



## **Electronic Device Acceptable Use Policy**

Students in grades 5-8 are allowed to use electronic devices at Our Lady of Perpetual Help School as long as parents and students understand the school policy and sign this consent form. It is our goal to ensure the ability of students to use these devices for legitimate academic purposes while avoiding the potential for distraction and abuse.

1. Devices will only be allowed in specific subject areas or classes. Teachers must be consulted before these devices can be used in a particular classroom. Devices may not be used in the gym or cafeteria before or after the school day. Devices may only be used in a classroom under supervision of a teacher.
2. Parents are solely responsible for checking the content on their child's device.
3. Any cellular capabilities must be disabled before bringing the device to school.
4. Devices are to be used only for school-related or school-approved materials. Games are not allowed.
5. Teachers and Our Lady staff reserve the right to check devices for inappropriate use or inappropriate material.
6. Our Lady of Perpetual Help is not responsible for lost or damaged devices.
7. Students may only use tablet-sized devices for educational purposes only. This may include devices such as iPads, iPad mini, Samsung Note, Kindle Fires, etc. Students may not use Apple Watch, iPods (including iPod touch), or devices which resemble telephones in size, with camera capabilities or which have telephone capabilities.
8. Students will have the opportunity to access the Our Lady internet system through their own devices. Such access will be limited to educational use only, with the following stipulations:
  - A. Acceptable use does not include social networking or messaging (including iPad Messaging, Facetime, and similar programs, on Apple, Android or other systems), email, picture-taking applications (including Instagram, Snapchat, and other similar applications), or movie-creation software, unless at the specific request of the teacher. Students found (either presently or later) to have used the school wi-fi in this manner will be subject to disciplinary action, per the Our Lady student handbook and electronic device/internet use policies.
  - B. Students should not use personal electronics for game-playing during school hours (this includes through the internet or applications ("apps")) without the purposeful permission of a teacher, and then for educational purposes only.
  - C. Students found to use the school-based internet for cheating, plagiarism or other educational fraud will be subject to discipline, per the Our Lady student handbook.
  - D. Teachers, staff and administrators reserve the right to look at personal devices being used during school hours if a concern about appropriate use is raised. If students are found to be using the technology inappropriately, the device will be confiscated, with parents being contacted. The school electronic usage policies will be followed in an instance of confiscation.
  - E. All activities which involve the use of the school internet are monitored by the technology administrator(s), and are subject to review at any time, and without warning, including email sent through or to users of the OLPH domain.

- F. Teachers, staff, and administration reserve the right to limit or prohibit the use of personal electronic devices at any time, as they see fit.
- G. In order for a student to use a personal electronic device, **each student** must have a signed Acceptable Use Policy on-file with the school office.
- H. The administration of Our Lady reserves the right to future amendments to this and all technology policies.
- I. In the future event that individual email addresses be assigned through the OLPH system, students are to use the email for school-assigned, educational use only, and any inappropriate use of email may result in the removal of the student from this privilege, along with other appropriate consequences as seen fit by the faculty, staff or administration, per the OLPH handbook and technology policies.
- J. A list of useful or important applications ("apps") that are recommended for student use will be made available via the OLPH webpage, and teachers may require students to use apps for practice, assessment or extension activities. (Students who do not own personal electronic devices will have access to these same activities through school-owned tablets/computers).
- K. As the primary educators of their children, parents assume the ultimate responsibility to teach and monitor their child's use of personal electronic devices outside of school hours.
- L. The faculty, staff, and administration of Our Lady of Perpetual Help School and Parish are hereby not held liable for damage to the personal electronics of any student, including, but not limited to: misplacement, physical damage to the screen, case or other elements, theft, computer virus, damage caused by liquids, or damage caused by the mishandling of devices by any student. By electing to bring such a device to school, the student and parents/guardians of the student assume all responsibility for the device.

I understand the rules outlined in the school acceptable use policy and will abide by them. Devices that are misused or become a distraction in the classroom will be sent to the office to be picked up by parents.

- **First offense:**      **The device cannot be used for one week at school.**
- **Second offense:**    **The device will not be allowed for one month.**
- **Third offense:**      **The device will not be allowed the rest of the school year.**

*Anyone using cellular service on a personal device or anyone using a device for offensive and/or pornographic materials will not be allowed to use the device the rest of the school year.*

Student signature	Date
Parent signature	Date
Parent email	Parent Phone number

**\*\*A copy of this policy is on the school website at [www.olphna.org](http://www.olphna.org) for your convenience.**