

Saints John Neumann & Maria Goretti Catholic High School
Student Issued Device Policy, Procedures, and Information
2016-2017

1. RECEIVING YOUR Device & Device CHECK-IN

1.1. Herein the term “Device” shall refer to any and all electronic devices (ex. iPad, Chromebook, Laptop etc…) issued, to the student that has signed this document, by the school.

1.2. Receiving your Device

1.2.1. Devices will be distributed at the beginning of each school year during “Device Orientation.” Parents & Students must sign and return the Student Pledge and Acceptable Use Contract documents before the Device can be issued to the student.

1.3. Device Check-in

1.3.1. Devices will be returned during the final week of school so they can be checked for serviceability. If a student transfers out of Saints John Neumann & Maria Goretti Catholic High School during the school year, the Device and accessories must be examined and returned prior to transferring. Transcripts will not be sent out to transferring school unless the Device and accessories are returned in satisfactory condition.

1.3.2. Individual school Devices and Device charger must be returned at the end of each year. Students who withdraw, are suspended or expelled, or terminate enrollment at Saints John Neumann & Maria Goretti Catholic High School for any other reason must return their individual school Device on the date of termination.

1.3.3. If a student fails to return the Device at the end of the school year or upon termination of enrollment at Saints John Neumann & Maria Goretti Catholic High School will pay the replacement cost of the Device. Failure to return the Device will result in a theft report being filed with the Philadelphia Police Department.

2. TAKING CARE OF YOUR DEVICE

2.1. General Precautions

2.1.1. The Device is school property and all users will follow this policy and the Saints John Neumann & Maria Goretti Catholic High School acceptable use policy for technology.

2.1.2. Only use a clean, soft cloth to clean the screen, no cleansers of any type.

2.1.3. Cords and cables must be inserted carefully into the Device to prevent damage.

2.1.4. Devices must remain free of any writing, drawing, stickers, or labels that are not the property of Saints John Neumann & Maria Goretti Catholic High School.

2.1.5. Devices must never be left in an unlocked locker, unlocked car, or any unsupervised area; leaving an Device in an unsupervised area, unlocked locker or car is considered negligence. If an Device is lost, stolen, or broken due to negligence the student can be held accountable to replace the Device at the full replacement cost.

2.1.6. Students are responsible for keeping their Device battery charged for school each day.

2.1.7. Students will have the same Device for the life of the Device (senior Devices will go to next year’s freshmen). There will be an option to purchase the Device at a minimal fee at the end of Senior year.

2.2. Carrying Devices

2.2.1. An Otterbox case will be provided one-time to help protect the iPad and provide a suitable means for carrying the device throughout the day.

2.3. Screen Care

2.3.1. The Device screens can be damaged if subjected to rough treatment. The screens are particularly sensitive to damage from excessive pressure on the screen.

2.3.2. Do not put unnecessary pressure on the top of the Device.

2.3.3. Do not place anything near the Device that could put pressure on the screen.

2.3.4. Do not place anything in the carrying case that will press against the cover.

2.3.5. Clean the screen with a soft, dry cloth or anti-static cloth.

2.3.6. Do not “bump” the Device against lockers, walls, car doors, floors, etc. as it may crack or break the screen.

3. USING YOUR Device AT SCHOOL

Devices are intended for use at school each day. In addition to teacher expectations for Device use, school messages, announcements, calendars, and schedules may be accessed using the Device. Students should bring their Device to all classes, unless specifically instructed not to do so by their teacher.

3.1. **Devices Left at Home**

3.1.1.If students leave their Device at home, they are responsible for getting the course work completed as if their Device were present. It is not the teacher's responsibility to make modifications to the lesson due to a student's lack of responsibility. If a student repeatedly leaves their Device at home, they will be subject to appropriate disciplinary action.

3.2. **Device Undergoing Repair**

3.2.1.Loaner Devices may be issued to students whose machine is being repaired.

3.3. **Charging Your Device's Battery**

3.3.1.Devices should be charged to full capacity each day before they are brought to school. Repeat violations will result in appropriate disciplinary action being taken.

3.4. **Screensavers/Background photos**

3.4.1.Students will not have the ability to customize their Device (screen background).

3.5. **Passcodes to access the device**

3.5.1.Students are expected to set a passcode on their device to deter against access by unauthorized persons.

3.6. **Sound, Music, Games, or Programs**

3.6.1.Sound must be muted at all times unless permission is obtained from the teacher. ii. Appropriate music is allowed on the iPad. Ear buds/headphones may be used in the classroom based upon individual teacher approval.

3.7. **Home Internet Access / Printing**

3.7.1.Students are allowed to set up additional wireless networks on their Devices. This will be necessary to use web based services outside of the school setting. Printing at home will require a wireless printer, proper settings on the Device, an e-print compatible printer and possibly an additional app or software on your home computer/printer.

3.8. **Personal Apps/iTunes**

3.8.1.Each student will be issued a school created/controlled iTunes account. The iTunes account will be one of the conduits through which apps are downloaded to the iPad.

3.8.2.Students may have appropriate personal apps installed on their iPad by the technology coordinator via the schools MDM (Mobile Device Manager).

3.8.3.Any apps the student would like to have installed on their device must be submitted via the "Student App Request Form." The link to the form will be e-mailed to all student e-mail accounts in the beginning of the school year.

3.8.4.Any and all apps are subject to school approval and if an app is deemed unnecessary or inappropriate it will not be installed on the device.

3.8.5.Saints John Neumann & Maria Goretti Catholic High School will, within reason, configure settings on school issued devices that will not allow inappropriate content/apps/music to be installed on the iPad. This does not, however, limit or prevent what can be downloaded to the student's individual iTunes account or other personal device. In the event storage space becomes an issue on the individual iPads, student personal music, photos, and apps not required for school will need to be deleted.

3.8.6.Saints John Neumann and Maria Goretti High School will not be held liable or responsible for any inappropriate content/apps/music installed on the device when not connected to the schools WiFi network and/or if the device settings have been tampered with or the device is "Jailbroken" by the student and/or anyone not appointed by the school to monitor or manage the device.

3.9. **Devices and Extra Curricular Activities**

3.9.1.Coaches/moderators for individual activities may limit whether or not Devices are allowed to be on buses or at particular events.

4. **MANAGING YOUR FILES & SAVING YOUR WORK**

4.1. **Saving to the Device/Home Directory**

4.1.1.Students should save work to Google Drive, the online digital storage provided by the school. It is recommended students regularly back up data. Limited storage space will be available on the Device – data will NOT be backed up in the event an Device has to be re-imaged or restored to factory settings. 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.*

5. **SOFTWARE ON Devices**

5.1. **Originally Installed Software**

5.1.1.The apps and operating system originally installed by Saints John Neumann & Maria Goretti Catholic High School must remain on the Device in usable condition and be easily accessible at all times. From time to time the school may add additional apps and OS upgrades.

5.1.2.Random, weekly check of Devices will be made to ensure that students have not removed required apps or installed inappropriate material.

5.2. Additional Software

5.2.1. Other apps may be added by the school or the student throughout the school year. Some apps will be free and others may cost.

5.3. Inspection

5.3.1. Students will be selected by homeroom to provide their Device for inspection. Device use and contents will also be monitored remotely.

5.4. Procedure for re-loading software

5.4.1. If technical difficulties occur, the Device will be restored from a backup (if last synced to a home personal computer) or will be re-set to factory settings in the event a home computer is not available. ***The school does not accept responsibility for the loss of any apps or documents deleted due to the necessity of a re-format and/or re-image.***

5.5. Software upgrades

5.5.1. Upgrade versions of licensed software/apps are available from time to time. Students may be required to check in their Devices for periodic updates and syncing.

6. ACCEPTABLE USE (also see *Acceptable Use Policy in Student Handbook*)

The use of the Saints John Neumann & Maria Goretti Catholic High School technology resources is a privilege, not a right. The privilege of using the technology resources provided by Saints John Neumann & Maria Goretti Catholic High School is not transferable or extendible by students to people or groups outside the district and terminates when a student is no longer enrolled in Saints John Neumann & Maria Goretti Catholic High School. This policy is provided to make all users aware of the responsibilities associated with efficient, ethical, and lawful use of technology resources. If a person violates any of the User Terms and Conditions named in this policy, privileges may be terminated, access to the school district technology resources may be denied, and appropriate disciplinary action shall be applied. **Violations may result in disciplinary action up to and including suspension and/or expulsion for students. When applicable, law enforcement agencies may be involved.**

6.1. Parent/Guardian Responsibilities

6.1.1. Talk to your children about values and the standards that your children should follow on the use of the Internet just as you do on the use of all media information sources such as television, telephones, movies, and radio. Parents should establish ground rules for Device use outside of the school day.

6.1.2. Technology devices using the school's network will be filtered; however, devices logged on to different networks (home) will only be filtered based on that network's capabilities.

6.1.3. Saints John Neumann & Maria Goretti Catholic High School will also be able to restrict the content of the legally purchased content purchased through iTunes that can be put on the device.

6.2. School Responsibilities are to:

6.2.1. Provide internet and email access to its students

6.2.2. Provide internet filtering at school.

6.2.3. Provide network data storage. (These will be treated similar to school lockers). Saints John Neumann & Maria Goretti Catholic High School reserves the right to review, monitor, and restrict information stored on or transmitted via Saints John Neumann & Maria Goretti Catholic High School owned equipment and to investigate inappropriate use of resources).

6.2.4. Provide staff guidance to aid students in doing research and help assure student compliance of the acceptable use policy.

6.2.5. Provide user accounts for free information storage in cloud-based applications.

6.2.6. Monitor pictures, video, and audio recordings of any student or staff member and ensure they are being utilized in an appropriate manner.

6.3. Students responsible for:

6.3.1. Using Devices in a responsible and ethical manner.

6.3.2. Obeying general school rules concerning behavior and communication that applies to Device/computer use.

6.3.3. Using all technology resources in an appropriate manner so as to not damage school equipment.

6.3.4. Helping Saints John Neumann & Maria Goretti Catholic High School protect our computer system/device by contacting an administrator about any security problems they may encounter.

6.3.5. Monitoring all activity on their account.

6.3.6. Securing their Device after they are done working to protect their work and information.

6.3.7. Notifying a school employee in the event they receive correspondence containing inappropriate or abusive language or if the subject matter is questionable.

6.4. Student Activities Strictly Prohibited:

- 6.4.1. Illegal installation or transmission of copyrighted materials.
- 6.4.2. Any action that violates existing Board policy or public law.
- 6.4.3. Sending, accessing, uploading, downloading, or distributing offensive, profane, threatening, pornographic, obscene, or sexually explicit materials.
- 6.4.4. Inappropriately utilizing photos, video, and/or audio recordings of any person.
- 6.4.5. Changing Device settings in an effort to circumvent the filtering system (e.g. Jailbreaking).
- 6.4.6. Downloading inappropriate apps.
- 6.4.7. Spamming-Sending inappropriate emails.
- 6.4.8. Gaining access to other student's accounts, files, and/or data
- 6.4.9. Vandalism to your Device or another student's Device.

6.5. Device Care:

- 6.5.1. Students will be held responsible for maintaining their individual Devices, and keeping them in good working order.
- 6.5.2. Device batteries must be fully charged and ready for school each day.
- 6.5.3. Devices that malfunction or are damaged must be reported to administration.
- 6.5.4. **Students will be responsible for the entire cost of repairs to Devices that are damaged intentionally, stolen, or lost.**
- 6.5.5. Devices that are stolen must be reported immediately to the office and the Philadelphia Police Department (you must obtain a written police report).

6.6. Legal Propriety:

- 6.6.1. Students must comply with trademark and copyright laws and all license agreements. Ignorance of the law is not immunity. If you are unaware, ask a teacher or parent.
- 6.6.2. Plagiarism is a violation of the Saints John Neumann & Maria Goretti Catholic High School handbook. Give credit to all sources used, whether quoted or summarized.
- 6.6.3. Violation of applicable state or federal law will result in criminal prosecution and/or disciplinary action by the Saints John Neumann & Maria Goretti Catholic High School.

6.7. Student Discipline:

- 6.7.1. If a student violates any part of the above policy, board policy, or Saints John Neumann & Maria Goretti Catholic High School handbook policy, he/she may be subject to the following disciplinary steps:
 - 6.7.1.1. Students will check-in/check-out their Device from the office daily.
 - 6.7.1.2. Required to attend an Device refresher class.
 - 6.7.1.3. Loss of individual Device and be issued a generic loaner Device.
 - 6.7.1.4. Loss of Device while being required to complete coursework.
 - 6.7.1.5. Disciplinary/Legal action as deemed appropriate.

7. PROTECTING & STORING YOUR DEVICE

7.1. Device Identification:

- 7.1.1. Student Devices will be labeled in the manner specified by the school. Devices can be identified based on serial number and Saints John Neumann & Maria Goretti Catholic High School identification number.

7.2. Storing Your Device:

- 7.2.1. When students are not using their Devices, they should be stored in their locked locker. Nothing should be placed on top of the Device. Students are encouraged to take their Devices home every day after school, regardless of whether or not they are needed. Devices should not be stored in a student's vehicle at school or at home. If a student needs a secure place to store their Device, they may check it in for storage at the end of day in the Technology Coordinator's Office (Rm. 114) and/or Main Office.

7.3. Devices Left in Unsupervised Areas:

- 7.3.1. Under no circumstance should Devices be left in unsupervised areas. If an Device is found in an unsupervised area, it will be taken to the office. A student will be charged \$5.00 to retrieve their Device that has been turned into the office due to not being supervised and may have disciplinary consequences as well.

8. REPAIRING OR REPLACING YOUR Device / COST OF REPAIRS

Saints John Neumann & Maria Goretti Catholic High School recognizes that with the implementation of the Device initiative there is a need to protect the investment by both the District and the Student/Parent. Therefore, we have set the following guidelines in place.

8.1. Technology Fee

- 8.1.1. Students will be charged a \$100 technology fee at the time of enrollment.

8.2. Accidental Damage, Lost, or Stolen Devices

8.2.1. Students will be responsible for caring for their device and will be expected to return them at the end of the year in good working condition. *Students will be responsible for a \$49 deductible in the event the Device is accidentally damaged and needs repaired.* This will be in effect for the first two occurrences. After two repairs for accidental damage, the parent and student will meet with administration to work out an agreement for further use of the Device. **If the Device is lost or stolen the following fees will be collected to replace the Device:**

1st Occurrence: \$200

2nd Occurrence: \$399 (full replacement cost)

8.3. Additional/Optional Insurance

8.3.1. Students or parents may wish to carry their own personal insurance to protect the Device in cases of theft, loss, or accidental damage. Please consult with your Homeowners insurance agent for details about your coverage of the Device. The in- house insurance plan is not optional. If students or parents decide to purchase additional insurance you must provide the school with a copy of the insurance policy.

8.4. Warranty Repairs

8.4.1. Warranty repairs will be completed at no cost to the student.

9. Device VIOLATION FEES:

Violation Code	Violation Description	Violation Fee
2.1.4	Applying writing, drawings, or stickers to Device	\$49 \$325
2.1.5	-Leaving Device in unsupervised area -Lost stolen or damaged due to negligence 1ST OCCURENCE: 2ND OCCURENCE:	\$5 \$200 \$399
2.2.1	No protective case or cover on iPad	\$5
6.4.4	Inappropriate use of photo's videos, & audio recordings	\$5
6.4.5	Changing Device settings (jailbreaking)	\$5
6.4.6	Installing/using inappropriate apps	\$5
6.4.9	Vandalizing Device	\$325
6.5.4	Device intentionally damaged, lost, or stolen	\$325
8.2	Screen Replacement/Accidental damage	\$49

10. SCHOOL RIGHTS:

10.1. Saints John Neumann & Maria Goretti Catholic High School's network, facilities, and/or mobile devices are to be used in a responsible, efficient, and ethical manner in accordance with the philosophy of Saints John Neumann & Maria Goretti Catholic High School. Student must acknowledge their understanding of this policy as well as the following guidelines. Failure to adhere to these standards may result in disciplinary action and/or revocation of the offender's mobile device and/or network privileges.

10.2. The administration and/or their designee(s) have the right to inspect a mobile device, application, or peripheral device associated with any or all Saints John Neumann & Maria Goretti Catholic High School technology. This includes but is not limited to school email, documents, pictures, music, or other components associated with all Saints John Neumann & Maria Goretti Catholic High School technology.

10.3. Saints John Neumann & Maria Goretti Catholic High School reserves the right to define inappropriate use of technology.

Student Pledge for Device Use

1. I will take good care of my Device.
2. I will never leave the Device unattended.
3. I will never loan out my Device to other individuals.
4. I will know where my Device is at all times.
5. I will charge my Device battery as needed.
6. I will keep food and beverages away from my Device since they may cause damage to the device.
7. I will not disassemble any part of my Device or attempt any repairs.
8. I will protect my Device by keeping it in a protective case.
9. I will use my Device in ways that are appropriate, meet Saints John Neumann & Maria Goretti Catholic High School expectations, and are educational in nature.
10. I will not place decorations (such as stickers, markers, etc.) on the Device. I will not deface the serial number.
11. I understand that my Device is subject to inspection at any time without notice and remains the property of Saints John Neumann & Maria Goretti Catholic High School.
12. I will follow the policies outlined in the Handbook while at school, as well as outside the school day.
13. I will file a police report in case of theft, vandalism, and other acts covered by insurance.
14. I will be responsible for all damage or loss caused by neglect or abuse.
15. I agree to return the Device and power cords in good working condition.
16. I will not utilize photos, video, and/or audio recordings of myself or any other person in an inappropriate manner.