

Mount de Sales Academy
Student Tech Device Policy (2015-16)

Mount de Sales Academy (“MDSA” or the “School”) has adopted this Student Tech Device Policy to govern use of technology devices by MDSA students. For purposes of this Policy, the phrase “Tech Devices” refers to all technology devices that MDSA students use to participate in the School’s Technology Integration Program or to access Information Technology Resources (as defined in MDSA’s Acceptable Use Policy).

1. The use of Tech Devices is a privilege governed by this Policy and the Acceptable Use Policy. Students are expected to use Tech Devices responsibly and for educational purposes only, in accordance with MDSA’s mission and values. When students are under School supervision, faculty and administrators retain full discretion as to how students may use Tech Devices.

2. Faculty, students, and staff shall have no expectation of privacy with respect to use of Tech Devices or information or content stored on them. MDSA reserves the right and maintains the ability to monitor use of Tech Devices, to access, read, review, monitor, and copy all material created and/or stored with or on Tech Devices, and to take temporary custody of Tech Devices to achieve compliance with this Policy.

3. MDSA students are expected to use Tech Devices responsibly, ethically, and productively, and in accordance with MDSA’s mission and values.

4. Students are required to register their Tech Devices with the School and ensure that the “outsides” of their Tech Devices bear their full name and grade. MDSA does not require cases for Tech Devices; however they are recommended.

5. Students shall use their MDSA email addresses to establish or set up any accounts needed for use of Information Technology Resources. Account information should not be shared among users. A password is required for security measures. Students should provide their account passwords to their parents or guardians.

6. Students should keep their Tech Devices with them, in a secured locker, or in an area designated for placement of Tech Devices at all times. Tech Devices should not be left unattended in any other place.

7. Students should fully charge their Tech Devices before arriving at School. Limited charging areas will be available. A power boost battery is suggested as a backup.

8. Students should save all documents to Microsoft 365 to back up documents and data.

9. Students experiencing technical problems with their Tech Devices should seek help from the IT Help Desk Support person.

10. Students shall install any educational apps required by their teachers at home in a timely manner in order to fully participate in class activities. Students shall maintain space on their Tech Devices for School apps and texts. If a student’s Tech Device storage becomes full, she will be asked to remove or relocate personal media and materials to make space for apps and materials required by MDSA.

11. Students may access or use the Internet or email only when instructed by a teacher. Playing games, accessing social media, or watching entertainment videos is not permitted, unless associated with a class and supervised by a teacher or administrator. Teachers and administrators have the right to check Tech Device history at any time.

12. Students may not use Tech Devices to take, generate, post, transmit, or distribute photographs, pictures or videos of others without the permission of a School administrator.

13. Students shall respect the work of others and acknowledge and cite sources as instructed by teachers. Tech Devices allow easy access to online copyrighted sources and information. It is important that students do their own work on digital assignments, using information and material obtained from credible sources. Using the work of others without giving them credit is plagiarizing.

14. Students shall not loan or share Tech Devices to or with any other persons.

15. Students are responsible for the care of their Tech Devices. Each Student's parents or guardians are responsible for the repair or replacement of damaged or lost Tech Devices. (Note: A limited quantity of devices may be available for a rental fee while a Student's Tech Device is being repaired or replaced.)

16. MDSA will review and address alleged violations of this Policy on a case-by-case basis. Violations of this Policy may result in disciplinary action, up to and including dismissal. Any questions about this Policy should be directed to the Vice Principal of Student Affairs.

Mount De Sales Academy Student Tech Device Policy for 2015-16 – Agreement Form

I have read and understand the Mount De Sales Academy Student Tech Device Policy for 2015-16 (the “Policy”). I agree to be bound by the Policy and to comply with the Policy.

_____ |
Date

Signature of Student/Faculty Member/Staff Member

_____ |
Date

Signature of Parent or Guardian

_____ |
Date

Signature of Parent or Guardian