Responsible Use of Technology at St. John's Episcopal School

In fulfillment of our mission to provide students with an academically excellent education that trains the mind, strengthens the character and enriches the spirit of each student in a Christian environment, St. John's Episcopal School (SJES) grants students access to a wide variety of technology resources. We (SJES) believe the use of relevant technology is a critical, integrated component of a student's education and will help prepare him or her to be a contributing member of a global, connected society.

Use of technology resources provided by SJES – whether that use occurs on or off campus – is a privilege governed by this Responsible Use Policy (RUP). We expect all students and their parents to understand and abide by the RUP. Violation of any aspect of the RUP may result in disciplinary action, including expulsion from school and civil and/or criminal prosecution, to be determined by members of the SJES administrative team.

What is an SJES technology resource?

Any hardware, software, network, Internet or intranet resource provided by SJES. Examples include, *but are not limited to*: iPad, computer, printer, accessories (e.g., stylus, mouse), network access, Internet access, intranet access, computer software, iPad apps, email, digital camera, video camera.

What is a family-owned device?

An iPad or iPad mini owned by a family and provided to an SJES student for use at SJES for academic purposes. The rules that apply to SJES technology resources also apply to family-owned devices. Other family-owned devices are not permitted to be used at school without explicit permission from a faculty member. Examples include, *but are not limited to*: mobile phone, laptop, iPod, wearable devices with communication capabilities (e.g., Apple Watch, Samsung Gear, LG G Watch).

Access to SJES Technology Resources

SJES network resources are considered the property of SJES. All devices using those resources are subject to monitoring and inspection as described in the Monitoring and Privacy section below. Any actions performed on or initiated through the network must reflect the integrity and honesty expected of an SJES student. SJES will grant a student access to technology resources upon annual receipt of a completed, signed RUP before the beginning of the academic year. Parents of students residing in multiple households have joint responsibility for ensuring compliance with the RUP, regardless of which parent signs the RUP.

- Pre-k through second grade: Parent signs the RUP
- Third through eighth grade: Student and parent sign the RUP

Personal Responsibility

Although SJES has in place Internet filtering and other tools to limit student access to content we deem inappropriate, each user of SJES technology resources must take responsibility for his or her own actions. We view a student's attempt to circumvent filtering devices as a violation of the RUP.

To help ensure all students access Internet resources through our filtering tools, students using cellular-enabled iPads at school must commit to using them with the cellular data setting turned off.

As members of the SJES community, students will conduct themselves with honesty and integrity when creating digital content, interacting with others via social media, and communicating via computers or mobile devices. This applies regardless of whether students are on campus or using SJES technology resources.

Monitoring and Privacy

- SJES protects students' privacy and treats students' electronic information as any other student property.
- We reserve the right to randomly search students' personal belongings, iPads and accounts in accordance with policies stated in the School Handbook (www.stjohnsschool.org/handbook). At any time, faculty members may inspect a student's device to ensure compliance with the RUP.
- Usage of SJES technology resources is subject to monitoring. SJES may monitor, inspect, copy, review and store at any time and without prior notice any and all use of the school's network and Internet access, as well as any and all information transmitted or received in connection with such usage. All information is the property of SJES, and no user shall have any expectation of privacy regarding such materials.

Technology Resources as Academic Tools

The purpose of technology resources at SJES is to provide students with tools that enrich their education. Therefore, we limit use of our technology resources to school-related purposes.

When in use at SJES by a student, an iPad is an academic tool. That is the case regardless of whether the iPad is provided by the family or owned by SJES. To help ensure student iPads are used as academic tools, the following rules apply.

- Each iPad must be tied to an iCloud account and have iCloud backup turned on. Items deleted from the iPad cannot be restored, so use of the automated iCloud backup to protect school work is very important.
- Academic content takes precedence over personal files and apps. In the case of memory space conflict, personal files/apps must be removed at the family's expense.
- Apps provided and required by SJES may not be deleted without SJES permission.
- During class, only apps required to complete classwork may be open.
- Each student must charge his or her iPad at home and arrive at school each morning with a fully charged device. If a student fails to charge the device, he or she may check out an external battery from the library.
- The iPad must be at school with the student during each of the student's normal school days. During school hours, when the iPad is not in the student's immediate possession, it must be secured in the appropriate location according to the student's grade. (Secure locations are specified on the first day of school.) If a student forgets to bring his or her iPad to school, he or she will face the consequences associated with forgetting any other critical school supply.

- Students are expected to complete their assignments and to accept responsibility when they do not. A student blaming the failure to complete an assignment on hardware malfunction or technical issues must demonstrate that no other means to complete the assignment existed.

Rules for Responsible Use

INTENDED USE

- Using technology resources or family-owned iPads for illegal and unlawful activities is prohibited.
- A student must use his or her iPad in its intended state. (i.e., Jailbreaking a device is prohibited.)
- Under no circumstances may a device be taken into restrooms, locker rooms or any location in which there is a reasonable expectation of privacy.
- To help protect student devices and ensure students are accessing content in supervised circumstances, students may not use the iPads during carpool, recess or Middle School break.

CONTENT

- In keeping with the school's mission, images and copy used as screensavers and on the home screen must be appropriate for a pre-k through eighth grade environment. Faculty members may require students to change inappropriate images and/or copy.
- To protect the privacy of our students, faculty and visitors, a student may only use a device's recording capability (i.e., photo, video, audio) with explicit approval from both a faculty member and the subject, and with the purpose of completing classwork. A student may not post school-related content to social media platforms without explicit consent from a faculty member.
- When using any Internet resource or online social platform:
  o Students will use appropriate language.
  o Students will be respectful of other people/institutions and will avoid creating or supporting content that harasses, intimidates or bullies, whether that content is stated or implied.
  o Students will exercise appropriate caution by refraining from sharing personal information, such as last name, email address, location, address, phone number.

RESPECTFUL USE

- A student may only use his or her own iPad and must refrain from using or tampering with another student's iPad or stored content.
- The device's volume is to remain on mute at school unless headphones/earbuds are attached and/or permission is granted by a faculty member.
- Students will refrain from sharing information with others about assignments intended as an evaluation of one's own knowledge.
- Students may not have private browsing turned on at school.
- Lower School students may not have messaging or Facetime turned on at school.

MAINTENANCE AND PROTECTION

- Upon enrollment of his or her device in the Mobile Device Management (MDM) system, each student will create a passcode. A student must report a forgotten passcode to the technology department; through the MDM, the department will be able to reset forgotten passwords. A student may not share his or her passcode with another student; however, a student must provide the passcode to faculty upon request.
- To help ensure compatibility between family-owned devices and SJES technology resources, families are responsible for installing and maintaining app and software updates on family-owned devices both on a periodic basis and at the school's request. Family-owned devices must be capable of running the latest version of iOS. However, to ensure continued compatibility with SJES technology resources, SJES recommends that families not install new iOS operating systems (e.g., iOS 11 to iOS 12) until SJES confirms compatibility and notifies the SJES community. Families may install incremental updates (iOS 12.1 to 12.2) at any time.
- The device must be encased in a protective case at all times.

Lost/Damaged Device

Lost or damaged devices must be reported in writing by a parent to the technology department within 24 hours of the occurrence. A school-owned device will be repaired or replaced as necessary. If a family-owned device enrolled in the MDM is lost or damaged during the school year, SJES will provide a loaner iPad either for the duration of a repair lasting more than one school day or for up to two weeks, depending on need. Both a parent and the third-through-eighth-grade student must sign the loaner agreement.

Device Return

Upon separation from SJES, whether by graduation or other means, a school-owned device in use by a student must be returned to the school in working order and acceptable condition. If a school-owned device is not returned, the student's account will be charged $800, and student academic records will be held until the account is paid in full.