



St. Thomas the Apostle School  
Acceptable Use of Technology Plan  
2021-2022

Updated August 2021

## **Technology and Learning, a Vision for St. Thomas the Apostle School**

Our goal is to develop the optimum mix of modern technology and traditionally successful education methods to maximize the educational experience of our students. Professional development and the integration of use of technology in daily learning activities are a major focus at St. Thomas the Apostle School.

The St. Thomas the Apostle School Community envisions using technology to develop a learning community where:

- Students are engaged in a challenging curriculum that is focused on inquiry-based, hands-on learning. Students refine critical thinking skills and develop effective communication skills. Students become comfortable using technology and become adept in applying fundamental technical knowledge to ever-changing applications.
- Teachers use technology to support learning across the curriculum. They function as facilitators, mentors, advocates, and managers of information. Through on-going, comprehensive development, all teachers will acquire the knowledge and skills necessary to integrate technology into a challenging and interdisciplinary curriculum that addresses student needs, developmental levels, and learning styles.
- The school is an environment where students and staff have access to current technology, tools, and applications that support the curriculum.

### **Personal Devices**

Personally owned devices used in school are not permitted to connect to the Internet through 3G, 4G, or other content service providers. The school prohibits use of personally owned devices in restrooms and the nurse's office.

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.

### **Personal Device Policy**

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, smart watches (i.e. Apple Watch), personal digital assistants (PDAs), cell phones and smartphones such as iPhone, Android, BlackBerry, as well as any device with similar capabilities.

Employees and students are not required to bring in outside technology to school. 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 are permitted to access only the school's network through school-issued Chromebooks/laptops, not private networks.
- Students will only use school-issued technology at the teachers' discretion.
- Students will only use appropriate educational applications on their device (i.e. not games and/or non-school related tasks and functions).
- **Cell phones must be turned off for the duration of the school day.**
- **Students are not to call, text message, email, or electronically communicate with others from their personal device, including parents, guardians, friends, and family, from the time they enter the school building at the start of the day until leaving the building when they are dismissed.**
- Students are not permitted to use any electronic device to record audio, video, or take still pictures of any student or staff member without their permission.

## **Liability**

The school shall not be liable for the loss, damage, misuse, or 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 personal devices.

## **Internet Acceptable Use Policy**

The use of technology must be consistent with the philosophy and Catholic educational mission of the school. The school administration reserves the right to make determinations that particular uses are or are not consistent with the mission of the school.

The school considers the information gathered from the Internet and obtained from all other software in the same manner as all other reference materials, in that such resources must enhance the learning environment. GoGuardian monitoring software is installed on all student devices.

Students' pictures should not be posted on the Internet without the express written permission of the parent/guardian. Students' photos that are posted on the internet should not have any identifying information attached to the photos.

Access to, and use of, the Internet and other computer-related technology, may not be obtained in a manner that:

- Intentionally interrupts network traffic
- Degrades or disrupts equipment
- Constitutes plagiarism

- Gains or seeks unauthorized access to the files of others or vandalizes the data of another person
- Forges communication or uses an account owned by others
- Invades the privacy of others

Written permission of the parent/guardian will be obtained in order for a student to gain access to school-provided technology and network. All parents/guardians and students in grades 3-8 will sign and return the “Acceptable Use of Technology” signature page. Students using the Internet are responsible for their behavior in accordance with the school’s disciplinary policy.

## **Violations**

Individuals violating this policy shall be subject to the consequences which includes but is not limited to:

- Suspension of network privileges
- Suspension of computer privileges
- Detention
- Suspension from school
- Legal action by the authorities

## **Acceptable Use of Technology Signature Page**

The attached Acceptable Use of Technology signature page must be signed by **both parents/guardians**, as well as by any student in grades 3-8 before they will be granted access to any of the school’s technology or devices. Please return the form to your child’s homeroom teacher by the first Friday of the school year.

## **Technology Equipment Release form for Grades 1-4 and 5-8**

The attached Technology Equipment Release form signature page must be signed by the student and **both parents/guardians**. Please return the form to your child’s homeroom teacher by the first Friday of the school year.