

Acceptable Use Policy (AUP) for Technology

Under Saint Joseph's Catholic Academy's one-to-one technology plan, users enrolled in grades 9-12 will receive equipment for educational use in school and/or at home. This equipment is the property of Saint Joseph's Catholic Academy and is on loan to the student for the current academic school year. In order to receive this equipment, the following conditions must be met:

1. The student must complete the technology orientation program at the beginning of each school year provided at Saint Joseph's Catholic Academy. This will cover the rules and basics of iPad usage, PowerSchool, eBackpack, school email, Google Docs, and laptop login information.
2. The student and parent/guardian must agree to the terms and conditions outlined in this AUP.

The use of Saint Joseph's Catholic Academy networks and computing systems is a privilege that requires users to adhere to policies and procedures established by the school.

Terms and Conditions:

All users (including parents/guardians) must comply with the terms and conditions of this agreement. The use of this technology is for educational purposes only. Users are responsible for using the technology and all related programs, files, accounts, and equipment in an ethical and legal manner.

General Conditions of Use:

- Users are expected to follow Saint Joseph's Catholic Academy policy, where the user of school-owned equipment shall be fully liable for any damage or loss occurring to the equipment during the period of use and shall be responsible for its safe return.
- Users must not alter or modify the pre-installed software in any way.
- The users are not to deface or destroy the equipment, which is the property of the Saint Joseph's Catholic Academy and is on loan to the student for educational purposes for the current academic school year.
- Saint Joseph's Catholic Academy is not responsible for any electronic viruses that may be transferred to or from the equipment, student storage media (i.e. jump drives, CD's, etc.), or other technological tools used with the school's equipment.
- Users are responsible for charging their device's battery before the start of each school day.
- Users must return equipment upon request by Saint Joseph's Catholic Academy.
- If a student withdraws from Saint Joseph's Catholic Academy before the end of the school year, all equipment must be returned to the school prior to the date of withdrawal. If the equipment is not returned before withdrawing from Saint Joseph's Catholic Academy, the school has the right to charge the student for the full replacement cost of the equipment. For unpaid fines and fees of users leaving Saint Joseph's Catholic Academy, the school may seek full restitution (repayment) through collection efforts by a third party. The school may also file a report of stolen property with the local law enforcement.

- Users must follow Saint Joseph’s Catholic Academy Honor Code, while using their technology device. Users who violate the copyright law do so at their own risk and assume all liability for their actions. They may also be subject to disciplinary action for willful infringement of the law or for using school equipment for duplication that is prohibited.
- Users must not remove or damage the equipment identification labels.
- Users must not lend the equipment to anyone.
- Transmitting or creating any material in violation of federal, state, or local laws and ordinances is strictly prohibited.
- Use of equipment during the school day is governed by the Administration and teacher classroom expectations.
- Students must take their issued equipment home each night. Equipment should not be left in lockers.
- All participants will be respectful in their postings and edits. Harassment, inappropriate content, and cyberbullying will not be tolerated.

Using the Internet and Email:

- All use of Internet resources should be in accordance with this AUP. Users may also be accountable for content accessed and downloaded at home and brought into the school network.
- Users should use school-assigned email for educational purposes only.
 - Keep communications school appropriate.
 - Don’t engage in personal attacks or harassment.
 - Use clear, concise, and appropriate language. Think about what you have to say and how you say it. Email doesn’t show sarcasm or wit as well as you might think.
 - Respect privacy (yours and everyone else's). Do not repost a message without the permission of the person who sent it. Don’t share personal information.
 - Your school email can be monitored and reviewed. Please use email appropriately.
- Users are prohibited from any activity that disrupts the operation of school networks or computing systems including Saint Joseph’s Catholic Academy’s Internet filter.
- In compliance with the Children’s Internet Protection Act (CIPA), Saint Joseph’s Catholic Academy filters Internet content accessed using the school network. All Saint Joseph’s Catholic Academy equipment is filtered regardless of access location. Parental supervision is encouraged while the school’s equipment is being used at home.
- Users will be held accountable for all content accessed and downloaded on Saint Joseph’s Catholic Academy equipment.

Files and File Management:

- Users are responsible for maintaining cloud-based file storage. Saint Joseph’s Catholic Academy is not responsible for the loss of any data or files while using this equipment or during the time when the computer is checked, repaired or serviced.

Safety and Security:

- Users must exercise good judgement with regard to content and information shared on the Internet as outlined in our one-to-one policy.
- All students receive a user login and password to be used only by the student for school laptops on the laptop carts, PowerSchool, eBackpack, email, and Google Apps for Education. If a student suspects that a password has been compromised, he/she must change it immediately or see the Director of Educational Technology for assistance.
- Students must not share login information or protected information with anyone. Students will never be asked for their password through email or anywhere else online; therefore, any requests for password identification must be considered fraudulent.
- Users are not permitted to add, delete, or modify other user accounts in any way.

No Expectation of Privacy:

- Users have no expectation of confidentiality or privacy with respect to any usage of Saint Joseph's Catholic Academy owned equipment, regardless of whether that use is for school-related or personal purposes.
- Saint Joseph's Catholic Academy may, without prior notice or consent, log, supervise, access, view, and monitor use of student devices at any time for any reason related to the operation of the school. By using school-owned equipment, programs and/or network, users agree to such access and monitoring of their use.

Care and Handling of Equipment:

- Students are responsible for the general care of their equipment issued by Saint Joseph's Catholic Academy. In the event of accidental, negligent, malicious, or willful damage to the equipment, the parent/guardian will be responsible for repairs or replacing the equipment at full cost. Users who willfully cause damage to school property shall be subject to disciplinary measures and may be prosecuted and punished under the law. Parents and guardians of users shall be held accountable for student actions.
- In the event that a device is stolen, users must file a police report of stolen property and provide that report along with notification of the stolen device to the Director of Educational Technology.

Consequences of Violating This Agreement:

- A violation of the above terms and conditions may subject the violator to restriction in the use of technological resources and/or other discipline under the Code of Student Behavior as outlined in the Student & Parent Handbook.
- In cases of extreme or illegal violations, legal action may be taken against the student and/or other participants under the law.



iPad Rules and Liability

One-to-One Program

Overview: Having an iPad at Saint Joseph's Catholic Academy (SJCA) is a privilege that we provide to our students in order to enhance the learning environment. It is important that all students at SJCA understand that they will be held accountable and responsible for the proper use and maintenance of their iPads as per SJCA's Acceptable Use Policy (AUP).

All students will be accountable for the replacement cost and/or repair of their iPads. The current replacement cost for iPads is \$600 and subject to market conditions. If a student accidentally damages his or her iPad, Apple's current charge for repair is \$49 per incident, with a maximum of two incidences per device. Students are responsible for replacing the power charger, if damaged or broken. AppleCare will cover a defective charger and be replaced free of charge.

1. Students are responsible for their iPads at all times. No one should borrow or use your iPad. If you give your iPad to another student for any reason, you still will be held responsible and accountable for any misuse or accidents.
2. Students are to maintain enough memory on their iPads to be able to utilize them for their intended educational purpose. Students with insufficient memory on their iPads may lose the privilege of having them.
3. Students are to keep their iPads away from all food and drink.
4. Students are to keep iPads off the floor.
5. Students are to charge iPads before they come to school. The charge should be at 100% when coming to school each morning.
6. Students are to keep iPads with them or in their lockers at all times.
7. Students will lose the privilege of having their iPads if they are found to be using them for any purpose not authorized by their teachers and in violation of the Student and Parent Handbook (see Acceptable Use Policy).
8. Students will need to keep their iPad in a keyboard case AT ALL TIMES. Failure to do so will result in demerits from the Dean of Students.

Again, please note that you will be held responsible for any damages occurring to your iPad and for all costs associated with repairing/replacing your iPad.