

DIOCESE OF ALLENTOWN
St. Thomas More School
ACCEPTABLE USE POLICY, IPAD AGREEMENT AND INTERNET SAFETY POLICY

General Overview

The world around us is continually changing and requires citizens to be able to function in a world that requires 21st Century Skills such as:

- Critical Thinking and Problem Solving
- Collaboration
- Communication
- Creativity and Innovation

Information technology is vital to the mission and function of St. Thomas More School and we are committed to preparing students to be literate and responsible citizens in a 21st Century world. By immersing our students in a technology-rich instructional environment, we are providing them with instant access to information all over the world and preparing them to be effective and responsible users of technology.

Our core beliefs in Christian values, high academic achievement, personal responsibility, accountability and service, stated in our mission guide us in all that we do. These beliefs apply to a student's behavior both on campus and off, and extend to the manner in which students use technology and present themselves online. The use of technology is a tremendous educational opportunity and a privilege that comes with much responsibility. We believe that our students are able to handle this incredible responsibility with appropriate guidance from both teachers and parents. Much care will be taken to properly instruct students about how to use technology and to communicate our expectations governing it. The School expects that students' actions in an electronic world will reflect the same standards of personal responsibility and accountability as in the real world.

At the very core, students must understand that they represent St. Thomas More whenever they use computing resources, even if using the resources away from or outside of the school network. Students may be held responsible for any online behavior or content that connects them to school or implicates St. Thomas More, fellow students, faculty, staff, or other members of the community, in that behavior. Students may also be held responsible for any statements, posts, communications, online behavior or content that is not consistent with the school's mission and philosophy, regardless of whether they were on campus or away from campus.

Students may use their devices for academic purposes only. Students are on their honor to adhere to this policy.

This agreement is made effective between St. Thomas More School ("School"), the student receiving the iPad ("Student"), and his/her parent(s) or legal guardian ("Parent"). The Students and Parents, in consideration of being provided with an iPad, software, and related materials (the "iPad") for use while a student at St. Thomas More, hereby agree as follows:

SECTION ONE: ACCEPTABLE USE POLICY

Part 1: Acceptable Use

Students must use hardware, software, applications, email accounts, and network space appropriately for school-related activities and in a manner that is consistent with this policy and the mission of the School at all times. In order to ensure smooth system operations, the system administrator has the authority to monitor all accounts. A user must abide by the terms of all software licensing agreements and copyright laws. A user can be monitored at any time. Once a user receives a user ID and/or device to be used to access a

computer or network and computer systems on that network, he or she is solely responsible for all actions taken while using the user ID or device.

Therefore, the following are PROHIBITED:

- Misrepresenting or falsifying your identity to gain use of the computers, send electronic messages under a false address, or use other's accounts without permission.
- Using technology during class time or at home for purposes that are not academic.
- Sharing account information with any other person. (If you do share your account information with another person, you will be solely responsible for the actions of that other person.)
- Violating copyright laws
- Using proxy servers, browsers (without a teacher's permission) and other apps to access the Internet for the purpose of bypassing blocked sites
- Deleting, examining, copying, or modifying of files and/or data belonging to other users without their prior consent.
- Attempting to evade or change resource quotas.
- Using of facilities and/or services for commercial purpose, for seeking monetary gain or for political purposes
- Any unauthorized, deliberate action which damages or disrupts a computing system, alters its normal performance, or causes it to malfunction is a violation, regardless of system location or time duration.
- Copying programs purchased by you onto St. Thomas More devices, computers and/or the network systems without the express written consent of St. Thomas More.
- Copying programs licensed to St. Thomas More for personal use.
- Abusing and disrupting electronic equipment and/or systems.
- Using images and photographs without permission that violate the privacy of students, teachers, staff and administrators of the school.

Part 2: Security

As a user of a computer, device or network, you may be allowed to access other networks and/or computer systems attached to those networks.

Therefore the following are prohibited:

- Use of systems and/or networks in attempts to gain unauthorized access to remote system.
- Decryption of system or user passwords.
- Copying, deleting, or moving system files.
- Deleting, examining, copying, or modifying files and/or data belonging to other users.
- Copying of copyrighted materials, such as third-party software, without the express written permission of the owner or the proper license.
- The willful introduction of computer "viruses" or other disruptive or destructive programs into the computer, device and/or network or into external computers, devices and/or networks.
- 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 also be considered a form of vandalism.
- Willful destruction of computer hardware, devices or software, or attempts to exceed or modify the parameters of the system is prohibited. Nothing in this policy shall prohibit the School/institution operator from intercepting and stopping E-mail messages which have the capacity to overload the

computer resources. Discipline may be imposed for intentional overloading of school/institution computer resources.

SECTION TWO: IPAD AGREEMENT

Part 1: Device Requirements

St. Thomas More will issue an iPad to students upon compliance with the following:

- Purchase of a school issued case for the device (new students) - **\$50**. Checks can be made out to St. Thomas More School and can be dropped off at the Main Office. Because of the importance of the protective case, new students will not be issued an iPad until the check is received.
- Payment of a yearly insurance fee of **\$40** (all students). Checks can be made out to St. Thomas More School and can be dropped off at the Main Office. **Because of the importance of the insurance, students will not be issued an iPad until the check is received.**

Part 2: Ownership and Privacy

St. Thomas More retains sole right of possession of the iPad and grants the permission to the "Student" to use the iPad according to the guidelines set forth in this document. In addition, St. Thomas More owns all systems, software, and school email addresses. Content created with the School's technology tools and saved on the School's network or devices is the property of the School.

St. Thomas More has software and systems in place that monitor and record all activities and traffic on the School network and computing resources. Students should not expect any privacy in terms of their activity while on the School network or while using St. Thomas More owned technology.

Part 3: Equipment:

All iPads include a power supply and apps. St. Thomas More will retain record of the serial number on a student's iPad. St. Thomas More retains ownership of all supplied equipment. Students will be responsible for maintaining the equipment provided and keeping it in good working condition. All devices will be returned to St. Thomas More Technology Staff at the conclusion of the school year for maintenance. This includes the power supply. Missing items such as a charger may result in a fee of \$40.

Part 4: Proper Care of Equipment:

iPads will need to be in school issued case at all times and placed safely in a student's backpack. Students will receive proper instruction on how to transport devices. They may not be used while walking. Students may only use the devices in the classroom or safely inside their home.

Never attempt to repair or reconfigure the iPad. Under no circumstances are you to open or tamper with the internal components of the iPad. Student iPads in need of repair must be reported to the technology department immediately.

General Care Guidelines:

- Dimming the LCD brightness of your screen will extend the battery run time.
- Do not write, draw, paint, place stickers or labels or otherwise deface your iPad or iPad case. Remember, the iPad is the property of St. Thomas More.
- Never put weight on the iPad.
- Always carry the iPad in a safe manner.
- When storing the iPad in your backpack, do not place any books or items on top of the iPad.
- Be careful when transporting a backpack containing your iPad.

- Liquids, food and other debris can damage the iPad. Avoid eating or drinking while using the iPad. DO NOT keep food or food wrappers in your backpack containing the iPad.
- Take care while inserting cords and cables to avoid damage to the ports. First, plug your power supply into the outlet. Second, plug your power cord into your iPad. Reverse this process when disconnecting.
- Do not expose your iPad to extreme temperatures, direct sunlight, or ultraviolet light for extended periods of time. Extreme heat or cold may cause damage to the iPad. If your iPad has been in a very cold environment for an extended period of time, let it warm up before using it.
- Never leave your iPad unsecured. iPads should be kept in designated areas within the classroom. During after-school activities, you are still expected to maintain the security of your iPad. Unsupervised iPads will be confiscated by staff, and disciplinary action may be taken.
- DO NOT attempt to remove or interfere with the serial number or any identification placed on your iPad.
- When cleaning your iPad, clean the screen with a soft, dry anti-static or micro-fiber cloth. Do not use any type of liquid or water to clean the screen of the iPad.

Part 5: General Use of the iPad

- Students are expected to arrive at school each day with a fully charged iPad. Establish a routine at home, charging your iPad overnight. Students will NOT be given a loaner iPad if they leave their device at home.
- Students can receive parental awareness forms or other disciplinary actions from their teacher for repeatedly refusing to bring their iPad or headphones to school or for bringing the iPad to school without a full charge.
- An otherwise functional iPad with a dead battery is not an excuse for late or missing work.
- A lost document is not an excuse for late or missing work.
- iPad sound must be muted at all times unless permission is obtained from the teacher for instructional purposes.
- Do NOT delete any folders or files that you did not create or that you do not recognize. Deletion of files could result in iPad failure and may result in your iPad being re-imaged.
- Student iPads will be subject to routine monitoring by teachers, administrators, and technology staff. Users shall have no expectation of privacy while using St. Thomas More's electronic information resources including the contents of computer files or communication undertaken by way of the computers and/or network. Teachers and administrators may conduct an individual search of a student's device, files, music, video, email or other related items if there is a suspicion that the "School's" policies or guidelines have been violated.
- Obtain teacher permission before printing.
- Avoid using your iPad in areas which may lead to damage or theft.
- Students may not install or uninstall any hardware, software or peripherals on the iPad without permission.
- Keep personal information about yourself or others off the iPad.
- Keep all passwords to yourself.
- Do not allow others to use your personal accounts.
- Do NOT loan your iPad to anyone.
- Notify a teacher or the technology department immediately if you suspect a problem with your iPad.
- To prevent loss or damage, NEVER leave your iPad unattended.

Examples of Inappropriate Use

- Deleting any folders or files you did not create or you do not recognize
- Sharing login/password with another person
- Logging on to another person's device without his/her permission
- Using iPads not assigned to you (teachers may allow students to look on with another student for instructional purposes)
- Removing labels and identifying stickers from the iPad

- Using proxy sites to bypass web filtering or bypassing content filter (Smoothwall)
- Videoing or taking photographs on school property (not permitted unless related to a school assignment)
- Emailing or “chatting” during class when not related to a school assignment
- Using profanity
- Gaming
- Cheating
 - **Consequences include but are not limited to:**
 - Parental Awareness Form
 - Detention
 - Loss of technology privileges
 - Suspension

Examples of Unacceptable Use

- Inappropriate communication to the faculty or staff
- Threats and/or cyber bullying of any kind
- Using an iPad to cause harm or commit a crime
- Logging into an iPad/application using a stolen login
- Possession of inappropriate files
- Pornography can be a felony offense and if found will be turned over to authorities
- Manufacturing- using a camera to create inappropriate pictures/movies
- Distributing- sending/sharing inappropriate files with other individuals
- Images of weapons
- Gang related files
- Bootleg movies or music
- Intentional actions which are harmful or potentially harmful to the iPad, charger, and/or iPad case.
- Habitual and intentional disregard for the iPad
 - **Consequences include but are not limited to:**
 - Loss of technology privileges
 - Suspension
 - Dismissal
 - Reporting to authorities

Part 6: Substitution of Equipment

In the event that an iPad is inoperable, St. Thomas More has a pool of loaner iPads for use while the Student’s iPad is being repaired or replaced. This agreement remains in effect for such a substitute.

Part 7: Software Installation

Downloading personal apps or music on STM issued iPads is a direct violation of the St. Thomas More Acceptable Use Policy. Students who violate this policy will be subject to disciplinary action. All of the apps necessary for use with the device will be managed by St. Thomas More personnel. Any personal app downloaded by a student or parent, will be permanently erased from the device. A list of educational apps to be used in the classroom will be made available for parents.

Part 8: Malfunction, Damage or Loss of Equipment

In the event that the iPad malfunctions due to a manufacturer defect, contact the School Technology Staff. All issues need to be reported no later than the next school day to the technology department. **Willful and deliberate damage or neglect to the iPad will cause St. Thomas More to charge parents the full cost to replace the device if necessary.**

Each year parents will be asked to contribute to the cost of the insurance for each device assigned to a student. This cost is \$40/year. The insurance covers the iPad only not the charger or case. Insurance covers only the items listed below. In the event that a device needs to be replaced for one of the reasons listed below, parents will be responsible for the deductible for the device which is \$50 for students using an iPad 3 or iPad 4 and \$100 for students using an iPad Air 2 or newer. Checks can be made to St. Thomas More. All damages must be reported to the technology department immediately. St. Thomas More reserves the right to charge the Student/Parent the full cost of repair or replacement when damage occurs due to gross negligence. Examples of gross negligence are listed in the exclusions section below.

Coverage provided by insurance includes:

1. Accidental Damage: Pays for damage to the iPad on school property or at home- includes: drops/cracked screens/liquid spills
2. Theft: pays for loss of Pad due to theft; the claim requires an official copy of a police report.
3. Fire/Flood Damage: Pays for loss or damage due to fire or flood; the claim must be accompanied by an official report from the investigating authority.
4. Vandalism: pays for damage caused by vandalism; the claim requires an official copy of a police report.
5. Natural Disasters: pays for loss caused by natural disasters.
6. Power Surge Due to Lightning: pays for damage caused by power surge due to lightning.

Insurance Coverage does not include (examples of Gross Negligence):

1. Negligent, Dishonest, Fraudulent, Intentional or Criminal Acts: Insurance will not pay if damage or loss occurs in conjunction with negligent, dishonest, fraudulent, intentional or criminal acts.

Examples include, but not limited to:

- leaving equipment unattended or in an unlocked automobile
- lending equipment to others other than one's parents/guardians
- using equipment in an unsafe environment
- using the equipment in an unsafe manner
- lying on the damage report form
- not carrying the iPad in the school provided case
- not reporting damages on time

If a student's iPad is lost or stolen, the St. Thomas More Technology Staff will need to be notified no later than the next school day. If a device is lost, the School Technology Staff will make every attempt to locate the device. **If the device is unable to be found, parents will be billed for the full cost of the replacement.** Failure to report stolen property in a timely manner could result in compensation to St. Thomas More for the entire price of the iPad.

St. Thomas More will have access to a limited number of loaner devices for use by students whose device is being repaired or replaced. Students in need of a loaner device will visit the Technology Department for a temporary replacement. If a student forgets his or her device at home, they will be responsible for their class work by some other method (as determined by the teacher).

Part 9: Printing

Students in grades 4-8, homework should be printed primarily at home, especially if more than one copy is needed. If students don't have a wireless printer, they can email the document to themselves and open and print from their home computer or open and print from their Google Drive.

In School, students may use designated printers with permission of the teacher. However, printing will be limited to those things needed directly for instruction and could not be printed at home.

Part 10: End of Year Collection Procedure

Equipment will be collected at the end of the school year. The 'equipment' consists of the iPad, power cable/charger, and case. St. Thomas More technical staff will clean and repair the iPads over the summer.

Part 11: Parent Expectations

In order for students to experience all the success and benefits that this program can offer, St. Thomas More encourages parents to:

- Share in your child's excitement about this great opportunity for learning.
- Learn along with your child as they learn to use this instructional tool to prepare for their future in the 21st century.
- Monitor your child's appropriate Internet use and adherence to Internet guidelines when using their iPad. Parents should ensure that their child adheres to Internet guidelines established at home and at school.
- Visit our *Digital Learning Page* on our website located in the Program Section to find out about our apps and view tutorials.
- Ensure that only the student will use their iPad for school-related purposes.

Part 12: Data Collection

For purposes of improving our program, the St. Thomas More administration, may survey students with respect to how they use their iPad to enhance their educational experience. Data collected from students will be done so anonymously.

SECTION THREE: INTERNET ACCESS AND INTERNET SAFETY POLICY

Part 1: Overview

Internet access is available to employees and students of St. Thomas More. This access is being offered as part of a collaborative project involving St. Thomas More and PenTeleData (ISP). We are pleased to bring this access to St. Thomas More and believe the Internet offers vast, diverse and unique resources to administrators, teachers, employees, and students. Our goal in providing this service is to promote educational excellence at St. Thomas More by facilitating resource sharing, innovation and communication.

The Internet is an electronic highway connecting thousands of devices all over the world and millions of individual subscribers. The following list provides examples of sites that administrators, teachers, employees, and students may have access to and is not all-inclusive (teachers will use their professional discretion regarding the technological resources used for educational purposes in the classroom):

- electronic mail communication with people all over the world.
- access to many University Library Catalogs, the Library of Congress, and ERIC or other academic databases.
- public domain and open source software of all types.
- information and news from NASA, as well as the opportunity to correspond with the scientists at NASA and other research institutions.
- online learning communities where academic collaboration and discussion are encouraged.

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 school setting. St. Thomas More has taken precautions, which are limited to known sites, to restrict access to controversial materials. St. Thomas More will employ 24/7 content filtering in accordance with Federal Child Internet Protection Act (CIPA) guidelines. This Smoothwall software/hardware will block inappropriate sites and will also log a history of every site that each user opens. However, on a global network it is impossible to control all materials and an industrious user may discover controversial information. Students who attempt to find inappropriate sites will be subject to disciplinary measures. We firmly believe that the valuable information and interaction available on this worldwide network far outweighs the possibility that users may procure material that is not consistent with the educational goals of this project.

Internet access is coordinated through a complex association of government agencies, and regional and state networks. In addition, the smooth operation of the network relies upon the proper conduct of the end users who must adhere to strict guidelines. These guidelines are provided here so that you are aware of the responsibilities you are about to acquire. In general, this requires efficient, ethical and legal utilization of the network resources. If a St. Thomas More user violates any of these provisions, his or her account will be terminated and future access could possibly be denied. Disciplinary or legal action including, but not limited to, criminal prosecution under appropriate state and federal laws may also be taken. **The signature(s) at the end of this document is (are) legally binding and indicates the party (parties) who signed has (have) read the terms and conditions carefully and understand(s) their significance.**

Part 2: Acceptable Use

The purpose of accessing the Internet is to support research and education in and among academic institutions in the United States by providing access to unique resources and the opportunity for collaborative work. The use of your account must be in support of education and research, and consistent with the educational objectives of St. Thomas More. Each user is personally responsible for this provision at all times when using the network.

- Use of other organization's network or computing resources must comply with the rules appropriate for that network.
- Transmission of any material in violation of local, state, and/or federal statutes or regulations is strictly prohibited. This includes, but is not limited to: copyrighted material, material protected by trade secret, threatening or obscene material, and criminal activity.
- Use by student users for commercial activities or product advertisement (including campaigns for student government/council) is prohibited.
- Do not use the network in any way that would disrupt network use by others.
- NEVER reveal personal information, such as your address, phone number, password, or social security number. This also applies to others' personal information or that of organization.
- Use of the network or computer resources to publicly oppose, degrade, or intentionally misrepresent any teachings, beliefs, or practices of the Catholic Church are strictly prohibited.
- Students must consider the impact on themselves and other members of the school community when using social networking sites, texts, blogs, email or instant messaging. Any posting that results in an uninviting atmosphere for any member of our community will be considered a violation. Remember that you represent yourself and the school at all times.

Part 3: Privileges

Updated: June 2016

The use of the Internet is a privilege, not a right, and inappropriate use will result in a cancellation of those privileges. Each student who receives an account will be a part of a discussion with a St. Thomas More faculty member pertaining to proper use of the network. The system administrator will deem what is inappropriate use and his or her decision is final. Also, the system administrator may close an account at any time. An administrator, faculty member, or staff of St. Thomas More has the right to request, for cause, that the system administrator deny, revoke, or suspend specific user accounts.

Part 4: Network Etiquette

You are expected to abide by the generally accepted rules of network etiquette (netiquette). These include, but are not limited, to the following:

- Be polite. Do not send, or encourage others to send, abusive messages
- Use appropriate language. Remember that you are a representative of your school on a non-private network. You may be alone on a computer, but what you say can be viewed around the world. Do not swear, use vulgarities or any other inappropriate language including anything that may be considered inflammatory, threatening, harassment or bullying. Illegal activities are strictly forbidden.
- All communications and information accessible via the network should be assumed to be private property.
- Do not post information that could cause danger or disruption or engage in personal attacks, bullying, or harassment in any posts, communications or websites.

Part 5: Electronic Mail (E-Mail), Online Communication and Online Resources

In a 21st century world, the need for teachers and students to communicate electronically is evident. It is important that we teach our students this skill and how to responsibly use electronic communication. As a result, St. Thomas More, will issue Google Education level email address to students in grades K-8. The Google email address will be supplied through Google Apps for Education which provides additional privacy safeguards in place to protect schools and provide compliance. Using the St. Thomas More issued email, students will only be able to communicate with other students/teachers within our school domain. All students will be instructed on the proper use of this type of communication. Any violation to this policy will result in disciplinary action.

Students will be provided an individual email address for school related purposes only. Email accounts will be used for educational purposes only and are subject to monitoring at any time for the protection of our students. All students will be properly instructed on how to safely use this technology.

Whenever you send electronic mail, your name and user ID are included in each message. You are responsible for all electronic mail originating from your user ID.

Therefore:

- Unauthorized attempts to access another person's E-mail or similar electronic communications or to use another's name, E-mail or computer address or workstation to send E-mail 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 the E-mail.

- The School reserves the right to access E-mail to retrieve school 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 enforcement authorities.
- Any information contained on a School computer or device which were purchased by the School are considered the property of the School.
- Forgery (or attempted forgery) of electronic mail is prohibited.
- Attempts to send harassing, obscene and/or other threatening e-mail otherwise known as "Cyberbullying" to another user is prohibited.
- Attempts at sending unsolicited junk mail, "for profit" messages or chain letters is prohibited.

In some cases, teachers may want to communicate with you, the parents, by sharing what students are learning in the classroom. We anticipate using sites such as YouTube for Schools as well as other reputable video and content sharing sites. In every instance, the information we share will not identify students' personal information and every precaution will be made to privately share this information with you. In addition, our content filter will filter inappropriate content that may be visible on these sites.

Many teachers use online educational resources to help individualize the learning experience for every child. Some Open Educational Resources (OER) that we use require students to create a username and password in order to join a teacher's virtual class so the teacher can track their progress. Some examples of resources used in the classroom include Khan Academy, Code.org, and Discovery Education. When we create these accounts, we use the school issued email address, school issued email address password or school issued student ID number.

Part 6: Security

Security on any computer system is a high priority, especially when the system involves many users. Never use another person's account to log on to the system. If you feel you can identify a security problem, you must notify the system administrator, or send an email message to St. Thomas More. Do not demonstrate the problem to other users. Do not reveal your account password to anyone. Users are responsible for any misuse of their account that is due to their own negligence. Users are responsible for reporting unauthorized use of their account to the system administrator.

Part 7: Services

Diocese of Allentown and St. Thomas More make no warranties of any kind, whether expressed or implied, for the service it is providing. St. Thomas More will not be responsible for any damages you may suffer. This includes loss of data resulting from delays, non-deliveries, misdeliveries, or service interruptions caused by the system or your errors or omissions. Use of any information obtained via the system is at your own risk. St. Thomas More specifically denies any responsibility for the accuracy or quality of information obtained through its services.

Part 8: Education, Supervision and Monitoring

It shall be the responsibility of all members of the St. Thomas More staff to educate, supervise and monitor appropriate usage of the online computer network and access to the Internet in accordance with this policy, the Children's Internet Protection Act and the Protecting Children in the 21st Century Act.

The Technology Department or designated representatives will provide age-appropriate training for students who use the St. Thomas More Internet facilities. The training provided will be designed to promote the St. Thomas More's commitment to:

- The standards and acceptable use of Internet services as set forth in the St. Thomas More Internet Safety Policy;
- Student safety with regard to:
 - safety on the Internet;
 - appropriate behavior while on online, and social networking Websites, and in chat rooms; and
 - cyberbullying awareness and response.
- Compliance with the E-rate requirements of the Children's Internet Protection Act ("CIPA")

Following receipt of this training, the student will acknowledge that he/she received the training, understood it, and will follow the provisions of the Diocesan acceptable use policies.

Part 9: Violations of Policy

Violations of the St. Thomas More Technology Acceptable Use Policy are subject to disciplinary action up to and including suspension and/or expulsion.