

## Student Personal Devices Acceptable Use Policy

Providing students with an individual personal devices in a 1-to-1 environment provides an opportunity to enhance each students overall learning experience. Utilizing the iPad or Tablets or our Chromebooks at St. Wendelin Catholic School gives students the access to learn anywhere, anytime – both in classrooms and at home. This 1-to-1 personalized learning also narrows the digital divide between students and promotes responsible use of today's ever changing technologies.

All iPad or Tablets and Chromebooks are properties of St. Wendelin Catholic School and are subject to the same acceptable use guidelines as all other St. Wendelin provided electronic devices. All applications (apps), files and documents stored on the personal devices are the property of St. Wendelin Catholic School. St. Wendelin Catholic School reserves the right to confiscate and search a student's personal device to ensure compliance with the Acceptable Use Policy.

Students in violation of the Acceptable Use Policy may be subject to but not limited to; disciplinary action, repossession, overnight confiscation, removal of content. In the event of repossession or confiscation, completion of all class work remains the responsibility of the student. St. Wendelin Catholic School is not responsible for the financial loss of any personal files that are deleted.

### Student Responsibilities:

- Caring For personal device
- Students are encouraged to purchase protective covers/cases for their personal device.
- The personal device screen is made of glass and therefore is subject to cracking and breaking if misused. Never drop nor place heavy objects (books, laptops, etc.) on top of the personal device.
- Only a soft cloth or approved laptop screen cleaning solution is to be used to clean the personal device screen.
- Defacing of the personal device, including the SW ID tag, in any way is prohibited (stickers, markers, etc).
- To extend battery life, students should always turn off and secure their personal device after work is completed.
- Do not subject the personal device to extreme heat or cold (do not store in vehicles).

### Safeguarding and Maintaining as an Academic Tool

- The personal device is required to be at school every day, fully charged. Charging at school is prohibited.
- If a personal device is left at home or is not charged, the student remains responsible for completing all coursework as if they had use of their iPad or Tablet. **Repeat offenses will require the personal device be confiscated and 'checked out' on a daily basis.**
- Malfunctions or technical issues are not acceptable excuses for failing to complete an assignment, unless no other means of completion exist.
- Items deleted from the personal device cannot be 'undeleted', so backing up your work is very important. Work completed on the iPad or Tablet should be e-mailed to your SW email account then saved to a flash drive or the server.
- Memory space is limited. Academic content takes precedence over personal files and apps. In the case of memory space conflict, personal files/apps must be removed at the student's expense.
- Non-educational content is for personal use only and should not be shared in any manner, audio or visual, with other students.
- The volume is to remain on mute unless headphones are attached and/or permission is obtained from the teacher.
- The whereabouts of the personal device should be known at all times. It is the student's responsibility to keep their personal device safe and secure.
- The personal device belonging to other students are not to be tampered with in any manner.
- If any personal device is found unattended, it should be given to the nearest faculty/staff member.

### Lost, Damaged or stolen personal device

- If the personal device is lost, stolen, or damaged, the Principal's Office must be notified immediately. Students are responsible for Damage.
- The personal device is subject to routine monitoring by teachers, administrators, and the technology staff. The St. Wendelin Technology Department will periodically monitor iPad or Tablet wireless activity. If the acceptable use policy is violated, the personal device may be remotely locked down, wiped, and/or confiscated.

Prohibited Uses Include:

- **Accessing Inappropriate Materials** - All material on the personal device must adhere to the values and mission of St. Wendelin Catholic School. Students must abide by the same prohibited uses as the use of lab computers and laptops. Students are not allowed to send, access, upload, download, or distribute offensive, profane, threatening, pornographic, obscene, or sexually explicit materials. VPN's are illegal to use in the school.
- **Illegal Activities** - Use of the school's internet/E-mail accounts for financial or commercial gain or for any illegal activity.
- **Violating Copyrights** - Students are allowed to have music and install apps on their personal device, however the items downloaded and synced to the personal device must be in compliance with Federal copyright laws.
- **Cameras** - Students must use good judgment and follow the predefined St. Wendelin Catholic School rules of conduct when using the camera. The student agrees that the camera will not be used to take inappropriate, illicit or sexually explicit photographs or videos, nor will it be used to embarrass anyone in any way. Any use of camera's in restrooms or the locker room, regardless of intent, will be treated as a serious violation.
- **Use of the camera and microphone** are strictly prohibited in the classroom and hallways unless permission is granted by a teacher.
- **Misuse of Passwords/Unauthorized Access** - Students must set a passcode to their personal device to prevent other students from misusing their personal device. Any student caught trying to gain access to other student's accounts, files or data will be subject to disciplinary action.
- **Malicious Use/Vandalism** - Any attempt to destroy hardware, software or data.
- **Use of a personal device for viewing any music videos or listening to streaming music is prohibited.** You may only access for educational purposes not for entertainment.
- **ONLY SCHOOL PROVIDED EMAIL WILL BE PERMISSIBLE. ANYONE ATTEMPTING TO UTILIZE ANY OTHER EMAIL WILL RESULT IN LOSS OF PRIVILEGES.**

## Return this form

### Every student must read and sign below:

I have read, understand and agree to abide by the terms of the foregoing **iPad or Tablet Acceptable Use Policy**. I agree that in keeping with the spirit and philosophy of St. Wendelin Catholic School, it is ultimately my responsibility to make good choices when I use the iPad or Tablet and computer network. Should I commit any violation or in any way misuse my access to St. Wendelin's computer network and the Internet, I understand and agree that my access privilege may be revoked and disciplinary action may be taken against me.

---

Name **(Please print clearly)**

---

User signature Date

### Parent or Guardian Network Usage Agreement (to be read and signed by parents or guardians)

As the parent or legal guardian of this student, I have read, understand and agree that my child or ward shall comply with the terms of St. Wendelin Catholic School's **Chromebook Acceptable Use Policy**, for the students' access to the school's computer network and the Internet. I understand that access is being provided to the students for educational purposes only. However, I also understand that it is impossible for the school to restrict access to all offensive and controversial materials and understand my child's responsibility for abiding by both Policies.

I am therefore signing this Policy and agree to indemnify and hold harmless St. Wendelin Catholic School against all claims, damages, losses and costs, of whatever kind, that may result from my child's use of his/her (or their) access to such networks or his/her violation of the foregoing Policy. Also, in the case of lost, stolen, or damaged Chromebook, I accept responsibility for the cost of replacement.

I hereby give permission for my child to use the iPad or Tablet and the building-approved account to access the computer network and the Internet.

---

Parent/Guardian Name **(Please print clearly)**

---

Parent Signature Date