

COMPUTER/INTERNET USE POLICY: Students in grades 3 through 8 are asked to sign a computer/internet user agreement to abide by the following rules for use of educational technology available in our school.

Internet Use: St. Patrick School strives to provide an exciting, interesting and motivating learning environment which allows students to develop their God-given capabilities. In that spirit we offer Internet access to our students for educational purposes. The internet enables us to connect to school, libraries, museums, government agencies and many other information providers, greatly expanding our available resources and providing opportunities for interactive projects. With access to computers and people all over the world also comes the availability of material that may not be considered to be of educational value in the context of the school setting. The Diocese of Lincoln's Technology Department has taken precautions to restrict access to controversial materials. However, on a global network, it is impossible to control all materials and an industrious user may discover inappropriate information. We place responsibility upon each student to use this service in a manner consistent with the school's rules and philosophy and for the purposes intended – academic research and classroom projects. St. Patrick Elementary does not assume responsibility for inappropriate materials acquired through Internet access at the school.

Internet access requires proper conduct of end users who must adhere to these guidelines. If a user violates any of these provisions, his/her school network and/or Internet account may be terminated and future access denied.

Cyber-bullying Policy: Cyber-bullying includes, but is not limited to the following misuses of technology: harassing, teasing, intimidating, threatening, or terrorizing another student or staff member by way of any technological tool, such as sending or posting inappropriate or derogatory email messages, instant messages, text messages, digital pictures or images, or website postings (including blogs). Cyber-bullying can happen anytime and be much more far reaching. When harassing language or pictures are posted to the Internet, the words and images can stay forever, which affects the victim far into the future. Whether cyber-bullying occurs at school or out of school, students must follow three basic rules:

1. Any student who uses a school-provided communication device (including a computer) or computer network with the intent to intimidate, harass, threaten, or coerce another person shall be subject to school disciplinary procedures.
2. Any student who uses a personal communication device on school grounds or at school-related functions with the intent to intimidate, harass, threaten, or coerce another person shall be subject to school disciplinary procedures.
3. In any instance in which cyber-bullying creates a climate of fear and/or causes a substantial disruption of the work of the school or imposes on the rights of other students, the person committing the act shall be subject to school disciplinary procedures.

Acceptable Use: Computers and the internet are available in the classrooms and in the computer lab at St. Patrick Elementary School to be used for school assignments. With computer and internet usage comes important individual, family and school responsibilities. In accordance with St. Patrick Elementary School mission statement, *“In gratitude for God’s goodness to all generations, or mission as Saint Patrick Catholic School is to meet the needs of our students, families and community for the glory of God and the salvation of souls,”* students will be held accountable for computer and internet usage. We expect students to conduct online activities with courtesy, honesty, and respect for others, and to observe all school rules and policies as stated in the Parent/Student Handbook. School computers also provide an opportunity for creativity. School assignments may include computer-generated artwork, presentations, or web pages. However, students may not publish web pages in the school's name without permission from the Principal.

Unacceptable Use: Unacceptable uses include, but are not limited to, the following:

- Activities that are not educational in nature, and/or not in keeping with the philosophy and rules of St. Patrick Elementary School.
- Activities that are illegal, dangerous, or destructive.

- Use of another person's account; Violation of privacy or the integrity of others' files; revealing personal addresses, phone numbers, or bank or credit card information.
- Cyber-bullying; Sending or displaying offensive messages/pictures; using obscene language; harassing, insulting or attacking others; Transmission of material which is sexually explicit, vulgar, obscene, offensive or threatening.
- Copyright violation or plagiarism.
- Use of social networking sites, chat groups, interactive games, instant messaging, non-school-related bulletin boards, blogs or personal email.
- Hacking or attempting to violate or change secure files; Introducing viruses or other harm to the system.
- Downloading programs or installing software (without permission of the network administrator).
- Altering computer settings especially control panel settings.
- Damaging computers, computer systems, or computer networks.
- Wasting, damaging, or taking supplies such as paper, toner cartridges, headphones, paper holders and any other items provided by the school.
- The use of the Internet for financial gain or any commercial purpose: buying, selling, any financial transaction.

St. Patrick Elementary reserves the right to refer all cases of unacceptable use to law enforcement authorities.

Network Administration Policy: We offer Internet access throughout St. Patrick Elementary as a privilege, not a right. Students should be aware that no activities on the network are completely private and anything transmitted on the network is the property of the Catholic Diocese of Lincoln and may be monitored by the administration and faculty. The school administration may revoke computer privileges at any time, or pursue disciplinary or legal action against students who violate this acceptable use policy. Students may be supervised and guided in their use of the Internet, but it is the student's responsibility to use the system in accordance with the rules. The school administration and faculty will decide whether an act constitutes inappropriate use of the school computers, its network or the Internet. The administration, faculty, and staff at St. Patrick Elementary may deny, revoke, or suspend the computer use of any individual. The school complies with the Children's Internet Protection Act.

Guidelines for Internet and Cell Phone Interactions Outside of School: Since students use the internet and cell phones as a way to communicate with each other, we feel it is important to emphasize the following guidelines for safe and courteous internet use and texting outside of school:

1. Be aware that people you meet online may misrepresent themselves. Do not arrange to meet with someone you have met online without the approval of your parents.
2. Do not give out personal information, home address, phone number, credit card or other financial information, etc; do not give out any information about anyone else. Protect and respect privacy.
3. **Practice netiquette. Be polite and use courteous words. Do not be a cyber-bully. Refrain from name-calling, swearing, and mean spirited or tasteless comments. Do not use code words or symbols that would be offensive. Remember, rude or threatening text can be more than impolite; it can be considered harassment.**
4. Be aware that email/texting is not private. It can easily be transmitted to a mass audience. Don't say anything you would not want to hear on the evening news.
5. Do not open any attached files if you are not expecting them or do not know what they contain. That is how viruses are spread.
6. Don't believe everything you read. Many people circulate email jokes and hoaxes. Don't be taken in and don't continue to circulate them. Evaluate your sources.

7. **Do not place or send videos/photos on-line or through cell phones that may hurt or offend others.**

Unauthorized Use of School Name: No student, or student's parent or guardian, without the expressed prior written authorization of the school's principal (administrative head), may utilize the school's name or identifying logo for any purpose, including but not limited to the use of the school name:

- To solicit funds, collect money, sell products, open up a bank account, and/or schedule any field trip, vacation, or other accommodations on behalf of the school.
- To post on any website for any purpose including, but not limited to, support of a particular social or political agenda, or social networking sites.

Any such unauthorized use of the school's name or identifying logo, if committed by a student, may subject the student to disciplinary action up to and including expulsion. Unauthorized use of the school's name or identifying logo may result in legal action.

IPAD ACCEPTABLE USE POLICY FOR STUDENTS: St. Patrick School has, received a cart of iPads (Coi) for student use for the current school year. The iPads will have predetermined applications (Apps) installed.

St. Patrick School strives to provide an exciting, interesting and motivating learning environment which allows students to develop their God-given capabilities. In that spirit we offer iPads for use in the classroom for educational purposes.

All students and parents are required to review this document, as well as sign the accompanying agreement to protect the hardware and software inherent with this technology.

Technology resources at St. Patrick School are provided for the purpose of supporting the educational mission of the School. The School's goal in providing the iPad is to promote educational excellence: by facilitating resource sharing, innovation, research, creativity, communication, increased productivity, and mobile learning.

Use of these technologies is a privilege that carries responsibility and behavioral expectations consistent with all school rules and policies, including but not limited to those stated in the Parent-Student School Handbook. It is understood that members of the St. Patrick School community will use all types of computing devices and the School's network in a responsible, ethical, and legal manner at all times.

St. Patrick School retains sole right of possession of the iPad and related equipment.

1. iPads

1.1 Receiving an iPad: iPads will be distributed by the teacher. The teacher is responsible for documenting what student is using each device. All devices will be returned by the end of the period.

1.2 Intentional Misuse Fines: If a student is caught intentionally misusing an iPad, that student and/or parent of student, will be responsible for the cost of repair or replacement of the iPad. Repair costs will not exceed the replacement cost of the device.

2. TAKING CARE OF IPADS: Students are responsible for handling the iPad with care. iPads that are broken or fail to work properly should be reported immediately to the teacher, who will then take the device to the Technology liaison for an evaluation of the device.

2.1 General Precautions:

- The iPad is school property and all users will follow this policy and the St. Patrick acceptable use policy for technology.
 - Cords and cables must be inserted carefully into the iPad to prevent damage.
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- iPads must remain free of any writing, drawing, stickers, or labels that are not the property of St. Patrick School.

2.2 Carrying iPads: Protective cases are provided with the iPads. They 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 iPad case when carried.

2.3 Screen Care: The iPad screens can be damaged if subjected to rough treatment. The screens are particularly sensitive to damage from excessive pressure on the screen.

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- Do not place anything on the iPad that could put pressure on the screen.
 - Do not lean on the top of the iPad
 - Do not place anything in the carrying case that will press against the cover.
 - The iPad screen should be cleaned with a soft, dry cloth or anti-static cloth; no cleaners of any type should be used.
 - Do not “bump” the iPad against lockers, walls, car doors, floors, etc as it may damage the device.

3. DEVICE MANAGEMENT

3.1 E-mail Passwords:

- Each iPad has an Outlook email account attached to the device. The password may not be changed.
- The iPad email is not to be used other than when directed by a teacher. Students may email their teachers, as directed.
- If Office 365 is provided for students, 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.

3.2 Screensavers/Background photos:

- A standard screensaver or background will be preset on the iPad and may not be changed by the student.

3.3 Photos:

- Photos and images storage on the iPad will be for school projects only. Storing personal photos is not allowed.

3.4 Sound, Music, Games, or Apps:

- St. Patrick School will synchronize the iPads to contain the necessary Apps for school work. Students **will not** synchronize iPads or add Apps. The software/Apps originally installed by St. Patrick School must remain on the iPad in usable condition and be easily accessible at all times. From time to time the school may add or modify software applications for use in a particular course.
- Students may not download music, apps, etc. onto the school iPads.
- If a student is caught downloading onto an iPad or deleting apps, there may be a fee to cover restoration of the device.
- Sound must be muted at all times unless permission is obtained from the teacher for instructional purposes. Ear buds will be provided by the student and stored at school. iPad ear buds should be stored in a way to prevent them from being tangled rather than put directly in a pencil pouch. A small container, such as a tic-tac box or Altoids mint box work well or products such as an earbud case. You can also make earphone wrapper out of a used gift card (Search youtube for “DIY Earphone Holder”)
- **Non-educational apps are not allowed on the iPads.** This includes “game” apps that are not directly educational.

- The device will be synced only with a school provided iTunes account by the school's designated personnel.
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- The teacher will determine which apps are to be used. Students are to ONLY use apps as directed by the teacher.
- If technical difficulties occur or unauthauthorized software (non-St. Patrick iTunes Apps) is discovered, the iPad will be restored from backup

3.5 Printing:

- Printing is not available from the iPad. This is the primary reason for email on the device.

3.6 Network Connectivity:

- Schools have wireless access. St. Patrick School makes no guarantee that the school network will be up and running 100% of the time.
- The teacher will determine which apps are to be accessed and if network availability is necessary.

3.7 iPad Care:

- Only labels or stickers provided by St. Patrick School may be applied to the iPad.
- iPad cases furnished by the school returned with more than normal wear or alterations may result in paying a replacement fee.
- When students are not using their iPads, they should be stored in iPad storage unit (or other approved storage device, as determined by the school principal). Overnight, they must be returned to the sync cart.

4 ACCEPTABLE USE:

- The use of the technology resources at St. Patrick School is a privilege, not a right. The privilege of using the technology resources provided by the school is not transferable or extendible by students to people or groups outside the school and terminates when a student is no longer enrolled in the school.
- This policy is provided to make all users aware of the responsibilities associated with efficient, ethical, and lawful use of technology resources. If a person violates any part of the Acceptable Use Policy, technology privileges may be terminated, access to the school's technology resources may be denied, and the appropriate disciplinary action shall be applied. The St. Patrick School Acceptable Use Policy shall be applied to student infractions.
- **Violations may result in disciplinary action up to and including suspension/expulsion for students. When applicable, law enforcement agencies may be involved.**

5 RESPONSIBILITIES:

5.1 School Responsibilities are to:

- Provide Internet (when possible) and email access to its students via the iPad device.
- Provide staff guidance to aid students in doing research and help assure student compliance of the acceptable use policy.

5.2 Students Responsibilities are to:

- Use computers/iPad in a responsible and ethical manner.
- Obey general school rules concerning behavior and communication that apply to iPad/computer use.
- Use all technology resources in an appropriate manner so as to not damage school equipment. Damage includes, but is not limited to, the loss of data resulting from delays, non-deliveries, or service interruptions caused by the student's own negligence, errors or omissions. Use of any information obtained via St. Patrick School designated Internet System is at your own risk. St. Patrick School specifically denies any

responsibility for the accuracy or quality of information obtained through its services.

- Help St. Patrick School protect our computer system/device by contacting an administrator about any security problems they may encounter.
- Turn off and secure the iPad before storage in the cart.
- Print a copy of any email containing inappropriate or abusive language or if the subject matter is questionable, and turn in to the School Office.

5.3 Student Activities Strictly Prohibited:

- Illegal installation or transmission of copyrighted materials.
- Any action that violates existing School policy or public law.
- Sending, accessing, uploading, downloading, or distributing offensive, profane, threatening, pornographic, obscene, or sexually explicit materials.
- Use of chat rooms, sites selling term papers, book reports and other forms of student work.
- Use of any Messaging services-such as (but not restricted to): SKYPE, MSN Messenger, ICQ, AIM, IMO, etc.
- Non educational games. Only educational games, which in no way contradict our mission as a Catholic school may be used with permission of a teacher.
- Use of outside data disks or external attachments without prior approval from the administration.
- Changing of iPad settings (exceptions include personal settings such as font size, brightness, etc).
- “Jailbreaking” of an iPad or any other attempt to remove or replace the OEM operating system and its controls.
- Spamming-Sending mass or inappropriate emails.
- Gaining access to other student’s accounts, files, and/or data.
- Use of the school’s internet access or email accounts for financial or commercial gain or for any illegal activity.
- Use of anonymous and/or false communications such as, but not limited to, MSN Messenger, Yahoo Messenger, email, etc.
- Participation in credit card fraud, electronic forgery or other forms of illegal behavior.
- Vandalism (any malicious attempt to harm or destroy hardware, software or data, including, but not limited to, the uploading or creation of computer viruses or computer programs that can infiltrate computer systems and/or damage software components) of school equipment.
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- Transmission or accessing materials that are obscene, offensive, threatening or otherwise intended to harass or demean recipients.
- Attempting to bypass the St. Patrick School web filter.
- Use of an iPad assigned to another student.

6 MISC:

6.1 Legal Propriety

- 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.
- Plagiarism is a violation of the St. Patrick Code of Conduct. Give credit to all sources used, whether quoted or summarized. This includes all forms of media on the Internet, such as graphics, movies, music, and text.
- Use or possession of hacking software is strictly prohibited and violators will be subject to the St. Patrick School Student/Parent Handbook. Violation of applicable state or federal law will result in criminal prosecution or disciplinary action.

DAMAGED PROPERTY: No student may **intentionally damage or destroy** school, parish, or private property. The student will be **required to pay the replacement cost of any such destruction.**

A student who **accidentally damages or destroys** school, parish, or private property will be **required to pay the replacement cost of any destruction** without any disciplinary action.