

SFP TECHNOLOGY ACCEPTABLE USE POLICY FOR STUDENTS

St. Francis Preparatory School's [SFP] wireless network and computing facilities are intended to enrich the academic experience of students, faculty, and staff. Specifically, we attempt to enhance learning and teaching through access to information, research, interpersonal communication, teacher training, collaboration, and dissemination of successful educational practices, methods, and materials.

While the Internet provides access to many wonderful information sources, it also provides access to information that may be irrelevant, inaccurate, offensive, inappropriate, or even illegal. Educators within the SFP community will make every effort to guide students to excellent resources and provide students with the skills to thoughtfully evaluate websites, social media, and other technologies.

We expect students to apply their understanding and monitor themselves after they have been given clear and reasonable guidance. Parents should be familiar with how students access and use digital tools or spaces, and we encourage open conversation about internet and social media use.

Technology resources should be viewed as an extension of the school's physical environment. Their use entails the same privileges, obligations, and responsibilities that come with using any school facility.

Students must understand that files and data stored on school computers or server space are not guaranteed full privacy. SFP reserves the right to read and remove any files on the system without prior notification to system users.

Furthermore, the scope of this Acceptable Use Policy extends to the use of electronic devices outside of the SFP network, as such use connects and impacts members of the SFP community. Violation of the SFP Acceptable Use Policies will result in loss of computing privileges or other disciplinary measures.

GENERAL STUDENT RESPONSIBILITIES

As members of the SFP community, students will have access to a broad array of computing resources and equipment including filtered internet access. Use of the equipment and resources, online and off, is guided by the same basic expectations of responsible behavior that guide student behavior in other areas of life at school. These guidelines apply as well to personal computers or mobile devices accessing SFP resources, including e-mail and bandwidth. Access is a privilege, not a right. Access entails responsibility.

Please remember that the primary purpose of SFP equipment, accounts, and bandwidth is academic.

For their own safety and the safety of others, students should not share any personal information or the personal information of others, including home address, phone number, usernames or passwords, in public forums.

COMPUTER LAB AND LIBRARY COMPUTER RESPONSIBILITIES

- The computer lab and library are public spaces. Please be considerate of others.
- Food and drink are not permitted in either the library or computer lab.
- Keep printing to a minimum. If you can't find something you've printed, please ask for help before printing again - especially if it's a long document.
- Use only legal, school-installed software on school computers and observe all copyright and license laws.
- Refrain from engaging in any activity that might be harmful to the school's systems or to any information stored thereon, such as creating or propagating viruses, disrupting services, or damaging files.
- Do not connect, disconnect, move, or adjust any equipment without the express direction of a faculty member.
- Students are responsible for everything that happens during their sessions.
- When leaving a computer, be sure to log out of your account and quit any applications you are using.
- Select a strong password for all SFP applications and software and keep that password private.

STUDENT OWNED DEVICE RESPONSIBILITIES

The word "device" means a privately owned wireless or portable electronic piece of equipment that includes but is not limited to laptops, netbooks, tablets, iPod Touches, and cell and smart phones.

- Be personally responsible for the security of any device brought to school. Keep devices either in hand at all times or locked securely in a locker. Students have primary responsibility for the security of their own devices.
- Take proper care of personal devices. SFP is not responsible for any costs to repair or replace broken devices.
- Understand that SFP reserves the right to inspect a student's personal device if there is reason to believe that the student has violated SFP policies, administrative procedures, or school rules or has engaged in other misconduct while using a personal device.
- Comply promptly and respectfully with any staff requests to shut down the device, turn down the volume, or put the screen to sleep.
- Do not expect to be able to charge devices at school. Students are not entitled to an electrical outlet. If a device is required for class, always bring it charged and ready to work.
- Do not use any device to record, transmit, or post photos or videos of a person or persons on campus without their express permission.

- Do not post or send any images or video recorded at school without the express permission of a teacher.
- Always remember that the teacher is the final word in whether an electronic device is allowed. Use in class is always at the discretion of an individual teacher.
- Only use the “Students” wireless network while in school. Use of 3G and 4G (cell phone company provided data) connections is not allowed.
- Violations of any SFP policies - especially this acceptable use policy - administrative procedures, or school rules involving a student’s personally owned device will result in disciplinary action.

UNACCEPTABLE USES OF ALL TECHNOLOGY

The following uses of school-provided e-mail, server space, and Internet access (including any use that occurs on external computers, networks, and other electronic communication devices that has a direct and negative impact on individual members of the SFP community or the larger SFP community) are not permitted:

- Receiving or transmitting information that contains material that explicitly or implicitly refers to sexual conduct and is unrelated to class projects;
- Receiving or transmitting information that contains profane language or panders to bigotry, sexism, homophobia, or other forms of discrimination or defamation and is unrelated to class projects;
- Transmitting or posting abusive or threatening language;
- Bullying;
- Using any user ID or password other than your own or allowing anyone else to use your user ID or password;
- Accessing files or accounts other than your own;
- Violating any school policy, or any city, state, or federal statute;
- Using limited bandwidth for downloads or streams not related to academics during the academic day or at other times as requested;
- Violating copyright or otherwise using the intellectual property of another individual or organization without permission and correct acknowledgement.

CONSENT STATEMENT

Please detach and return this sheet only.

By signing this form, the user and her/his parents or guardians acknowledge receipt of this policy and understand that failure to abide by the SFP Acceptable Use Policy will result in disciplinary action. The student and her/his parents or guardians must discuss these privileges and responsibilities carefully and should be sure to ask for clarification when needed. Due to the rapidly changing nature of technology, updates to this policy will be posted on the SFP website under "iPads" and any updates will supersede or amend the rules as stated within any printed document.

Students and parents or guardians must sign this policy upon entry into SFP. The signed agreement will remain in effect until the student has exited SFP or has signed a new copy of the policy. Until a signed copy is on file, students will not have access to the school's wireless network or school computer accounts.

"I have read the SFP Acceptable Use Policy and understand the potential consequences if I do not abide by the policy. I realize that violations may result in the loss of computing privileges and disciplinary action."

Student ID Number _____ Date: _____

Student name (print): _____

Student signature: _____

"I have read the SFP Acceptable Use Policy and understand the potential consequences if I do not abide by the policy. I realize that violations may result in the loss of computing privileges and disciplinary action."

Parent/Guardian name (print): _____ Date: _____

Parent/Guardian signature: _____

School-Provided iPad User Agreement

This form assigns primary responsibility for a St. Francis Preparatory School owned iPad to the borrower.

The borrower will be responsible for taking the necessary precautions to protect the iPad and to store it in a manner that provides adequate protection when it is not in use, thus not subjecting the iPad to possible theft or damage. If it is determined that loss or damage is a result of negligence, the borrower may be held financially responsible for the repair or replacement of the iPad.

At all times, SFP retains ownership of the device, which must be returned at the conclusion of the school year.

Borrower Name: _____ ID Number: _____

Item Description: _____ (1) Apple iPad 16 GB WiFi device (\$399.00+charger \$30) _____

Primary Location of iPad While Signed Out: In Borrower Possession (School/Home) _____

1. The borrower will be responsible for return of the iPad in like condition as received.
2. The borrower may not place any ornamental stickers on the iPad or modify the iPad in any irreversible way. Screensavers and desktop images are expected to be of appropriate content.
3. Students are responsible for having their iPads prepared for class every day, which includes a charged battery.
4. iPads cannot be loaned or transferred to a third party.
5. Students are not to lend their iPad to friends under any circumstances. No student may take another student's iPad. Students are not to touch, use or alter another person's iPad in any manner.
6. The borrower must make the iPad available at any time as requested by SFP.
7. If loss or damage to the iPad occurs and determination is made that the loss or damage is a result of negligence, the borrower may be held financially responsible for the repair or replacement of the items.

I have read the above information and agree to the terms and conditions herein contained.

Date Signed Out _____ Condition Given Out: NEW

Borrower Signature _____

Parent Signature _____ Print Name _____

OFFICE USE ONLY - Serial # _____