

# Student Responsible Use Policy and Consent

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## Introduction

Electronic information resources, including access to the Internet and network files and accounts, are available to St. Ignatius School students. Our goal in providing electronic resources is to promote educational excellence by facilitating resource sharing, innovation, and communication. The use of computers, the Internet, and other online services supports education and research consistent with the educational mission of St. Ignatius School.

## Purpose

The smooth operation of the network relies upon the proper conduct of the end users. In general this requires efficient, ethical, and legal utilization of the network resources. This policy sets forth the expectation that all members of the SIS community use their computers and the network in a safe, responsible, considerate, and appropriate manner.

## Definitions

**Illegal activities** shall be defined as those which violate local, state, and/or federal laws.

**Inappropriate use** shall be defined as a violation of the intended use of the network and/or purpose and goal.

**Netiquette** refers to the generally accepted rules of network etiquette, the do's and don't's of online and network communication.

**Obscene activities** shall be defined as a violation of generally accepted social standards for use of a publicly owned and operated communication vehicle.

**Privacy** should be respected at all times. Students should not reveal personal information such as home address, phone numbers, password, credit card numbers, social security number, etc.; this also applies to others' personal information or that of organizations.

**Responsible use** means that a student uses the Internet and other electronic information resources in manner consistent with the mission, vision, and beliefs of St. Ignatius School, abiding by the rules and regulations as described in this agreement.

**Security** refers to all measures adopted to prevent inappropriate activity on St. Ignatius School computer systems. This is a high priority because of multiple users. Any security concern must be reported to the classroom teacher for further reporting and investigation.

**Social media** refers to the various online technology tools that enable people to communicate easily via the Internet to create, share, and exchange information and resources. Social media can include text, audio, video, images, podcasts, blogs, and other multimedia communications.

**Vandalism** refers to any malicious attempt to harm or destroy property or data. This includes, but is not limited to, abusive overloading of data on the server and the transmission or creation of computer viruses.

## Disclaimers

St. Ignatius School has taken precautions to restrict access to controversial materials by filtering its Internet access and by monitoring student use. Users should know that they may encounter sexually explicit or other offensive and controversial material on the Internet, even though there are technology protection measures in place. St. Ignatius School makes no warranties of any kind, whether expressed or implied, for the access it provides; nor shall it be liable for any direct or indirect, incidental, or consequential damages (including lost data, information, or time) sustained or incurred in connection with the use, operation, or inability to use the system. St. Ignatius School denies any responsibility for the accuracy or quality of information obtained through electronic information sources.

## Responsible Uses

Students WILL:

1. Sign and practice the procedures outlined in the Acceptable Use Policy.
2. Use only the computer assigned to me for that given class and unit.
3. Use the computer and network only when the teacher is present and an assignment is given.
4. Log off my workstation when finished and return any laptop/palm and other materials to the assigned recharging stations as per class policies.
5. Close the cover when the teacher is giving directions.
6. Use only the account set up for me on the network and access only my folder for my work.
7. Comply with state issued grant regulations by avoiding religious sites and by not creating religious based documents or projects.
8. Respect intellectual property and comply with legal and moral restrictions regarding plagiarism and copyright issues.
9. Follow all guidelines for printing material ie: avoid over use, print material for use in the specific class only, avoid printing large files by selecting material from a source rather than printing the entire source document, etc.
10. Realize it is my responsibility to save files on the class network folder as instructed by the teacher. Work lost must be redone on my own time.
11. Realize and respect that the teacher is the sole judge of responsible use of the equipment and follow his or her instructions completely.
12. Report immediately any incident that breaches the Acceptable Use Policy or any misuse of technology to a teacher or administrator.
13. Use electronic accounts (user logins, e-mail, etc.) appropriately during school hours and for scholarly purposes.  
***E-mail is not guaranteed to be private.***
14. Establish and maintain secure passwords that protect the privacy of the information on their computers and their e-mail accounts.
15. Respect and protect the privacy of themselves and others.
16. Practice proper Netiquette. Be polite.
17. Report any unusual activities such as "spam" communications, obscene email, attempts by adults to lure them into dangerous behaviors, and there like to the Principal for action.
18. Communicate with common sense and civility, abiding by the school's code of acceptable behavior. Do not swear or use vulgarities or any other inappropriate language. Electronic communication cannot cause disruption to the school environment or normal and acceptable school operations.
19. Report any incident that breaches the Responsible Use Policy immediately to the technology director.
20. Represent St. Ignatius School in a manner consistent with the school's mission, vision, and beliefs in all digital interactions.
21. Obtain verifiable consent for any produced recording (i.e. sound, photo, video) from all parties involved before publishing it.
22. Conserve limited resources (e.g. printer supplies, bandwidth, drive capacity, etc.).
23. Scan any and all file transfers and disks for viruses before opening them.
24. Use my flash drive, server and online storage space for educational purposes only designated by my teachers.

Students WILL NOT:

1. Remove stickers or markings that identify the laptop or other network equipment.
2. Change settings, network or Internet connections, on any of the hardware or software for the network.
3. Access e-mails, personal web pages or chat rooms.
4. Attempt to gain unauthorized access to any file, computer, or server.
5. Share my login name or password with students or friends.
6. Use these technology tools in a way that is inconsistent with the principles of honesty, community, and privacy.
7. Copy or remove software from any of the hardware or bring software CDs or DVDs to school to install on school computers or take from school grounds to install on personal computers or for any other reasons.
8. Bully or bash any St. Ignatius School student or faculty member by use of any electronic means such as websites, email, chat rooms, etc.
9. Take photos during school hours including aftercare for the purpose of posting to social media, website or emailing to anyone without prior administration permission. Any extracurricular activities photos taken must be done with the consent of everyone in the photo and all parents involved
10. Post any content deemed inappropriate or vulgar by administration including but not limited to photos, videos or text to any website, social media, email or text. This will result in severe consequences which could include expulsion
11. Introduce intentionally any spy-ware, mal-ware, or virus while on school grounds or send such programs to or through any school networks.
12. Bring drinks or food near any electronic equipment.
13. Have more than one flash drive.
14. Store personal items in school use flash drive.
15. Store personal pictures, unless assigned by a teacher, in school use flash drive.
16. Use the laptop camera unless assigned by a teacher.
17. Have music on my flash drive unless related to an assignment.
18. Play music from my flash drive or stream music from my computer.
19. Access other shared photos unless specified by a teacher.
20. Surf the Internet unless specified by a teacher.
21. Use any type of social media during school hours including aftercare without prior permission from administration.
22. Personalize any school technology tool (i.e. profile picture, icons, etc...) in any manner.
23. USE ANY DEVICE OR WEBSITE FOR ANY PURPOSE NOT SPECIFIED BY A TEACHER.

## Google Apps Student Accounts

St. Ignatius School utilizes Google Apps for Education, an online collection of productivity tools from Google including Gmail and Google Drive (online storage with word processor, spreadsheet, and presentation programs). Accounts are available for all students in grades 4 - 8 for the purpose of communication, collaboration, and research. There is no expense associated with this access and no need for Internet access at home in order to participate.

- Use of Google Apps is a privilege. Inappropriate use of the account may result in loss of privileges and/or disciplinary action. Illegal activities may be referred to law enforcement authorities.
- The Google Apps account, while assigned for individual student use, is the property of St. Ignatius School. St. Ignatius School reserves the right to retrieve the contents of student accounts for legitimate reasons, such as to find lost messages, to conduct internal investigations, to comply with investigations of wrongful acts, or to recover from system failure.
- This account is filtered, monitored, and archived according to school policy and federal laws. St. Ignatius School reserves the right to intercept, store, archive, delete, or view such emails for security/audit purposes and, where necessary, instigate appropriate proceedings against the parties involved.
- Student accounts will be removed from the system upon graduation, in the event the student discontinues enrollment, regardless of reason, or for inappropriate use while still enrolled.
- Students are responsible for content associated with their accounts and should not share their passwords. Students will not use their accounts to provide any personal information, including but not limited to telephone numbers or addresses.
- St. Ignatius School scans all inbound and outbound emails, plus attachments, for viruses, but does NOT guarantee such messages to be virus free. St. Ignatius School accepts no responsibility for any damage caused by sending or receiving emails through our email system.
- Account user names and passwords will be provided to parents upon request.

## G Suite & Amazon Echo Parent/Guardian Consent

At St. Ignatius School, we use G Suite for Education, and we are seeking your permission to provide and manage a G Suite for Education account for your child. G Suite for Education is a set of education productivity tools from Google including Gmail, Calendar, Docs, Classroom, and more used by tens of millions of students and teachers around the world. At St. Ignatius School, students will use their G Suite accounts to complete assignments, communicate with their teachers, sign in to their devices, and learn 21st century digital citizenship skills.

The notice linked here <https://tinyurl.com/y3ogxvbx> provides answers to common questions about what Google can and can't do with your child's personal information, including:

What personal information does Google collect?

How does Google use this information?

Will Google disclose my child's personal information?

Does Google use student personal information for users in K-12 schools to target advertising?

Can my child share information with others using the G Suite for Education account?

At St. Ignatius School, teachers and administration use Amazon Echo devices to effectively communicate between classrooms and offices. Teachers and students use classroom Echo devices to engage students and enhance lessons. The Amazon Terms of Use for "Alexa" are linked here <https://tinyurl.com/ycc8v7d4>. Please read it carefully, let us know of any questions.

By signing this consent, I indicate that I've read the notice I give permission for St. Ignatius School to create/maintain a G Suite for Education account for my child and for Google to collect, use, and disclose information about my child only for the purposes described in the notice below. I also acknowledge and give consent to the use of Amazon Echo Dot in my child's classroom.

## BRAIN POP Student Accounts

**BrainPop** is a group of educational websites with over 1,000 short animated movies for students in grades K-12 (ages 6 to 17), together with quizzes and related materials, covering the subjects of science, social studies, English, mathematics, engineering and technology, health, and arts and music.

Brain Pop accounts will be created for students in certain grades depending on teacher requests. Brain Pop requires us to get parent permissions for every student. If you wish to read their privacy policy please visit

[https://www.brainpop.com/about/privacy\\_policy/](https://www.brainpop.com/about/privacy_policy/)

By signing this RUP I give consent to my child's use of his/her BrainPop account.

## CHANGES TO DEVICE POLICY DURING THE CORONAVIRUS SITUATION

For the 2021-2022 school year, all St. Ignatius students will be issued a school-owned chromebook/PC until further notice.

In the event of school closure, students will take this device home in order to maintain a consistent learning environment for all students. Students/Parents are financially responsible for any damage to the borrowed device.

## 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 reported to the Director of Technology, Mrs. Tania Arnaud [taniaa@siscaridnals.org](mailto:taniaa@siscaridnals.org) as soon as possible for repairs. School-owned devices should never be taken to an outside

computer service for any type of repairs. These are general precautions students should follow:

- No food or drink should be next to device
- Do not place stickers or write on the device
- Never place heavy objects on top of device (even inside a backpack)
- Make sure there is nothing on the keyboard before closing the lid (pens, pencils, etc.)
- Only clean the screen with a soft, dry microfiber cloth. You may use alcohol but only when device is powered off.
- Do not try to secure a key that has popped off - bring to tech office
- Do not carry the device by the screen
- Never leave devices unsecured
- Always transport devices with care, in the school-issued protective case
- Do not place anything in the protective case that will press against the cover
- Do not pile backpacks (protective case) on top of one another or leave backpacks unprotected from the weather

## Estimated Costs of parts and replacements: (subject to change)

Normal wear and tear on the devices is expected and issues will be handled with that in mind, however, damage to the devices due to improper handling/care or lost/stolen devices will be the responsibility of the student/parent. Disciplinary action may also be applied if the action warrants. The following are estimated costs of parts and replacements and will vary depending on device type and model:

- device replacement - \$300.00 - \$1,200
- device screen replacement - \$40.00 - \$350.00
- device keyboard/touchpad replacement - \$55.00 - \$350.00
- device power cord and/or stylus - \$30 - \$100

# Student Responsible Use Policy

## Copyright Agreement:

Parents and students agree NOT to post, share, distribute instructional/classroom videos, Zoom sessions or any other digital resources created by the faculty/staff at St. Ignatius School as they are considered property of St. Ignatius School. Sharing or distribution of any and all instructional videos or materials would infringe copyright law and would violate privacy issues with minors. Such action could lead to student removal from St. Ignatius School and/or legal ramifications.

## Student Signature of Agreement:

I have read this Responsible Use Policy and understand that Internet sites are filtered and that Internet use on campus is monitored. I understand that

- use of electronic information resources should be restricted to educational purposes and that any violations of the above provisions will result in AUTOMATIC SUSPENSION and/or legal action;
- the RUP is not meant to be comprehensive, and St. Ignatius School reserves the right to make changes or adaptations to this policy when the need arises without prior notice.
- the RUP and agreement are effective for only one year at time.

I agree to maintain acceptable standards and to report any misuse of the system to the appropriate teacher or administrator. I agree that any violation of this policy will result in appropriate disciplinary consequences deemed suitable by the Administration.

I hereby agree to comply with the conditions of responsible use set forth.

Student Name (please print): \_\_\_\_\_

Grade: \_\_\_\_ Homeroom Teacher: \_\_\_\_\_

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## Parent Or Guardian Consent and Acknowledgement:

As the parent or guardian of the above named student, I have read this Responsible Use Agreement and understand that Internet sites are filtered and that electronic information resource accounts are monitored. I understand my child may be disciplined for inappropriate or unacceptable use of electronic information resources. I further understand that student use of the electronic information resource system is designed for educational purposes. I understand that it is impossible for St. Ignatius School to filter or restrict access to all inappropriate materials. I will not hold St. Ignatius School responsible for inappropriate or unacceptable materials my child may acquire on the network system. I also consent to the use of Google Apps, Amazon echo dot, BrainPop, and other online books and resource accounts created for educational use. **I understand that all virtual teaching materials including videos are protected by copyright and sharing is prohibited by law.**

I hereby give my permission and approve the issuance of an electronic account for my child.

Parent or Legal Guardian (please print): \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

PARENTS, PLEASE DISCUSS THESE RULES WITH YOUR CHILD TO ENSURE HE OR SHE UNDERSTANDS THEM.

THESE RULES ALSO PROVIDE A GOOD FRAMEWORK FOR YOUR CHILD'S USE OF COMPUTERS AT HOME, AT LIBRARIES, OR ANYWHERE.

\*\*\*ADMINISTRATION RESERVES THE RIGHT TO DETERMINE APPROPRIATE CONSEQUENCES FOR ANY POLICY VIOLATION.