

All Souls Catholic School
Student Tablet, Network, and Internet Access
Middle School Acceptable Use Policy

2022-2023

All Souls Catholic School (ASCS) provides tablets, network and internet access for student use. The following policy sets forth ASCS's policy on the use of these resources.

Educational Purpose

Tablets, network, and internet access are provided for a limited educational purpose. The term "educational purpose" includes classroom activities, projects, school development, and limited high quality personal research connected to the student's education. Students are responsible for appropriate behavior while using tablets, network and internet access. ASCS has the right to place reasonable restriction on the materials that students access or post through the network or internet. Students are expected to follow the rules set forth in the All Souls Catholic School Student Handbook as well as federal, state, and local laws.

Tablet Access

Middle School students will be provided a tablet for use during the school year. **Insurance (paid at time of enrollment) covers only one cracked/broken screen per the life of the unit.** Students may choose to bring and use their own peripherals for the tablet, but they must adhere to the same guidelines in this Acceptable Use Policy (AUP) and the All Souls Catholic School Student Handbook.

ASCS has a limited warranty for the tablets which does not include accidental damage coverage. Any malfunctions or damage, due to neglect, caused outside of what is covered by the warranty and insurance will be the responsibility of the student and parent/guardian. To replace a tablet, students will be charged the full replacement price (approximately \$900).

Network Access

Students will be provided access to the school network that permits them to save documents, back up files and print. It is recommended that a student backup all work to an external source (flash drive, portable HD). Students must use this network and its services for educational purposes only. Students may print to a school printer only when given permission by their teacher, and then only educational materials may be printed.

Internet Access

Electronic resources are increasing daily and the internet has become as valuable an educational tool as a textbook. ASCS students will have access to the internet while at school. Students will also need internet access while at home to take advantage of other available educational opportunities such as RenWeb, Accelerated Reader, Houghton Mifflin Harcourt, and Pearson Realize. While at home it is the parent's responsibility to ensure that school issued equipment is used in an appropriate manner for education. **Tablets are for the student's use only and should not be used by any other student or family members.**

Acceptable Uses and Responsibilities

- Students are responsible for following proper procedures and guidelines, for acting appropriately, and for using the school tablet, network and internet access for school related projects. Students who have specific questions regarding the appropriateness of actions are responsible for checking with a teacher or staff member. Students who are aware of improper use of the school tablet, network and internet access are expected to report this promptly to school personnel.
- The internet access provided by ASCS has a filter in an effort to block visual and textual displays that are considered harmful or inappropriate to students. It is impossible, however, to block every site that students may attempt to access. Students and parents/guardians are advised that, despite the school's efforts, students may gain access (intentionally or unintentionally) to material that may be offensive, objectionable, controversial, or not authorized for educational purposes.
- Students must immediately disclose to their teacher or other school employee any information they view that is inappropriate or makes them feel uncomfortable.
- Teachers/staff members are expected to supervise and guide students' use of the tablet, network and internet access during school hours in the classroom.
- Parents/guardians are expected to supervise and guide students' use of tablet and internet access outside school and for reinforcing expectations pertaining to responsible use of tablets and internet access.
- While on school property the tablets may be used solely for educational purposes approved by your teacher, **not for personal use such as sending personal emails, instant messaging, updating social network media, playing games, etc.** Any use of the tablet must also comply with other sections of the All Souls Catholic School Student Handbook that pertain to the use of electronic devices at ASCS.
- Students are responsible for their school login and must take all reasonable precaution to prevent others from being able to use their account. All Middle School students will have unique passwords and **under no conditions** should a student provide their passwords to anyone other than staff.
- Students must use the tablet and internet access in ways that comply with the policies regarding plagiarism and copyright regulations as outlined in the All Souls Catholic School Student Handbook.

Inappropriate Use

Access to the tablet, network, and internet is a privilege, not a right. Inappropriate use of these resources by a student will result in disciplinary action up to and including cancellation of privileges, detention, and or conduct referral. Following is a list of inappropriate uses of the Tablet, network, and the internet. However, it is by no means all-inclusive.

- Students will not gain or attempt to gain unauthorized access of the Tablet, network, or internet or go beyond their authorized access. This includes attempting to log in through another person's account or accessing another person's files.
- Students will not make deliberate attempts to disrupt the computer system or destroy data by deleting files, spreading viruses or other means.
- Students will not download software of any kind without prior approval of their instructor; all necessary software for educational purposes is already installed on tablets.
- Student's will not access and use the webcam on the tablets. They have been disabled and any attempts in changing that status will result in immediate loss of privileges.
- Students shall not type, post, or send profanity or inappropriate material with the Tablet, network, or internet access. This applies both at school and off school property. All use of the Tablet must comply with the All Souls Catholic School Handbook.
- Students must not attempt to use the system to access material that is profane or inappropriate (i.e. pornography), that advocates illegal or dangerous acts, or that advocates violence or discrimination towards others (i.e. hate literature).
- Students will not use the tablet, network, or internet to send messages that are derogatory toward staff, students, or friends/contacts outside of school. Cyberbullying is a serious offence that can lead to criminal charges.
- Students should expect limited privacy in the contents of their assigned Tablet or personal equipment that is used at the school. The school retains the right to inspect, at any time, the material on the flash drive or tablet that is on school property.
- The technology coordinator and Principal may randomly review files, network, and internet activity, and messages on tablets or flash drives to maintain system integrity and ensure that students are using the system responsibly.

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Consent

Our signatures below indicate that we have reviewed and discussed the Diocese of Orlando, Network, and Internet Access Acceptable Use Policy with our child. We understand that violation of this policy can result in cancellation of privileges, detention, conduct referral, or suspension/expulsion. Middle School students are be provided a tablet for use during the school year. **Tablets are for the student's use only and should not be used by any other student or family members. Insurance (paid at time of enrollment) covers only one cracked/broken screen per the life of the unit.** Students may choose to bring and use their own peripherals for the tablet, but they must adhere to the same guidelines in this Acceptable Use Policy (AUP) and the All Souls Catholic School Student Handbook.

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Print Name of Student:

Grade:_____

Print Name of Parent(s)/Legal Guardian(s):

Signature of Student:

Signature of Parent(s)/Legal Guardian(s):

Date:

Date:
