

Saint Ann School - Acceptable Use Policy

for

1:1 Tablet Program

Parent / Guardian/Student

Digital Education Policy

CIPPA & COPPA Compliance

Return Instructions

Return to Your Homeroom Teacher

Please Keep the Policy at home and only return the Signed page at the end of this document.

Please Note:

An Acceptable Use Policy form, signed by the student and a parent or guardian, is required before the student receives their Tablet.

Saint Ann School

Acceptable Use and Care Policy for Tablets and the Internet

Please retain this Acceptable Use Policy for future reference. Please Sign and Return Page 5 of this Document

Saint Ann School issues Tablets to its students in order to broaden academic opportunities, enhance school Curriculum, and offer students' outstanding training in the area of technology. The Tablets are the property of the school and should be treated with care and caution at all times. Tablets are meant to be used exclusively for academic purposes. Students and parents must agree and adhere to the following policies and procedures if they wish to retain their Tablets. *The terms and conditions regarding the use of the tablet, the consequences for the misuse of the tablets, and penalties for the misuse of the tablets are all within the discretion of Saint Ann School as the tablets are the property of Saint Ann School. Saint Ann School is a private institution and not governed by the laws of the Federal, State, and Local governments. Therefore, the due process requirements of those institutions do not apply.

Day-to-Day Use & Care

- Students are entirely responsible for the care of their Tablets.
- *• While at school, students must keep their Tablets in the designated "Tablet Station" area of the classroom until the teacher requires their use.
- Tablets must never be left unattended. Students will be given consequences for leaving their Tablets unattended
- Tablets are to be **fully recharged nightly and brought to school every day.**
- Students may not use each other's Tablets or chargers without expressed permission of a teacher.
- *• Students must use their earphones on the tablet only with permission of a teacher and the volume on the Tablets must be turned off during the school day unless sound is required for a lesson or project.
- Tablet camera and microphone will be kept off at all times unless give express permission by a teacher to turn them on.
- Tablet cameras must be tilted up at all times unless told to use the device by a teacher.
- Tablets may not be stored in temperature conditions below 32° or above 75°.
- Students should not have food or beverages near their Tablets.
- *• Tablets may not be brought to the cafeteria at lunch time without permission.
- Students may not write on, place stickers on, or alter the appearance of their Tablets in any way.

***Hardware & Software**

- No one but a **Saint Ann School** tech person may attempt to alter a Tablet's hardware or software.
- Students may not change or attempt to change the hardware or software, backgrounds or settings on their Tablets without express permission from the Technology Dept.
- Students may not install or attempt to install software on their Tablets, without permission from the technology Dept.
- The exception to the above is parents may install home printer drivers and connect to home wireless access points.

Problems & Repairs

- Students, who have technical problems with their Tablets, must inform their teacher, who will submit a help desk ticket to the Tech Dept.
- No one but a **Saint Ann School** tech person may attempt to repair a Tablet.
- Students will report any damage to or problems with their Tablets to their teacher.
- The school will have a limited number of loaner Tablets available for students to use if their Tablets need repair. •Students will be responsible for damage to, loss, or theft of their Tablets, and damage, loss, or theft must be reported to the school office immediately.

Network, Saint Ann School Server, Passwords, Settings and Google Apps for Education

When students use these school issued tablets on our school network and at home, all their activity and Internet surfing will be logged, and school officials will be able to monitor live and check those logs for inappropriate activity. Students may not hack into or attempt to hack into any areas of the network or servers. Students may not back up personal music files to the Saint Ann School server or their Google Apps for Education space. Students are allowed only on public areas on the network. *Students shall share their passwords with their parents, but no others, and they may not use or attempt to use another person's password. Students may not steal or attempt to steal other people's passwords or online files and folders. Students may not change or attempt to change any administrative, network, or security settings on their Tablets. Students who are using shared documents on Google Apps for Education or in shared network folders will use the utmost care not to delete or change files and folders.

Internet Use & Safety

The Internet is to be used only for academic purposes during the school day and at home. Students may not, at any time, access sites that are illegal, pornographic, or otherwise inappropriate. *Students may not use school Tablets to access any social-networking sites unless directed to do so by a teacher. *Students may not install or use or visit video conferencing applications like Skype, unless directed to do so by a teacher. Saint Ann School reserves the right to monitor student Internet activity at any time. Students may not ever clear their history in the browser. Access to the Internet provides students with a vast source of information and other resources. However, the Internet may also expose students to inappropriate content or individuals with malicious intent. For this reason, students should use extreme care and caution while on the Internet. Students are not to divulge personal information such as names, (email) addresses, photos, phone numbers, etc. about themselves, their classmates, teachers, or family members over the Internet. *Students' parents will

ensure that students will adhere to all copyright laws.

Downloading

*Downloading is only permitted with direct permission from a Saint Ann School teacher. These tablets belong to St. Ann School and not the student. Therefore, the school reserves the right to control how they are used. Downloading files from the Internet is sometimes a necessary operation. However, students are not to download any file or other content to their Tablets without direct permission from a Saint Ann School teacher. Legal downloads of music, movies, and other similar things are allowed. To preserve bandwidth for other users, students should not download any large files or remain connected to streaming data sources for any extended period during the school day.

Email, Messaging, & Etiquette

Students are not to use email, messaging, chat, or any other collaboration program during the school day unless given direct permission by a teacher. Students are never to send bulk email from their Tablets (bulk email is a message addressed to many recipients and sent without their consent). All messages or communication of any kind sent from student Tablets, whether at school or away from school, must contain only appropriate content, and may not be used to bully, harass, intimidate, insult, threaten, or gossip. Messages that contain inappropriate pictures, pornography, or derogatory comments about other people, especially students, faculty, staff, and the school are prohibited and will result in disciplinary consequences.

Files, Other Content, & Privacy

*Saint Ann School is a private institution and not governed by the laws of the Federal, State, and Local governments. Therefore, the due process requirements of those institutions do not apply. Again, the Tablet is property of Saint Ann School and we, within our sole discretion, choose to control its use and content. The Tablets and all their physical and digital contents are the property of Saint Ann School, and the school reserves the right to inspect all elements of the Tablets at any time. Students are responsible for making sure all contents of their Tablets are appropriate for school. Students will make their Tablets available for inspection by a teacher upon request. Students must be sure their files are backed up each day.

Printing

Saint Ann School values the philosophy and practice of environmental stewardship, and limiting the use of paper and ink is an important element of this philosophy. For this reason, only **essential** material should be printed. Generally speaking, printing should be done at home. *In the case of temporary printer problems at home, with permission, a student may use school printers in moderation for essential school projects or for finished documents that need to be handed in to the teacher. Saint Ann School reserves the right to charge extra for school printer use if printing in school becomes the only access a student has to printer or a student is careless when printing for example printing whole websites instead of taking note on the web-page, etc.

Financial Responsibility

*The terms and conditions regarding the use of the tablet and, the consequences for the misuse of the tablets, penalties of the misuse of the tablets, are all within the discretion of Saint Ann School as the tablets

are the property of Saint Ann School. Saint Ann School Families are responsible for any damage or repairs while in their child's possession. Insurance policies with a zero deductible for Accidental Damage and Theft and or Extended Warranty are available as a yearly subscription and is optional. Parents, who chose not to purchase the Insurance, must sign a Liability Waiver and will be held fiscally responsible for the Tablet while they are in the students' possession. If an uninsured Tablet needs repairs, the student's family will be responsible to pay for the damage or full cost of a replacement if necessary. Student's may incur additional expense for violating the Acceptable Use Policy or for misuse of the tablets that is not covered by insurance, but leads to any additional expenses to Saint Ann School.

Consequences

When a student fails to adhere to this agreement, his/her Tablet will be taken away for a period of not less than a full day of school. Having multiple violations or committing more-severe violations will cause a student to lose his/her Tablet for a longer period of time. Other consequences will accompany the loss of a Tablet. These include, but are not limited to: quiet lunch, detention, referral, suspension or expulsion. Monetary fines will also be levied where appropriate. Students who lose Tablet privileges will be responsible for getting all their work done on time, even without the use of a school computer.

In addition to the provisions of the Saint Ann School Technology Resources Acceptable Use Policy the following additional items apply to students participating in the one-to-one Tablet program.

1. Students will bring their Tablets to school each morning with the batteries fully charged.
2. Students will keep their Tablets in a secure location when not using them.
3. Students will keep their Tablets clean with no attached stickers or other items that might deface or damage the Tablet's finish, screen, or other components.
4. Student may store only school related files (including images, music and documents) on their issued Tablet, Saint Ann School is not liable for this content. It is highly recommended that students backup any data placed on the Tablet in the event of a hardware/software failure or scheduled maintenance.
5. Students will immediately report all malfunctions, damage, or loss of a computer to a classroom teacher, administrator or technology support staff member.
6. Students will use their Tablets during the school day only for school-related purposes.
7. During the duration of the lease Saint Ann School is the sole owner of the Tablet and all school software.
8. Students are to be aware that Saint Ann School staff may review, modify or remove any data on the Tablet at anytime.
9. Passwords issued to students are to be kept private and not disclosed to other students.
10. Parents/Guardians will be responsible to monitor student use of the Tablet outside of Saint Ann School.

***Please retain this Acceptable Use Policy for future reference.**

IN ORDER TO RECEIVE YOUR TABLET PLEASE RETURN

THIS PAGE ONLY

BY the date given to your class.

I understand and will abide by the provisions and conditions of this agreement. I understand that any violations of the above provisions may result in disciplinary action.

—
Student Name (print)

/Student Signature

/Date

As the parent or guardian of this student, I have read and agree to the provisions of this agreement. I understand that it is impossible for Saint Ann School to restrict access to all controversial or inappropriate materials, and I will not hold the school responsible for materials acquired at school or at home.

—
Parent/Guardian Name (print) Parent

/ Guardian Signature

/Date