

St. Francis de Sales School Device Acceptable Use Policy

St. Francis de Sales School has leased Chromebooks for Grade 4 - 7 and two sets of thirty iPads that are to be shared between K-7. Henceforth when referring to the iPads or the Chromebook the term 'device' will be used.

The student will be issued a device with predetermined applications installed.

St. Francis de Sales 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 SFdS are provided for the purpose of supporting the educational mission of the school. The school's goal in providing the device 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.

SFdS School retains sole right of possession of the device and related equipment. The device will be issued to students according to the guidelines set forth in this document. SFdS School retains the right to collect and/or inspect the device at any time, and to alter, add, or delete installed software or hardware.

1. DEVICES

1.1 Receiving Your Device

Devices will be distributed by the classroom teacher at the beginning of the school year. Parents and students must sign and return the *Device Acceptable Use Policy* and pledge documents before the device can be used in class.

1.2 Chromebook Specific

If your student is in Grade 4-7, they will be issued a Chromebook (laptop computer) for use in class.

1.3 iPad Specific

iPads will be shared between all grades and their use will be determined by the classroom teacher. Each student will be required to return their device to the charging cart at the end of the class and the teacher will ensure that all devices are still in working order.

1.4 Chromebook Repair or Replacement

Students will be held responsible for maintaining their individual devices and keeping them in good working order. Devices that malfunction or are damaged must be reported to the classroom teacher. The school will be responsible for repairing devices that malfunction. If a student damages their device due to misuse, neglect or intentional damage then they will be

required to pay the full cost to repair the device. The cost to repair the device will be determined by our technology partner, Classmate. If Classmate determines that the cost to repair a device is higher than the cost to replace the device, then the family will be required to pay the replacement cost. As these devices typically cost between \$350 to \$500 dollars and labour repair costs are often high, families should expect that a damaged device will most likely need to be replaced.

2. TAKING CARE OF YOUR DEVICE

Students are responsible for the general care of the device they have been issued by the school. Devices that are broken or fail to work properly must be taken to Mr. Chapman for an evaluation of the equipment.

2.1 General Precautions

- The device is school property and all users will follow this policy.
- Cords and cables must be inserted carefully into the device to prevent damage.
- Students may not add anything to their devices in order to personalize them; devices must remain free of any writing, drawing, stickers, or labels that are not the property of SFdS School.
- Devices must never be left in any unsupervised area.

2.2 Carrying Devices

The protective cases (iPads) provided with the devices have sufficient padding to protect them from normal treatment and provide a suitable means for carrying them within the school. The guidelines below should be followed:

- Devices should always be within the protective device case when carried.
- Devices should never be left unattended on the floor or chairs where they potentially could be sat on or stepped on.
- Do not place weight (such as folders, textbooks or workbooks) on the device.

2.3 Screen Care

The device 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 device when it is closed.
- Do not place anything near the device that could put pressure on the screen.

3. USING YOUR DEVICE AT SCHOOL

Devices are intended for use at school each day. Intermediate students are responsible for remembering to return their device to its cupboard slot or charging cart at the end of the day. All cables that need to be plugged in must be taken care of by the student before leaving for the day. Devices are never to be left in students' desks overnight.

3.1 Device Undergoing Repair

Loaner devices may be issued to students when their assigned device has been sent for repair.

3.2 Passwords

The school Chromebook accounts and iPads are password protected. The password will be given to the student at the beginning of the year by the classroom teacher. This unique password may not be changed by the student. Students are prohibited from sharing this password with anyone except their parents. Students are prohibited from accessing the account of another student. Any student found to be accessing another student's account will lose the use of their device for a period of time to be determined by the principal. The principal will also notify their parents of the violation.

3.3 Screensavers/Background Photos

A standard screensaver or background will be preset on the device and may be changed by the student only if they have the classroom teacher's permission.

3.4 Photos

Photo/Image storage on the device will be for school projects only. The students may not use their own picture or a classmate's picture as the avatar for their school Google account.

3.5 Sound, Music, Games, or Programs

- Students may not download music unless directed by or with the permission of a teacher.
- Music is only allowed on the device if provided by the teacher for educational use.
- Sound must be muted at all times unless permission is obtained from the teacher for instructional purposes. Earbuds must be provided by the student's parents.
- Non-educational games are not allowed on the devices.
- Youtube is not to be accessed unless done so with the direction of the teacher in a supervised classroom setting.

3.6 Printing

Printing will be available with the device. Students will be given information and instruction on printing with the device at school.

4. SOFTWARE ON DEVICES

4.1 Originally Installed Software

SFds School will synchronize the devices to contain the necessary apps for school work. The software/apps originally installed by the school must remain on the device 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.

4.2 Inspection

Students may be selected at random to provide their device for inspection.

4.3 Settings and Internet History

Only school personnel may delete the history or alter the settings. Students MAY NOT alter the settings or delete the history.

5. ACCEPTABLE USE

The use of the SFds technology resources is a privilege, not a right. This policy is provided to make all users aware of the responsibilities associated with the efficient, ethical, and lawful use of technology resources. If a person violates any of the User Terms and Conditions named in this policy, privileges may be terminated, access to the school's technology resources may be denied, and the appropriate disciplinary action shall be applied.

Violations may result in disciplinary action up to and including suspension/expulsion for students. When applicable, law enforcement agencies may be involved.

5.1 Parent/Guardian Responsibilities

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

5.2 School Responsibilities are to:

- Provide internet and email access to its students.
- Provide data storage areas through Google Docs. These will be treated similarly to school lockers. SFds School reserves the right to review, monitor, and restrict information stored on or transmitted via SFds School-owned equipment and to investigate inappropriate use of resources.
- Provide staff guidance to aid students in doing research and help assure student compliance of the acceptable use policy.

5.3 Students Responsibilities are to:

- Use devices in a responsible and ethical manner.
- Obey general school rules concerning behaviour and communication that apply to device use.

- Use all technology resources in an appropriate manner so as to not damage school equipment.
- Help SFdS School protect our computer system/device by contacting an administrator about any security problems they may encounter.
- Monitor all activity on their account(s).
- Turn off and secure their device after they are finished working to protect their work and information.
- Print a copy of any email containing inappropriate or abusive language or if the subject matter is questionable; bring it to the attention of the School Principal.

5.4 Student Activities Strictly Prohibited:

- Illegal installation or transmission of copyrighted materials such as sending, accessing, uploading, downloading, or distributing offensive, profane, threatening, pornographic, obscene, or sexually explicit materials
- Any action that violates existing school policy or public law
- Use of chat rooms, sites selling term papers, book reports and other forms of student work
- Use of any messaging services
- Use of outside data USB thumb drives or external attachments without prior approval from the teacher or the principal
- Changing of device settings
- Spamming-sending mass or inappropriate emails
- Gaining access to other student's accounts, files, and/or data
- Use of the school's internet/email accounts for financial or commercial gain or for any illegal activity
- Participation in credit card fraud, electronic forgery or other forms of illegal behaviour
- 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
- Transmission or accessing materials that are obscene, offensive, threatening or otherwise intended to harass or demean recipients
- Bypassing the SFdS School web filter through a web proxy

- Students are not allowed to use another student's iPad or Chromebook unless instructed to do so by a teacher.
- Only educational games which in no way contradict our mission as a Catholic school may be used with the permission of a teacher.

5.5 Student Discipline

If a student violates any part of the above policy, they will be placed into the following disciplinary stages:

- 1st Offense – Student(s) will lose the use of their device for one day.
- 2nd Offense – One (1) week of device privilege suspension (student still responsible for all required work)
- 3rd Offense – Loss of device privileges for a length of time determined by the administration

St. Francis de Sales School Student Pledge for Device Use

- I will use my device in ways that are appropriate, meet SFdS School expectations, and are educational.
- I will **NOT** delete the history.
- I will **NOT** alter the settings.
- I will use appropriate language when using emails, 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 rumours, gossip, or engage in any activity that is harmful to other persons.
- I understand that my device is subject to inspection at any time without notice and remains the property of SFdS School.
- I will follow the policies outlined in the *Device Acceptable Use Policy* while at school and at home during all times.
- I will take good care of my device, will never leave the device unattended, and I will know where it is at all times.
- I will never loan out my device or give my password to other individuals.
- I will keep food and beverages away from my device since they may cause damage to it.
- I will not disassemble any part of my device or attempt any repairs.
- I will not place decorations (such as stickers, markers, etc.) on the device or device cover or do anything to permanently alter the device in any way.
- I will not remove or deface the serial number or other identification on any device.
- I will be responsible for all damage or loss caused by neglect or abuse.

I agree to the stipulations set forth in the SFdS Device Acceptable Use Policy.

Student Name (Please Print): _____

Student Signature: _____ Date: _____

Parent/Guardian Name (Please Print): _____

Parent/Guardian Signature: _____ Date: _____

**St. Francis de Sales School
Device Acceptable Use Policy
Parent/Guardian Policy**

I hereby release SFdS School and its personnel from any and all claims and damages of any nature arising from my child's use of, or inability to use the school technology.

I understand that it is impossible for SFdS School to restrict access to all controversial materials, and I will not hold the school responsible for materials accessed on the network. I also agree to report any inappropriate device use to the school administration.

I accept full responsibility if and when my child's use of technology is not in the school setting and understand that my child is subject to the same rules and agreements while not in school.

I have read and understood the information contained in the **SFds Device Acceptable Use Policy** and agree to abide by the rules set forth in this document.

Parent/Guardian Name _____

Parent/Guardian Signature _____

Date _____

Child's Name _____

Approved: SFDS Parish Education Committee	Date: 22 September 2021