



## **Morning Star School Jacksonville Device Acceptable Use Policy 2022-2023**

Morning Star School (MSS) provides Apple devices for all of our students. We believe this 1:1 environment will provide an engaging and connecting style of learning no matter which learning option a student and his or her family have chosen. The students will be issued a device with predetermined applications (Apps) and books installed. Students and parents are required to review the following policy, as well as sign the MSS Student Parent agreement, to protect our students, hardware, software and MSS integrity of learning.

Technology at MSS is provided for the purpose of supporting and fostering the educational mission of the School. Morning Star's mission is to target and reach each student where they are in their educational journey. In using their devices, students are encouraged to learn through auditory, visual, verbal and Kinesthetic learning styles that best fits and relates to the individual student.

Use of these technologies is a privilege that carries responsibility and behavioral expectations consistent with all school rules and policies including, but not limited to, those stated in the Parent-Student School Handbook and Diocesan policies. The policies set clear and concise guidelines for students and their parents in regard to appropriate device use. All members of the MSS School community will use all technology and the school's network in a responsible, ethical, and legal manner at all times. We expect our students to exercise good judgment and to utilize technology with integrity.

Morning Star School retains sole right of possession of the device and related equipment. The device will be issued to students according to the guidelines set forth in this document. MSS retains the right to collect and/or inspect the device at any time; and to alter, add, or delete installed software or hardware. Devices and students' activity on devices are monitored and managed both at school and at home.

### **Devices**

#### **Receiving Your Device**

Devices, covers, and chargers will be distributed at the beginning of the school year. Parents and students must sign and return the device Acceptable Use Policy and Pledge documents.

#### **Using Your Device**

**School student devices are for academic, school-related use only.** The student shall abide by the User Agreement & School's Acceptable Use Policies (AUP). Violation of these policies will result in disciplinary action. If the violation requires any correction/repair by the School's Technician it will result in a \$50.00 service fee.

### **Fixing/Replacing Your Device/Insurance-Warranty**

A device that is not functioning properly or is damaged should be given to the Morning Star School technician for inspection. When a device must be sent off campus for repairs, a temporary device will be issued to the student. If the repair is not covered by the device Warranty, the student will be assessed a \$50.00 deductible and any cost not covered by insurance.

In case of theft, a police report must be filed and a new device will be issued.

### **Returning Your Device**

Devices and cases will be returned during the final week of school. Students who transfer, withdraw, or are expelled from Morning Star School during the school year must surrender the device upon termination of enrollment. If the device is not returned MSS holds the right to not release student records.

## **TAKING CARE OF YOUR DEVICE**

### **Responsibility**

Students are responsible for the general care of the device and device case. Devices that are broken or fail to work properly must be taken to the technology department for an evaluation of the equipment. All repairs on the device must be done by the MSS Technician. Device chargers must be inserted and removed properly from the device. Device cases must be returned to the school with only normal wear.

### **General Precautions**

- The device, and the device case are the school property, and all users will follow the device Acceptable Use Policy .
- Cords and cables must be inserted carefully into the device to prevent damage.
- Device and cover must remain free of any writing, drawing, stickers, or labels that are not the property of MSS. Device covers that have damage other than what is deemed normal wear will result in a \$35.00 charge at the end of the school year. You may wish to document the condition of your cover at the time it is received.
- Devices must never be left in an unsupervised area.

### **Carrying Devices**

The protective cases provided with the devices have sufficient padding to protect the device from normal treatment and provide a suitable means for carrying the device within the school. The guidelines below should be followed:

- Devices should always be within the protective device case when carried.
- Avoid placing too much pressure and/or weight (such as folders and workbooks) on the device screen.
- Devices should not be carried into the restroom.

### **Screen Care**

The device screens can be damaged if subjected to rough treatment. The screens are particularly sensitive to damage from excessive pressure.

- Do not lean on the top of the device when it is closed.
- Do not place anything near the device that could put pressure on the screen.

- Do not place anything in the carrying case that will press against the cover.
- Clean the screen with a soft, dry cloth or anti-static cloth; no cleaners of any type.
- Do not “bump” the device against rails, walls, doors, floors, etc.

### **USING YOUR Device AT SCHOOL**

Devices are intended for use at school each day. Students must be responsible for bringing their device to all classes, unless specifically instructed not to do so by their teacher.

#### **Using Your Device at Home**

- Care must be given when transporting device to and from school.
- Device use at home is for academic, school related use only. This means students should not use the school device for social media or personal interest such as scrolling on YouTube, Google, etc. even when in appropriate sites. Again, the device is for school work only. Use your personal device for non school related online activities.

#### **Device Undergoing Repair**

- Loaner devices may be issued to students when their assigned device has been sent for repair.

#### **Passwords**

- MSS will provide a password to each student for his/her google account. **This password may not be changed by the student.**

#### **Screensavers/Background photos**

- A standard screensaver or background will be pre-set on the device and **may not** be changed by the student.

#### **Photos**

- Photo/Image storage on the device will be for school projects only. Storage of personal photos or downloaded images is not allowed. Students may not use the camera unless it is for school projects or work.

#### **Sound, Music, Games, or Programs**

- Students may not download music from iTunes or any other music sharing site unless it is for educational use.
- Music is only allowed on the device if provided by the teacher for educational use.
- Sound must be muted at all times unless permission is obtained from the teacher for instructional purposes.
- Internet games are not allowed on the devices unless it is for educational use.
- All software/Apps must be school provided.

#### **Saving Work**

- It is the student’s responsibility to ensure that work is not lost due to mechanical failure or accidental deletion. Students will be able to access their documents at home and school by using Google Docs.
- Device malfunctions are not an acceptable excuse for not submitting work.

### **SOFTWARE ON DEVICES**

### **Originally Installed Software**

- MSS will synchronize the devices to contain the necessary Apps for school work. Students **will not** synchronize devices or add Apps through a home i-Tunes account. The software/Apps originally installed by MSS must remain on the device in usable condition and be easily accessible at all times. From time to time the school may add or modify software applications for use in a particular course.
- Monitoring of devices is ongoing along with in-depth checks of devices. These procedures are to ensure that students have not removed required Apps and/or installed non-MSS approved Apps.

### **Additional software/iTunes**

- Students are not allowed to load extra software/Apps on their devices.

### **Inspection**

- Students may be selected at random to provide their device for inspection.

### **Procedure for reloading software**

- If technical difficulties occur or illegal software (non MSS installed Apps) is discovered, the device will be restored from backup. The school does not accept responsibility for the loss of any software or documents deleted due to a reformat and reimage. In this event, the student may lose the privilege of device use.

### **ACCEPTABLE USE**

The use of the MSS technology resources is a privilege. The privilege of using the technology resources provided by the school is non transferable or extendible by students to people or groups outside the school, and terminates when a student is no longer enrolled in the 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 appropriate disciplinary action shall be applied. The MSS School Code of Conduct shall be applied for student infractions.

**Violations may result in disciplinary action up to and including suspension/expulsion.**

### **Parent/Guardian Responsibilities**

- Talk to your child about values and the standards that your child should follow on the use of the Internet, just as you do on the use of all media information sources such as television, telephones, movies, and radio.
- It is highly recommended that parents supervise and monitor students while using technology including the use of the school device at home.

### **School Responsibilities are to:**

- Provide Internet access to its students while at school.
- Provide Internet Blocking of inappropriate materials as possible.

- MSS School reserves the right to review, monitor, and restrict information stored on or transmitted via MSS School owned equipment and to investigate inappropriate use of resources.
- Provide staff guidance to aid students in doing research, and help assure student compliance of the Acceptable Use Policy.

**Student Responsibilities are to:**

- Use computers/device in a responsible and ethical manner.
- Obey general school rules concerning behavior and communication that apply to device/computer use.
- Use all technology resources in an appropriate manner so as to not damage school equipment. Damage includes, but is not limited to, the loss of data resulting from delays, non-deliveries, mis-deliveries or service interruptions caused by the student's own negligence, errors, or omissions. Use of any information obtained via MSS designated Internet System is at your own risk. MSS specifically denies any responsibility for the accuracy or quality of information obtained through its services.
- Help MSS protect our computer system/device by contacting an administrator about any security problems that may be encountered.
- Monitor all activity on their account(s).
- Turn off and secure their device after they are finished working to protect their work and information.
- Print a copy of any email containing inappropriate or abusive language, or if the subject matter is questionable, and turn into the school administration.
- Return their device to the Technology Lab at the end of each school year. Students who transfer, withdraw, are expelled, or terminate enrollment at MSS for any other reason must return their individual school device on the date of termination.

**Student Activities Strictly Prohibited:**

- Illegal installation or transmission of copyrighted materials.
- Any action that violates existing School policy or public law.
- Sending, accessing, uploading, downloading, or distributing offensive, profane, threatening, obscene, or morally inappropriate materials.
- Use of chat rooms, sites selling term papers, book reports, and other forms of student work.
- Use of any Messaging or Social Media services-i.e. MSN Messenger, ICQ, AIM, IMO, Facebook, Twitter, etc.
- Internet/Computer Games.
- Use of outside data disks or external attachments without prior approval from the administration.
- Changing of device settings
- Downloading Apps - specifically, but not limited to, any App that results in the "Jailbreak" of your device.
- Spamming-Sending mass or inappropriate emails.
- Gaining access to other student's accounts, files, and/or data.
- Use of the school's internet/E-mail accounts for financial or commercial gain or for any illegal activity.
- Use of anonymous and/or false communications such as, but not limited to, MSN Messenger, Yahoo Messenger, email, etc.

- 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.
- Participation in credit card fraud, electronic forgery, or other forms of illegal behavior.
- 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.
- Transmission or accessing materials that are obscene, offensive, threatening, or otherwise intended to harass or demean recipients.
- Bypassing the MSS web filter through a web proxy.
- Students are not allowed to use another student's device.

### **Device Care**

- Students will be held responsible for maintaining their individual devices and keeping them in good working order.
- Only labels or stickers approved by MSS technology may be applied to the device.
- Device cases furnished by the school must be returned with only normal wear and no alterations to avoid paying a replacement fee.
- Under no circumstances should devices be left in unsupervised areas. Unsupervised areas include the school grounds and campus, lunch tables, computer lab, library, unlocked classrooms, and hallways. Any device left in these areas is in danger of being stolen. If a device is found in an unsupervised area, it will be taken to the Technology Department or the School Office
- Devices that are damaged or malfunction must be reported to the Technology Department. The school will be responsible for repairing devices that malfunction. Devices that have been damaged from student misuse, neglect, or accidental damage will be repaired, and the student/parent will be charged \$50. If the device can not be repaired, the student/parent will be charged \$150.
- Devices that are stolen must be reported immediately to the School Administration and the Police Department.

### **Legal Propriety**

- Students must comply with trademark and copyright laws and all license agreements. Ignorance of the law is not immunity. If you are unsure, ask a teacher or parent.
- Plagiarism is a violation of the MSS 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.
- Use or possession of hacking software is strictly prohibited, and violators will be subject to the stated policies MSS Student/Parent Handbook. Violation of applicable state or federal law will result in criminal prosecution or disciplinary action.

### **Student Discipline**

If a student violates any part of the above policy, consequences will be determined by the infraction.

- Locking of specific sites such as internet searches, APPs, cameras etc.
- In School use only

- Loss of device for a determined time

## **DEVICE INSURANCE**

### **School Protection**

MSS School purchases insurance through Apple.

The protection covers:

- Accidental damage, including drops/liquid spills
- Liquid submersion
- Theft
- Fire/flood damage
- Vandalism
- Natural disasters
- Power surge damage due to lightning

**The protection cost is \$50.00 annually for each device already paid through FACTS from middle school and high school students.**

### **Claims**

- MSS works directly with the Apple company on all insurance/warranty claims. Students are responsible for the \$50.00 deductible cost when damages are not covered under the warranty.
- Students will be held responsible for ALL INTENTIONAL damage to their devices including, but not limited to: broken screens, cracked plastic pieces, inoperability, etc. Should the cost to repair exceed the cost of purchasing a new device, the student will pay for full replacement. Lost items such as cases and cables will be charged the actual replacement cost.



## **Morning Star School Jacksonville** **Student Pledge for Device Use**

I will use my device in ways that are appropriate, educational, and that meet Morning Star School expectations.

I will use appropriate language when using journals, wikis, blogs, or any other forms of communication. I will not create, or encourage others to create, discourteous or abusive content. I will not use electronic communication to spread rumors, gossip, or engage in any activity that is harmful to other persons.

I understand that my device is subject to inspection at any time without notice, and remains the property of MSS.

I will follow the policies outlined in the *Device Acceptable Use Policy* and the MSS Handbook while at school, as well as outside the school day.

I will take good care of my device.

I will never leave the device unattended, and I will know where it is at all times.

I will protect my device by only carrying it while in the case provided.

I will never loan out my device or give my password to other individuals.

I will keep food and beverages away from my device since they may cause damage to the device.

I will not disassemble any part of my device or attempt any repairs.

I will not place decorations (such as stickers, markers, etc.) on the device or device cover.

I will not deface the serial number device sticker on any device.

I will be responsible for all damage or loss caused by neglect or abuse.

I agree to return the device and case in good working condition.





**Morning Star School Jacksonville Device Acceptable Use  
Parent/Guardian Policy  
2022-2023**

I hereby release Morning Star School and its personnel from any and all claims and damages of any nature arising from my child's use of, or inability to use, the school technology, including but not limited to, claims that may arise from the unauthorized use of the device to purchase products or services.

I understand that it is impossible for MSS to restrict access to all controversial materials, and I will not hold the school responsible for materials accessed on the network. I also agree to report any inappropriate device use to the school administration. I accept full responsibility if and when my child's use of technology is not in the school setting and understand that my child is subject to the same rules and agreements while not in school.

I accept that I am responsible to purchase the required insurance as determined by MSS.

**I have read and understand the information contained in this document and agree to abide by the rules set forth.**

Student Name (Please Print): \_\_\_\_\_

Student Signature: \_\_\_\_\_

Parent/Guardian Name (Please Print): \_\_\_\_\_

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

Parent/Guardian Email: \_\_\_\_\_

Parent/Guardian Phone: \_\_\_\_\_

Date: \_\_\_\_\_

**Please return this form signed by all parties by August 12, 2022.**