



Archbishop Hannan High School

Technology Acceptable Use Policy Agreement

At Archbishop Hannan High School, careful planning has gone into every aspect of the design and construction to ensure that this school will be a vital learning center. In addition to technology in the school, the MacBook program is a foundational component of our curriculum and instructional delivery, and will offer students the opportunity to engage in the learning process in ways never before possible. The MacBook will be used for organization of notes and files, for accessing the Internet and the school network, and for a myriad of instructional applications. As a tool with such a prominent role in the daily educational process, it's imperative to establish policies and guidelines for the appropriate use of this device. The purpose of this document is to outline those policies and procedures. The policies, procedures and information within this document apply to all computers, iPads, and MacBooks used at Archbishop Hannan High School, including other devices considered by the Administration to come under this policy. Teachers may set additional restrictions for use in their classroom.

MacBook Distribution:

1. Prior to receiving a MacBook at school, students must:
 - a. Attend a MacBook training session.
 - b. Sign the Technology Acceptable Use Agreement Signature page.
 - c. Submit payment for the Technology fee (included in the school fees)
2. Students are responsible for lost, damaged, or stolen MacBooks.
3. MacBooks will be distributed for use during the school year and must be returned with all accessories when a student withdraws or transfers to another school.
4. MacBooks are intended for use at school each day. In addition to teacher expectations for MacBook use, school messages, announcements, calendars and schedules may be accessed using the MacBook. Students are responsible for bringing their MacBook to all classes, unless specifically instructed not to do so by their teacher.
5. MacBooks must be brought to school each day, fully charged and in a case.
6. If students forget to bring their MacBook to school, they will still be responsible for completing all class assignments and work using textbooks, paper and pencil.
7. Students who repeatedly leave their MacBook at home will temporarily lose MacBook privileges.
8. MacBooks that malfunction or are accidentally damaged must be reported to the IT office. The school will be responsible for submitting repair claims for MacBooks that malfunction. Students are responsible for the AppleCare Plus co-pay.

9. Student will be responsible for the entire cost of repairs to MacBooks that are damaged intentionally.

Apps, Files, and More:

1. The apps originally installed or sent through Self Service by Archbishop Hannan High School must remain on the MacBook in usable condition and easily accessible at all times.
2. Students are not permitted to add apps to their MacBook or to sync their MacBook to their home accounts. When additional apps are needed for specific coursework or classes, they will be added by school personnel or the self service portal.
3. Students may be required to turn in their MacBooks periodically for upgrades.
4. Students are allowed to connect to other wireless networks on their MacBooks outside of school. This will assist them with MacBook use while at home. Printing at home will require an iOS compatible wireless printer.
5. Correct procedures for saving and transferring files to and from the MacBook will be covered in the orientation, and may vary from one teacher to another.
6. Students may be selected at random to provide their MacBook for inspection.
7. If technical issues occur, or if unauthorized apps are found on a MacBook, disciplinary action will be taken and the MacBook will be restored to its original format. The school/Archdiocese does not accept responsibility for lost documents due to reformat.

Acceptable Use:

The use of the MacBooks, iPads and computers at Archbishop Hannan High School is a privilege, not a right. The privilege of using the technology resources provided by Archbishop Hannan High School is not transferable or extendible by students to people or groups outside the Archdiocese and terminates when a student is no longer enrolled at Archbishop Hannan High 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's technology resources may be denied, and the appropriate disciplinary action shall be applied. The Archbishop Hannan High School Code of Conduct shall be applied to student instructions. Violations may result in disciplinary action up to and including suspension/expulsion for students. When applicable, law enforcement agencies may be involved.

Student Responsibilities:

1. Using computers/devices in a responsible and ethical manner.
2. Obeying general school rules concerning behavior and communication that apply to all electronic devices.
3. Using all technology resources in an appropriate manner so as to not damage school equipment. This "damage" includes, but is not limited to, the loss of data resulting from delays, non-deliveries, mis-deliveries or service interruptions caused by the students' own negligence, errors or omissions.

4. Helping Archbishop Hannan High School protect our computer system/devices by contacting an administrator about any security problems they may encounter.
5. Monitoring all activity on the account(s).
6. Students should always turn off and secure their MacBook after they are done working to protect their work and information.
7. If a student should receive email containing inappropriate or abusive language or if the subject matter is questionable, he/she is asked to print/screenprint a copy and turn it in to the office.
8. Returning their MacBook to the IT office at the end of each school year. Students who graduate early, withdraw, are suspended or expelled, or terminate enrollment at Archbishop Hannan High School for any other reason must return their individual school MacBook, accessories, and passwords on the date of termination.

Student Activities Strictly Prohibited:

1. Illegal installation or transmission of copyrighted materials.
2. Any action that violates existing Archbishop Hannan High School or Archdiocese of New Orleans policy or public law.
3. Sending, accessing, uploading, downloading, or distributing offensive, profane, threatening, pornographic, obscene, or sexually explicit material.
4. Use of chat rooms, sites selling term papers, book reports and other forms of student work.
5. Messaging services – EX: MSN Messenger, ICQ, iMessage, etc.
6. Internet/Computer Games, unless App installed by AHHS.
7. Changing of MacBook/iPad settings.
8. Downloading apps using a personal Apple ID account.
9. Spamming – Sending mass or inappropriate emails.
10. Gaining access to other student's accounts, files, and/or data.
11. Use of the school's internet/Email accounts for financial or commercial gain or for any illegal activity.
12. Use of anonymous and/or false communications using MSN Messenger, Yahoo Messenger, etc.
13. Students are not allowed to give out personal information, for any reason, over the Internet. This includes, but is not limited to, setting up internet accounts including those necessary for chat rooms, Ebay, email, etc.
14. Participation in credit card fraud, electronic forgery or other forms of illegal behavior.
15. 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.
16. Transmission or accessing materials that are obscene, offensive, threatening or otherwise intended to harass or demean recipients.
17. Bypassing the Archbishop Hannan High School Web filter through a web proxy, hot spot, or any other means.

Car of Student MacBooks

1. Students will be held responsible for maintaining their individual MacBooks and keeping them in good working order.

2. MacBook batteries must be charged and ready for school each day.
3. iPad damage: Students are responsible for any and all damage.
4. MacBook damage: Students are responsible for any and all damage. Students will be responsible for the \$100 or \$300 deductible as stated on the Apple Care Plus agreement.
5. MacBooks that are stolen must be reported immediately to the Office and the Police Department.
6. MacBooks must be kept in an approved case at all times.
7. MacBooks must not be left in a car while temperatures are extremely hot.

Legal Propriety

1. Comply with trademark and copyright laws and all license agreements. Ignorance of the law is not immunity. If you are unsure, ask an administrator or the IT Office.
2. Plagiarism is a violation of the Archbishop Hannan High School Code of Conduct. Give credit to all sources used, whether quoted or summarized. This includes all forms of media on the Internet, such as graphics, movies, music, and text.
3. Violation of applicable state or federal law will result in criminal prosecution or disciplinary action by Archbishop Hannan High School.

Damage or Loss of MacBook

In the event of damage or loss, report the incident to the Archbishop Hannan High School Technology Department. All MacBooks are covered by the AppleCare manufacturer's extended warranty. AppleCare Plus covers two incidents of accidental damage coverage to the MacBook as well as damage to batteries, USB cable, or power adapters. There is a \$100 deductible for damages to the screen and external enclosure. There is a \$300 deductible for all other damages, such as liquid damages, internal damages, etc. Deductibles are per claim, which is the responsibility of the student's family. Insurance does not cover negligence and abuse. For example, throwing the Macbook or using it as an umbrella would be considered examples of neglect and abuse. If a MacBook is damaged by neglect or abuse, it is the family's financial responsibility to replace the MacBook and AppleCare Plus at a price of approximately \$1200.00. If an iPad is damaged, the Tech Team will work with the student, Apple, and the insurance company to determine if it is a warranty or insurance claim incident.