

## Technology Policies and Procedures 2018-2019

The mission of the Technology Department at Academy of Our Lady is to provide a full range of technology services, tools, and experiences to further opportunities for academic excellence, faith development, and leadership. Graduates from Academy of Our Lady should possess skills in using a wide variety of technology; they also should have developed habits that ensure their use of technology is efficient, respectful, legal, and safe.

The Technology Department of Academy of Our Lady believes that technology users will develop good technological skills and habits if they are allowed as much freedom as possible to manage their own technology. Technology tools need to be as failsafe and consistent as possible to ensure their productive use in the classroom and for school communication. The Technology Department has developed a policy that supports both.

This technology policy contains standards that foster the mission and goals of the department and of the school. The policy is revised yearly to reflect any new technology and issues identified in the previous year. Each year, all students and their parents/guardians must read and agree to abide by these standards:

### Network IDs, Passwords, and Security

Students and faculty will be issued password-protected e-mail address and possibly network password.

It is the responsibility of the student/faculty member to ensure the confidentiality of his or her password. Users should not select passwords that might be obvious to a potential intruder, such as family members' names, or a boyfriend's or girlfriend's name. Individuals will be held responsible for the information stored or transmitted via their account or equipment even if it resulted from someone else who was given access. School issued e-mail address must be used for all school related communications.

Individuals are prohibited from any action that will compromise the privacy and/or security of users.

Academy of Our Lady reserves the right to access any file, email, network transmission or other information stored on or communicated through this property. The individual has no reasonable expectations of privacy. The school retains the right to monitor network activity in any manner it sees fit.

### Communications

Faculty and students using the school internet access are representatives of the school and are expected to act in a manner consistent with the school's mission and values. The Archdiocese of New Orleans will monitor communications on the internet and e-mail exchanges between students and teachers/students. All communications must reflect the school in a positive manner and must not damage the school's reputation.

Students must not participate in chat rooms, use instant messaging of any kind, games or email during class time unless this activity is directly related to the class. Doing so will result in disciplinary consequences.

### iPad Responsibilities

Students must keep their iPad in it all times in a protective case at all times. It is against school policy for students to carry their devices out of the case. Students will be required to purchase a new case if their case is damaged to the point of being ineffective.

**Individuals are to charge their batteries overnight so they are ready for school the next day. Due to safety concerns, students will not be allowed to charge their iPads at school.**

Individuals should back up critical files on a regular basis. iPad malfunction is not an acceptable excuse for failure to turn in work. Help Desk technicians are not responsible for the backup of files.

iPads should not be put in situations that increase the risk of theft or accidental damage. Laptops/iPads must never be loaned to someone or left unattended/unsecured. During the school day, users must have iPads with them or locked in their school locker (or placed in other designed areas as directed by school officials). iPads should go home with individuals each evening. When off-campus, they should be stored in a secure, temperature-controlled place. iPads are not to be placed on the floor in a classroom even if they are in your school bag.

### Accident Insurance

iPads are covered by accidental damage insurance but not theft. The coverage is equal to the cost of the machine and three years, 4 years for the 2023 8<sup>th</sup> graders. Once repairs to the iPad have surpassed the cost of the machine, you will no longer have insurance on your iPad. The student will be responsible for cost of all repairs once all the insurance coverage has been used. The coverage does not include damage that is intentional or the result of neglect or misuse. The individual is responsible for the costs of all repairs that are not covered by the insurance agreement.

If the iPad is stolen on campus, it is the individual's responsibility to report the theft as soon as possible. A police report must be provided. The student is responsible for the out-of-pocket cost for replacing a stolen iPad. If the iPad is stolen from the student's home or auto, it is the responsibility of the home owner and auto owner to cover the theft of the iPad through their insurance. The student must pay replacement value for the iPad.

The above policy is subject to change on an as-needed basis and parents will be duly notified of the changes.

### Prohibited Behaviors

Academy of Our Lady students may not engage in any of the following:

- Conducting or participating in any actions which are illegal (according to city, state, or federal law)
- Violating any of these instruction's or the archdiocesan policies
- Participating in non-academic school sites
- Threatening or harassing others
- Advocating racial, ethnic, religious, or gender-based slurs
- Purposely frustrating others from achieving their educational goals
- Infringing software copyright or licensing agreements
- Purposely viewing, displaying, storing, or transmitting any obscene or discriminatory material or material of terrorists, gangs, hate groups, etc.
- Conducting commercial or private/personal business enterprises
- Promoting private business, product advertisement, or political lobbying
- Sending unauthorized bulk or random messages (i.e. Junk mails, ads, etc.)
- Soliciting for organization that are unrelated to the institution's mission or purpose
- Destroying the integrity of computer-based information
- Maliciously installing or invoking a computer virus or other disruptive mechanism
- Altering system files or configuration to disrupt computer or network functions
- Adhering labels and/or stickers to or writing on the iPad
- Writing with an instrument besides a stylus
- Seeking or gaining unauthorized access to network resources or resources on the internet or attempting to breach security mechanisms
- Downloading copyrighted games, images, MP3s, movies, etc.
- Sharing school-related files when the project, activity, or assignment is to be done independently
- Engaging in any other action deemed inappropriate by the administration
- Videoing or taking pictures during school time for non-academic purposes
- Posting videos, files, or pictures of Academy of Our Lady students, faculty/staff, or school buildings and grounds.
- Installing any type of Social Networking or texting apps

### Consequence of Violation

The student will be charged a fee for behaving in a manner prohibited by this policy, even if repairs are covered by the school's damage agreement. This behavior includes but is not exclusive to the intentional misuse of the iPad, installing unapproved software or abandonment of computer.

Intentional and careless damages	\$100.00
Cracked iPad Screen	\$50.00 1st and 2nd time;
Cracked screen if no accidental insurance	Up to 200
Charging block	\$20.00
Sync cord	\$20.00
Abandonment of iPad	\$25.00

Any student who receives a failing grade in a class or inappropriate use of an electronic device may lose their app store, itunes access, and camera access. A student whose behavior or repair record indicates continued careless use or abuse of ipad or other technical resources, even if repairs are covered by our damage agreement, will be referred to the Dean of Students for disciplinary action. The student may lose the privilege of using the device.

The institution has the right to restrict or terminate network and internet access at any time.

Consequences of violation include but are not limited to detention, suspension, or revocation of internet access, network privileges, and computer access. Other standard disciplinary measures may be applicable to students.

TECHNOLOGY POLICIES AND PROCEDURES  
2018-2019

*PLEASE BRING THIS SIGNED FORM TO BOOK DAY IN ORDER TO RECEIVE YOUR IPAD*

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

For the school year 2018-2019, we the undersigned student and parent, hereby acknowledges that we received, read, support, and agree to abide by and follow the Technology Policies and Procedures of Academy of Our Lady High School as well as the Archdiocesan Internet Policies and programs.

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

Parent/Guardian Signature \_\_\_\_\_ Date \_\_\_\_\_