

SJCS Student Personal Digital Device (PDD) Policy



Student use of Personal Digital Devices (PDDs) such as laptops, iPads, etc., is a privilege which the school grants to any student (parent/guardian) who is willing to assume the responsibility of abiding by the guidelines set forth in this document and the Acceptable Use Policy. Each student (and parent/guardian) must indicate compliance with this school policy by reading, signing & returning the form at the end of this policy. NOTE: Student cell phones are not permitted to be on the school Wi-Fi.

**During the course of the school year, additional rules regarding the use of personal laptops may be added. If this occurs, any new rule will become a part of this policy.*

General Usage

St. Joseph Christian School provides the opportunity for students to bring PDDs to school to use as an educational tool. **The use of all PDDs is a privilege and will be at teacher discretion.**

1. Students must obtain teacher permission before using any PDD.
2. Student use of a PDD must support instructional activities.
3. Web cameras and audio recorders may never be used on campus unless for educational purposes with teacher authorization.
4. Students must turn off and put away a PDD when requested by any teacher/staff member. The student must adhere to any additional guidelines that a teacher may require.
5. Students are strictly prohibited from using peer-to-peer software, file sharing programs, live streaming, telnet, or messenger programs as well as other resource intensive applications, including but not limited to Netflix, Pandora, Sling, etc.
6. Students must understand that there is no presumption of privacy for communications stored, sent, received, or accessed through SJCS networks, email systems, and internet connections and that any such material may be monitored or spot-checked to ensure compliance with SJCS policies.

Consequences of General Usage Violations

If students refuse to comply with the above guidelines, the following consequences may apply. *Administration reserves the right to assign additional consequences at their sole discretion.*

- 1st Offense: PDD will be confiscated until the end of the school day, when the student may retrieve it.
- 2nd Offense: PDD will be confiscated until the end of the day, when the student's parent must retrieve it.
- 3rd Offense: Loss of PDD privileges.



Personal Digital Device Security Risks

Students who choose to bring a PDD to school assume total responsibility for the PDD. The PDD should not be used by or left in the care of others. PDDs must not be left unattended in hallways, classrooms, gym, locker rooms, vehicles, etc.

St. Joseph Christian School assumes no responsibility or financial liability for any damage the student or parent may incur, including but not limited to theft, physical damage, and loss of data or software malfunctions. If a PDD appears to be missing, the student will immediately report the incident to the principal, who will determine the appropriate extent to which an investigation should occur.

Student Responsibility

Students must fully charge their PDDs prior to bringing them to school. If a student PDD is in need of a charge, s/he must obtain permission from his/her teacher.

Each student is responsible for his/her own content and file management. The school **does not support (help with) hardware or software on PDDs.**

Access Control and Authentication

1. To use a PDD on campus, students must have a signed Student Personal Digital Device Policy Form on file. Once a signed (both student and parent/guardian) policy is submitted, the IT specialist will arrange to meet with the student, who will need to bring the PDD, so the access code may be entered.
2. The access code is for SJCS families/staff and SJCS-approved student use ONLY. The access code may not be used by other students or any non-SJCS individuals. *The access code will be changed periodically.*

Revised 5/2017

Keep the above portion for your reference!

SJCS Student Personal Digital Device (PDD) Policy Agreement.

Return to the school office, ATTN: Mrs. Melody Ezzell.

We have read and fully understand St. Joseph Christian School's policy regarding student personal digital devices (PDDs). By signing below, we agree to abide by the guidelines contained in this policy. We understand and accept that any violations of this policy may result in the immediate loss of network access privileges, the student's parents may be contacted, and any consequences further delineated in the St. Joseph Christian School student handbook may be enforced.

Student Signature

Date

Parent/Guardian Signature

Date