

Althoff Catholic High School
Acceptable Use Policy for the Use of
Computers, iPads, Electronic Devices and Telecommunications

The school provides computing and network resources for the use of the students, employees and others affiliated with the school. Althoff Catholic High School provides internet access to all students and staff. Internet access allows classrooms and individuals to have access to information, software, news and opinion, and communication by electronic mail that originates from any point in the world. Members of the school community are encouraged to use electronic devices, software packages, and email for educational or school related activities and to facilitate the efficient exchange of useful information. However, the equipment, software and network capacities provided through the school computer services are and remain the property of the school.

Appropriate or acceptable educational uses of these resources include:

- Accessing the internet to retrieve information from libraries, databases, and internet websites to enrich and expand curriculum is encouraged
- Use email to post and share information
- Use proper email and internet etiquette
- Use electronic devices to complete classroom activities as directed by the teacher
- Use of personal computing devices to take notes during class
- Use of personal computing devices during study hall for studying or completing homework

This agreement applies to all electronic devices used at school. Users consent to the confiscation and/or search of their device by the Administration or their agents should any suspicion of inappropriate or unacceptable uses arise. The decision of Althoff Catholic High School regarding inappropriate use of the technology, iPads or telecommunication resources is final. Monetary remuneration will be sought for damage necessitating repair or replacement or equipment.

COMPUTER/INTERNET USAGE: Only students who have a signed Acceptable Use Policy Form on file are allowed to use any electronic device, including personal devices and devices owned by Althoff Catholic High School. Students must be working on a school-related assignment to be able to use any electronic device either provided by the school or brought from home. Any violation of the Acceptable Use Policy will result in the student losing the privilege of working on the computers or iPads in our building. This would cover electronic devices used both during study hall time and during any academic course in which the student is enrolled where the teacher has integrated technology into the curriculum. The computer labs are available for students and faculty to use for educational purposes only.

ELECTRONIC DEVICES: Upon entering the school building, all cell phones, smart watches and musical devices not left in a vehicle must be turned off and placed in the student's locker. No student shall use or have on his/her person any cell phone, smart watch, musical device, or similar electronic paging device during the school day (8:20 a.m.-3:05 p.m.). Any device not stored in the student car/locker can be confiscated and will be returned to the student as specified below. Additional disciplinary actions may occur.

If an emergency or crisis situation arises, administration is to defer to the building crisis plan procedures. Without prior permission by an administrator during the school day, the use of phones to take pictures is prohibited. Phones may not be used in place of the school required iPad. Phones may not be used to harass, threaten, humiliate or intimidate students, employees or visitors, or be used in a manner that otherwise violates local, state or federal laws. Game playing, internet or email access, sending any electronic messages, gambling or making purchases of any kind using a phone during the school day is not permitted.

Althoff Catholic is not responsible for the security of any phone/watch or for lost or damaged phones or watches. Violation of the rules regarding phone/watch usage may result in the revocation of permission to bring a phone/watch to school or to school functions.

ELECTRONIC CONDUCT: A safe environment and one that emphasizes the dignity of and respect for all persons is a hallmark of Althoff Catholic High School. Words, actions, or depictions which violate the privacy, safety or good name of others are inconsistent with that goal. Whether occurring within or outside of school, when students jeopardize the safe environment or act contrary to those Gospel values they can be subject to disciplinary action. All users are expected to conduct their on-line activities in an ethical and legal fashion. The use of these resources is a privilege, not a right. Misuse of these resources will result in the suspension or loss of these privileges, as well as disciplinary, legal and/or monetary consequences. Inappropriate or unacceptable uses of these resources include, but are not limited to, those uses that violate the law, the rules of network etiquette, or hamper the integrity or security of any network connected to the internet. Some unacceptable practices include the following:

- Transmission of any material in violation of any federal or state law, including, but not limited to: copyrighted material; threatening, harassing, pornographic, or obscene material; or material protected by trade secret is prohibited. The transmission of copyrighted materials without the written permission of the author or creator through school email or other network resources in violation of US copyright law is prohibited. As with all forms of communications, email or other network resources may not be used in a manner that is disruptive to the work or educational environment. The display or messages that are sexually explicit constitute harassment which is prohibited by this school. It is also illegal for anyone to knowingly allow any telecommunications facility under their control to be used for the transmission of illegal material.
- The use for personal, financial or commercial gain, product advertisement, political lobbying, or the sending of unsolicited junk mail or chain letters is prohibited.
- Vandalism is prohibited. This includes, but is not limited to, any attempt to harm or destroy the data of another user, the network/internet, or any networks or sites connected

to the network/internet. Attempts to breach security codes and/or passwords will be considered a form of vandalism.

- The creation, propagation and/or use of computer viruses are prohibited.
- The forgery, reading, deleting, copying or modifying of electronic mail of other users is prohibited.
- Deleting, examining, copying, or modifying files and/or data belonging to other users are prohibited.
- Anonymous or forged messages will be treated as a violation of this policy.
- Degrading the good name of Althoff Catholic High School in any technological communication both within and outside of school.
- Unauthorized attempts to access another person's email or similar electronic communications or to use another's name email or computer address, iPad or workstation to send email or similar electronic communications is prohibited and may subject the individual to disciplinary action.
- All users must understand that the school cannot guarantee the privacy or confidentiality of electronic documents and any messages that are confidential as a matter of law should not be communicated over email.
- The school/institution reserves the right to access email to retrieve school-institution information and records, to engage in routine computer maintenance and housekeeping, to carry out internal investigations, or to disclose messages, data or files to law enforcements authorities.
- School users are expected to demonstrate the same level of ethical and professional manner as is required in face-to-face or written communications.
- Cyber bullying or anything that can be construed as cyber bullying, including sending or displaying offensive messages or pictures or harassing and violation others is not acceptable and will not be tolerated.
- Wastefully using finite resources.
- Use of a non Althoff Catholic network is strictly prohibited. This includes the use of VPN or Proxy software to bypass Althoff Catholic network security.
- Any other use which would violate the policies of Althoff Catholic High School concerning proper student conduct and/or which would violate the teachings of the Roman Catholic Church.

Willful destruction of computer hardware or software, or attempts to exceed or modify the parameters of the system is prohibited. Nothing in this policy shall prohibit the Administration or Network Administrator from intercepting and stopping email messages, monitoring user activity, and/or reviewing information stored on the system to determine whether it is being used properly.

This policy applies to communications or depictions through email, text messages, or website postings, whether they occur through the school's equipment or connectivity resources or through private communications, which 1) are of a sexual nature; 2) threaten, libel, slander, malign, disparage, harass or embarrass members of the school community or 3) in the Administration's discretion, cause harm to the school, or the school community. Consequences for Inappropriate Electronic Conduct may include but not limited to suspension, withdrawal for cause, and/or legal action.

The school provides computing and network resources for the use of the students, employees and others affiliated with the school. Althoff Catholic provides Internet access to all students and staff. Internet access allows classrooms and individuals to have access to information, software, news and opinion, and communication by electronic mail that originates from any point in the world. Members of the school community are encouraged to use electronic devices, software packages, and Email for educational or school related activities and to facilitate the efficient exchange of useful information. However, the equipment, software and network capacities provided through the school computer services are and remain the property of the school.

Violations:

Violation of the Electronics Acceptable Use policy will be tabulated per semester. Violations will result in the following:

- First violation - the device is to be confiscated, turned into Mrs. Schumacher, and the student will serve a 45 minute detention after school on the day of the violation or before school the next school day. The student may claim their phone from Mrs. Schumacher at the end of the school day during which the violation occurred.
- Second violation - the device is to be confiscated, turned into Mrs. Schumacher, and the student will serve an ISS for a full school day. The parent will be contacted and the student may claim their phone from Mrs. Schumacher at the end of the school day during which the violation occurred.
- Third violation - the device is to be confiscated, turned into Mrs. Schumacher, and the student will serve a 3-hour Saturday morning detention on the last Saturday of the month in which the violation occurred. The parent will be contacted, and phone is to be picked up by a parent.
- Fourth violation - the device is to be confiscated, turned into Mrs. Schumacher, and the student will meet with the principal and serve an out-of-school suspension. The parent will be contacted, and phone is to be picked up by a parent.

Failure to report for a Saturday detention and any violation beyond the third within the semester will be handled by the administration.

Policies for Use of the iPad at Althoff Catholic High School

1. Appropriate use of the iPad at School

- Students may only use the iPad for educational purposes.
- Students are responsible for having a fully charged iPad with them in each class, every day.
- Students are expected to come to class with all necessary apps installed and kept up to date on the iPad.
- When students are not using the iPad it should be stored in a secure place.
- Students are encouraged to take iPads home every day after school, regardless of whether or not it is needed.
- Students participating in activities are expected to follow standard activity guidelines regarding securing devices.
- Students may not use VPN or Proxy software to bypass network filtering.

2. Appropriate Use of the iPad in the Classroom

- Students are expected to clear their homebars and log out of all apps before each class period.
- Students may not take pictures or record any other students or teachers without permission from a teacher or administrator in the room.
- Students may not take pictures during class time unless otherwise instructed by the teacher.
- Students may not send text, picture, or video messages during class.
- iPads are not to be used in the hallways during passing periods.
- Students may check grades on TeacherEase.

3. iPads Left at Home

- If a student fails to bring the iPad to school, he or she is responsible for getting the coursework completed on time as if the device had been in class.

4. Caring for the iPad

- The student is responsible for the care of his or her iPad and for any and all damage that might occur either at school or at home.
- Althoff Catholic recommends that students keep their iPad in a protective case at all times.
- Do not put books or heavy items on the iPad.
- Keep food and drink away from the iPad.
- Do not put anything in the protective case that will apply pressure to the iPad and cause damage.
- Althoff Catholic is not responsible for damaged or non-working iPads and does not repair damaged or non-working iPads.

5. Unavailability of iPad

- Students with iPads undergoing repair or that have been lost are still responsible for preparing for class and completing all assignments as if they had their iPad.
- Students who have lost iPad privileges are still responsible for completing their work.

6. Lost or Stolen iPads

- The student is ultimately responsible for the iPad and as such is responsible for ensuring that the device is not lost or stolen.
- In the event that the iPad is lost or stolen, the family will be responsible for the replacement of the device.
- Althoff Catholic recommends that students do not leave the iPad unattended or in unlocked lockers.
- Lost or stolen iPads should be brought to the attention of the principal, assistant principal immediately.
- All iPads should have the “Find my iPad” application installed. This will enable the GPS tracking device embedded on all iPads.

7. Screensavers/Background Photos

- Inappropriate media and/or photos may not be used as screensavers or backgrounds.
- Presence or suggestions of inappropriate, illegal, and/or immoral language and/or behaviors is not allowed. Behaviors that will be cause for disciplinary consequences include, but are not limited to, alcohol, drugs, weapons, and/or pornographic materials.
- The presence of inappropriate text, media, and/or photos on the iPad may result in suspension from school.

8. Administrative Rights to Student iPads

- The Administrators at Althoff Catholic reserve the right to search an iPad if they suspect, observe, or are otherwise informed of inappropriate use. The iPad may be confiscated overnight if necessary.
- If there is something in question in regards to the student iPad usage and its contents and the student has the iPad secured with a password, the student will be required to tell a member of the Administration his or her personal password so that the school can search the iPad.
- If a student is found to have a repetitive disciplinary issue due to the use of a specific app, the Administration has the right to delete the app from the student’s iPad.

9. Sounds, Music, Media and Programs

- Sound must be muted at all times unless permission is obtained from the teacher for instructional purposes only.
- Music is allowed only with permission of the teacher.
- Games may not be played during class periods or Study Hall.
- Students should not use non-educational apps or the internet for non-educational purposes.
- Students may stream videos only for class purposes.

10. Managing Files & Saving Work

- Backing up files is highly recommended to ensure that work is not lost due to mechanical failure or accidental deletion.
- It is the student's responsibility to ensure that work is not lost due to mechanical failure or accidental deletion. Device malfunctions are not an acceptable excuse for not submitting work.

11. Violations and Punishment

Violation of the Electronics Acceptable Use policy will be tabulated per semester. Violations will result in the following:

- First violation - the device is to be confiscated, turned into Mrs. Schumacher, and the student will serve a 45 minute detention after school on the day of the violation or before school the next school day. The student may claim their phone from Mrs. Schumacher at the end of the school day during which the violation occurred.
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Failure to report for a Saturday detention and any violation beyond the third within the semester will be handled by the administration.

Althoff Catholic High School
Agreement for the Use of Computers, iPads, Electronic Devices and Telecommunications
Parental and Student Consent Form

- I agree to comply at all times with Althoff Catholic High School's Policies for use of Computers, iPads, Electronic Devices and Telecommunications.
- I understand that any failure to comply with the above listed policies may put the student at risk of disciplinary consequences, including dismissal from Althoff Catholic High School.
- I understand that my iPad, any computer used, any electronic devices, or any Telecommunications device used are subject to inspection at any time without notice and can remain in the possession of Althoff Catholic High School overnight should it be deemed necessary.
- I understand that the Althoff Catholic High School's network will be monitored for my digital activities.
- I agree to create and maintain an iTunes account and accept responsibility for any purchases made through it.
- I understand that I am fully responsible for my iPad including any theft and/or damage.
- I understand that while at school I may only use my iPad or school computer for educational purposes. I may not play games or use and social media networks.
- I understand that it is my duty to have my iPad in class every day, fully charged in the morning.
- I understand that iPad malfunctions are not excuses for being unprepared for class and/or having missing assignments.
- I understand the importance of backing up all of my information.
- I understand that I must comply with teacher directions at all times and that my teacher has discretion as to what is deemed appropriate during class time.
- I agree to practice digital citizenship and net etiquette.

Althoff Catholic High School has chosen to permit students access to computer, iPad and telecommunication resources to further its educational goals and objectives. Reasonable care has been taken to assure the appropriateness and educational quality of the material available through the use of educational software and telecommunications. However, parents and guardians are warned that Althoff Catholic High School does not have total control of the information on the Internet. Parents and guardians are the primary authority responsible for imparting standards of ethical and legal conduct their child or ward should follow.

I understand and abide by the above rules and all other policies set forth in Althoff Catholic High School's Agreement for the Use of Computers, iPads and Telecommunications. I further understand that any violation is unethical and may result in disciplinary consequences. Disciplinary consequences include, but are not limited to: warnings, detentions, suspension, probation, parent phone calls and/or meetings, and/or expulsion from Althoff Catholic High School. These rules and policies are subject to change with or without notice at the discretion of the Althoff Catholic High School Administration. As the parent/guardian of the below named student, I have read the Acceptable Use Policy for Computers, iPads and Telecommunication ("the policy") and I have either explained it to my child/ward ("student") or I have assured myself that the student understands it. I also understand my own and the student's responsibilities regarding computer hardware, software, and Internet access at Althoff Catholic High School. I hereby indemnify and hold harmless Althoff Catholic High School from any claim or loss resulting from any infraction by the student of the policy or any applicable law.

Name of Student (Please Print) _____ Grade 9 10 11 12

Student Signature _____

Name of Parent/Guardian (Please Print) _____

Parent's/Guardian's Signature _____ (date) _____