St. Joseph School
Computer and iPad Information and Procedures Acceptable Use Policy

St. Joseph School strives to provide an exciting, interesting, and motivating learning environment which allows students to develop their God-given capabilities. All technology devices enable students to connect to countless resources, greatly expanding available learning tools and providing opportunities for interactive projects. In that spirit, iPads and computers are provided to students for use at school for educational purposes. Students will use mobile devices to improve learning through expanded and enhanced educational opportunities under the direction of prepared educators.

The following documents outline pertinent information and procedures regarding use of this technology in St. Joseph. Please read these documents carefully and discuss them with your child. The Acceptable Use Policy must be signed by each student and his/her parent or guardian.

Parents need to inform the Administration in writing if they do not wish to give permission for students to use St Joseph School's resources. St. Joseph School adopts and shall enforce a policy of making technology resources available to advance educational goals and objectives. The implementation of this policy shall include technology protection measures with respect to computers with Internet access, consistent with district standards, the Children's Internet Protection Act or other laws. The Chief Administrative Officer or the Chief Administrative Officer's designees are authorized and directed, as part of the Administration of this district, to establish and enforce regulations, forms, procedures, guidelines and specific district standards to implement this policy.

Definitions

• *Computer Use* — Shall mean and include the use of school computers and networks and other technology resources including, without limitation, computers and related technology equipment or networks, all forms of E-mail or electronic communication, websites and the Internet including onsite or by dial-up or remote access thereto through school accounts, as well as any use which involves visual depictions, audio, video or text, in any form.
• *Computer User* — Shall mean and include any Minor, Student, Adult, Staff Member or other person who engages in Computer Use.
• *Minor*— Shall mean an individual who has not attained the age of 19.
• *Student* — Shall mean an individual, regardless of age, including a Minor, who is receiving educational services and is enrolled in St. Joseph School.
• *Obscene* — Shall have the meaning given such term in Section 1460 of Title 18, United States Code.
• *Child Pornography*— Shall have the meaning given such term in Section 2256 of Title 18, United States Code.
• *Harmful to Minors*— Shall mean any picture, image, graphic image file or other visual depiction that: taken as a whole and with respect to minors, appeals to a prurient interest in nudity, sex or excretion; depicts, describes or represents, in a patently offensive way with respect to what is suitable for minors, an actual sexual act or sexual contact, actual normal or perverted sexual acts or a lewd exhibition of the genitals; and taken as a whole, lacks serious literary, artistic, political or scientific value as to minors.
• *Hacking* — Shall mean Computer Use or using the Internet to attempt to gain unauthorized access to proprietary computer systems.

• *Technology Protection Measure* — Shall mean and refer to a proxy server managed by the Diocese of Lincoln Educational Technology Office for Saint Joseph that blocks and/or filters Internet access.
• *Authorized Adult Staff Member*— Shall mean and refer to an adult staff member of St. Joseph School.
• *Adult* — Shall mean and refer to all Saint Joseph employees or staff members and any other individual, whether an employee of St. Joseph School or not, age 19 or older.

Purpose

• Any Computer Use shall constitute an agreement by the Computer User to be bound by all St. Joseph School policies and regulations, these regulations, building guidelines, use agreements, handbook provisions, and all administrative orders or directives as issued from time to time.
• St. Joseph School has complete authority to regulate all Computer Use and Computer Users.
• Computer Use is a privilege and not a right. All files or information stored therein or thereon are the property of St. Joseph School and shall be regulated by St. Joseph School.
• Computer Users have no privacy rights or expectations of privacy when using the same. Computer Use and all files or information stored therein, thereon or linked thereto may be monitored, tracked, logged, copied, reviewed and accessed at any time without prior notice.
• Computer Use is limited to current St. Joseph School employees (and their designees) and students, for St. Joseph School educational uses only.
• Computer Use shall not be permitted for personal reasons or for purposes that are contrary to the mission of St. Joseph School, unless deemed incidental, intermittent or occasional. The Administration in its sole and absolute discretion shall determine what personal use may be permitted as incidental, intermittent or occasional.

Unacceptable Use
• Computer Users shall not access information or material that is obscene, child pornography, harmful to minors or students or otherwise inappropriate matter for educational or school-related uses. This includes content blocked by the Diocesan Internet Filter.
• Computer Users shall not engage in Computer Use which involves hacking or attempts to otherwise compromise any proprietary computer system's security.
• Computer Users shall not engage in illegal activities on the Internet.
• Computer Users shall not engage in Computer Use for profit.
• Minors or students shall not use electronic mail, chat rooms and other forms of direct electronic communications without approval of an authorized adult staff member.
• Minors or students shall not disclose, use or disseminate personal identification information of themselves or others on the Internet while engaging in Computer Use.

Technology Protection Measure

St Joseph School shall use a technology protection measure that blocks and/or filters Internet access to prevent access to Internet sites that are not in accordance with policies and regulations. In addition to blocks and/or filters, St. Joseph School may also use other technology protection measures or procedures as deemed appropriate.

Social Networking

Student access to social networking websites (e.g. Instagram, Snapchat, Twitter, Facebook, etc.) is blocked and not allowed on school property. Students who develop and maintain personal websites, blogs, and/or social networking pages and who identify themselves as students at St. Joseph School

must keep in mind they are representing the school in a public forum, and should not contain images, language, or information which could contradict the values of the school as stated in the school's mission statement. It is illegal under federal law for anyone under 13 to be on any social networking site without parental permission. St. Joseph School can and must hold the students responsible for inappropriate content. The school may take the following actions:

• Call the students in for a conference to request they modify their webpage/blog and/or take the school's name and or images/logo off of the website;

• Communicate with the student's parents/guardians about any inappropriate material on a student's webpage/blog;

• Impose disciplinary consequences which the Administration believes are in line with the offenses;

• If the student will not cooperate with the school Administration by making his/her webpage/blog free of anything that would cause harm to the student's reputation or the reputation of the school, firmer disciplinary action will be taken.

Office 365

The Diocese of Lincoln provides Office 365, email and online documents for student use. There should be no expectation of any right to privacy. Students are to use the cloud services for education only, and consideration should be given to users who may have limited access by avoiding large attachments and sharing documents only for educational purposes.

Violations of Rules

Any violation of Saint Joseph policies and regulations, these regulations, building guidelines, use agreements, handbook provisions or administrative orders or directives as issued from time to time on Computer Use by any Computer User as defined herein, including access to the Internet may result in removal of privileges, reporting enforcement agencies and additional disciplinary action, including possible expulsion of minors or students or termination of employment for staff members or employees.

General Information

Costs to Parents
- IPads have been provided through the generosity of the Diocese of Lincoln and a benefactor.
- IPad cases that require replacement for reasons other than normal wear and tear will be $20.
- Power cords that require replacement for reasons other than normal wear and tear will cost $20. The power adapter cube will be $20.
- If a student has more than two device replacements from Apple, they will be charged the full replacement cost.

AppleCare Protection Plan
- Each Apple device will be equipped with the AppleCare Protection Plan. AppleCare extends the warranty of the device and allows access to the Apple technical support team. AppleCare provides repair or replacement of hardware including the device, screen, battery, USB cable, and adapter.

Security
- IPads will be filtered by software for appropriate use on site. Filtering solutions are not 100% fool-proof. Please see the tech administrator if you have any questions.

- All devices will be monitored for content using mobile device management software. Reports of app acquisition will be run on a regular basis by the school administration.
- Parents should visit regularly with their child regarding use of their iPad and the internet. Parent involvement is the first and most effective means of ensuring the appropriate use of devices.

Technology Assignment
- Each student will use the same numbered laptop and/or iPad all year as assigned by their teacher. Your student will be responsible for the care and responsible treatment of that device.
- Students are responsible for the general care of the technology they have been assigned while in their possession by the school. Devices that are broken or fail to work properly must be reported immediately to the teacher for an evaluation of the equipment by the Technology Administrator.

General Precautions
- All technology devices (laptops, ipads) are school property and all users will follow this policy and the St. Joseph School Acceptable Use Policy for technology.
- Cords and cables must be inserted carefully into the laptops and iPads to prevent damage.
- Laptops and iPads must remain free of any writing, drawing, stickers, or labels that are not the property of St. Joseph School.
- Under no circumstances should iPads and laptops be left in unsupervised areas. Unsupervised areas include the school grounds, lunchroom, computer lab, library, unlocked classrooms, and hallways. If an iPad or laptop is found unattended, it will be taken to the School Office where Administration will address the responsibility with the student.

Carrying iPads and Laptops
- The protective cases provided with the iPads have sufficient padding to protect the iPad from normal treatment and provide a suitable means for carrying the device within the school. IPads should always be within the protective case.
- Laptops must always be carried with both hands and set down gently on the flat bottom surface.

Device Care
- Laptop and iPad screens can be damaged if subjected to rough treatment. The screens are particularly sensitive to damage from excessive pressure on the screen.
- Do not lean on the top of the devices.
- Do not place anything near the iPad that could put pressure on or scratch the screen (keys, pens, paper clips, etc. can scratch the screen).
- Clean the screen with a soft, dry cloth or anti-static cloth; no cleaners of any type. Please see http://support.apple.com/kb/ht3226 for more information.
- Do not bump the iPad or laptop against walls, doors, floors, etc. as it may break the screen.
- IPads that malfunction or are damaged must be reported to the teacher. The school will be responsible for repairing iPads that malfunction. IPads that have been damaged from student misuse, neglect, or are accidentally damaged will be repaired with the cost being borne by the student.

Inappropriate Use

Inappropriate Communication
- The school will act in accordance with the laws of the diocese and civil law.
- Students who receive inappropriate or unacceptable content must immediately give the device to a guardian, teacher, school staff member, or administrator. If there is **any** concern or question that received content may be inappropriate, an adult should be notified and involved.
- If the content in question is an image (video or picture), the adult and/or student will show the image to a school administrator. In the case of images/pictures, please DO NOT capture using screenshots – this may constitute possession and distribution of child pornography.
- If the content in question is text, screen capture or print it and bring it to the attention of the school administration.
- All incidents will be reported as soon as reasonably possible.
- In order to protect those who report inappropriate/unacceptable content, the administration will protect anonymity (except for those who need to know). Should law enforcement become involved the administrator will defer to their procedures.
- St Joseph School uses Bark for Schools, a school and safety product, to protect our students. Bark helps detect potential problems in Microsoft 365.

iPad and Computer Software/Security

Apps
- The apps installed by the school on your iPad must remain on your iPad in usable condition and be easily accessible at all times.
- Apps are managed by the school and Diocese. Any attempt to add or delete apps and settings will receive appropriate consequences depending on the type of App (i.e.-warning, detention, suspension, etc.)

Security
- Inspection: Students may be asked to provide the iPad or laptop they are using for inspection at any time.
- Identification & Protection: Student iPads will be labeled in the manner specified by the school. Under no circumstances are students to modify, remove, or destroy these labels. Tampering with the iPad security measures is forbidden. Violations of this policy will result in disciplinary action and possible loss of technology use privileges.

Student and Family Responsibilities

- Read, sign, and adhere to Acceptable Use Policy.

- Use the school technology in a responsible and moral manner.

- Obey general school rules concerning behavior and communication that apply to iPad/computer use.
- Treat all technology provided by St. Joseph school with care.

- Help St. Joseph School protect their computer system/device by contacting an administrator about any security problems they may encounter.

- Plagiarism is a violation of the St. Joseph School Code of Conduct. Give credit to all sources used, whether quoted or summarized.

- Use or possession of hacking software is strictly prohibited, and violators will be subject to the St. Joseph Student Handbook. Violation of applicable state or federal law will result in criminal prosecution or disciplinary action.

- Going around or attempts to go around the filtering system or any security software will result in a loss of technology privileges.

- Return and plug their iPad and/or laptop into the cart after each use. The device will be returned in good condition.

PARENTS

- **Talk to your children** about virtues and the standards that your children should follow regarding the use of the Internet, just as you do on the use of all media information sources such as television, telephones, movies, and radio.

- Comply with trademark and copyright laws and all license agreements. Ignorance of the law is not immunity. If you are unsure, ask a teacher or parent.

School Responsibilities

- Provide Internet and email access to its students. St. Joseph makes no guarantee that the wireless is up and running 100% of the time.

- Teach iSafe lessons that will instill good digital citizenship in all St. Joseph students.

- St. Joseph School reserves the right to review, monitor, and restrict information stored on or transmitted via St. Joseph School owned equipment and to investigate inappropriate use of resources.

- Provide staff guidance to aid students in conducting research and help assure student compliance of the Acceptable Use Policy.

- Report to authorities any illegal use of device.

STUDENT AND PARENT ACKNOWLEDGMENT OF

ST. JOSEPH SCHOOL

COMPUTER AND iPad ACCEPTABLE USE POLICY

We, the parents and student(s) signed below, have received and studied the 2022-2023 St. Joseph School Acceptable Use Policy.

We appreciate the need for such guidelines in the very important business of providing an effective Catholic school education for our family. We commit ourselves to uphold and adhere to these standards.

_____   _____

   Parent / Guardian   Date

_____   _____

   Parent / Guardian   Date

   Student(s)   Date

_____   _____

_____   _____

_____   _____

_____   _____