

Middle School Student Tablet Contract &  
Acceptable Use Policy  
St. Francis of Assisi Catholic School  
2016-2017 School Year

Student tablet use is covered by the STUDENT ACCEPTABLE USE POLICY which each student and parent signed for the 2016-17 school year. In addition:

The student must:

- Bring the tablet to school every day.
- Charge the tablet at home so that is ready to be used at the beginning of the school day.
- Have the tablet charged and ready to use for each class.
- Use the tablet in class only as the teacher directs.
- Use the tablet in school for school assignments only.

The student must **NOT**:

- Password-protect the tablet. Teachers need access to school work.
- Use anyone else's tablet without permission.
- Engage in illegal activities which include but are not limited to sexually oriented material, obscenity, threats, harassment, fraud, theft, vandalism, copyright violations (including improper copying of licensed software), and unauthorized access.
- Access, produce, transmit and/or retransmit material advocating or promoting violence or hatred against individuals or groups, promoting destruction of property or containing sexually explicit material.
- Use chat rooms or social networking sites (including, but not limited to, Facebook, Instagram, Twitter, Tumblr) in school.
- Misrepresent oneself as another person in electronic communications.
- Attempt to breach system security or disrupt the normal operation of the St. Francis network.
- Distribute anyone's personal information (date of birth, address, phone numbers, etc).

St. Francis of Assisi School will not be held responsible for the actions of a student who is in violation of any of the terms of this policy. This responsibility is extended to, but not limited to: loss of data or interruptions of service, the accuracy or quality of information obtained through the school's system, or any financial obligations arising through the unauthorized use of the school's computer resources.

The administration and teachers reserve the right to deny a student the use of a tablet at school, both temporarily and permanently, if there is a violation of this contract.

The tablets will be treated in a way similar to school lockers in that St. Francis of Assisi School reserves the right to review, monitor, and restrict information stored on or transmitted via SFA wireless network and to investigate inappropriate use of the tablet at school (see list above). Absolute privacy and security of files and electronic communication should not be assumed.

Please keep this policy for your records, and sign and return the agreement form below. Students will not be allowed to use tablets in school until this form has been signed and returned.

# STUDENT ACCEPTABLE USE POLICY St. Francis of Assisi Catholic School

## Grades 7-8 Diocese of Lansing

The Diocese of Lansing, Department of Education and Catechesis encourages and strongly promotes the use of technology in the Catholic schools of the Diocese. The primary purpose of St. Francis of Assisi School's (SFA) network is to support students and teachers in the process of teaching and learning in a manner that is consistent with the teachings and mission of the Catholic Church and the school's academic programs. The network provides a wide range of computing resources, including software, hardware, email and Internet access, some of which are accessible on and off campus and are the property of the SFA School.

Use of these technologies is a privilege that carries responsibility and behavioral expectations consistent with all school rules and policies. These policies and measures are designed to protect both students and employees and to ensure the integrity of the electronic information systems used for educational and administrative purposes in this School. In order to maintain the integrity and security of the school's infrastructure, it is crucial that students adhere to certain policies in the use of the network.

In exchange for the privilege of using the SFA network, members of the SFA community agree to accept the responsibilities outlined in this document and are expected to behave in accordance with the policies and procedures outlined in the St. Francis of Assisi School Handbook. Any violation of the following rules will be resolved using the School's regular disciplinary procedures. When applicable, law enforcement agencies may be involved.

### School Responsibilities and Ownership

1. Provide Internet access to its students.
2. Provide email access to students in 7<sup>th</sup> and 8<sup>th</sup> grade.
3. Provide data storage areas through Google Docs for students in 7<sup>th</sup> and 8<sup>th</sup> grade.
4. Email and Google Docs will be treated similar to school lockers. SFA School reserves the right to review, monitor, and restrict information stored on or transmitted via SFA School owned equipment and to investigate inappropriate use of resources. Absolute privacy and security of files and electronic communication should not be assumed.
5. Provide faculty and staff guidance to aid students in doing research and help assure student compliance of the acceptable use policy.
6. Email and Google Docs are full property of St. Francis School. Any violation is subject to administrative review and consequences.

### Student Responsibilities

Students must:

1. Make backup copies of important files onto removable storage.
2. Choose a password for their account that will be private and kept private.
3. Not share their password with other people. ***Students will be held responsible for all activity that occurs under their account names.***

4. Use SFA email for school related communication only. All users should keep in mind that s/he is a representative of the school and all email correspondence that occurs while logged into a SFA email account automatically contains the School's domain name. Therefore it is imperative that **users** be courteous, respectful, and discreet in the use of language.
5. Email and Google Docs are full property of St. Francis School. Any violation is subject to administrative review and consequences.
6. Report violations of this policy to a school employee.

Students **must not**:

1. Engage in illegal activities which include but are not limited to sexually oriented material, obscenity, threats, harassment, fraud, theft, vandalism, copyright violations (including improper copying of licensed software), and unauthorized access.
2. Access, produce, transmit and/or retransmit material advocating or promoting violence or hatred against individuals or groups, promoting destruction of property or containing sexually explicit material.
3. Participate in chat rooms, instant messaging or access personal email.
4. Use file sharing programs to process, copy, and/or download files (i.e. music, video, etc.) that are copyrighted or are proprietary information.
5. Attempt to access another person's account (including e-mail) or private files.
6. Misrepresent oneself as another person in electronic communications.
7. Attempt to breach system security or disrupt the normal operation of the network.
8. Install software or alter hardware or software configurations.
9. Engage in plagiarism or other forms of cheating.
10. Play computer games or access websites that are non-school related (including social networking sites).
11. Send unsolicited mass email messages or spam.
12. Distribute personal information (date of birth, address, phone numbers, etc).

***SFA School will not be held responsible for the actions of a student who is in violation of any of the terms of this policy. This responsibility is extended to, but not limited to: loss of data or interruptions of service, the accuracy or quality of information obtained through the school's system, or any financial obligations arising through the unauthorized use of the school's computer resources.***

Please keep this policy for your records, and sign and return the agreement form on the following page. Students will not be granted access to the SFA network until this form has been signed and returned.

Administration holds full rights for consequences of all violations.

MIDDLE SCHOOL STUDENT TABLET CONTRACT & Acceptable Use Policy  
St. Francis of Assisi Catholic School  
Diocese of Lansing

*Access is a privilege, not a right. Access implies responsibility.*

I have read the St. Francis of Assisi School's Student Tablet Contract and will conduct myself accordingly.

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*Student Name (please print)*

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*Homeroom*

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*Student Signature*

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*Date*

I have read the St. Francis of Assisi School's Student Tablet Contract and will support its implementation.

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*Parent/Guardian Signature*

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*Date*

PERMISSION FORM FOR WORLD WIDE WEB PUBLISHING OF STUDENT WORK St. Francis of Assisi Catholic Middle School Diocese of Lansing

We understand that our child's work, writing, projects (including videos) may be published on the school's web page, a classroom blog managed by a teacher, or the school's wiki spaces site. We further understand that no last name, home address or home telephone number will appear with such work. I grant permission for the World Wide Web publishing. I may withdraw permission in writing at any time.

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*Student Name (please print)*

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*Parent/Guardian Signature*

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*Homeroom*

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*Date*