

St. Rose of Lima School- Diocese of San Diego

ADDENDUM 2014-2015

RESPONSIBLE USE OF TECHNOLOGY POLICY

St. Rose of Lima School has adopted a **Bring Your Own Device (BYOD)** policy. This policy will allow students to bring many of their own technology devices to school for use in our middle school (grades 6-8) classrooms. The incorporation of such items as laptops, iPads, iPods, netbooks, e-readers, other tablets, and smartphones with Internet browsing capabilities will be used **strictly for educational purposes only**. Similar to other personally owned items, the school is not liable for the loss, damage, misuse, or theft of personally owned technology devices brought to school.

Students are never required to bring outside technology to school. All students, who with their parents have signed the St. Rose of Lima *Responsible Use of Technology Policy* consent form, will continue to be able to utilize our school equipment. No student will be left out of the instructional process.

Expectations:

1. Students will only use appropriate technology at teachers' discretion.
2. Students will only use appropriate educational applications on their devices (not games and/or non-school related tasks and functions).
3. Students are NOT to call, text message, email, or electronically communicate with others (including other students, parents, guardians, friends, and family) from their personal devices during the school day.
4. Students are permitted to access only the school's provided student network through their personal devices, not other private networks.

**Please refer to the attached policy for full details of expectations and infractions.*

Reinforcement:

Students using this opportunity to its fullest capacity within school expectations will find numerous benefits to instruction, resources, completion of assignments and personal organization.

Students not following expectations for the use of personal technology devices will face school disciplinary measures and lose the privilege to utilize personal technology devices at school for a period of time commensurate with the infraction.

Responsible Student Use of Personally Owned Technology Devices Policy

St. Rose of Lima School has adopted this policy in order to maintain a safe and secure environment for students and employees.

A personal device shall include all existing and emerging technology devices that can take photographs, record audio or video, input text, upload and download media, and transmit or receive messages, calls, or images. Examples of a personally owned device shall include but is not limited to: cameras, MP3 players and iPods; iPads, Nooks, Kindles, and other tablet PCs; laptop and netbook computers; personal digital assistants (PDAs), cell phones, and smartphones such as Blackberry, iPhone, Samsung, or Droid models as well as any device with similar capabilities.

Educational purposes include classroom activities, career development and communication with experts, homework, and limited high quality self-discovery activities. Students are expected to act responsibly and thoughtfully when using technology resources. Students bear the burden of responsibility to inquire with school administrators and/or teachers when they are unsure of the permissibility of a particular use of technology prior to engaging in the use.

Inappropriate communication includes, but is not limited to, the following: obscene, profane, lewd, vulgar, rude, inflammatory, threatening, or disrespectful language or images typed, pasted, or spoken by students; information that could cause damage to an individual or the school/parish community or create the danger of disruption of the academic environment; personal attacks, including prejudicial or discriminatory acts; harassment (persistently acting in a manner that distresses or annoys another person) or stalking of others; knowingly or recklessly posting false or defamatory information about a person or organization; and communication that promotes the destruction of property, including the acquisition or creation of weapons or other destructive devices. If a student is told to stop sending communications, that student must cease the activity immediately.

Examples of unacceptable devices under this policy shall include, but is not limited to, gaming devices and consoles, laser pointers, modems, routers, televisions, and streaming video devices.

Personally owned devices are permitted for use during the school day for educational purposes and/or in approved locations and networks only. St. Rose of Lima School and its personnel shall not be liable for the loss, damage, misuse, or theft of any personally owned device brought to school. St. Rose of Lima School reserves the right to monitor, inspect, copy, and review a personally owned device or file when the administration has reasonable suspicion that a violation has occurred. School personnel may collect such a personally owned device to be turned over to the administration for such inspection.

Students may not utilize any technology to harass, threaten, demean, humiliate, intimidate, embarrass, or annoy their classmates or others in their community. This is unacceptable behavior known as cyberbullying and will not be tolerated. Any cyberbullying that is determined to disrupt the safety and/or well-being of the school is subject to disciplinary action.

All St. Rose of Lima students shall review this policy and associated technology guidelines before students utilize any school and/or personally owned devices. St. Rose of Lima School reserves the right to restrict student use of school owned technologies and personally owned devices on school property or at school-sponsored events.

Students must be aware of appropriateness of communications when using school or personally owned devices. Inappropriate communications prohibited in any public messages, private messages, and material posted online by students.

St. Rose of Lima School expressly prohibits the use of any technology device in any place where privacy would be expected including, but not limited to, restrooms, health offices, dressing rooms, and locker rooms.

Students are not permitted to use any electronic device to record audio or video media or take pictures of any student, staff member, or parent without their permission. No pictures of a minor (under age 18) can be posted online without that student's parental permission. The distribution of unauthorized media may result in discipline including, but not limited to, suspension, criminal charges, and expulsion.

Personally owned technology devices used in school are not permitted to connect to the Internet through a 3G, 4G network or any other content service providers. Personally owned devices must access the Internet only via the school-provided content-filtered wired or wireless network.

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Student Use of Personally Owned Technology Devices

Consent and Waiver

Any parent who wishes that his/her child use a personally owned technology device at St. Rose of Lima School must read and sign this agreement and submit it to the school. Any child planning to use such a device at St. Rose of Lima School must also sign this agreement. A separate agreement for each child must be submitted as a copy will remain with each student's teacher.

1. The student takes full responsibility for his/her device and keeps it with himself/herself at all times. St. Rose of Lima School and its personnel are not responsible for the security of the device.
2. The student is responsible for the proper care of any personal device brought to school, including any costs of repair, replacement, or any modifications needed to use the device at school.
3. School personnel reserves the right to inspect a student's personal device or files if there is reason to believe that the student has violated school policies, administrative procedures, school rules, or has engaged in other misconduct while using his/her device just as they do for school owned technology.
4. Violations of any school policies, administrative procedures, or school rules involving a student's personally owned device may result in the loss of use of such devices at school and/or disciplinary action.
5. The student must comply with teachers' requests to shut down the device or close any applications.
6. The student may not use technology devices to record, transmit, or post photos, audio recordings, or video of anyone on campus except with the necessary permissions. Nor can any of these images, audio, or video recorded at school be transmitted or posted at *any* time without the express permission of a teacher and the parents of any minor students photographed or recorded.
7. The student should only use their device to access relevant files at school.
8. The student will use only the school's secured wired and wireless networks. **Use of 3G, 4G, or other wireless connections is not allowed.**

Please sign and return this this page while retaining the policy pages at home for reference. A signed form for **each** participant in the St. Rose of Lima School BYOD Program must be on file at school before any such device can be brought/used at school.

Student's name _____ Parent/Guardian name _____

Homeroom Teacher _____ Date _____

I understand and will abide by the above policy and guidelines. I further understand that any violation of the above may result in the loss of network and/or device privileges as well as other disciplinary action.

Student's signature _____

As a parent, I understand that my child will be responsible for abiding by the above policy and guidelines. I have read and discussed with him/her and he/she understands the responsibilities entailed in the use of his/her personal technology devices.

Parent's signature _____

(Please fill out the device registration on the back of this.)

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Student Use of Personally Owned Technology Devices

To be filled out by the parent/guardian: You may register up to three (3) devices.

	Device 1	Device 2	Device 3
Device Type (make and model)			
Serial Number			
Wi-Fi Network Address/MAC Address for all network adaptors			

Student's name _____

Homeroom Teacher _____

Date _____

Parent/Guardian phone number _____

Parent/Guardian signature _____

A new form must be filled out for any changes in devices.