Our Lady of Mercy School
Device Acceptable Use Policy

Our Lady of Mercy School has leased Chromebooks for Grade 6 and 7 and iPads for each student in Grades 3, 4, and 5 to use for the current school year. Henceforth, when referring to the iPads or the Chromebook the term Device will be used.

The student will be issued a device with predetermined applications installed.

Our Lady of Mercy parents are required to review this document, as well as sign the accompanying agreement to protect the hardware and software inherent with this technology.

Technology resources at OLM are provided for the purpose of supporting the educational mission of the School. The School's goal in providing the device is to promote educational excellence: by facilitating resource sharing, innovation, research, creativity, communication, increased productivity, and mobile learning.

Use of these technologies is a privilege that carries responsibility and behavioural expectations consistent with all school rules and policies.

OLM School retains sole right of possession of the device and related equipment. The device will be issued to students according to the guidelines set forth in this document. OLM School retains the right to collect and/or inspect the device at any time, and to alter, add, or delete installed software or hardware.

1. DEVICES

1.1 Receiving Your Device
Devices will be distributed by the classroom teacher at the beginning of the school year. Parents and students must sign and return the Device Acceptable Use Policy and Pledge documents to their classroom teachers before the device can be allowed home.

1.2 Chromebook Specific
If your student is in Grade 6 or 7, he or she will be issued a Chromebook (laptop computer). Since this device uses a web-based system, devices are not to be brought home.

Home devices must:
- Be a computer with a keyboard (not an iPad)
- Have access to the Internet
- Have Chrome Browser downloaded onto the device
- Please speak to the principal if you do not have a home device

1.3 Device Check-in
Devices will be returned during the final week of school to the classroom teacher. Students who transfer, withdraw, or are suspended from Our Lady of Mercy School (OLM) during the school year, must surrender the device upon termination of enrollment.

1.4 Check-in Fines

Failure to return the device will result in a theft report being filed with the local Police Department.

If a student fails to return the device at the end of the school year or upon termination of enrollment at OLM, the parent(s) will be subject to criminal prosecution or civil liability. The student will also pay the replacement cost of the device, or, if applicable, any insurance deductible. Furthermore, the student will be responsible for any damage to the device, consistent with the School's Device Protection plan. The student will be charged a fee for any needed repairs, not to exceed the replacement cost of the device.

2. TAKING CARE OF YOUR DEVICE

Students are responsible for the general care of the device they have been issued by the school. Devices that are broken or fail to work properly must be taken to Mrs. Grout for an evaluation of the equipment.

2.1 General Precautions

• The device is school property and all users will follow this policy.

• Cords and cables must be inserted carefully into the device to prevent damage.

• Devices must remain free of any writing, drawing, stickers, or labels that are not the property of OLM.

• Devices must never be left in an unlocked locker, unlocked car, school cubbie or any unsupervised area.

• Students may not use "skins" to "personalize" their devices.

2.2 Carrying Devices

The protective cases provided with the devices have sufficient padding to protect the device from normal treatment and provide a suitable means for carrying the device within the school. The guidelines below should be followed:

• Devices should always be within the protective device case when carried.

• Devices should be transported to and from school in the plastic zippered case or a protective case approved by the classroom teacher. This added layer of protection is the responsibility of the parent to purchase.

• Do not place weight (such as folders, books and workbooks) on the device.

2.3 Screen Care

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

• Do not lean on the top of the device when it is closed.

• Do not place anything near the device that could put pressure on the screen.

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

• Do not "bump" the device against lockers, walls, car doors, floors, etc as it will eventually break the screen.

Clean the screen with a soft, dry cloth or anti-static cloth, no cleaners of any type.

3. USING YOUR DEVICE AT SCHOOL

Devices are intended for use at school each day. Students must be responsible to bring their device, **fully charged**, to school, unless specifically instructed not to do so by their teacher. Students who repeatedly (two or three times a term) fail to bring the device to school or maintain a fully charged battery will lose the privilege of the device for a time to be determined by the principal.

3.1 Devices Left at Home

If students leave their device at home, they are responsible for getting the course work completed as if they had their device present. Loaner devices will not be available to students who forgot to bring their device to school or failed to charge their device.

3.2 Device Undergoing Repair

Loaner devices may be issued to students when their assigned device has been sent for repair.

3.3 Charging Your Device's Battery

Devices must be brought to school each day in a **fully charged** condition. Students need to charge their devices each evening.

3.4 Passwords

Devices may be password protected. (This will be at the discretion of the classroom teacher.)This password may not be changed by the student. The classroom teacher will record the student's password. Students are prohibited from sharing this password with anyone.

3.5 Screensavers/Background photos

A standard screensaver or background will be preset on the device and may be changed by the student with classroom teacher's permission.

3.6 Photos

Photo/Image storage on the device will be for school projects only.

3.7 Sound, Music, Games, or Programs

• Students may not download music from iTunes or any other music sharing site unless directed by or with the permission of a teacher.
• Music is only allowed on the device if provided by the teacher for educational use.
• Sound must be muted at all times unless permission is obtained from the teacher for instructional purposes. Ear buds must be provided by the student's parents.
• Non-educational games are not allowed on the devices.
• The device can only be synced with a school provided iTunes account by the school.

3.8 Printing
Printing will be available with the device. Students will be given information and instruction on printing with the device at school.

3.9 Home Internet Access
Students are allowed to set up wireless networks on their devices to assist them with device use while at home. Printing at home will require a wireless printer, proper settings on the device and the correct app.

4. MANAGING YOUR FILES & SAVING YOUR WORK

4.1 Saving Work to Google Docs
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; therefore, students should back up all work.

4.2 Network Connectivity
OLM makes no guarantee that the school wireless network will be up and running 100% of the time.

5. SOFTWARE ON DEVICES

5.1 Originally Installed Software
OLM will synchronize the devices to contain the necessary Apps for school work. Students **will not** synchronize devices or add Apps through a personal i-Tunes account. The software/Apps originally installed by OLM must remain on the device in usable condition and be easily accessible at all times. From time to time the school may add or modify software applications for use in a particular course.

Periodic checks of devices will be made to ensure that students have not removed required Apps and/or synced to a personal iTunes account

5.2 Inspection
Students may be selected at random to provide their device for inspection.

5.3 Procedure for re-loading software
If technical difficulties occur or illegal software (non-OLM iTunes Apps) is discovered, the device will be restored from backup. The school does not accept responsibility for the loss of any software or documents deleted due to a re-format and re-image. In this event, the student may lose the privilege of device use and the student will be responsible for replacing all school work lost.

5.4 Software upgrades
Upgrade versions of licensed software/Apps are available from time to time. Students may be required to check in their devices to their teacher for periodic updates. It is the responsibility of

the OLM Technology Staff to upgrade any device. Parents and students **MAY NOT** update the devices.

5.5 Settings and History

Only school personnel may delete the history or alter the settings. Parents and students **MAY NOT** alter the settings or delete the history.

6. ACCEPTABLE USE

The use of the OLM technology resources is a privilege, not a right. The privilege of using the technology resources provided by the school is not transferable or extendible by students to people or groups outside the school and terminates when a student is no longer enrolled in the 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's technology resources may be denied, and the appropriate disciplinary action shall be applied.

Violations may result in disciplinary action up to and including suspension/expulsion for students. When applicable, law enforcement agencies may be involved.

6.1 Parent/Guardian Responsibilities

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.

6.2 School Responsibilities are to:

• Provide Internet and Email access to its students.

• Provide data storage areas through Google Docs. These will be treated similar to school lockers. OLM School reserves the right to review, monitor, and restrict information stored on or transmitted via OLM School owned equipment and to investigate inappropriate use of resources.

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

6.3 Students Responsibilities are to:

• Use devices in a responsible and ethical manner.

• Obey general school rules concerning behavior and communication that apply to device use.

• Use all technology resources in an appropriate manner so as to not damage school equipment. Damage includes, but is not limited to, the loss of data resulting from delays, non-deliveries, or service interruptions caused by the student's own negligence, errors or omissions. Use of any information obtained via OLM School designated Internet System is at your own risk. OLM School specifically denies any responsibility for the accuracy or quality of information obtained through its services.

• Help OLM School protect our computer system/device by contacting an administrator about any security problems they may encounter.

• Monitor all activity on their account(s).
• Turn off and secure their device after they are finished working to protect their work and information.

• Print a copy of any email containing inappropriate or abusive language or if the subject matter is questionable, and turn in to the School Principal.

• Return their device to the classroom teacher at the end of each school year. Students who transfer, withdraw, are suspended or expelled, or terminate enrollment at OLM School for any other reason must return their individual school device on the date of termination.

6.4 Student Activities Strictly Prohibited:
• Illegal installation or transmission of copyrighted materials. Such as, sending, accessing, uploading, downloading, or distributing offensive, profane, threatening, pornographic, obscene, or sexually explicit materials.

• Any action that violates existing School policy or public law.

• Use of chat rooms, sites selling term papers, book reports and other forms of student work.

• Use of any Messaging services-EX: MSN Messenger, ICQ, AIM, IMO, etc.

• Only educational games, which in no way contradict our mission as a Catholic school may be used with permission of a teacher.

• Use of outside data disks or external attachments without prior approval from the teacher or the principal.

• Changing of device settings is strictly prohibited.

• Spamming-Sending mass or inappropriate emails.

• Gaining access to other student's accounts, files, and/or data.

• Use of the school's internet/E-mail accounts for financial or commercial gain or for any illegal activity.

• Use of anonymous and/or false communications such as, but not limited to, MSN Messenger, Yahoo Messenger, email, etc.

• Participation in credit card fraud, electronic forgery or other forms of illegal behavior.

• Vandalism (any malicious attempt to harm or destroy hardware, software or data, including, but not limited to, the uploading or creation of computer viruses or computer programs that can infiltrate computer systems and/or damage software components) of school equipment will not be allowed.

• Transmission or accessing materials that are obscene, offensive, threatening or otherwise intended to harass or demean recipients.

• Bypassing the OLM School web filter through a web proxy.
• Students are not allowed to use another student's iPad or Computer or any device.

6.5 Device Care
Students will be held responsible for maintaining their individual devices and keeping them in good working order.

Device batteries must be charged and ready for school each day.

Only labels or stickers approved by OLM School may be applied to the device.

Device cases furnished by the school must be returned with only normal wear and no alterations to avoid paying a replacement fee.

Device ear buds should be stored in a way to prevent them from being tangled rather than put directly in a pencil pouch. A small container, such as a tic-tac box or Altoids mint box work well or products such as a SmartWrap (http://www.sumajin.com/products/smartwrap/smartwrap.html)

You can also make earphone wrapper out of a used gift card (http://www.youtube.com/watch?v=MJQZD88ar14)

Devices that malfunction or are damaged must be reported to the School Office. The school will be responsible for repairing devices that malfunction. Devices that have been damaged from student misuse, neglect or are accidentally damaged will be repaired with insurance deductible cost being borne by the student. Students will be responsible for the entire cost of repairs to devices that are damaged intentionally.

Devices that are stolen must be reported immediately to the School Office and the Police Department.

6.6 Legal Propriety
Comply with trademark and copyright laws and all license agreements. Ignorance of the law is not immunity. If you are unsure, ask a teacher or parent. Use or possession of hacking software is strictly prohibited and violators may be criminally prosecution

6.7 Student Discipline
If a student violates any part of the above policy, he/she will be put on the following disciplinary steps:

• 1st Offense – Student(s) will check-in/check-out their devices from the teacher daily for one (1) week.

• 2nd offense – Three (3) weeks of device privilege suspension (student still responsible for all required work)

• 3rd offense –Loss of device privileges for a length of time determined by the administration.

7. PROTECTING & STORING YOUR DEVICE

7.1 Device Identification

- Student devices will be labeled in the manner specified by the school.
- Serial number

7.2 Storing Your Device

Nothing should be placed on top of the device. Students should take their devices home every day after school, regardless of whether or not they are needed. Devices should not be stored in a parent's vehicle.

7.3 Devices Left in Unsupervised Areas

Under no circumstances should devices be left in unsupervised areas. Unsupervised areas include the school grounds, computer lab, library, unlocked classrooms, and hallways. Any device left in these areas is in danger of being stolen. If a device is found in an unsupervised area, it will be taken to the School Office. In the event that a device has been turned into the office due to not being supervised, the student will have to check in and check out their devices from the classroom teacher daily for one (1) week.

8. DEVICE INSURANCE

8.1 Personal Home or Homeowners Coverage

Students may use their parents' personal insurance to protect the device in cases of theft, loss, or accidental damage.

9. COST OF REPAIRS

Students will be held responsible for ALL damage to their devices including, but not limited to: broken screens, cracked plastic pieces, inoperability, etc. Should the cost to repair exceed the cost of purchasing a new device, the student will pay for full replacement value. Lost items such as cases and cables will be charged the actual replacement cost.