

## **St. Mary's School**

### **Personally-Owned eReaders Device Policy**

As of April 2014, St. Mary's School (SMS) students in grade K-8 will be permitted to bring a personally-owned tablet or eReader device to school. The use of such personally-owned devices at SMS is restricted to instructional activities under the direct supervision of a staff member only. Students using personally-owned tablets or eReaders must follow the policy stated in the "Acceptance of Responsibility and Device Use Agreement" while on school property, attending school-sponsored activities, or using the SMS Wi-Fi network. SMS is not responsible for any device or data loss, theft, damage or other associated costs of replacement or repair incurred during the school day as a result of participation in this policy.

SMS is also not responsible for the maintenance or configuration of the device. Maintenance and charging are the responsibility of the student, and they are to be completed at home and not at school during instructional time.

Cell phone policy will remain the same. Cell phones that have mobile phone functionality (including but not limited to iPhone, Blackberry, Windows phone, WebOS phone and Android based phones) must be off and out of sight between the school hours of arrival and dismissal. Only the principal or the principal's designee can give students permission to use a cell phone during the school day.

#### **Student Use of Personally-Owned Tablets and or eReaders**

- Use of all personally-owned tablets or eReaders in school must be pre-approved.
- Students using personally-owned tablets or eReaders will always connect to the SMS Wi-Fi network (not cellular service) for instructionally related activities.
- Pre-approved tablets or eReaders shall be used solely for instructional purposes in the classroom.
- Devices that have Wi-Fi capability may not be used for Internet access.
- Devices and/or electronic content cannot be shared with other students.
- Devices are not permitted AT ANY TIME for music (playing or downloading), pictures (taking or sharing), or accessing the Internet for any purpose including the purchase and downloading of new books.
- All devices are strictly prohibited in bathrooms, the cafeteria during lunch, and on the playground during recess.
- Additional prohibited areas may be determined by the teacher.
- Students shall be responsible for adhering to the technology use expectations and their overall use of technology (as documented in the "Acceptance of Responsibility and Device Use Agreement" and SMS regulations referenced therein).

- It is a privilege for students to use their personally-owned tablet or eReader at school, and this privilege shall be taken away if students act irresponsibly or violate school policy.
- Students may not share devices.

### **Procedures for Personally-Owned Tablet or eReader Device Approval**

1. The SMS Personally-Owned Computing/Network Device permission form is required before any student's personally-owned device may be brought into school. The permission form is available for download from the SMS website at the beginning of each school year. Please contact the School Office if you require a printed copy to be sent home.
2. Student(s) must return completed and signed form to their teacher.
3. Forms will be submitted to the SMS principal for approval. Once the device is approved, the hardware address for that device will be registered into an SMS database. No device should be powered on that by a student who does not have a signed "Acceptance of Responsibility and Device Use Agreement" permission form on file in the school office.

**INTERNET USAGE AND PERSONALLY OWNED COMPUTING DEVICE  
ACCEPTANCE OF RESPONSIBILITY AND DEVICE USE AGREEMENT  
PERMISSION FORM**

The purpose of this document is to inform parents, guardians, and students of the rules governing the use of personally-owned computing devices while on or near school property. Please read the following information carefully before signing the attached permission form.

**Introduction**

St. Mary's School (SMS) is pleased to offer students access to school computers, the Internet, and an array of technology resources to promote educational excellence. Each student is responsible for his/her use of technology whether personal or school-provided. While using school or personal technology resources on or near school property, at school-sponsored events, as well as using the school's technology resources via remote access, each student must act in a manner consistent with school and legal guidelines. It is the joint responsibility of school personnel and the parent or guardian of each student to educate the student about his/her responsibilities and to establish expectations when using technology.

**Using SMS Technology Resources**

The information systems and Internet access available through SMS are available to support learning, enhance instruction, and support school system business practices. The SMS information system is operated for the mutual benefit of all users. The use of the SMS network is a privilege, not a right. Users should not do, or attempt to do, anything that might disrupt the operation of the network or equipment and/or interfere with the learning of other students or work of other SMS employees.

The SMS network is connected to the Internet. All access to the SMS network shall be preapproved by the principal. The school or office may restrict or terminate any user's access, without prior notice, if such action is deemed necessary to maintain computing availability and security for other users of the system.

SMS implements Internet filtering in accordance with the federal Children's Internet Protection Act. SMS will continually educate students on personal safety practices and effective techniques for identifying and evaluating information and its sources.

**Respect for Others**

Users should respect the rights of others using the SMS network by:

- Using assigned workstations as directed by the teacher.
- Always logging off after finishing work.

- Not deliberately attempting to disrupt system performance or interfere with the work of other users.
- Leaving equipment and room in good condition for the next user or class.

### **Ethical Conduct for Users**

It is the responsibility of the user to:

- Use only his or her account or password.
- Recognize and honor the intellectual property of others; comply with legal restrictions regarding plagiarism and the use and citation of information resources.
- Not read, modify, or remove files owned by other users.
- Use the SMS network and resources in a manner that is consistent with the mission of the school system. The use of the SMS network for personal use is prohibited.
- Abstain from accessing, changing, or deleting files belonging to others.
- All software on any personally owned computing device shall be properly licensed.

### **Respect for Property**

The only software, other than students' projects, to be used on school computers or the school network are those products that the school may legally use. Copying copyrighted software without full compliance with terms or a preauthorized license agreement is a serious federal offense and will not be tolerated. Modifying any copyrighted software or borrowing software is not permitted. In addition:

- Do not modify or rearrange keyboards, monitors, printers, or any other peripheral equipment.
- Report equipment problems immediately to teacher.
- Leave workstations and peripherals in their designated places.

### **Internet Safety and Security**

- Students using a personally owned device to access a wireless connection are only permitted to connect to the SMS Wi-Fi network.
- Appropriate virus-checking software must be installed, updated, and made active prior to any personally owned computing device being placed on the SMS network.
- The use of real-time messaging and online chat is strictly prohibited.
- Users are strictly prohibited from accessing the portions of the Internet that are inconsistent with the educational mission of SMS.
- Devices and/or electronic content cannot be shared with other students.
- Devices are not permitted AT ANY TIME for music (playing or downloading), pictures (taking or sharing), or accessing the Internet for any purpose including the purchase and downloading of new books.
- Users are strictly prohibited from viewing, sending, or accessing personal email accounts.

- Any device placed on the SMS network is subject to discovery under the Freedom of Information Act (FOIA), and possible confiscation by school authorities. SMS reserves the right to monitor and investigate activities on personally-owned computing equipment on the SMS network.

### **Consequences of Misuse of eReader Devices**

- 1<sup>st</sup> Offense: warning by teacher and notification to parents of violation.
- 2<sup>nd</sup> Offense: device will not be permitted in school for the remainder of the school year.

**INTERNET USAGE AND PERSONALLY OWNED COMPUTING DEVICE  
ACCEPTANCE OF RESPONSIBILITY AND DEVICE USE AGREEMENT  
PERMISSION FORM**

I, \_\_\_\_\_ agree to let \_\_\_\_\_

bring his/her personally owned computing device for instructional use at St. Mary's School (SMS). I understand that the student named above will be permitted to use his/her personally owned device, subject to the conditions in this document.

I, \_\_\_\_\_ further agree to let \_\_\_\_\_

access the internet for educational purposes under the supervision of a teacher/faculty member.

I understand that if I agree to allow my student to use his/her own device that SMS is not responsible for any device or data loss, theft, damage or other associated costs of replacement or repair incurred during the school day or at home as a result of participation in this program. I understand that the SMS staff will be unable to store, support, or troubleshoot student owned devices. The student named above will take full responsibility for the device and will appropriately secure all devices when not in use.

SMS uses technological measures such as filtering to promote internet safety. Filtering limits students' ability to access harmful internet sites from any device connected to the SMS network, but only when this equipment is used in school on the SMS network. Access through cellular networks does not provide the same measures of filtering. Students may only use the SMS network (not private cellular service) for internet access while on SMS property.

I understand that the purpose of allowing my student to use his/her own device is to participate in teacher approved activities in support of the SMS curriculum. Use of devices for non-instructional activities, unrelated to the SMS educational program is prohibited during the school day.

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Parent or Guardian Signature

\_\_\_\_/\_\_\_\_/\_\_\_\_  
Date

**Student Acceptance:**

I agree to adhere to the SMS guidelines as presented. I will utilize the device(s) for instructional purposes only while on SMS property or on the SMS network.

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Student Signature

\_\_\_\_/\_\_\_\_/\_\_\_\_  
Date

**To be filled in by Parent/Guardian.** If you need assistance with collecting this information, please speak with Mrs. Powers.

**Device Type (Make & Model):** \_\_\_\_\_

**Serial Number:** \_\_\_\_\_