



## HOLY SAVIOR ACADEMY PERSONALLY OWNED COMPUTING/NETWORK DEVICE ACCEPTANCE OF RESPONSIBILITY AND DEVICE USE AGREEMENT PERMISSION FORM

**Holy Savior Academy** strongly believes in the educational value of electronic services and recognizes their potential to support its curriculum and student learning by facilitating resource sharing, innovation, and communication. By utilizing a filtering system, **Holy Savior Academy** will make every reasonable effort to protect students and teachers from any misuses or abuses as a result of their experience with an information service. This places **Holy Savior Academy** in compliance with CIPA (Children's Internet Protection Act). You and your child's signatures will indicate acknowledgment and understanding of the following standards. These standards have been cross-referenced with other sections of the **Holy Savior Academy Student Code of Conduct** to provide information to students and parents regarding possible violations and consequences. Please refer to other sections of the **Holy Savior Academy Student Code of Conduct** for additional information for violating these standards. As a user of this service, your child will be expected to abide by the following rules of network etiquette.

### 1. Personal Safety

- a. I will not post personal contact information about myself or other people without the permission of my parents and teacher. Personal contact information includes but is not limited to my photo, address or telephone number.
- b. I will not agree to meet with someone I have met online without my parent's approval.
- c. I will promptly disclose to my teacher or other school employee any message I receive that is inappropriate.

### 2. Illegal Activities

- a. I will not attempt to gain unauthorized access to **Holy Savior Academy** network resources or to any other computer system to go beyond my authorized access. This includes attempting to log in through another person's account or access another person's files. These actions are illegal, even if only for the purposes of "browsing."
- b. I will not make deliberate attempts to disrupt the computer system or destroy data by spreading computer viruses or by any other means. These actions are illegal.
- c. I will not use **Holy Savior Academy** network to engage in any other illegal act, such as arranging for the purchase of alcohol, engaging in criminal gang activity, or threatening the safety of a person.
- d. I will not read, move, rename, edit, delete, or in any way alter the files that have been created or organized by others.

- e. I will not install software on any **Holy Savior Academy** computers or on the **Holy Savior Academy** network without direct supervision of **Holy Savior Academy** staff.
- f. I will not alter hardware or software setups on any **Holy Savior Academy** computer resources.

### 3. Security

- a. I am responsible for my individual account and should take all reasonable precautions to prevent others from being able to use my account.
- b. I will immediately notify a teacher or the system administrator if I have identified a possible security problem with the network or peripheral computers. I will not go looking for these security problems, because this may be construed as an illegal attempt to gain access.
- c. I will take all precautions to avoid the spread of computer viruses.
- d. I will not attach non-**Holy Savior Academy** computer equipment or peripherals to the **Holy Savior Academy** network or its infrastructure. This is not to include data storage devices such as USB drives, flash drives, floppy disks, or CDs.

### 4. Inappropriate Language

- a. Restrictions against inappropriate language apply to public messages, private messages, and material created for assignments or to be posted on web pages.
- b. I will not use obscene, profane, lewd, vulgar, rude, inflammatory, threatening, or disrespectful language.
- c. I will not engage in personal attacks, including prejudicial or discriminatory attacks.
- d. I will not harass another person. Harassment is persistently acting in a manner that distresses or annoys another person.
- e. I will not knowingly or recklessly post false or defamatory information about a person or organization.

### 5. Respect for Privacy

- a. I will not repost a message that was sent to me privately without permission of the person who sent me the message.
- b. I will not post private information about another person.

### 6. Respecting Resource Limits

- a. I will use the technology at my school only for educational and career development activities.
- b. I will not post chain letters or engage in "spamming." Spamming is sending an annoying or unnecessary message to a large number of people.
- c. I will not download or use games, pictures, video, music, instant messaging, e-mail, or file sharing applications, programs, executables, or anything else unless I have direct authorization from a teacher, it is legal for me to have the files, and it is in support of a classroom assignment.

- d. I understand that **Holy Savior Academy** personnel may monitor and access any equipment connected to **Holy Savior Academy** network resources and my computer activity. **Holy Savior Academy** personnel may delete any files that are not for a classroom assignment.

#### 7. Plagiarism and Copyright Infringement

- a. I will not plagiarize works that I find on the Internet or on the computers at my school. Plagiarism is taking the ideas or writings of others and presenting them as if they were my own.
- b. I will respect the rights of copyright owners. Copyright infringement occurs when I inappropriately reproduce a work that is protected by a copyright. If a work contains language that specifies appropriate use of that work, I will follow the expressed requirements. If I am unsure whether or not I can use a work, I will request permission from the copyright owner. If I am confused by copyright law, I will ask a teacher to answer my questions.

#### 8. Inappropriate Access to Material

- a. I will not use district network resources to access or store material that is profane or obscene, that advocates illegal acts, or that advocates violence or discrimination toward other people.
- b. If I mistakenly access inappropriate information, I will immediately tell my teacher or an administrator and will not attempt to access the inappropriate information again.
- c. My parents will instruct me if there is additional material that they think it would be inappropriate for me to access. The **Holy Savior Academy** fully expects that I will follow my parent's instructions in this matter.
- d. I understand that internet access is provided for support of classroom assignments, and I will not attempt to surf anonymously or modify the computer in any way to allow me access to websites or applications I am not authorized to use.

#### 9. Personal equipment

- a. I will be fully responsible, at all times, for the personally owned device brought to school.
- b. **Holy Savior Academy** is not liable for any loss/damage/theft of a personally owned device.
- c. I will be responsible for the condition of the device brought to school, including updates, antivirus software, configuration, and any other applicable normal maintenance.
- d. My authorized personal devices should be charged and recharged outside of school, unless specific permission is granted.
- e. Device use is limited exclusively to the classrooms policies of teachers participating in the BYOD Program.

### **Consequences for Violation**

Violations of these rules may result in disciplinary action, including the loss of a user's privileges to use the school's information technology resources. Further discipline may be imposed in accordance with the Holy Savior Academy Code of Conduct up to and including suspension or expulsion depending on the degree and severity of the violation.

### **Supervision and Monitoring**

The use of **Holy Savior Academy** owned information technology resources is not private. School and network administrators and their authorized employees monitor the use of information technology resources to help ensure that uses are secure and in conformity with this policy. Administrators reserve the right to examine, use, and disclose any data found on the school's information networks in order to further the health, safety, discipline, or security of any student or other person, or to protect property. They may also use this information in disciplinary actions, and will furnish evidence of crime to law enforcement.

The **Holy Savior Academy** reserves the right to determine which uses constitute acceptable use and to limit access to such uses. The **Holy Savior Academy** also reserves the right to limit the time of access and use.



**PERSONALLY OWNED COMPUTING/NETWORK DEVICE ACCEPTANCE OF RESPONSIBILITY AND DEVICE USE AGREEMENT PERMISSION FORM**

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

**Name of parent or guardian**

**Name of student**

bring their personally owned computing device for instructional use in **Holy Savior Academy**. I understand that the student named above will be permitted to use their personally owned device, subject to the conditions in this document.

I understand that if I agree to allow my student to use their own device that **Holy Savior Academy** 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 **Holy Savior Academy** 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.

**Holy Savior Academy** 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 **Holy Savior Academy** network, but only when this equipment is used in school on the **Holy Savior Academy** network. Access through cellular networks does not provide the same measures of filtering. Students should only use the **Holy Savior Academy** network (not private cellular service) for internet access while on **Holy Savior Academy** property.

I have read and concur with the Internet Acceptable Use Policy. I further understand that any violation of the above may result in the loss of network and/or device privileges as well as other disciplinary action.

As a parent I understand that my child will be responsible for abiding by the above policy and guidelines. I have read and discussed them with her/him and they understand the responsibility they have in the use of their personal device.

I understand that the purpose of allowing my student to use their own device is to participate in teacher approved activities in support of the **Holy Savior Academy** curriculum. Uses of these devices for unrelated activities beyond or outside the **Holy Savior Academy** educational program are prohibited.

\_\_\_\_\_  
Parent or Guardian's Signature

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

## **5.11 Bring Your Own Device (BYOD) Policy**

**In order to foster the creation of 21<sup>st</sup> century learning environments, schools may allow students to bring their own technology devices to the classroom for educational purposes. If this decision is made, a school policy and guidelines must be developed and an acceptable use agreement, delineating appropriate behavior, must be signed by the student and the parents. The policy will pertain to: laptops, iPads, tablets, netbooks, and cell phones with browsing capabilities for educational use only.**

**The device may not be used for: (a) text messaging, (b) game playing, (c) picture taking, (d) email access, or (e) harassment or threatening another person.**

**Students are never required to bring in outside technology to school. All students will continue to be able to utilize school equipment, and no student will be left out of the instructional process.**

In order to comply with this policy and the specific guidelines in each school, the following Procedures will be observed:

- Students will only use appropriate technology at teachers' discretions.
- Students will only use appropriate educational applications on their device (i.e. not games and/or non-school related tasks and functions).
- Students are permitted to access only the school's network through personal devices, not private networks.
- Students will not attempt to gain unauthorized access to the school's network resources. Unauthorized access includes logging in through another person's account or accessing another person's files.
- Students are not to call, text message, email, or electronically communicate with others from their personal device, including other students, parents, guardians, friends, and family during the school day.
- Students are not permitted to use any electronic device to record audio, video, or take pictures of any student or staff member without their permission.
- Students not following expectations for use of personal devices will face school disciplinary measures and lose the privilege to utilize personal devices in school for a period of time commensurate with the infraction.

### **5.11.1 Personal Devices**

A personally owned device shall include all existing and emerging technology devices that can take photographs; record audio or video; input text; upload and download media; and transmit or receive messages or images. Examples of a personally owned device shall include but is not limited to: MP3 players and iPods; iPads, Nooks, Kindles, and other tablet PCs; laptop and netbook computers; personal digital assistants (PDAs), cell phones and smart phones such as BlackBerry, iPhone, or Droid, as well as any device with similar capabilities.

### **5.11.2 Educational Purposes**

Personally owned devices are permitted for use during the school day for educational purposes only in approved locations. Educational purposes include classroom activities, career development, and communication with experts, homework, and limited high quality self-discovery activities. Students are expected to act responsibly and thoughtfully when using technology resources. Students bear the burden of responsibility to inquire with school administrators and/or teachers when they are unsure of the permissibility of a particular use of technology prior to engaging in the use. Students must be aware of appropriateness of communications when using school or personally owned devices.

### **5.11.3 Inappropriate Use**

Inappropriate communication includes, but is not limited to, the following: obscene, profane, lewd, vulgar, rude, inflammatory, threatening, or disrespectful language or images typed, posted, or spoken by students; information that could cause damage to an individual or the school community or create the danger of disruption of the academic environment; personal attacks, including prejudicial or discriminatory attacks; harassment (persistently acting in a manner that distresses or annoys another person) or stalking of others; knowingly or recklessly posting false or defamatory information about a person or organization; and communication that promotes the destruction of property, including the acquisition or creation of weapons or other destructive devices. If a student is told to stop sending communications, that student must cease the activity immediately.

Personally owned devices used in school are not permitted to connect to the Internet through a 3G, 4G, or other content service providers. Personally owned devices must

access the internet via the school's secured wireless network. The school prohibits use of personally owned devices in locker rooms, restrooms, and nurses offices.

Students are not permitted to use any electronic device to record audio or video media or take pictures of any student or staff member without their permission. The distribution of any unauthorized media may result in discipline including but not limited to suspension, criminal charges, and expulsion.

The school reserves the right to monitor, inspect, copy, and review a personally owned device or file when administration has a reasonable suspicion that a violation has occurred.

Students may not utilize any technology to harass, threaten, demean, humiliate, intimidate, embarrass, or annoy their classmates or others in their community. This is unacceptable student behavior known as cyber bullying and will not be tolerated. Any cyber bullying that is determined to disrupt the safety and/or well being of the school is subject to disciplinary action.

#### **5.11.4 Liability**

The school shall not be liable for the loss, damage, misuse, theft of any personally owned device brought to school. Students bring their own devices to school to use at their own risk. It is the student's responsibility for the upkeep and protection of their devices as follows:

- Personal devices that are broken while at school or during school-sponsored activities
- Personal devices that are lost or stolen at school or during school-sponsored activities
- Maintenance or upkeep of any device (keeping it charged, installing updates or upgrades, fixing any software or hardware issues)

#### **5.11.5 Acceptable Use Agreement**

After reading the Policy, parents will sign yearly the "Personally Owned Computing/Network Device Acceptance of Responsibility and Device Use Agreement Permission Form". [See Appendix - SS.4 Personally Owned Computing/Network Device Acceptance of Responsibility and Device Use Agreement Permission Form]