2023-2024 Our Lady of Lourdes Parish School
Technology Acceptable Use Policy (AUP)

Our Lady of Lourdes Parish School is committed to student use of technology as a tool to expand learning opportunities and conduct scholarly research. The use of technology facilitates global collaboration - a vital skill for our 21st-century learners. Students at the school will utilize the Apple iPad on a wireless network. Apple iPads and the wireless network on the school's campus are strictly for educational use consistent with the school's educational goals. Along with the opportunity this provides, comes responsibility. This Acceptable Use Policy is designed to give the student and the student's family, as well as others on the school's campus, clear and concise guidelines regarding the appropriate use of Apple iPads. The underlying premise of this policy is that all members of the school's community must uphold the values of honesty and integrity. We expect our students to exercise good judgment and to utilize technology with integrity.

Email

- The use of email during class is prohibited unless authorized by faculty or administration on a case-by-case basis.
- Students may not add personal, parent, or school email accounts on their school iPad.
- No inappropriate online communication will be tolerated, including derogatory, obscene, or harassing messages. Messages of an abusive or harassing nature will be regarded as a major violation and will be subject to a disciplinary response.
- Chain letters of any kind and spam are prohibited. Chain letters are defined as any message asking you to pass information or messages on to other individuals or groups.
- Students are prohibited from accessing someone else's account.
- School account information is not to be given to any student websites, companies, or other third parties.
- Instant messaging is prohibited on campus except as part of an assigned, in-class activity that is supervised by faculty or administration.
- Blogging is to be utilized on campus, only for academic purposes.

Audio and Video

- Audio should be turned off or on silent unless required for the activity being conducted.
- Listening to music either aloud or with earbuds is not permitted on campus unless required for the activity being conducted. The use of Apple Radio/Music or iTunes or other music services is not permitted during school.
- When sound is needed, headphones or earbuds provided by the student must be used.
- The use of Apple iPads to watch movies, videos, and listen to music that is not for educational purposes, unless assigned by a teacher, is not permitted at school.
- Any audio or video recording or photos of students may only be done with the prior permission of all parties being recorded/photographed.
- Sharing of music (including iTunes music sharing) over the school network is strictly prohibited and is subject to disciplinary action.

Games

- The viewing and/or playing of electronic games is not permitted at school, except as part of an assigned, in-class activity or as directed by faculty or administration.
- The school reserves the right to remove any game from a school iPad that is considered inappropriate or impedes the educational purpose of the Apple iPad program.
- Games, of any nature, are not to be installed or played on the Apple iPads except for those installed by the school for a specific purpose and suitable for learning.

Apple iPads

- Student iPads must not be left unattended at any time. If an iPad is found to be unattended, it will be turned in to the technology coordinator and is subject to disciplinary action and/or a Tech Violation Fee.
- Apple iPads must be in the student's possession or secured in a classroom or backpack at all times.
- Do not lend your iPad to other students. Do not borrow an iPad without permission from the teacher.
- Students are NOT permitted to use another student's iPad without permission from the teacher.
- Apple iPads should be handled with care. Inappropriate treatment of school Apple iPads is not acceptable.
- Apple iPads must be carried and transported appropriately on campus. They should be carried in their school-issued Otterbox Defender case including placing the hardcover over the screen when not in use or transporting. Failure to do so could damage the hard drive, screen, or casing and result in permanent loss of data or damage to the iPad.
- Do not consume food or beverages near the iPads.
- No inappropriate writing or inappropriate stickers on your iPad.
- Do not remove, move, or write on the identification stickers on your iPad.
- Students are not allowed to create an administrative password on their iPad.
- *Students are expected to come to school with a fully charged battery daily.*

Network Access

- Students must not make any attempt to access servers or network information that is not available to the public.
- The utilization of proxy avoidance programs and/or sites is strictly prohibited.
- Students may not use the school network for personal or private business reasons including but not limited to online ordering and purchases.
- Students are not to knowingly degrade or disrupt online services or equipment as such activity is considered a crime under state and federal law (Florida iPad Crimes Act, Chapter 815, Florida Statutes). This includes tampering with iPad hardware or software, vandalizing data, invoking iPad viruses, attempting to gain access to restricted or unauthorized network services, or violating copyright laws.
- The school is not responsible for damaged or lost data transferred through our network or stored on iPads, our file servers, and/or cloud storage services.

File Sharing

- File sharing is the public or private sharing of iPad data or space. Any program that creates a point-to-point connection between two or more computing devices to share data is considered file sharing.
- File sharing of any kind is prohibited both on-campus and off-campus. The only exception to this is when it is a specific assignment given by a faculty member.
- No file-sharing software of any kind is to be installed on the iPads. Examples of this type of software are Limewire, Bearshare, Kazaa, iMesh, etc. Although these types of programs are software downloads, they automatically create file-sharing connections.
- There is a $50 re-imaging charge to remove any unapproved software or files.

Deleting Files

- Do not delete any Apps, folders, or files that you did not create or that you do not recognize. The deletion of certain files will result in iPad failure and will interfere with your ability to complete classwork and may affect your grades.
- There is a $50 re-imaging charge to correct system files.

Downloading and Loading of Software

- No software/apps are to be removed, downloaded, or installed onto iPads or computers without permission from the Technology Coordinator and/ or OLOL faculty.
- Students may NOT download apps from the App Store or place "personal" apps on the iPad. **Apps may ONLY be downloaded by the school or Technology Coordinator.**
- Students may not sign into a personal or parent iTunes or App Store account.
- Students are not permitted to install custom/individualized applications that require administrator privileges.

- The downloading of music files, video files, games, etc. through the school's network is prohibited unless it is part of an assigned, in-class activity.
- The school reserves the right to remove any software that has been loaded onto the iPad that impedes the educational purpose of the Apple iPad program.
- Copyrighted movies may not be "ripped" from DVDs and placed on the iPad nor may copyrighted movies be downloaded to the iPads from the Internet.
- There is a $50 re-imaging charge to remove any unapproved apps, software, or files.

Screensavers

- Inappropriate or copyrighted media may not be used as a screensaver.
- Pictures or videos, which include the presence of inappropriate materials, inappropriate images, or inappropriate language may result in disciplinary actions and/or Tech Violation Fee. The administration has the right to determine what is considered inappropriate.
- There is a $50 re-imaging fee to remove any of the above.

Content Filtering and Monitoring

Our Lady of Lourdes Parish School will monitor the online activities of minors and operate a technology protection measure ("filtering/blocking device") on the network and all computers with Internet access, as required by law. The filtering/blocking device will be used to protect against access to visual depictions that are obscene, harmful to minors, and child pornography, as required by law. Because Our Lady of Lourdes Parish School's technology is a shared resource, the filtering/blocking device will apply to all computers with Internet access. Filtering/Blocking devices are not foolproof, and Our Lady of Lourdes Parish School cannot guarantee that users will never be able to access offensive materials using Our Lady of Lourdes Parish School's equipment. Evasion or disabling, or attempting to evade or disable a filtering/blocking device installed by Our Lady of Lourdes Parish School is prohibited.

In addition to our network filter, we have partnered with Securly to monitor and track all web content on the students' school-issued iPads both on and off-campus. As parents, you will be able to preview your child's online activity and receive weekly emails from Securly with this information.

The Principal, designee, or Our Lady of Lourdes Parish School's technology coordinator may disable Our Lady of Lourdes Parish School's filtering/blocking device to enable an adult user access for bona fide research or other lawful purposes. In making decisions to disable the filtering/blocking device, the administrator shall consider whether the use will serve a legitimate educational purpose or otherwise benefit Our Lady of Lourdes Parish School.

Internet Use

- The Internet is a rich and valuable source of information for education. Inappropriate materials are available on the Internet and are strictly prohibited. Students must not access, display, or store this type of material on school devices.
- Information obtained through the Internet must be properly cited to avoid plagiarism and in compliance with copyright laws. Due to the quickly changing nature of the Internet, a hard copy of referenced material is recommended.
- Students are required to give proper credit to all Internet sources used in academic assignments, whether quoted or summarized. This includes all forms of media on the Internet, such as graphics, movies, music, and text.
- Plagiarism includes the use of any information obtained from the Internet that is not properly cited. Plagiarism of Internet resources will be treated in the same manner as any other incidence of plagiarism.
- If a student accidentally accesses a website that contains offensive material he/she is to notify a teacher, administration, or technology coordinator immediately so that such sites can be blocked from further access. This is not merely a request; it is a responsibility.

Privacy, Use, and Safety

- Students may not give any personal information regarding themselves or others through e-mail/messages or the Internet including name, phone number, address, passwords, email address, or other personal information regarding other students, faculty, or administration to anyone outside of the school without their permission. Frequently the identity of someone on the Internet is impossible to confirm. Therefore, contact with such individuals is considered inappropriate and unsafe.
- Students must secure and maintain private passwords for network and Apple iPad access. This is important to protect the privacy of each student. Do NOT share personal passwords or usernames.
- The school respects the privacy of every student, faculty member, and administrator concerning stored files. However, if inappropriate use of accounts or the school's network, including student/faculty handbook violations or harassment, is suspected, the school's administration has the right to review these files to investigate suspected inappropriate behavior.
- The school will monitor iPad activities, including logging website access, apps, newsgroup access, bandwidth, and network use.
- Students are prohibited from accessing faculty, administration, and staff file servers for any reason.
- Students are prohibited from utilizing the command prompt interface. In addition to this, students are prohibited from using any method to obtain control of the other person's iPad through the use of their iPad.
- Students are prohibited from utilizing peer-to-peer networking or any method of file sharing unless authorized by the technology coordinator or faculty.

- No identifiable photographs of students, faculty, or administration will be allowed to be published on the Internet or used in print without appropriate consent. Concerning a student, appropriate written consent means a signature by a parent or legal guardian of the student.
- Cyberbullying is the use of electronic information and communication devices to willfully harm a person or persons through any electronic medium, such as text, audio, photos, or videos. Examples of this behavior include, but are not limited to:
    - Sending/posting false, cruel, hurtful, or vicious messages/comments;
    - Creating or contributing to websites that have stories, cartoons, pictures, and jokes ridiculing others;
    - Breaking into an email account and sending vicious or embarrassing materials to others;
    - Engaging someone in electronic communication, tricking that person into revealing sensitive personal information, and forwarding that information to others;
    - Posting of a student's picture without their permission.

- Any electronic communication that creates a hostile, disruptive environment on the school campus is a violation of the students and of the staff member's right to be safe and secure. Actions deliberately threatening, harassing, or intimidating an individual or group of individuals; placing an individual in reasonable fear of harm; damaging an individual's property; or disrupting the orderly operation of the school will not be tolerated.
- Apple iPads that are provided by the school continue to be the property of the school. Therefore, the school has the right to view all content at any time.
- Any electronic device used on the school network, even if privately owned, is subject to all policies and consequences of the AUP including the right to view the content of the device at any time; the right to remove content from the device; and the right to retain the device in the school's possession if there is an infraction to the AUP that deserves that consequence, as determined by the school's administration.

Copyright

- Unauthorized duplication, installation, alteration, or destruction of data programs, hardware, or software is prohibited.
- Data, programs, hardware, software, and other materials including those protected by copyright may not be transmitted or duplicated.

Consequences

- The school reserves the right to enforce appropriate consequences for the violation of any section of the AUP. Such consequences may include the loss of the privilege to use an iPad, the loss of the use of an iPad for an amount of time determined by the administration and members of the Technology Department, fines, disciplinary action, and possible legal action.
- These consequences apply to students participating in the OLOL Apple iPad program at school and off-campus.
- Any iPad with illegal or inappropriate software or materials on it will be reformatted or "re-imaged," and the student will be charged a $50 AUP violation fee per incident for this service. This amount may be increased for repeat violations.
- In the case of repeated Apple iPad abuse and/or damages, the school has the right to revoke the use of the school's iPad or the student may be restricted to using it only on campus. Repeated AUP violations or iPad abuses may lead to the loss of a student's privilege of using an iPad.
- Students are to report any known violations of this AUP to appropriate administrative staff members. Random checks of student iPads will be conducted throughout the school year to ensure that these policies are being followed.
- Our Lady of Lourdes Parish School takes no responsibility for activities conducted or materials stored on the Apple iPads, or on the school's network.
- The following charges will apply for damage or modifications to the iPad, misuse of, or AUP tech violations and will be billed to the parent's FACTS account:

Damaged, Misplaced, or Lost iPad	Cost Determined by Apple
Repairs when possible for: cracked screen digitizer, LCD screen, earphone jack, home button, volume control, etc.	TBD upon inspection.
Damaged or Lost iPad Logitech or Otterbox Case Grades 6-8	$100
Misplaced Apple Lightning to USB Cable (1m) or USB-C to Lightning Cable (1m) Grades 6-8	$20
Misplaced Apple 12W USB Power Adapter or 20W USB-C Power Adapter Grades 6-8	$20
Inappropriate Use causing re-imaging to iPad (file sharing, deleting profiles/apps, downloading unapproved apps/content, inappropriate screensaver, etc.)	$50
Tech Violation (*such as unattended iPad, misuse, etc.*)	$25