiocese of Cincinnati to have a signed Acceptable Usage Policy on file. Please read the following excerpt from the [Archdiocese of Cincinnati Responsible Use of Technology Policy](#):

All schools must have on file a signed **Responsible Use of Technology Policy – User Agreement Form** for any student* and/or adult (administrators, faculty and staff members, parents, volunteers, and other school-affiliated adults) using a school's technology resources, school's Internet account, school-sponsored account, or personal account to access the Internet. All Internet access and use of other electronic communication technology is strictly limited to educational purposes. Students (including those 18 and over) are not allowed to access personal accounts from school. School personnel (administrators, faculty and staff members) are allowed to access personal accounts at school but are subject to responsible use provisions herein. Catholic Schools of the Archdiocese of Cincinnati adhere to the Children's Internet Protection Act. Individual schools may be further governed by the policies of the Instructional Technology Centers or other Internet Service Providers. The school has the right to access to any electronic devices on school property. All information received or sent from school property remains the property of the school and is not considered confidential. The school reserves the right to investigate the download history of all school computers. There shall be no reasonable expectation of privacy.

*The term student applies to any individual enrolled in the school regardless of age.

STUDENT SECTION:

Student Name (printed): _____ Grade: _____ HR: _____

- I have read the terms and conditions of the Archdiocese of Cincinnati Responsible Use of Technology and the StJB Acceptable Usage Policy.
- I understand that technological resources are provided for educational purposes only.
- I agree to abide by the terms and conditions stated in both the Archdiocese of Cincinnati Responsible Use of Technology and the StJB Acceptable Usage Policy.
- Additionally, I will be responsible for the consequences of inappropriate use of technology, including the Internet, both on and off school property.
- I understand that consequences may include suspension or limitation of privileges to access the Internet and/or other technological resources, as well as potential disciplinary actions including, but not limited to, demerits, suspension, or expulsion by St John the Baptist School. I also understand some consequences can result in possible legal action.
- I also understand that I can be held financially responsible for damages to my device, not to exceed the total cost.

Student Signature: _____

Date: _____

PARENT/GUARDIAN SECTION:

I have read the terms and conditions of the Archdiocese of Cincinnati Responsible Use of Technology and the StJB Acceptable Usage Policy. I am requesting that the above student be allowed to use the school's technological resources, including the Internet, and I agree to support St John the Baptist in the enforcement of both the Archdiocese of Cincinnati Responsible Use of Technology and the StJB Acceptable Usage Policy.

Parent(s)/Guardian(s) Name(s) (printed): _____

Parent(s)/Guardian(s) Signature(s): _____

Date: _____