ICCA Technology Policy
Student Responsible Use Policy for Technology and Devices

Student Name: _____   **Date: _____**

Access to the Internet will enable students to explore thousands of libraries, databases, and other resources throughout the world. To ensure that these resources are used to provide educational benefit, we have put in place a firewall that is designed to block inappropriate material from the school devices. Families should recognize that in spite of these precautions, at times material accessible via the Internet may contain items that are illegal, defamatory, inaccurate or potentially offensive to some people. While our intent is to make Internet access available to further educational goals and objectives, students may find ways to access other materials as well. We believe that the benefit to students, from access to the Internet, in the form of information resources, exceed any disadvantages. As a common practice, students will be using devices only during time that is supervised by an adult. But ultimately, parents and guardians of minors are responsible for setting and conveying the standards that their children should follow when using media and information sources. Your child will also be expected to abide by all class, teacher, grade, school and individual home rules that guide device usage.

Access to the Internet at Immaculate Conception Catholic Academy will be given to students who agree to act in a considerate and responsible manner.

This document serves as an agreement between ICCA, you; the parent or legal guardian, and the student.
We require that the parents and students **read and sign** this form.

I, _____ agree to ensure that my child adheres to the following. Please initial next to each.
         (Parent Name)

_____ Care and Maintenance:
  * The Academy retains sole right of ownership of the provided device and all provided peripheral equipment unless otherwise stated.
  * Keep the device in a safe place when not in use.
  * The Academy retains the right to collect and/or inspect the device– including all electronic data stored therein at any time including via electronic remote access, as well as to alter, add or delete installed software or hardware as needed.
  * Students must bring the assigned device to school every day, **fully charged**. (A fully charged device should last throughout the school day. The provided external charger should be left at home.)

_____ Damage or Loss:
  * Students are responsible for maintaining a fully functioning device at all times. If at any time the device is damaged or not working properly, the student must immediately report this to the Computer/Technology Teacher.
  * In the event of damage, parents will be billed at the full repair rate or if needed, full replacement price.
  * If the device is lost, stolen or vandalized, parents will be billed the full cost of replacement.

_____ Personal Safety and Privacy:
  * Students should never share personal information over the internet.
  * Students are expected to use good judgement and common sense; be safe, appropriate, careful and kind online.
  * Students are to recognize that communicating over the internet brings anonymity and associates risks, and should always safeguard their personal information of themselves and others.
  * If a student sees a message, comment, image or anything else online that makes them concerned for their personal safety, they should bring it to the attention of an adult immediately.

Parent	Student	**Please read the following with your child and initial as an agreement to compliancy.**
		Devices must be brought to school fully charged each day. Charging must be done at home.
		Students are not allowed to install any apps on a device without the express direction of the classroom teacher or administrator.
		Devices may only be used to access files on computer or Internet sites which are relevant to the classroom curriculum. Games are not permitted.
		The Academy's network filters will be applied to one's connection to the Internet and attempts should not be made to bypass them.
		All connections to the Internet will be monitored for content. There is no presumption of privacy.
		Intentionally infecting the network with a Virus, Trojan, or program designed to damage, alter, destroy, or provide access to unauthorized data or information is in violation of Student Responsible Use Policy.
		Processing or accessing information on school property related to "hacking", altering, or bypassing network security policies is in violation of the Student Responsible Use Policy.
		Devices cannot be used during assessments; unless otherwise directed by a teacher or during remote learning.
		If a student leaves their device at home, they are responsible for getting the course work completed as if they had their devices present.
		Devices may not be used as a source of communication between peers, unless under the direction of a teacher or administrator.
		It is the student's responsibility to ensure that work is not lost due to mechanical failure, failure to back-up files, or accidental deletion. Device malfunctions are not an acceptable excuse for not submitting work; therefore, students should back up all work.
		Students must immediately comply with teachers' requests to shut down devices or close the screen.
		Devices must be put away when asked to do so by teachers.
		Students are not permitted to record photographic images/videos or audio of any person.
		In order to ensure appropriate network filters, students will only use the ICCA Wi-Fi connection in school and must not attempt to bypass the network restrictions by using a 3G or 4G network.
		Students should not physically share their device with other students.
		Students should not share any passwords with other students.
		Iccajamaica.org email addresses are the property of ICCA and can be accessed by ICCA at any time.
		ICCA has the right to collect and examine any device that is suspected of violating the Responsible Use policy.

I have read the Student Responsible Use Policy with my child, and wish to allow my child the use of an ICCA owned device for school related work:

☐ Yes   ☐ No

I understand that any violation is unethical, and will result in the loss of technology privileges and may result in other disciplinary actions.

Student Name (printed): _____   Student Signature: _____

Parent Name (printed): _____   Parent Signature: _____