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**2017-2018
TECHNOLOGY RESPONSIBLE USE POLICY**

UPDATED MAY 17, 2017

TECHNOLOGY RESPONSIBLE USE POLICY

The primary purpose of technology at Saint Ignatius College Prep is to enhance and support the school's educational programs. Technology should be used in a manner consistent with the educational objectives and mission of the school. The use of technology should support the formation of young men and women for lives of faith, love, service and leadership in the Catholic and Jesuit tradition.

Use of the school's technology is strictly for academic and administrative purposes and must be consistent with the educational objectives and mission of the school. In their use of technology, students are expected to model core Ignatian values and exercise good judgment while complying with this policy and all related administrative rules and guidelines. The use of technology at Saint Ignatius is meant to enhance and not disrupt or detract from the learning experience of all students.

Policy Enforcement: The Department of Information Technology, prefects, faculty, staff and administration will work together to enforce the Technology Responsible Use Policy. Violations of this policy will be enforced through the Deans' Office and should be reported to the Deans and Department of Information Technology immediately. Legal authorities will be contacted if situations warrant.

In the event of violation(s) of this Technology Responsible Use Policy, and in consideration of the nature and degree of the violation and the number of previous violations, one or more of the following consequences may apply:

- Personal electronic devices, including those owned by the student, may be confiscated and/or searched.
- Student use of technology may be limited for an extended period of time.
- Disciplinary decisions including possible suspension or expulsion will be consistent with school policies.

These policies are subject to change at any time. The most recent version of the policies can be found on the Department of Information Technology webpage of the school website at www.ignatius.org.

1. Students must act in a responsible, ethical, and legal manner when utilizing technology. Examples of unacceptable use include, but are not limited to the following:

- Academic dishonesty, including but not limited to storing, sending, sharing, or viewing information with electronic devices that could be used for cheating.
- Using technology to obtain, download, view, post, distribute or gain access to inappropriate material.
- Causing damage to or tampering with hardware components and their configuration.
- Tampering or attempting to tamper with account or resource permissions.
- Violating copyright laws.
- Wasting of resources, including disk space, Internet connection, and paper.
- Attempting or gaining unauthorized access to resources or entities.
- Using school technology resources for personal business or financial gain (examples include on-line shopping, gaming, blogging and browsing social networking sites).
- Using the school's technology resources for illegal activity.
- Storing inappropriate software which may be used for illegal activities.
- Inappropriate representation of Saint Ignatius College Prep or member(s) of the community in any web posting, blog, e-mail or other electronic communication. This includes anything that may embarrass or offend a student, a member of the faculty and staff, or another member of the community.
- Cyber bullying, text bullying, or other forms of harassment using technology, including but not limited to students, faculty or staff either inside or outside of the Saint Ignatius community.
- Use/attempted use of another user's technology account.
- Use of anonymous proxies, caching servers, or any other means to avoid restrictions placed on the school's technology resources.
- Sharing any school issued technology account credentials with others.
- E-mail spoofing.

2. Technology on Campus:

All Saint Ignatius students are required to have an iPad. Each teacher and student will utilize the iPad to support the educational objectives and mission of the school. Students will be required to bring their own iPads to school each day. The primary use of these devices on campus is for academic purposes. This does not include the use of cell phones; the cell phone policy is listed in the Parent-Student Handbook. **Teachers will use PlusPortals web pages as the central repository to post information on assignments, grades and other resources being used in their classrooms. Teachers will also post their classroom expectations regarding technology on their PlusPortals webpages.**

Students are expected to model core Ignatian values and exercise good judgment in their utilization of iPads and all forms of technology.

As part of this initiative:

- Unauthorized use of the audio or video / camera / recording function is **strictly** prohibited. This includes filming, photographing, or recording anyone without their permission and / or sharing unauthorized films or photographs. If a teacher gives permission to use these functions, students should not modify the recording or post it online without receiving explicit permission from the teacher.
- Students are reminded that the use of personal electronic devices on campus is for **academic purposes only**. Any non-academic use is subject to disciplinary action. Tully Hall is the only place on campus where students may use their iPads for appropriate, nonacademic purposes.
- In an effort to encourage good table fellowship as well as a break from “screen time” during the day, Tully Hall is a “technology free zone” during the lunch block. This means that all technology should be turned off and out of sight from 10:50 a.m. – 1:10 p.m. daily in Tully Hall.
- **Saint Ignatius College Prep is NOT responsible for the upkeep, repair, or loss of personal devices.** Students should keep their iPads in their sight at all times and should never leave them unattended. Students should also password-protect their devices and clearly label their iPads with their first and last names. Students should record their iPad serial number in the event of a theft.
- Students are required to connect their iPads to the school’s wireless network for access to network resources including the Internet. Students must follow guidelines and instructions from the IT Department for connecting their devices.
- The use of separate 3G, 4G or any other connectivity to the Internet is prohibited on campus. When on campus, students must connect their iPads to the school network for filtered access to the Internet.
- Additional personal electronic devices, with the exception of cell phones, may be used as needed for academic purposes only.
- Students should be sure that their iPads are adequately charged before arriving on campus each day.
- When on campus, any audible alerts on iPads should be silenced. The use of technology should not disrupt the learning environment at any time.
- A limited number of iPads will be available for short-term loan in the event that a student’s iPad is being repaired or replaced. Authorization for a loaner iPad must be approved through the Dean’s Office before a student can borrow a loaner device from the help desk.
- Saint Ignatius College Prep reserves the right to confiscate and search devices in the event of any policy violation.
- School administration reserves the right to modify the terms of this program at any time.

iPad FAQs and additional information about the school’s iPad Program can be found on the iPad Program page of the school’s website.

INTERNET USE AND PARENTAL INVOLVEMENT

Parents and guardians should understand that Internet access on campus is intended for educational purposes. Internet use is NOT private and Saint Ignatius College Prep reserves the right to monitor student use of the Internet at any time.

In conjunction with CIPA (Children’s Internet Protection Act) guidelines and in an effort to manage bandwidth resources, Saint Ignatius College Prep uses a filtering system to block access to many prohibited sites and controversial material. However, it is possible that some inappropriate websites or content may escape detection by the filtering system. The fact that students may be able to access a particular site does NOT necessarily mean that site is appropriate for viewing.

Parents and guardians should recognize that it is impossible for Saint Ignatius College Prep to restrict access to all controversial and inappropriate materials. Parents and guardians will hold harmless Saint Ignatius College Prep, its

employees, agents or board members for any harm caused by materials or software obtained via the Internet and/or the school's technology resources. Parents and guardians understand that they will be legally responsible for their student's actions and accept full responsibility for supervision if and when their student's use of the school's technology resources or the Internet is not in a school setting. Parents and guardians must understand that Internet access for students, who utilize their own Internet connection from their personal electronic device, is NOT filtered by the school's Internet filtering system.

Outside of school, parents bear full responsibility for monitoring their student's use of the Internet. Parents are highly encouraged to communicate with students on the importance of safe, responsible and ethical use of the Internet from any device in any location. The following sites can be good resources to assist parents in exploring responsible use of the Internet with their student:

- www.isafe.org
- www.commonssensemedia.org
- <http://www.microsoft.com/security/family-safety/default.aspx#Overview>
- www.netsmartz.org

NETWORK AND E-MAIL ACCOUNTS

Each student receives a network account and password to access the school's technology resources. Students also receive a Google Apps for Education account. This provides students with a Gmail account for school e-mail, online productivity tools and storage space in the school's Google Apps for Education portal. Students and parents/guardians will also receive a PlusPortals account to access classroom web pages and other pertinent information. Account information is distributed to new students and parents/guardians in advance of the start of a school year.

- Students should NOT expect that files stored on the network or other repositories of the school's domain, including the Saint Ignatius Google Apps Portal, are private.
- Saint Ignatius College Prep reserves the right to monitor, view, edit *and/or* remove any materials stored by students that it deems unacceptable.
- Students are required to use only their assigned account and password each time they log onto a school computer.
- Students should memorize their account information or find a safe place to store their password. The password will NOT be changed during the student's tenure at Saint Ignatius, unless it is compromised.
- Students should never share their passwords with anyone.
- Computer activity and network file content is identified by user name. Students are responsible for their own account and the contents of their storage folders within the school's domain. This includes both the online storage space within the school's Google Apps domain and any server-based storage which a student might have at school. Should a student believe that their account has been compromised, they should report the problem to the help desk in the Beigel Room immediately.
- Students are expected to use their school issued student e-mail accounts for communications with all school faculty, coaches and staff.
- Students are expected to check their student e-mail on a daily basis.
- Student e-mail communications are NOT private. Student e-mail is archived and can be monitored by the administration at any time. Inappropriate messages may be detected by the school's filtering software.
- Appropriate language should be used in all e-mail communications. Profanity, threats, or harassment of any kind is strictly prohibited and against the school's culture and Ignatian values. Such messages will be brought to the attention of the Dean of Students for disciplinary action.
- Before leaving a computer, students must always be sure to properly log out of their Google Apps and network accounts. Failure to do so can result in others accessing the student's e-mail and/or documents. Students who do NOT properly log off computers can face disciplinary consequences.
- New students are asked to test their accounts as soon as they receive their credentials. Any problems or questions should be reported to the help desk immediately.

File Storage and Maintenance: Each student receives unlimited virtual storage space on the school's Google Apps portal. Students can access these materials from any Internet connection inside or outside the school. Students are encouraged to save academic work in their Google Apps virtual storage space or on external USB storage drives. It is the student's responsibility to maintain and backup any files stored in this portal. *(Note: When working on multimedia movie projects, students are encouraged to purchase external USB storage drives for storing and transporting these project files to and from school or external libraries. In order for students to work efficiently on such projects, these files should not be stored virtually. As part of routine file maintenance, data on the Student Shared Drive is deleted at the end of each semester. Students are responsible for backing up any necessary files from this drive prior to the end of each semester.*

Account Deactivations: Student accounts will be deactivated upon a student's graduation, transfer or termination from Saint Ignatius College Prep. Prior to account deactivation, it is the responsibility of the student to backup or retrieve any important electronic content as well as to make appropriate arrangements for e-mail communications. Accounts for graduating seniors will be deactivated shortly after final senior grades are posted.

Laptop and Desktop Computers:

Laptop and desktop computers are available in the Foglia Library, the Beigel Room and in the Technology Classroom, Room 457, when class is not in session. These spaces are supervised. Any technical problems or suspicious behavior will be directed to the technology staff and/or Deans of Students. Students who plan to use the computers in these spaces should become familiar with and adhere to the following rules:

1. **Hours:** Laptop and desktops will be available on school days from 7:25 a.m. to 3:30 pm.
2. **Hardware and Software:** Saint Ignatius College Prep is a mixed computing environment containing computers running both Windows and Apple OS/X operating systems. While all students have access to the Google Apps suite of word processing, presentation and spreadsheet software from any internet connection, Microsoft Office productivity software is a standard installation on all school computers.
3. **Food and Drink:** No eating or drinking is allowed at the computers.
4. **Technology Usage:** Use of the computers and the school's Internet connection is strictly for academic purposes. No game playing is allowed.
5. **Noise:** The environment while using the desktops should be that of a quiet, study environment. While there may be occasional group work among students which necessitates some discussion, it should be kept to a low level.
6. **Headphones:** With the exception of the language lab, students are required to have their own headphones for activities. Standard headphones with a mini-phone stereo 3.5 mm connector will plug directly into the headphone jacks on all school computers.
7. **Printing:** Each room is equipped with a high speed networked laser printer. Students are limited to printing a total of 20 pages (monochrome) or 10 pages (color) per day.
8. **Lost and Found:** With the exception of USB sticks and other technology devices, all articles left behind will be taken to the Deans' Office lost and found. USB sticks and other technology devices left behind will be available at the help desk. Students will be required to present a valid Saint Ignatius student ID before claiming any item.
9. **E-mail:** Checking e-mail is acceptable only as it relates to educational purposes.
10. **Chat sessions:** Chat sessions and Instant Messaging are not allowed.
11. **Scanning:** Students in need of this resource can use the multifunction printer/copier/scanners in the Beigel Room, Foglia Library or Room 457.
12. **Signage:** Before entering the space, students should check for any signs posted on the door, which would indicate whether or not the space is occupied by a class. Students should observe these signs and seek an alternate space in the event that a teacher has reserved the space for a class.