

Acceptable Use Policy for Technology

Goals for Student Users

- To increase students' productivity in and outside of the classroom when completing assignments, projects, and other activities.
- To capitalize on the vast array of academic resources that support best practices.
- To facilitate mobile learning across the school campus and beyond.
- To promote leadership in one's own learning by establishing access to educational resources and providing a host of tools to craft academically relevant information.

General Information

Student use of a device in school falls under the guidelines of Annunciation School's Acceptable Use Policy for Technology, found in the student handbook. Access to the internet is monitored through Annunciation school's content filtering software and all rules and expectations apply to the use of the device. All applications, activity, and documents stored on the device are the property of Annunciation and subject to regular review and monitoring.

Students should not:

- Modify the device in any way other than those instructed by the teacher.
- Exchange device with another student.
- Allow other students to retain or remove the device from their presence.
- Apply any permanent marks, decorations, or modifications to the device.
- Remove the supplied cover for the iPad.
- Disable the device or its applications.

Failure to comply with these guidelines will be treated as failure to comply with the school's Acceptable Use Policy for Technology and will be dealt with as specified in the school's discipline code. The student will also pay the replacement cost of the device, or, if applicable, any insurance deductible if any malicious attempt to destroy the device has been discovered.

Use of the Device

Use of the device requires regular maintenance to keep the device performing well:

- Clean the screen only with approved cleaning towels.
- Make sure hands are clean before using.
- Keep away from food and drink.
- Sign out of all online tools (i.e. Google) and logging off the laptop when finished.
- Report any software/hardware issues to the teacher as soon as possible.
- Keep the iPad or laptop in its cart when not in use.

Student Pledge for Device Use

- I will take good care of the device by:
 - Not modifying the device's settings in any way, including (but not limited to) turning on the alarm, changing the desktop image, and moving apps.
 - Being gentle with the laptop keyboard and not removing keys.
 - Treating others' devices respectfully; I will not intentionally move, hide, or use another student's device without his/her knowledge.
 - Using a soft cloth to clean the screen.
 - Keeping the device away from food or beverages.
 - Not marking the device (with any writing utensil or other medium) or adding anything (stickers, etc.) to the device.
 - Not placing any objects on top of the device.
 - Keeping the supplied iPad cover on the iPad at all times.
- I understand that the device I use will be inspected after each use by the teacher.
- I will be responsible for all damage caused by abuse.
- I understand that using the device is a privilege, not a right. If I do not adhere to this policy, future usage of the device may be revoked.