



## **Monroe Jr/Sr High School Technology Acceptable Use Policy (2016-2017)**

The following document is the Acceptable Use Policy for Monroe Jr/Sr High School for the 2016-2017 School Year. Parents and students are to read this policy, sign it, and submit it PRIOR to receiving their iPads.

The primary purpose of technology systems at Monroe Jr/Sr High School is to improve and enhance learning and teaching. The guidelines below are meant to help students, teachers, and parents understand appropriate use of technology and resources for these purposes.

The use of technology, network, and other resources at Monroe Jr/Sr High School is a privilege. It is expected that students will use these resources responsibly and for educational purposes that align with the mission and philosophy of the school. As such, technology and other resources available, or used at, the school may be accessed by faculty and administrators at any time.

**Network and Internet.** The Catholic Schools of Fairbanks' Network and internet access is a shared resource. Please use it responsibly with our community members in mind. Internet access on campus is monitored and filtered. Our goal is not ultimately to restrict student access, but to educate students about responsible and appropriate use. If we find a student accessing inappropriate material at school, we will have a conversation with him or her first. If the behavior is repeated, impacts other students, or is extreme, disciplinary action and a conversation with parents will follow.

### **Digital Citizenship**

- Monroe Jr/Sr High School is a wireless campus. All iPads and laptops have access to the wireless network.
- Refrain from downloading large multimedia files in school without permission from the school IT Department
- Save online gaming (not sanctioned by a teacher) and non-academic multimedia consumption for home, if permitted at home.
- Use the internet for appropriate work and resources—make good decisions for yourself and the people around you.

**Home use of technology.** Computer use at school is for learning opportunities. At home, parent and child should communicate about acceptable use of technology for recreation. Consider making a parent-child media agreement at home that is aligned with school policies and addresses some of the different situations at home. This could include the amount of time the student uses the device, the type of websites visited, and expectations around communication. iPads are not filtered when off campus. There are many monitoring applications (e.g., [OpenDNS](#)), but ultimately, clarifying expectations at home and having an open conversation about responsible use is best and sustainable.

**Email accounts.** Students should use their Monroe Jr/Sr High School-provided email account (last name, first initial (with some exceptions), e.g., smithj@catholic-schools.org) for all school

communications. No other email accounts should be configured on your iPad's mail app. If you need to access personal email on your iPad, please use a browser or another app. This restriction is designed to keep the mail app for class-related communications only. You may also access your email on any computer by logging onto one of the Academic Center laptops, and using your google account. You are not to use email or other electronic communication during class unless specifically instructed by your teacher.

**Printing.** The preferred printing method for students is to print homework and projects at home. (The school has provided each student with a printing assistant app called "Printer Pro". With this app students can print from almost ANY printer. See PrinterPro's website for assistance in configuring your student's iPad for home printing (<https://readdle.com/products/printerpro>). School printers are available for in-school work only with teacher permission. To print to school printers, the student should go to the Academic Center prior to printing and print from the academic center (this prevents printer backup and excessive paper waste.

**Copyright.** The iPad allows easy access to information online. It is important that students remember to do their own work on assignments using material they find from various sources. Students deserve the opportunity to be an author and to respect the work of other authors. Students should cite referenced online sources as instructed by their teacher. Copying other people's work, whether intentionally or unintentionally, is considered plagiarism and will result in a response from the school. If disciplinary action is deemed necessary, consequences to academic dishonesty are outlined in MHS Student Handbook.

**Social networking sites** (e.g., Facebook, Pinterest, Instagram). Students may not use social networking sites at school unless directed by a teacher. In addition, online chatting or video conferencing with classmates during class is dependent on teacher permission. Using Facetime or messages at home can be useful for working with your peers, but can also sidetrack you from being productive. Agree on guidelines with your parents about how you might use these tools at home.

**Security.** You will be responsible for remembering several passwords for school and personal accounts. We recommend that you minimize the number of passwords you use. You are never to share these passwords with your peers, even with your best friend. To meet minimum requirements for most accounts, make sure your password has a number, a capital letter, a special character, and at least 8 characters. We require that you lock your iPad with at least a four-digit screen-lock code. Share this code with your parents; do not share it with your friends. Do not change it unless you feel it has been compromised. When you submit your iPad to the tech department for service, make sure you remove the screen lock in Settings, or it will be removed. If you need to change your Apple ID and/or Google password, tell your parents and the Tech Dept.

To assist in identifying misplaced iPads, we require that your student have a way to identify the iPad's user (example: an image of themselves (i.e. "selfie")) as their lock-screen image (DO NOT PERMANENTLY MARK YOUR IPAD. If you do so, you will be responsible for the cost of returning the iPad to its original condition). This will help staff identify unattended iPads and allow them to be returned to the appropriate user quickly.

**School Laptops.** As a 1:1 iPad institution, the school is reducing the number of laptops in inventory. A small number of laptops (10) are maintained in the Academic Center for projects that CANNOT be done on a student iPad. These laptops remain in the Academic Center, and are only available for student use when reserved by the student's teachers. All guidelines for computer use apply to these computers.

### **Policies for Laptop Use**

- Laptops are checked out for one period only (Monroe)
- Let the Tech Department know about devices that are not working.
- Plug in the laptops to charge so they are ready for the next student.
- Log off the computer and sign out of any online accounts when you are done using the computer.

**Personally owned devices at school (Laptops, tablets, etc.)** . Students may not bring their own laptop at the beginning of the year. After a period of time, students may be granted the privilege of bringing in their own device IN ADDITION TO, BUT NOT TO REPLACE their iPad. They must have their iPad in class and charged at all times.

Personal Devices such as laptops are expensive and fragile, so they are on campus at the student's risk. Monroe Jr/Sr High School's insurance does not cover damage or loss. We strongly recommend engraving them with some identification. A student that has received permission to use a personal device at school may use his or her own laptop to access the guest wireless network, but not to print at this time. Permission to use a personal device at school is not automatically granted. Headphones are allowed with computer use if a teacher grants permission.

If you choose to bring your own laptop to school, you may only use it during regular class time if permitted by the teacher—you are still required to bring your iPad to class every day. You may use your laptop to do work when the class is not in session or a teacher assigns independent work. Your laptop should only be used for school-related work and activities when on school grounds. Your computer should have an active, updated antivirus software (Mac and Windows). The technology department cannot support student-owned laptops.

## iPads

**Technology Fee:** For the 2016-2017 School Year, the Catholic Schools of Fairbanks has implemented a technology fee for all students. The tech fee goes **directly** towards the purchase of the student's iPad, and is based on a 3 year ownership model (in line with current warranties offered by Apple). All iPads used at the school will remain managed by the school until that student leaves the school or graduates. Students with less than 3 years remaining at the school will be given options to rent/purchase their devices. Additionally, tech fee discounts for multi-student families are available.

**Device Management:** Student iPads are configured initially by Monroe Jr/Sr High School and maintained afterwards by an "Over The Air" management system. In order for the school to manage and provide resources to students, enrollment profiles are installed. Under no circumstances should a student remove these profiles. If a student discovers these profiles (see Settings > General > Profiles) are missing, he or she should report to the Tech Department immediately. The iPad is intended for educational purposes only. Playing games, chatting and watching entertainment videos during class time are not allowed unless associated with a class.

**Cases.** iPads are fragile! As such, all school iPads are required to have a protective case. The school offers several recommended cases for purchase through the tech department, or you can acquire one based on your student's individual needs. Any student that damages an iPad that is not in a case will not receive a replacement device until a school approved protective case is purchased.

**External keyboards.** We do suggest that students try an external keyboard (the school has several for use in the Academic Center) before deciding whether to purchase one. [Apple](#), [Logitech](#), and [ZAGG](#) make good quality, external bluetooth (and smart connector, if your iPad is

equipped) keyboards for the iPad. If you have an external keyboard, we recommend keeping it and using it at home only.

**Accidental Damage/Insurance.** The Monroe iPads include a 3 year Apple Care Warranty, including accidental damage coverage. This coverage allows for two replacement iPads with a \$49 fee for each incident due to ACCIDENTAL damage. If you break your iPad or it stops working, inform the Front Office, fill out an [iPad breakage form](#), and bring your broken iPad to the Tech Department. We can usually replace it within a day or two of receipt of the damage fee. **Additionally, your replacement iPad will REQUIRE an approved protective case before being reissued to you.** Also, if you break an iPad more than two times within the warranty period, you will be charged any remaining tech fees for the device, and an additional \$225 fee to acquire a replacement device. Loss or theft is not covered by school insurance—in case of loss/theft, families will be asked to purchase/rent a new (or used at a discount if available) iPad through Monroe Jr/Sr High School for their student.

**iTunes. Your iPad utilizes an iTunes account issued to you along with your iPad.** Your Academic iTunes Account is for apps and content related to your school work at Monroe Jr/Sr High School. We do encourage you to explore new apps that could help you with your learning, but initially students will be restricted from downloading apps without Faculty Permission. This is to familiarize staff and students with the iPad, and to orient the staff and students to the Apps pre-installed on their iPads. Additional Apps and materials will be available to students at a future date. Games (unless sanctioned by your teacher and Monroe Admin Staff) should be saved for non-school devices. This account should not have a credit card associated with it. If purchases are necessary, we suggest using iTunes cards in low denominations (\$10)—we will send out communication when this is necessary for classes.

**Photo, Video, and Audio recording.** iPads are equipped with a camera and microphone, allowing video, image, and audio capture. At no time should a student record anyone (student, teacher, parent, presenter, etc.) without permission from the parties involved. To do so will be considered a serious offense. In addition, you must obtain permission from the parties involved before publishing content. Students need to exercise good judgment when using the iPad camera and microphone. Any video taken in the school, as part of a school project, or of people associated with the Catholic Schools of Fairbanks may not be posted to the internet without permission of all individuals in the video and of the administration of the Catholic Schools of Fairbanks.

**Content and Communication.** The iPad should be used to access and store appropriate materials only. Students should also be aware of the potential for their communication to be shared and/or misinterpreted. Any use of the iPad that involves inappropriate, unkind or mean behavior will result in disciplinary consequences. The iPad is also equipped with many apps and methods to communicate with others. Make sure you think about whether such communications are appropriate both in content and in context. Please review the school's Student Handbook for information on behavioral guidelines. Remember that all online communication is a reflection of the individual. If you would not write it or say it in front of a parent, teacher or other adult, it is better left unwritten and unsaid. When in doubt, communicate with the person face to face.

**Software.** Students should not use unlicensed software, audio or visual materials. Jailbreaking, unauthorized use and/or other modifications of the iPad is not permitted.

**iCloud and Backup.** Because you will have your own iTunes account, you should back up your iPad to iCloud. This will enable periodic backups so that if your iPad breaks or is lost, your data is recoverable. Understand that there is limited space in an iCloud account and you may have to purge data from your iPad occasionally. Use your Google Drive account, or Dropbox as permanent storage for your work. You may also purchase additional storage on iCloud. Monroe Jr/Sr High School is not responsible for lost work or backed up data on iCloud.

**Outdoor use.** While iPads are more weather resistant than conventional laptops, they are still susceptible to our harsh Alaskan winters. If an iPad is accidentally left in a vehicle for an extended time, please allow the iPad to reach room temperature before using.

**Carrying and storing.** iPads should not be stored or carried in backpacks without a protective sleeve or other cover—this is the most common way to break them. iPads have also been broken by slipping off the top shelves of lockers and student desks. Keep them securely in your locker or your classroom. If not in use, store them in their sleeves to prevent accidental damage.

**Charging your iPad.** You are expected to come into class every day with an adequately-charged iPad. Make sure you set up a charging station in your house that will help you easily charge the device and remember to bring it to school the next day. Although there are a few places on campus to charge your iPad (the Academic Center and a couple of charging stations (TBD)), there is usually not enough time in the day for a proper charging. You are still responsible for doing your work, even if your iPad is not charged.

**Projection.** All classrooms will have the ability to project their iPad screens directly to the classroom projector through the teachers Laptop. Students should only use this capability with the guidance of a teacher and not project to classrooms they are not in.

**iTunesU.** iTunesU is a digital course manager that allows students and teachers to view course materials, allows a teacher to post assignments electronically, and allows a student to keep track of past work and move his or her best work into an electronic portfolio area. Student's Grades for courses are still posted on PowerSchool. Parents may access a student's iTunesU Courses by reviewing the course material on their student's iPad. The student will be provided access codes by their teachers for their courses during the first week of school (and/or during transfer into classes).

**Academic Center.** Computers in the Academic Center are available for student use when a class is not scheduled in that location. If a student arrives to use the Academic Center and a class is already present, the student may remain in the Academic Center using available computers if the supervising teacher/Librarian grants permission.

Student printed name \_\_\_\_\_

Student signature \_\_\_\_\_ Date \_\_\_\_\_

Parent Signature \_\_\_\_\_

iPad Serial Number(Found in Settings/General/About): \_\_\_\_\_