



ST. ANN'S ACADEMY  
ESTABLISHED 1880

# St. Ann's Academy

## Student Technology User Policy

### Grades 3-12

**DATE ADOPTED:** September 1, 2016  
**DATE AMENDED:** **December 14, 2016**

St. Ann's Academy (SAA) is utilizing Google Apps For Education (GAFE) to allow for meaningful collaboration and communication between students and teachers. Every student has access to their own GAFE account for the duration of their time as a student at SAA. GAFE can be accessed from any type of electronic device from any location where there is an internet connection. When accessing technology at school, students will be encouraged to utilize personal devices such as a Chromebook or other laptop for academic purposes. **Mobile phones will not be permitted** to be used during class instruction or as a means of completing academic work unless special circumstances warrant such use.

This policy outlines the acceptable use of electronic devices to maintain a safe and secure educational environment with the goal of preparing students for the future, improving learning, and fostering digital citizenship.

Please carefully review the Student Technology User Policy with your child. After doing so, please complete and sign the final page (*Student Technology User Policy - Consent Form*) and return to St. Ann's Academy. Consent forms are required to be signed by every student enrolled in grades 3-12 (if families have more than one child attending SAA, each child must sign a separate consent form).

#### ***Definitions***

Electronic devices shall include all computing devices that can take photographs; record audio or video data; store, transmit or receive messages or images; or provide a wireless connection to the Internet. Examples of these devices include, but shall not be limited to desktops, laptops, tablets, smartphones, e-readers, and any technology with similar capabilities.

Digital Citizenship is the responsible behavior related to the appropriate use of technology. It encompasses digital literacy, ethics and online safety.



### ***Responsibilities***

#### Student users are responsible for:

- Registering their electronic device with the school and submitting a signed Use of Electronic Devices Agreement prior to connecting to the school network;
- Ensuring electronic devices are used in accordance with school policies and procedures;
- Caring, maintaining, securing, and storing electronic devices;
- Preserving privacy of accounts, login names, passwords, and/or lock codes to maintain security of electronic devices and data;
- Maintaining a safe and productive learning environment when using electronic devices;
- Practicing digital citizenship;
- Using electronic devices for educational purposes in approved locations under the supervision of school personnel only;
- Implementing virus and malware scanning on their electronic devices;
- Reporting any inappropriate electronic device usage to a teacher or administrator immediately;
- Ensuring their electronic devices are charged prior to bringing them to school;
- Continuing to learn using an alternative method if an electronic device malfunctions;
- Ensuring devices are not shared with another student unless it is a sibling.

#### Parents/Guardians are responsible for:

- Helping their children take all reasonable steps to care, maintain, secure, store and transport their electronic device;
- Helping their children preserve the privacy of accounts, login names, passwords, and/or lock codes;
- Identifying the electronic device by labeling it, recording details such as make, model, and serial number, and/or installing tracking software;
- Encouraging their children to follow school policy and practice digital citizenship;
- Contacting the school office to communicate with their child during the school day, instead of using text messages, emails, phone calls, or other digital means that have no curriculum related/education purpose;
- Assuming all responsibility for their child's unauthorized use of non-school Internet connections.

#### Teachers are responsible for:

- Creating equitable learning opportunities that include electronic devices for education purposes when relevant to curriculum and instruction;
- Determining when students are able to use school or personal electronic devices for education purposes;
- Supervising student use of electronic devices;
- Responding effectively to disciplinary issues from inappropriate electronic device usage;
- Communicating appropriately with administrators, parents and students if school policy is violated from electronic device usage.

#### Administrators are responsible for:

- Informing users of school policy;
- Establishing and monitoring digital citizenship through the school Code of Conduct
- Responding effectively to disciplinary issues resulting from inappropriate electronic device usage;
- Communicating appropriately with school personnel, parents, and students if school policy is violated from electronic device usage;
- Providing information to users explaining how to connect electronic devices to the school network.



***Regulations and Authorized Use of Electronic Devices***

Electronic devices brought to school by students shall be restricted to education purposes in **approved locations and times under the supervision of school personnel.**

When students use school-owned technology, personal devices, and school internet, they agree to:

- Use devices in accordance with applicable law, the school Code of Conduct, and CISKD's Policy for Acceptable use of Technology and Social Media.
- Comply with guidelines set by school personnel for the use of electronic devices while on school property or while engaged in a school-sponsored activity;
- Access the school network using approved infrastructure only;
- Take photographs and audio/video recordings only with a person's consent and when authorized by school personnel for education purposes;
- Provide a log of photos/videos taken – who was in it and proof that they had permission to take the photo/video – if requested by school staff or administration.

When a student uses a school-owned device, they agree to the following:

- To take proper care of assigned devices/accessories and keep them in good working order and condition.
- To make sure no food or drink is consumed or left near the device.
- To notify a teacher, IT person, or administrator if a device is not functioning correctly.
- Individual device users take responsibility for backing up all personal data on their device(s) – on Google Drive, USB memory stick or other independent storage device.

Prohibited uses of electronic devices includes, but are not limited to:

- Areas where there is a reasonable expectation of privacy, such as change rooms or restrooms;
- Circumventing school's approved network infrastructure to access Internet connections using an external wireless provider;
- Downloading files that are unrelated to educational activities;
- Engaging in non-educational activities such as torrenting, playing games, watching videos, using social media, listening to music, texting, or taking personal calls;
- Cheating on assignments or tests;
- Accessing information that is confidential;
- Using photographs and audio/video recordings for a purpose unrelated to the school assignment;
- Obtaining unauthorized access and using it to alter, destroy, or remove data;
- Engaging in cyberbullying, which involves using technology to harass, threaten, embarrass or target another person;
- Any activity that is unethical or illegal.

School Accounts and passwords:

- A student's assigned password must only be used for school based accounts (computer logon, wifi, Google account). The same password may not be used for any other accounts, regardless of whether they are for school related use (ie. website subscriptions, personal email accounts, etc...)
- Passwords will not be shared with anyone except legal guardians, administration and IT professionals employed by St. Ann's Academy. The school will share passwords with legal guardians upon request.
- Passwords may not be changed without consultation with administration and/or IT professionals employed by St. Ann's Academy.



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#### ***Consequences: Remedial and Disciplinary Action***

Individuals who do not comply with this Policy will be subject to appropriate consequences consistent with the school Code of Conduct. Consequences may include, but are not limited to, the following, either singularly or in combination depending on the individual circumstances:

- Temporary confiscation of device
- Search of device contents to locate evidence of misuse
- Limitations, suspension, and/or revocation of access privileges to personal and school technology resources
- Disciplinary measures

#### ***Liability***

Users are solely responsible for the care and use of electronic devices they choose to bring to school. Users bringing these devices do so at their own risk.

The school and school personnel shall not be liable for the loss, damage, misuse, or theft of any student-owned electronic device; possessed/used during the school day; in/on school buildings, property, vehicles, or contracted vehicles; during transport to/from school; while attending school-sponsored activities.

The school and school personnel shall not be responsible for any negative consequences to electronic devices caused by running specific software or by accessing the school network.

#### ***Technical Support***

School personnel shall not provide technical support, troubleshooting, or repair for user-owned electronic devices.



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**Student Technology User Policy - Consent Form**

I give my child permission to use school-owned electronic devices.

I give my child permission to bring their own electronic device to school.

We have read and understand the Student Technology User Policy.

We understand that all school-owned and personal devices are to be used for educational purposes only.

We assume all responsibilities for caring for both school-owned and personal devices.

We understand that St. Ann's Academy is not responsible for loss, damage, misuse, or theft of personal devices.

We understand that infractions to the agreement may result in personal devices being confiscated, searched, and/or privileges revoked. School disciplinary action may apply.

Parent's/Guardian's Name: \_\_\_\_\_ Parent's/Guardian's Signature: \_\_\_\_\_

Student's Name: \_\_\_\_\_ Student's Grade: \_\_\_\_\_ Student's Signature: \_\_\_\_\_

Student's Name: \_\_\_\_\_ Student's Grade: \_\_\_\_\_ Student's Signature: \_\_\_\_\_

Student's Name: \_\_\_\_\_ Student's Grade: \_\_\_\_\_ Student's Signature: \_\_\_\_\_

Student's Name: \_\_\_\_\_ Student's Grade: \_\_\_\_\_ Student's Signature: \_\_\_\_\_

Student's Name: \_\_\_\_\_ Student's Grade: \_\_\_\_\_ Student's Signature: \_\_\_\_\_

Date Signed: \_\_\_\_\_

**Please sign and return this form to St. Ann's Academy**