ST. PAUL PARISH SCHOOL

One-to-One Technology Handbook, Agreement, and Contract

The rules and guidelines that govern the use of St. Paul Parish School's technology and network access are outlined below.

For purposes of this policy, the term "technology" or "network" includes, but is not limited to: hardware (any computers, Google applications, cell phones, media players, printers, document and other cameras, projectors, interactive smart boards, network, iPads, and all related tools and material), software, and internet-based programs (St. Paul's and teacher websites, email system, and any other school-owned or school-based internet programs.)

St. Paul Parish School Network Etiquette and Acceptable Use Guidelines
One to One/ technology agreement and contract extends to the electronic world. Technology should not be used in any way that is contrary to our mission and philosophy. This includes but is not limited to:
- harassing or bullying
- stealing, borrowing, or plagiarizing the work of others
- accessing or storing inappropriate materials
- sending out "chain" or unsolicited communications and/or surveys that have not been approved by faculty or staff.
- "multitasking" during class time (emailing, chatting, gaming, doing homework for other classes, etc.)
- using technology to take a photo, video, or audio of any student or staff member, without their knowledge and consent
- expression of profanity and vulgarities
- sharing personal information about yourself or any student or school personnel to anyone via the Internet
- any use that endangers your safety or the safety of students or staff members
- any use that interferes with the ability of a teacher to teach and other students to learn, focus, and concentrate
- any use that would disrupt the use of the network by others

Fundamental digital etiquette and acceptable use policies
1. Technology is to be used for educational purposes first and foremost and should be handled with care and consideration. Using electronics and technology for personal purposes (Playing games, online chatting, watching unrelated videos, unrelated web browsing, etc.) is not allowed during class or instruction time unless associated with a class and/or permission from a staff member is explicitly given.

2. Any storage on Google on a St. Paul owned device or service is for school-related files only. These resources should not be used to store or download personal music, videos, games, files, or photos.
3. Technology resources may not be used to engage in any illegal activity at any time (i.e. breaking copyright law, using unlicensed software or pirating audio or visual materials). Accessing "pirated" materials is not only a violation of this policy; it may also be a criminal act punishable by law.
4. Do not use electronic resources to plagiarize. While covered in the guidelines above, this bears repeating. Using the work of others without giving them the credit, even if they say it is okay, is plagiarizing. This includes asking others for their homework so that you can copy it or cutting and pasting from the web without a full citation, or sharing a document for them to edit and use as their own work.
5. Students are assigned a unique email and credentials to protect their personal information. All users are to respect the need for this security and confidentiality and not share their password with any other students.
6. Do not access or use other people's accounts, computers, iPads or folders, nor borrow computers or computer accessories.
7. If a student suspects that his/her password has been discovered, that student must immediately report this concern to a faculty member once the incident has occurred.
8. Students are responsible for all actions taken under one's username and password. If you are logged in you are responsible for all activity that occurs on the computer. Remember to log off. Do not share or leave your technology device anywhere unless expressed consent is given for a group project.
9. Students should always use their St. Paul email address or username when utilizing online resources for digital storage or collaboration.
10. Students should not attempt to bypass the technological blocks (Jamf School) that have been placed on iPads and technology devices to filter content that the school has classified as objectionable. Teachers may request to unblock a website if the website is appropriate and relevant to school activities.
11. Staff and students may only use St. Paul printers for school related materials and not in excess. Students must ask permission to print at school. **Think before you hit print! Excess printing or not meeting this expectation could result in a fee to recoup lost resources.**
12. Students may not use technology as an excuse. If your computer/device fails, do your work on paper or in some other way. The use of Google Drive for backup is required.
13. St. Paul uses TeacherEase and Google messaging systems to communicate with students and parents. It is important to stay updated on information that has been shared by the school, administrators, or teachers.
14. Electronic devices, personal or otherwise, should not be used to record, store, manipulate or transmit any type of image, sound, or video except for approved projects and with consent from any participants.
15. Publishing photographs, videos, or audio recordings of school personnel on or off campus without the express written consent of the individual is strictly prohibited. In addition, publishing photographs, videos, or audio recordings of students on campus without

consent of the individual is strictly prohibited. These restrictions apply during online classes as well as in-person classes.

16. Students are responsible for charging their devices at home for daily use.

Social Networking and Electronic Communication

The use of technology to connect and interact with others is amazing and powerful. It also comes with responsibilities. Remember that by its nature, social networking is public language. Remember too that our private communication can have public consequences. When using electronics and technology remember to communicate only in ways that are truthful and respectful of others, on and off campus.

*In other words: **THINK** before you post or send: ask yourself, is it........*
    True
    Helpful
    Inspiring
    Necessary
    Kind

While St. Paul Parish School does not actively pursue or routinely view personal networking sites or devices, when objectionable or disrespectful material is brought to administration's attention, the school reserves the right to address the content and conduct if it creates a hostile, disrespectful, or disruptive environment. The school does encourage parents to routinely view and monitor their child's technology usage to ensure that information and content shared does not place any student at risk.

St. Paul Parish School reserves the right to impose consequences for inappropriate behavior that takes place on or off campus and outside school hours. Thus, inappropriate use of technology (for example, on a home computer), may subject the student to consequences.
Inappropriate use includes, but is not limited to, harassment, use of school name, logo, or mascot, remarks directed to or about administrators, teachers, staff, coaches, volunteers, or other students, offensive communication, and safety threats.

These rules apply to any use of St. Paul Parish School's network resources, whether this access occurs while on or off campus. Regardless of the specific wording of the Acceptable Use Policy, network users are always expected to use network resources in the spirit of cooperation and in accordance with school policies and our mission.

Persons who believe that they have been harassed or threatened by any of these methods of communications should immediately report the concern to the principal or assistant principal. Any student who accesses inappropriate material on the internet or who receives harassing, threatening or inappropriate materials via email or on the internet must immediately report the concern to the faculty member who is supervising the activity or to school administration so that the situation can be investigated and appropriately addressed.

"Non-Use" Times and Locations
The following times and areas are considered "Non-Use." The use or access of technology in these places and times is **forbidden** unless express permission of the school administration is given in advance:
• *Retreats (both on-campus and off-campus).*
• *School assemblies and gatherings*
• *Bathrooms*
• *Drama/Musicals/Performances department dressing rooms (including any school space used as a dressing room for any activity)*

Disclaimer about Network Resources
Currently St. Paul Parish School utilizes an internet filtering system. Providing a filter generally can significantly reduce access to offensive and pornographic materials. Unfortunately, no filtering system is foolproof. While St. Paul Parish School's intent is to make internet access available for educational goals and objectives, students may have the ability to access other materials. Therefore, we expect users to act responsibly in their searches and to immediately disengage from any materials that are inappropriate and to report the situation to the faculty member or administrator in charge of the activity. We expect students to obey the Acceptable Use Guidelines when using the internet and all network resources.

One-to-One iPad management by Jamf School (4th grade & older)
Jamf School's extensive features allows school administration to filter inappropriate content, monitor student usage, track device location, and track individual student usage to better understand their study habits and even monitor a user directly in real-time with Jamf School's screen-sharing abilities. Our 1-to-1 device management software also allows staff to set individual bypass passwords for the iPad filters to grant specific users access to blacklisted content for a defined period of time.

Instructional Directions
This policy serves as a foundation for students while accessing technology at St. Paul. Students are expected to abide by any and all technology expectations and limitations given by an instructor. The following language and instructions are to serve as a general guideline and students are expected to follow them when issued by a staff member.

- *Eyes on me:* Stop what you are doing and give full attention to the instructor.

- *Covers closed:* Close the cover and leave flat on desk, ready to follow the next set of instructions

- *Log Off:* students need to log off and leave the iPads in the classroom to attend an assembly or take a break.

- ***iPads Away:*** This means that the iPads are not to be seen at all. It should either be in your backpack or a centralized location in the classroom. This means that you will likely NOT be using the iPad at all during class and that there is no reason for it to be out or in use.

Violations

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 technology resources may be denied, and appropriate disciplinary action shall be applied. Violations may result in disciplinary action up to and including suspension and/or expulsion for students. When applicable, law enforcement agencies may be involved. In general, the following consequences may be applied:

1st Offense – Verbal Warning and Behavior Log Entry.

2nd Offense- The device will be confiscated and turned in to the office until the end of the school day. Parent/ guardian is notified via email.

3rd Offense – Required parent/guardian conference. The student may lose the use of the iPad or any electronic devices (personal or school-issued) on school grounds for a period of time determined by administration. Teachers will be notified when a student is subject to loss of use of technology and faculties are not required to grant academic credit for incomplete assignments. Other disciplinary measures may follow in accordance with the behavioral guidelines set forth in the Student Handbook.

Notes
1. 4th - 8th graders are issued their own iPad that they are able to take home and use all year.
2. Students are responsible for their individual iPad.
3. Each iPad includes a protective carrying case that students are required to keep on the iPad at all times.
4. Students will not decorate their iPads with stickers, decals, etc...
5. iPads are covered by warranty and/or insurance. If the iPad is damaged/lost/stolen, the student is responsible to pay any amount not covered by this insurance.
6. The iPad will be checked back into the school during the summer months.

St. Paul Parish School Student and Parent
One-to-One iPad and Technology Agreement

Please print:
Student name (first & last) _____ iPad # _____

Parent/Guardian name (first & last) _____

Terms of Agreement
*In this agreement, "you" and "your" means the parent/guardian and the student enrolled at
St. Paul Parish School. The "equipment" is a iPad, case, and power cord/charger.*

| Terms: | *You will comply with the St. Paul Parish School's One-to-One/Technology Contract and Agreement at all times.

 *I understand that my student will have a school login (through Google) under the domain saintpaul-school.org. In addition, I understand that my student will have access to a school email address for school use only.

*4th - 8th graders will be issued an iPad, with a cover, and power cord/charger.

*Students will be expected to treat the iPad with care and respect at all times and are responsible for any damage. |
|---|---|
| Title: | Legal title to the equipment belongs to the school and shall at all times remain with the school. Your right to possess and use the equipment is limited to and conditioned upon your full compliance with this Agreement. Your possession of the equipment terminates on the collection date set by the school unless terminated earlier by the district or upon withdrawal from the school. |
| Lost, Stolen, or Damaged Equipment: | You must report any lost, stolen, or damaged equipment to the school immediately. For stolen equipment, you must also file a police report. If the equipment is lost or damaged, either intentionally or due to negligence, the student may be subject to discipline and you will be responsible for the cost of repair or replacement. |
| Sanctions for Violations: | Any activity that violates St. Paul Parish School's One-to-One/Technology Contract and Agreement should be reported to a school administrator. Disciplinary action, if any, for the students and other users shall be consistent with St. Paul's standard policies and procedures. Violations of the policy can constitute cause for revocation of access privileges, suspension of access to St. Paul Parish School's electronic resources, other school disciplinary action, and/or other appropriate legal or criminal action including restitution, if appropriate. |

Acceptance of Terms
By signing this form, you confirm that you understand the information in this agreement. You also confirm that you have read, understand, and accept the terms of St. Paul Parish School's One-to-One Technology Handbook, Contract and Agreement

Parent/Guardian signature: _____ Date: _____

Student signature: _____ Date: _____