

St. Patrick's School, Elkhorn, NE

Bring Your Own Device Policy

Revised 8/01/2017

Addendum to the Standard Technology Policy in the Family Handbook

This contract must be submitted to St. Patrick's prior to a personal device being used during school hours.

DEVICE: Any personal laptop, tablet or iPad that is personally purchased (from home or through St. Patrick's) and brought from home.

NO SMART PHONES, IPODS, IPHONES, KINDLES ETC. WILL BE ALLOWED.

1. Student Responsibility for the Personal Device

- Student agrees to abide by Federal/State/Local Laws and school rules noted in the family handbook.
- Any violation of Federal/State/Local Laws and school rules will result in serious consequences to be determined by the administration or his/her designee.
- Student is to use the device for academic purposes only.
- Student is responsible for any damage caused to the device whether it was or was not in his/her possession at the time the damage occurred, NOT THE SCHOOL.
- St. Patrick's will not be held liable for any damage, virus, malware etc. for a device brought from home.
- Devices may not be loaned to any other person/student.
- Students are required to keep labels (including the student's name) and battery chargers at all times.
- Students must also submit a signed technology contract with device serial number before a personal device may be used during school hours.
- Unsupervised devices will be confiscated by the staff and taken to the system administrator's office or the administration.
- Repair costs and maintenance of personal devices will be incurred by the student/parent and will be the full responsibility of the owner.
- Devices are not allowed in the cafeteria during lunch. Any student with a device in the cafeteria will lose the privilege of the device for the day. A second violation or more will result in a higher consequence to be decided upon by the principal.
- Students are expected to take their devices home every day after school.
- Devices shall not be placed on the floor or in any classroom walkway. People moving around the room could trip on it, hurting themselves and/or causing damage to the computer.
- If the device is not in use, it should be in sleep mode.
- Students moving around the room should be aware of power cords. It is important not to trip on them, hurting one's self and/or causing damage to the computer.

2. Violations of Laptop Use

- Hacking/changing the network management system will result in serious consequences to be determined by the principal.
- Software and websites, such as instant messaging (i.e. AIM, Yahoo Messenger, etc.), social networking (i.e. Facebook, Instagram, SnapChat, Twitter, etc.), non-school file sharing programs (i.e. Pirate Bay or any other Torrent Sharing site), gaming sites etc. are not allowed to be accessed while on school property during school hours (7:45am to 3:45pm).
- Computer images that are obscene, violent, or pornographic are not allowed to be stored or displayed on the device. Violation of this policy will result in serious consequences. According to the student handbook, these offenses may be reported to local law enforcement.
- Games are not to be brought to school on the device or on external media such as a flash drive.

3. Internet and Email Use

- Students must use the username and that is issued to them for email purposes. Passwords can be changed by the student; administration will only change the password if a security problem or user violation occurs.
- Do not list any personal information online, including first and last name, phone number, address, and/or pictures of oneself or any other students. E-mails/messages, documents, and pictures will last **forever** once posted on the Internet. A user may be able to delete the item, but someone else might have already downloaded it onto his or her computer. Therefore, do NOT post any messages, documents, pictures, etc. that is unbecoming to yourself or St. Patrick's School/Parish.

- Students will have an e-mail account setup with the school. This is the only e-mail communication allowed during school hours. Email communications on school issued accounts are allowed during school hours only with permission from the supervising adult. Outside email services (Gmail, Hotmail, Yahoo, etc.) are NOT allowed. All e-mail communication will be monitored. No account, including social media, may be opened using St. Patrick's email account unless previously approved by the teacher.
- Any e-mail communication that is found to be offensive by a teacher or the school administration may result in penalties as severe as revocation of technology privileges.
- If students come across any inappropriate website, close the browser and tell an adult immediately.
- Follow all your teachers' instructions when given permission to be on a website such as YouTube, Prezi, Goggle. Do not go into other areas of the allowed website.

4. Saving Work

- All assignments/projects are expected to be saved to Office 365. Students are **NOT** to save to the hard drive of any school computer.
- No student can copy/paste information from the Internet as his/her own without citing sources and writing the information into his/her own words. This is plagiarism and will not be tolerated.

5. Inspections

- Students engaged in suspicious or off-task activities during class lessons will have their device taken for inspection.
- While in school, St. Patrick's staff/teachers have the right to look at or confiscate any computer, personal or school, that is suspected as being used inappropriately.

6. Violations: The consequences for violating the loan agreement are decided upon by administration and may include but are not limited to:

- Having technology privileges restricted
- Having the device taken away or not allowed at school
- Disciplinary actions including suspension and/or expulsion

7. Parent Responsibilities

- It is essential that these guidelines be followed to ensure the safe, efficient, and ethical operation of this computer.
- I understand that if the device is brought to school, St. Patrick's School will not be held liable for any damage or virus incurred at school.
- I will discuss our family's values and expectations regarding the use of the internet and email at home and will supervise my son's/daughter's use of the internet and email.

8. Student Responsibilities

- I agree to abide by Federal/State/Local Laws.
- I understand this device is for academic purposes only.
- I will use the device as instructed by teachers, my parents, and/or St. Patrick's administration.
- I will not chat, share files, or add software to the device unless instructed by my teacher.
- I will not bypass or change the network management settings.
- I will transport the device daily to and from school.
- I will follow all copyright laws and software user agreements.
- I will never post my image, name, address, or other personal information online.
- I understand that everything I make available online can leave electronic information that will last forever.
- I understand that if there is suspicion that a password has been stolen, I will inform a school official immediately.
- I will be mindful that printing capacity is limited and will pick-up my printed material promptly.
- I will not be playing games during class.
- I will not be accessing You Tube, email, or any chat software without supervising adult permission.
- I will not be playing music containing explicit lyrics. I will play music only with permission from supervising adult.
- I will not access videos above a TV-14 rating.
- This device and its appropriate use is always my responsibility

