



# ST. JOSEPH BY-THE-SEA HIGH SCHOOL

5150 Hylan Boulevard, Staten Island, NY 10312-5898

Telephone (718) 984-6500 Fax: (718) 984-6503

## INFORMATION TECHNOLOGY DEPARTMENT

*SEAMLESS ONLINE LEARNING ENVIRONMENT*

### Acceptable Use Agreement

As the parent/guardian of \_\_\_\_\_ I understand:

- that I am signing a legal contract between myself and St. Joseph by-the-Sea High School (SEA).
- that my child's signature on this document is simply an acknowledgement of this document's receipt.
- that I am taking full responsibility of my child's actions.
- that SEA takes no responsibility for my child's actions or equipment use.
- that SEA strongly recommends that I sit down with my child to discuss my expectations for their electronic behavior as they enter high school, including their use of SEA equipment.
- that all equipment provided by SEA, remains property of SEA.
- that any equipment cannot be returned upon request has to be reported stolen to the New York Police Department.
- that the official SEA website URL is [www.josephsea.org](http://www.josephsea.org).
- that the official SEA Blackboard URL is [josephsea.blackboard.com](http://josephsea.blackboard.com).
- that I have read and agree to the SEA's Acceptable Use Policy & Acceptable Use Summary.
- that I understand the most recent version of the Acceptable use Policy and Acceptable Use Summary will always be available on the official SEA websites.
- that I have read and agree the Tablet Program FAQ.
- that I understand the most recent version of FAQ will always be available on the official SEA websites.
- that I am responsible for checking all official websites and documents.
- that changes published to the official website documents are binding.

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

\_\_\_\_\_  
Date

\_\_\_\_\_  
Relationship

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

\_\_\_\_\_  
Date

\_\_\_\_\_  
Relationship

\_\_\_\_\_  
Student's Signature

The above agreement is used in conjunction with the Student Handbook.

Updated on September 4, 2013



# ST. JOSEPH BY-THE-SEA HIGH SCHOOL

5150 Hylan Boulevard, Staten Island, NY 10312-5898

Telephone (718) 984-6500 Fax: (718) 984-6503

## INFORMATION TECHNOLOGY DEPARTMENT

### Acceptable Use Policy

Sea's technology system is designed to allow many users to simultaneously access its resources. To ensure that all authorized users have an accessible and responsive system, several generally accepted practices have been developed and constitute the school's Acceptable Use Policy. This policy includes, but is not limited to, the following practices which are general guidelines dictated by decorum, privacy, and respect:

1. Use of the school's technology system is a privilege, not a right.
2. Computer teachers and/or the Director of Technology may terminate a user's account at any time and for any reason. In every case, the termination is at the discretion of the Director of Technology, in consultation with the Principal.
3. If a student's account is terminated, they are responsible for completing any assignments and academic requirements outside of school on their own time.
4. Users may use the system for academic purposes only. When all academic tasks have been completed, the student must disconnect.
5. Technology usage may not contradict the philosophy or teaching of St. Joseph by-the-Sea High School, or may be perceived as immoral, unethical or illegal by the school Administration.
6. Attempt to bypass restrictions, is a serious violation of school policy and will be handled as such.
7. All technology usage is subject to monitoring and recording, including GPS tracking of school-owned-equipment.
8. St. Joseph by-the-Sea holds full "creative control" and "copyright" authorizations on all data created, transmitted or stored on school systems. Users agree that any and all "intellectual-copyrights" are held by the school, not the individual, for any files or data created, transmitted or stored on or by the school system.
9. Users may only use their own unique computer account and are responsible for all actions taken by such account. Passwords should be kept confidential. In the event that a password is made public, the user must notify the Technology Staff immediately.
10. Users must respect the privacy of other users.
11. Users and/or User's parents are responsible for any repair costs caused by the misuse of the system.

*The above information is physically distributed annually through the Student Handbook. In addition, the most up-to-date version is available for download from the School's website, [www.josephsea.org](http://www.josephsea.org).*



# ST. JOSEPH BY-THE-SEA HIGH SCHOOL

5150 Hylan Boulevard, Staten Island, NY 10312-5898

Telephone (718) 984-6500 Fax: (718) 984-6503

## INFORMATION TECHNOLOGY DEPARTMENT

### *SEAMLESS ONLINE LEARNING ENVIRONMENT*

## Acceptable Use Summary

*An "Acceptable Use Policy" (AUP) is a set of guidelines published by a technology provider spelling out the acceptable uses for their equipment/services. An "Acceptable Use Agreement" (AUA) is a legal contract between the users of a service or product and the company/organization providing the services and products.*

As part of the iPad program, parents/guardians are required to sign an Acceptable Use Agreement before students take possession of their tablets. The AUA is used in conjunction with the school's Acceptable Use Policy, which is published on our website ([www.josephsea.org](http://www.josephsea.org)).

**Financial Responsibilities:** *these are the regular expenses associated with the program.*

- The Class of 2018 will have all regular costs for the iPad program included in their tuition, with the exception of the \$50 annual payment for insurance (already paid for 2014-2015).
- The Class of 2017, 2016, 2015 will have expenses added to their monthly FACTS invoice, either included as part of the tuition or a separate item.

**Insurance Responsibilities:** *these are your responsibilities if a unit is damaged/lost/stolen.*

- Damage must be reported to the Technology staff immediately. If damage occurs while outside of the school building, it must be reported upon return.
  - Damage is simply defined as any aspect (physical or electronic) impeding the proper use of the device, or posing a safety issue (broken glass or sharp dents).

The following deductibles will be accessed to the student's account:

- In the event a unit is damaged in any way that is not covered under the standard manufacturer's warranty, a \$50 deductible will apply.
- In the event the unit is lost or stolen, a \$200 deductible applies, in the event of a 2<sup>nd</sup> claim, a \$300 deductible applies. Only 2 claims are permitted per student per lease.
- The Technology staff will immediately replace a malfunctioning unit, ensuring the student always has a working unit.
- **A student will always be given an immediate replacement unit.** As it is imperative that the student always has a working tablet, a parent/guardian's approval will not be sought.
  - Deductibles are not due at the time of the replacement instead deductibles will be due within 30 days of the replacement date, or the next report card, whichever is sooner.

**Parent Responsibilities:** *these are the additional responsibilities we expect parents/guardians to take.*

- Parents/guardians are responsible to monitor student's tablet use outside of the school.
- In the event the security lockouts are overridden (including jail breaking), parents/guardians will be responsible for all repair expenses, up to the cost of the unit (\$500).

**Student Responsibilities:** *these are the responsibilities we expect the student to take.*

- Maintain their tablet in proper working order, keeping it clean and free of marks, and charged overnight.
- Students must keep their iPads in a school approved case at all times. If a student is found without a school approved case, one will be provided to them for the replacement fee.
- Keep the tablet on their person at all times, securing it as necessary, especially:
  - Lunch periods - students are to secure the tablet in their school locker.
  - After school activities - students are to secure the tablet in their school locker.
  - Gym Class - students are to secure the tablet in their gym locker.
- Respect the privacy and stewardship of other student's tablets:
  - At no time may one student remove or swap a tablet from another student.
  - At no time may a student view or interact with another student's tablet without permission.

**Students are not to:**

- Attempt to impersonate an iPad tablet with one of their own. Student's found in possession of a non-iPad tablet during the school day will:
  - Have the tablet confiscated, until such time as a parent/guardian claims it.
  - Be subject to disciplinary action, up to and including dismissal.
- Attempt to circumvent the security mechanisms protecting the tablets. Including but not limited to the School's web filtering service, iPads restriction and WiFi System.
  - Disciplinary actions will be taken for the attempt to circumvent security.
  - Any and all expenses associated with attempts will be billed to the parent's account.
- Use the iPad as a recording device:
  - Use of the camera function is prohibited.
  - Use of the microphone is prohibited, unless explicitly permitted by an administrator.

*The above information is used in conjunction with the Student Handbook. In addition, the most up-to-date version is available for download from the School's website, [www.josephsea.org](http://www.josephsea.org).*

*Updated on December 17, 2014*