



ST. THOMAS THE APOSTLE CATHOLIC SCHOOL
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Rockford Diocese Acceptable Use Policy Grades K-8

Purpose

St. Thomas the Apostle Catholic School has computers linked to the Internet and a school wide network. The use of these resources is for student learning. In keeping with the Children's Internet Protection Act (CIPA), every effort shall be made to provide a safe learning environment including Internet security software. However, it is impossible to fully control all information available to students. St. Thomas the Apostle Catholic School has this Policy as a guide to behavior that is expected when using these resources. This Acceptable Use Policy:

- Establishes goals for computer use
- Identifies student responsibilities
- Provides rules for acceptable use
- Informs the students of penalties for violating these guidelines

Goals for Computer Use

Technology helps with learning. St. Thomas the Apostle Catholic School uses technology to prepare the students for life in the digital world by:

- Teaching technology skills
- Combining technology use into various subject areas
- Encouraging thinking and problem solving skills
- Supporting evaluation and synthesis of information
- Teaching fair and just use of technology

Student Responsibilities

It is the student's responsibility to:

- use technology for educational purposes as directed
- respect the property of the school and others as outlined in this Policy
- report any problems noted with hardware or software to his/her teacher

Policy Terms

The following rules have been established by The Rockford Diocese Office of Catholic Education. This office or St. Thomas the Apostle Catholic School may add additional rules and restrictions at anytime.

- All Internet and electronic resources are to be properly cited.
- Although St. Thomas the Apostle Catholic School has Internet security software in place, no Internet filter is 100% secure. Access to any inappropriate site is to be brought to the attention of the teacher, librarian or adult supervisor immediately.
- Do not use the equipment to bully, threaten, embarrass or annoy an individual(s).
- Do not use profane, vulgar or rude language or material.
- Do not publish false information about another individual.
- Do not publish photos or videos of individuals without permission of the teacher.
- Do not give out personal information such as name, address, age, phone, or personal description about

yourself or others.

- Do not share your password or guess others' passwords.
- Do not attempt to access files other than your own.
- Do not install, download, delete, upload or change any software, including preferences.
- Do not attempt to repair any hardware. Report any damage or changes to equipment to the teacher.
- Do not access sites on the Internet other than those necessary for the assignment.
- Do not attempt to access social networks, non-school supported e-mail or live communications without permission of the teacher.
- Do not burn copies of software.

System Security and Reliability

Network security is a high priority. Users must abide by the school's Policy for using personal devices. Access will be determined by the school administration. St. Thomas the Apostle Catholic School or the Rockford Diocese Office of Education has the right to monitor the use of all electronic equipment and to change or add additional rules and regulations at any time. Users must be aware that the following are not allowed:

- Unauthorized access to the network through another user's account
- Wasteful use of technology resources, such as file space and unnecessary printing
- Introduction and spreading of computer viruses
- Using the network in a way that could be disruptive to other users
- Leaving open files or network connection unattended or unsupervised

Students should not expect privacy in their use of computers and school resources. Any misuse of the school's computers and technology resources must be reported by the student to the Network Administrator or teacher immediately.

Penalties

The use of electronic resources is a privilege. A violation of this Policy may result in any or all of the following:

- Loss of school network and Internet use
- Disciplinary action up to and including issuance of a detention, suspension, or expulsion
- Parents will be held responsible for any monetary charges that result from student misuse of equipment where damage was caused intentionally or recklessly.



Rockford Diocese:
Acceptable Usage Policy - iPad Amendment

All students of St. Thomas the Apostle School will have access to iPads. Parents and students must sign the Acceptable Usage Policy *and* an iPad Amendment before an iPad can be issued or used. iPads will remain at school

General

- Student assigned iPad should never be left unattended. If a student iPad is found unattended, it will be returned to the technology lab.
- Students are not to lend/borrow their assigned iPad to other students.
- Student iPads are to be kept in an approved case at all times and transported to and from school every day. The protective cases provided for each iPad have a tough padding to protect the iPad from normal treatment. In addition, each student will provide their own personal carrying case for transporting the iPad from one class to another.
 - Students are not allowed to deface the iPads with stickers, doodles or other means of defacing.
 - Nothing should be set on top of the iPad
- The iPad screen can be damaged if subjected to rough treatment or excessive pressure.
 - Do not lean on the iPad.
 - Do not place extra items inside the carrying case or on top of the iPad
 - Keep the screen clean by using a soft dry cloth-NO CLEANERS OF ANY TYPE- refer to the iPad user's manual
 - All locked screen images are not to be changed
- Failure to return an iPad will result in a fine for a lost or stolen iPad equal to cost of the iPad.
 - Returning an iPad after the end of the year collection is subject to a late fee or a fee for damages
- The iPad is school property and therefore all the guidelines stated in the main STS AUP for technology apply.

The iPad is intended for school use each day. Students will have Internet capabilities to gain access to websites directed by the teacher. According to the St. Thomas the Apostle Catholic School Acceptable Usage Policy which is governed by the Rockford Diocese, students are not to enter chat rooms or social networks while at school. Teachers may direct students to private-invitation only classroom discussion blogs or wikis.

Using the iPad

- Children's Online Protection Act (COPA) states that children under the age of 13 cannot create email accounts of their own.
 - All iPad will be associated with the school iTunes and iCloud account
- The iPads are equipped with a camera. Students should use the camera for school projects only; therefore, the camera will only be available when requested by a teacher
 - Only photos for school projects are to be stored on the iPad
 - Storage space is limited. Once the photo is used, it should be deleted
- iPads will have enforced restrictions.
- Students are not to download anything except files directed by the teachers
- All school work should be saved to the student's Microsoft Office account. Teachers will direct students as to when assignments should be shared.
- Originally installed software and Apps are not to be deleted.
- Student iPads will be subject to inspection at any time.
- Software updates will become available periodically. Students should accept the updates. If the student requires assistance in downloading and installing an update, please see Mrs. Houston or Mrs. Golbeck.

School Responsibilities

St. Thomas the Apostle Catholic School will

- Provide Internet access-WiFi access is susceptible to unscheduled and unforeseen down time.
- Provide data storage through Google Docs or DropBox
 - Stored data is subject to review and monitor
- Provide staff guidance to aid the students in completing assignments and research while maintaining the directions of this acceptable usage policy.

Student Responsibilities

St. Thomas Students are expected to:

- Use their iPads in a responsible and ethical manner
- Obey general school rules concerning behavior and communication that apply to the use of technology
 - Use technology equipment in an appropriate manner so as to not damage school equipment. Damage includes, but is not limited to loss of data or service interruptions as a result of student negligence
- Maintaining security integrity by contacting Mrs. Houston with any suspicious security issues
- Secure iPads to protect their work and information
- Report any communications with inappropriate or abusive language to a school authority

The following actions are **prohibited** when using the iPad or any device at St. Thomas the Apostle Catholic School:

- Illegal installation or transmission of copyrighted materials
- Sending, accessing, downloading, uploading or distributing offensive, profane, threatening or obscene materials
- Use of chat rooms or social networks
 - Excluding classroom wiki or blog
- Use of online term paper or book report purchasing
- Use of any messaging program—examples-AIM, or iMessage
- Non educational games. Only educational games which in no way contradict our mission and beliefs as a Catholic School may be used with the permission/approval of the teacher
- Changing iPad settings-exceptions include personal settings for accessibility.
- “jailbreaking” the iPad
- Spamming
- Any prohibitions included in the Diocesan Acceptable Usage Policy such as but not exclusive as-
 - Accessing other accounts, files or data
 - Vandalisms
 - Tampering with filter

iPad Care

Any problems or concerns should be reported to Mrs. Houston or Mrs. Golbeck immediately.

Earbuds should be kept clean stored in such a way to avoid entanglement.

Clean the screen with a soft cloth-no cleaners of any kind.

The iPad is a technological tool and not a toy or a weapon. Carry it securely and do not “bump” it into a locker, door, desk or another person. At no time should an iPad be tossed.

iPads are inventoried by serial number. iPads should be stored in their cases at all times to protect the barcode label.

iPads damages will be repaired by Apple at *out of warranty costs* which will be the responsibility of the student for any damage caused by the student. Students will be held responsible for damage including but not limited to

- Broken screens
- Cracked plastic
- Inoperability
- Lost or damaged case

St. Thomas the Apostle Catholic School provides insurance protection that includes:

- catastrophic damage resulting from a natural disaster
 - onsite fire, flood etc.
 - unforeseen catastrophes causing damage to the school

Consequences

The consequence of using the iPad in accordance with this policy is rewarding beyond words. The use of the iPad is a privilege and should not be taken lightly.

However, there also must be consequences for using the iPad in violation of this policy.

- 1st Offense—warning.
- 2nd Offense- Student may lose iPad privileges for 2 weeks yet *will still be responsible for all required work.*
- 3rd Offense- Student may lose iPad privileges for a length of time determined by administration.

Offense severity will determine whether or not the offense schedule is honored.

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St. Thomas the Apostle Catholic School Student Pledge for iPad Use

- I will use my iPad in ways that are appropriate, meet St. Thomas School expectations and are educational.
- I will use appropriate language when using journals, wikis, blogs, or any other forms of communication. I will not create, or encourage others to create, discourteous or abusive content. I will not use electronic communication to spread rumors, gossip, or engage in any activity that is harmful to other persons.
- I understand that my iPad is subject to inspection at any time without notice and remains the property of the St. Thomas the Apostle Catholic School.
- I will follow the policies outlined in the *iPad Acceptable Use Policy*, the *Diocesan AUP* and the *STS Handbook* at all times.
- I will take good care of my assigned iPad.
- I will never leave the iPad unattended and I will know where it is at all times.
- I will protect my iPad by only carrying it appropriately.
- I will never loan out my iPad or give my password to other individuals.
- I will keep food and beverages away from my iPad since they may cause damage to the device.
- Clean the screen with a soft, antistatic cloth ONLY; no cleaners. See page 23 in Chapter 2 of the iPad Users Manual (http://manuals.info.apple.com/en/ipad_user_guide.pdf) for more information.
- I will not disassemble any part of my iPad or attempt any repairs.
- I will not place decorations (such as stickers, markers, etc.) on the iPad or iPad cover or do anything to permanently alter the iPad in anyway.
- I will not remove or deface the serial number or other identification on any iPad.
- I agree to report any damage or inoperability to my teacher immediately.

Please complete, print and return this page to school.

Rockford Diocese

Acceptable Use Policy for technology Grades K-8

I understand that by using the St. Thomas the Apostle Catholic School's network and equipment, I must follow this Policy. I must obey the rules of etiquette and courtesy. I understand the consequences for not following this Policy.

Student 1 Signature _____ Date _____

Student 1 Printed Name _____ Grade _____

Student 2 Signature _____ Date _____

Student 2 Printed Name _____ Grade _____

Student 3 Signature _____ Date _____

Student 3 Printed Name _____ Grade _____

Student 4 Signature _____ Date _____

Student 4 Printed Name _____ Grade _____

Parent or Guardian: We ask that you review this Policy with your child and sign below.

I will instruct my child to use St. Thomas the Apostle Catholic School's technology in accordance with this Policy. I will emphasize the importance of personal safety and appropriate behavior.

As the parent or guardian of the above child(ren) I have read and reviewed this Policy and release the school, Diocese of Rockford and its personnel from any claims resulting from my child's use of the School computers or Internet. I give permission for my child to use the school computers, network and Internet for learning and research in preparation for life in a digital environment.

Parent/Guardian signature _____ Date _____

Print Name _____