

**Saint Peter Catholic School**  
**Mobile Device Policy**

**INTRODUCTION:**

The intent of having mobile devices in use at Saint Peter Catholic School is to allow all teachers and students to enhance their educational experience. Over time our students will be afforded changes in instructional practices across the curriculum. Having mobile devices will also allow students to have more opportunities to learn away from the classroom setting by having the information pipeline at their fingertips. These policies and procedures include expectations, responsibilities and direction of student use of mobile devices as tools to enhance teaching and learning. Our overarching technology policy is still in full effect.

a. File Management

Saving to Google Drive

- Students should save all their work to the Google Drive provided for their email account by the school.
- Students may choose to save to the cloud for storage.

File Storage and Backup

- Limited storage space will be available on issued mobile devices – but it will NOT be backed up in case of reimaging.
- It is the student's responsibility to ensure that work is not lost due to mechanical failure or accidental deletion.
- Mobile device malfunctions are not an acceptable excuse for not submitting work.

b. File Sharing: File sharing involves sharing of files between computers, as in P2P games or airdrop.

- File sharing is prohibited on campus and off campus unless a specific assignment is given by a faculty member that calls for file sharing such as group work on a Google Drive.
- No file sharing software is to be downloaded to any SPCS issued device. Even when not actively sharing files, the download of the software creates a file sharing connection. Examples of file sharing software are: Shareaza, BitTorrent, Kazaa, Bearshare, and Limewire. If file-sharing software is found on a SPCS issued device, a \$25 re-imaging fee will be assessed.

c. Deleting Files: Do not delete any files or folders you do not recognize or did not create. Deletion of system files may render your iPad useless. In the event this occurs, a \$25 re-imaging fee will be assessed. It is always better to ask for help prior to deleting files.

d. Photos, Screensavers, and Wallpapers

If photos of weapons, pornographic material, inappropriate language, drugs, alcohol, gang related symbols, etc are found on a SPCS issued device even through cached internet files, disciplinary action will be taken. A \$25 re-imaging fee will be assessed to rid the computer of any inappropriate content.

e. Security

Attempts to login to the system as any other user or to share any password will result in disciplinary action. If you identify a security problem, you must notify the system administrator immediately.

f. Acceptable Use of Mobile Devices for Audio and Visual Recording:

This includes all devices such as but not limited to Cameras, Camera Phones, Video Recorders, and Tape Recorders.

- Students may not possess any recording device in bathrooms, locker rooms, or other changing areas. Students may not record still or moving images, or audio on campus without permission of a faculty/staff member, or the administration.
- During class, use of headphones to listen to music is permitted at the discretion of the supervising teacher.
- Any audio or video recording may be done only with permission of all parties being recorded. Any recorded audio or video may not be posted in a public location, such as YouTube or Vimeo, without written permission of all parties. Video messaging through FaceTime, Skype, Google+, Hangouts, etc. is prohibited during the school day unless directed to do so by the supervising teacher.

g. Games and Gaming

The school reserves the right to remove any game from a school computer if it is seen as inappropriate or impeding the educational purpose of the computer.

Acceptable Use of Games:

- Teachers may ask students to participate in online games of an educational purpose.

Prohibited Use of Games:

- No game played over the school network is permitted. This includes P2P or server client games such as Call of Duty, Fortnite, Steam, and Internet games where you compete against others.
- No game including violence, adult content, or inappropriate language, is permitted on a SPCS issued or personal device.

h. Network Access

Students must not attempt to access any server or network other than what is public. Students may not utilize proxy servers, bit torrents, etc. to avoid network security settings. Students may not use the network to make online purchases or orders.

i. Software/Apps on Mobile Devices

- Originally Installed Software/Apps: Originally installed apps by SPCS must remain on the Mobile Device in useable condition and be easily accessible at all times. From time to time the school may add additional apps and IOS upgrades. Periodic checks of Mobile Devices will be made to ensure that students have not removed required apps, installed inappropriate material or altered the operation system (also known as jailbreaking the device). Students are not to remove any school installed software, app, profiles, restrictions or tamper in any manner with the device profiles. Students are not permitted to share any pass codes with other students. Failure to adhere to this rule will result in a suspension of the use of the school Mobile Device and other disciplinary action.
- Additional Software/Apps: Other software or apps may be added by the school or student throughout the year.
- Inspection of Mobile Devices: Students will provide their assigned Mobile Device for inspection at any time requested by any school official. Mobile Device use and contents will also be monitored remotely. The school reserves the right to inspect ALL content on the school owned Mobile Devices. All content must meet school guidelines as stated in the Technology Policy.
- Procedure for re-loading Software Apps: If technical difficulties occur, the Mobile Device will be restored by the school from iCloud. The school does not accept responsibility for the loss of any apps or documents deleted due to the necessity of a reformat and/or re-image.
- Software/App upgrades: Upgrade versions of licensed software/apps are available from time to time. Students may be asked to assist with upgrading the operating system. **Any apps or upgrades requiring an Apple ID will be performed by a teacher or other school official.**

j. Acceptable Use

The use of the SPCS technology resources is a privilege, not a right. The privilege of using the technology resources provided by SPCS is not transferable or extendible by students to people or groups outside the school and terminates when a student is no longer enrolled in the school. This policy is provided to make all users aware of the responsibilities associated with efficient, ethical, and lawful use of technology resources. If a person violates any of the User Terms and Conditions named in this policy, privileges may be terminated, access to the school technology resources may be denied, and appropriate disciplinary action shall be applied. The SPCS student handbook and acceptable use stipulations shall be applied to student infractions. Any repair to school owned Mobile Devices is restricted to school authorized technicians. **Violations may result in disciplinary action up to and including suspension and/or expulsion for students. When applicable, law enforcement agencies may be involved.**

k. Student Activities Strictly Prohibited

- Illegal installation or transmission of copyrighted materials.
- Any action that violates existing School policy or public law.
- Sending, accessing, uploading, downloading, or distributing offensive, profane, threatening, pornographic, obscene, or sexually explicit materials.
- Use of chat rooms, sites selling term papers, book reports, and any other form of student work.
- Gaining access to another student's accounts, files, and/or data.
- Use of the school's internet for financial or commercial gain or for any illegal activity.
- Students are not allowed to give out personal information, for any reason, over the internet. This includes, but is not limited to, internet accounts including those necessary for chat rooms, eBay, email, etc.
- Participation in credit card frauds, electronic forgery or other forms of illegal behavior.
- Vandalism (any malicious attempt to harm or destroy hardware, software, or data, including, but not limited to, the uploading or creation of computer viruses or computer programs that can infiltrate computer systems and/or damage software components) of school equipment will not be allowed.
- Transmission or accessing materials that are obscene, offensive, threatening, or otherwise intended to harass or demean recipients.
- Bypassing the School web filter.
- Uninstalling or altering apps and operating systems installed by SPCS is prohibited. (i.e. jailbreaking the device)

l. Legal Propriety

- The student will comply with trademark and copyright laws and all license agreements. Ignorance of the law is not immunity. If you are unsure, ask a teacher or parent.
- Plagiarism is a violation of SPCS student conduct. Give credit to all sources used, whether quoted or summarized. This includes all forms of media on the internet, such as graphics, movies, and text.
- Violation of applicable state or federal laws could result in criminal prosecution and/or disciplinary action by the school.

m. Protecting and Storing the Mobile Device

- Mobile Device Identification: Student Mobile Devices will be labeled in the manner specified by the school. Mobile Devices can be identified based on these labels and thus should not be tampered with in any way.

- Storing the Mobile Device: When students are not using their Mobile Devices, they should be stored in a secured setting such as their locker. Nothing should be placed on top of the Mobile Device.
- Mobile Devices Left in Unsupervised Areas: Under no circumstances should Mobile Devices be left in unsupervised areas. Any Mobile Device left unsupervised is in danger of being stolen or damaged. When a Mobile Device is found unattended and brought to the office, a student will be charged a \$5.00 retrieval fee. Repeated lack of supervision on the part of the student may limit the student's use of the device.

n. Damage and Repairs

- Damage or Loss: Students/Parents will be held responsible for all repairs or replacements due to damage to school issued Mobile Devices. Students will be charged the actual replacement cost for cases, cables, and chargers.
- Warranty Repairs: Warranty repairs on iPads will be completed at no cost to the student.

o. School Rights

SPCS's network, facilities, and/or technology devices are to be used in a responsible, efficient, and ethical manner in accordance with the philosophy of the school. Students must acknowledge their understanding of this policy as well as the following guidelines. Failure to adhere to these standards may result in disciplinary action and/or revocation of the offender's mobile device and/or network privileges.

The administration and/or staff have the right to inspect any computer, mobile device, application, or peripheral device associated with any or all SPCS technology. This includes but is not limited to email, documents, pictures, music, or other components associated with all SPCS technology.

SPCS reserves the right to define inappropriate use of technology.

The iPads, including all hardware and software, are property of Saint Peter Catholic School. They will be returned before the end of the school year. If not, you will be charged accordingly.

# Pledge for Mobile Device Use

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- I will take proper care of my Mobile Device.
- I will never leave the Mobile Device unattended.
- I will never loan out my Mobile Device to other individuals.
- I will know where my Mobile Device is at all times.
- I will plug my Mobile Device in at the end of each day to assure it is fully charged the next school day.
- I will keep food and beverages away from my Mobile Device since they may cause damage to the devices.
- I will not disassemble any part of my Mobile Device or attempt any repairs or allow any person to do so.
- I will not share my Mobile Device pass codes with another student.
- I will protect my Mobile Device by keeping it in a protective case.
- I will use my Mobile Device in ways that are appropriate, meet SPCS expectations and are educational in nature.
- I will not deface the serial number.
- I understand that my Mobile Device and all content is subject to inspection at any time without notice and remains the property of SPCS.
- I will follow the policies outlined in the Mobile Device Policy and Technology Acceptable Use Policy.
- I will immediately notify a teacher or other school official if my Mobile Device is stolen, lost, or vandalized.
- I will be responsible for all damage or loss caused by neglect or abuse.
- I will not utilize photos, videos, and/or audio recordings of myself or another person in an inappropriate manner.
- I will not alter the operating systems or profiles on the Mobile Device.

**I agree to the stipulations set forth in the above documents including the Mobile Device Policy, Procedures, and Information, the Acceptable Use Policy, and the Student Pledge for Mobile Device Use.**

Student Name (Please Print) \_\_\_\_\_ Grade \_\_\_\_\_

Student Signature \_\_\_\_\_ Date \_\_\_\_\_

Parent/Guardian Name (Please Print) \_\_\_\_\_

Parent/Guardian Signature \_\_\_\_\_ Date \_\_\_\_\_

# Request for Parent App

Parent/Guardian First Name \_\_\_\_\_

Parent/Guardian Last Name \_\_\_\_\_

Student Name \_\_\_\_\_

Student Name \_\_\_\_\_