

Responsible Use Policy

A Human and Christian Education for the 21st Century

Christian Brothers High School (CBHS) is committed to harnessing our students' energy and enthusiasm for technology and directing it toward learning to thrive as 21st century communicators, thinkers and problem-solvers. Students must be versed in the essential skill areas of complex communication, new media literacy, collaboration, creativity, and self-directed learning. Students are expected to use all technology on campus as a means to achieve these ends. The policies stated herein are designed to express a framework and to set forth general principles for use of technology resources at CBHS. Any use of technology that is contrary to the mission of the school will be considered a punishable offense including, but not limited to, those directly addressed in this policy.

The policies, procedures and information in this document are school-wide. ***Teachers may establish additional policies and requirements for use in their classrooms.***

While on campus, students should use technology (both personally-owned and school-owned devices) to:

- **Access** the LMS (Learning Management System—Schoology) and the SIS (Student Information System—PowerSchool) to communicate with teachers, counselors and administrators and to keep track of assignments, grades, and course communications.
- **Manage** information including course notes, assignments in a paperless environment.
- **Conduct** research.
- **Create** and convey content that illustrates understanding of course material.
- **Communicate** appropriately with classmates, teachers, counselors and administrators.

iPad 1:1 Program Policies and Procedures

Personally Owned iPads

Students are required to bring a fully-charged, personally-owned iPad to school daily for educational purposes. Parents and students accept responsibility for iPad security, maintenance, and repair. CBHS assumes no responsibility or financial liability for any damage the student or parent suffers including, but not limited to: theft, physical damage, loss, software malfunction, or loss of data on the iPad, on or off campus.

Students are responsible for managing iPad capacity, content, and settings.

School Use

iPads are intended for use at school each day for classroom work, school messages, announcements, calendars, etc. Students are responsible for bringing their iPad to all classes, unless specifically instructed not to do so by their teacher.

If a student does not have the iPad in class or the battery is not charged, she/he is responsible for completing all course work expected that day. The absence of a charged iPad will not excuse the student from completing assignments or fully engaging in class activities. Loaner iPads will not be issued for students leaving an iPad at home or whose iPad is not charged.

Student/Parent Responsibilities

Enrollment in Mobile Device Management System:

As part of CB's 1:1 iPad Program, students are required to enroll their iPad with CB's mobile device management system (MDM) called Meraki. Enrolling in Meraki is necessary as it enables the iPad to connect with CB's network and gain access to the Internet. It also provides safeguards and filters to limit access to inappropriate websites and material while on campus. Students will be held accountable for any deliberate attempt to remove the management profile. For security reasons, wireless network changes will occur at random. Removal of Meraki may eliminate apps, settings, and Internet connection essential to optimizing the iPad in the CBHS academic environment.

Recommended Security Measures

Students are responsible for securing their iPad at all times. CBHS recommends the following security measures:

- Keep iPad with student or locked in locker at all times, including during after school activities and sports.
- Store and utilize iPad in protective case.
- Password-protect device and do NOT share the password.
- Keep Apple ID and password private.
- Enable the "Find my iPad" feature found in "settings" of the iPad.
- Immediately report lost or missing iPad to the Deans' Office.
- Optional warranty program through Apple or a third-party vendor.
- Optional insurance protection through Apple or a third-party vendor.
- Add devices to family homeowner's or renter's insurance.

Device Capacity, Sound, and Personal Streaming

Academic content takes precedence over personal files and apps. In the case of memory space conflict, personal files/apps must be removed.

Overuse of streaming may impede the network capability and students may be asked to curb iPad use occasionally at lunch times to allow for classroom use of the network.

Sound must be used in a respectful and responsible manner at school. Earphones may be worn outside of class time and with teacher permission in class.

School Responsibilities

The school will:

- Provide internet access to staff and students for the purpose of study, research, service, and other activities, which must be used in the conduct of official school business or in furtherance of the mission and purpose of Christian Brothers High School.
- Provide a Learning Management System (Schoology) that will help students access and post assignments and class information, receive school-wide announcements, calendar events, and provide a streamlined method of communication for students, teachers, administrators, and staff.
- Assist students experiencing difficulty with connecting their devices to campus wireless, and basic support for general iPad use.

iPad Temporary Replacement Program

1. If a student's device is lost, stolen, or broken, that student should obtain an *iPad Issue Form* available in the front office, the main office, from the Deans and/or the iPad help desk.
2. If a student's device is lost or stolen on campus, this issue should be reported directly to the Deans' office.
3. Once this form is completed, the educational technology specialist, the assistant principal for curriculum and instruction, or one of the Deans will contact the student within 24 hours.

4. If it is determined that a replacement iPad is needed for the interim of the iPad's absence (due to replacement or repair), said iPad will be issued only after parent signatures and a security deposit are acquired.

CBHS Campus-Wide Technology

Electronic Devices and Portable Devices

Other electronic and portable devices, such as cell phones and iPods, are allowed on campus. These devices may be used as long as they do not interfere or cause distraction. Cell phones may be used outside of class time. Cell phones may *not* be used in the classroom, unless authorized by a teacher. Students who violate this rule may have their device confiscated and disciplinary action may be taken. Many cell phones function as mini computers. As such, *they are subject to all terms and conditions that apply to other technology devices on campus.*

Christian Brothers High School reserves the right to inspect the contents of any electronic device brought on campus.

Network Vandalism

Vandalism or intentional modification of system settings on school-owned devices will result in cancellation of privileges and/or school disciplinary action. The school reserves the right to seek financial restitution for any damage caused by a student or other user. The system administrators, in collaboration with school administrators, will deem what is inappropriate use and their decision is final. The system administrators may close an account at any time. The administration, faculty and staff may request the system administrator to deny, revoke, or suspend specific user privileges. The deans of students will deal with violations of the rules and code of ethics described above. Violators are subject to loss of computer privileges, suspension, or dismissal.

Online Academic Dishonesty

- CBHS does not allow the distribution of unauthorized test or exam information via cell phone, iPad, etc., taking online tests for others, hacking into CBHS personnel computers or grading programs.
- Submission of another's work found on the Internet is online cheating whether the product is a document, an oral or visual presentation, or another type of media.
- Using the work of others found online without citing the resource is plagiarism.
- CBHS may use *Turnitin.com* or other sites as resources to check at random for plagiarism.
- Students cannot copy text or pictures from the Internet and submit them as personal work. Students must properly cite any Internet resources used.

Camera Use Policy

Students must use good judgment and follow the predefined CBHS rules of conduct when using cameras. Cameras must not be used to take discriminatory, harassing, violent, threatening, or obscene photographs or videos, nor are they to be used to embarrass anyone in any way. Any use of cameras in restrooms or locker rooms, regardless of intent, will be treated as a serious violation. Cameras and microphones may be used in the classroom only with express permission by the teacher.

Strictly Prohibited Student Use

CBHS reserves the right to make final decisions regarding use that is unacceptable, even if the precise type of use is not defined here. CBHS reserves the right to inspect the contents of *any* electronic devices brought on campus. The following are strictly prohibited:

- Inappropriate use of any device that disrupts or distracts classroom activity and learning.
- Unauthorized recording of CBHS faculty and staff.
- Sending, accessing, uploading, downloading, or distributing offensive, profane, threatening, pornographic, obscene, violent, harassing, discriminatory, or sexually explicit material.
- Cyber bullying/harassment: distributing content that attempts to be harmful or cruel to another student or individual through offensive electronic communication. Serious incidents, including “sexting,” threats, or intentionally embarrassing students, teachers or staff, will be turned over to law enforcement authorities.
- Establishing of personal webs sites or participation in blogs or social networking sites containing material or connections to material contrary to the teaching, mission, and philosophy of CBHS or that amount to bullying, or that include harassing, discriminatory, obscene, threatening or violent content.
- Use of unauthorized chat rooms, message boards or sites selling student work.
- Spamming or sending mass emails or emails that violate school policy.
- Use of anonymous or false communications.
- Unauthorized distribution of personal information over the internet.
- Gaining access to another student’s email/LMS account or iPad data without authorization.
- Use of school’s internet for financial or commercial gain or for any illegal activity.
- Attempting to bypass CBHS web filtering software.
- Attempting to gain unauthorized access to system programs or computer equipment.
- Use of the school’s name or logos, or use that negatively impacts the school’s reputation.

Policy Enforcement

Christian Brothers High School reserves the right to discipline students for violation of this Responsible Use Policy in accordance with the disciplinary consequences outlined in the “Rules of Conduct.” Violations are subject to a full range of consequences including: detention, behavioral contract, suspension, and dismissal.

Right to Amend: Christian Brothers High School reserves the right to amend these policies and procedures as required.

By submitting enrollment materials, parents/guardians/students agree to authorized technology use and to abide by all policies, guidelines and rules outlined in the *2013-2014 Parent/Student Handbook*.