



Technology Policy 2022-2023

St. Joseph's Academy strives to provide the technology tools necessary to succeed academically but also encourages the appropriate use of technological resources as a primary means of maximizing student learning and achieving the mission and goals of the school. Further, recognizing that the proper use of these resources is a privilege, not a right, SJA accepts the responsibility to exercise all reasonable control to protect the safety and legitimate needs of the students in their use of the school's technology.

Appropriate Online Behavior

Cellphone/Smart watch Policy: The use of cellular devices in an unacceptable manner in the school setting is prohibited. Examples of unacceptable usage can include but are not limited to the following: use of a device for any purpose inside a restroom, use of a device on the school campus for cheating, cyber bullying, sexting and taking inappropriate pictures or videos (including videos that contain inappropriate music). Students should refrain from creating videos with inappropriate content while wearing the school uniform at any time. Regardless of your privacy settings, assume that all of the information you have shared on your social network is public information. Students should not record or take pictures of other students, faculty or staff without consent.

Teachers will require students to stow away cell phones, smart watches or other devices that might distract the student while completing any graded work in the classroom. The classroom teacher has the discretion to determine when these items must be put away.

The use of smart watches while testing, including exams, test, quizzes, etc., is prohibited. Teachers may ask students to remove smart watches before any assignment or assessment.

Email, Communications and Social Media: Students using SJA email or internet access are representatives of the school and are expected to act in a manner consistent with the ideals of SJA. Communications on the internet (including social media sites) and via email reflect on SJA and must not damage the school's reputation. Students must maintain proper etiquette while using social media and any electronic device. Engagement in online social media such as but not limited to Facebook, Instagram, Snapchat, Tik Tok, etc., will result in disciplinary action if the content includes inappropriate music, photographs and/or morally inappropriate behavior. Regardless of your privacy settings, assume that all of the information you have shared on your social network is public information. Users may connect SJA email accounts to personal mobile devices, but in doing so, the user acknowledges that SJA reserves the right to remotely wipe the device.

Students are prohibited from changing the display name or photograph associated with their account. Social Media/Parents: Parents are asked to set a good example for students when accessing and using social media. Engagement in social media including but not limited to Facebook, Twitter, Instagram, etc., may result in disciplinary action and/or dismissal if the content of the student or parent's post includes defamatory comments regarding the school, the faculty or other students.

Tablet Computer Policy

St. Joseph's Academy strives to provide the technology tools necessary to succeed academically. Each student is issued a laptop computer to be used in and out of school. To ensure consistent, responsible and productive technology usage, SJA has developed the following policy. It is our expectation that students, parents and faculty/staff abide by these rules.

Tablet Responsibilities

St. Joseph's Academy assigns each student a tablet computer, power cord, stylus and carrying case, which must be brought to school every day. These items remain the property of SJA. Each student is responsible for the care of her assigned tablet computer and accessories. No stickers, decals, paint, writing or other defacement should be made on the tablet computer or case.

Failure to bring the tablet computer, power cord, stylus and/or carrying case to school will result in a checklist; the student will be issued a temporary loaner computer to use during the day. No part of the computer is to be removed or tampered with. This includes reseating the battery, peeling of rubber trim, removing screw covers or removing screws.

Failure to use the school-issued carrying case when transporting the tablet computer will result in a checklist. No other cases or sleeves may be used, including built-in backpack sleeves, as this voids the warranty on the computer. Failure to use the school-issued AC charger or using a charger not provided by the school will result in a checklist and voids the school's liability if an issue arises.

Tablets must never be loaned to someone or left unattended/unsecured. If a tablet is found unattended on school property, the student will receive a checklist for irresponsibility. Tablets should go home with students each evening and must not be left at school during vacations.

All storage, network communication, equipment and software provided by St. Joseph's Academy remain the property of SJA. The school seeks, where possible, to honor the privacy of the individual. It reserves the right, however, to access any file, email, network transmission or other information stored on or communicated through its property and will do so if a compelling reason arises. St. Joseph's Academy retains the right to monitor network activity in any manner it sees fit.

Misuse includes any internet conduct on or off campus which negatively affects the reputation of the students or any member of the SJA community. This includes but is not limited to sending or posting messages that suggest harassment, racism, sexism or inappropriate language, music and/or symbols; and sending or displaying unchristian, immoral, offensive, violent, pornographic, obscene, or sexually explicit messages or pictures.

The individual has no reasonable expectation of privacy.

Help Desk Policies

The Help Desk is open from 6:45 a.m. to 5 p.m. on Monday-Thursday and 6:45 a.m. to 4 p.m. on Friday. The Help Desk's summer hours are 8 a.m.-2 p.m. Monday-Thursday and 8 a.m.-12 p.m. on Fridays. If the student experiences an issue with her tablet computer that prevents her from completing her schoolwork or participating in class, she must visit the Help Desk as soon as possible before school, during her lunch or unstructured period or after school. A student should only visit the Help Desk during class time with her teacher's permission, and only in emergency situations.

When a student must turn her tablet computer into the Help Desk for repair:

1. The student will be issued a loaner computer to use while her assigned computer is being repaired. The student will be held responsible for any damages to the loaner while it is in her care.
2. The Help Desk will diagnose the issue(s) and order the appropriate parts from the vendor.
3. The Help Desk will repair and quality check the computer to ensure the issue is resolved.
4. The student will be notified that her computer is ready to be picked up. She should back up all necessary files from her loaner and return the loaner in the same condition as it was checked out to her.
5. The student should pick up her computer within three school days of receiving the ready notice.

Tablet Computer Repairs

Each Fujitsu T938 tablet computer is covered by a five-year warranty. The warranty does not cover damage to the power cord, stylus or case. If these items are lost or damaged, the student will be

responsible for the cost of replacement. If these items are damaged, the student needs to bring them to the Help Desk to determine if the item is covered by insurance.

Parents may choose to purchase insurance through SJA to provide additional coverage. The annual insurance policy will cover repairs each year up to the value of the unit.

The insurance policy will not cover deliberate damage or cosmetic damage that does not interfere with the function of the computer. Damage resulting from failure to use the school-provided carrying case or charger is not considered accidental damage and will not be covered by the insurance policy. The insurance policy does not cover the following: theft from an unlocked, unattended vehicle; corrosion or rust; intentional damage; dishonest acts; power surges except lightning; unexplained loss; and war or government seizure.

Damages to the Tablet Computer

If a student accidentally damages her tablet computer, she should bring it to the Help Desk at her earliest convenience to be checked in for repair. Help Desk staff will repair the computer using the student's insurance policy where applicable. If insurance was not purchased, the computer will be repaired at the expense of the student.

If a student damages her tablet computer or a loaner computer a second time, she will be referred to the Dean of Women for disciplinary action. In the event of multiple damages where the insurance cannot be used, students may work in the Help Desk at the same rate as the student technicians for up to \$300 of the cost of her damages. The remainder of the cost of damage must be covered by the student.

If a student loses her computer, she must immediately notify the Help Desk. She will be issued a temporary loaner computer and a checklist for irresponsibility. If the tablet computer is not recovered by the end of the school day, she will be referred to the Dean of Women for further action.

If found, a lost computer should be brought immediately to the Help Desk located in the library, and the Help Desk should be notified by email. If the library is not open, the computer should be given to a faculty or staff member.

Theft of an SJA tablet computer must be reported to the Dean of Women and the Help Desk as soon as possible. Theft of the tablet computer is not covered by the manufacturer warranty but may be covered by the tablet insurance policy depending on the circumstances of the theft.

Costs of Commonly Replaced Tablet Components

Prices come directly from Fujitsu and are subject to change at any time.

Tablet Component	Price
Stylus	\$74.75
AC adapter	\$27.00
Power cord	\$7.75
Carrying case	\$29.25
LCD assembly	\$419.75
System board	\$806.25
Keyboard cover	\$6.75
Keyboard	\$72.25
Solid state drive	\$270.50
Upper cover	\$239.50

All Help Desk/Technology balances need to be current before taking mid-term and final exams.

Network Accounts and Security

Each student is issued an SJA network account that serves as their computer account, email account, Moodle account and Adobe account.

Once set, SJA network passwords are valid for 180 days. A student must be on the SJA campus connected to the SJA wireless network to change her password.

Password requirements are as follows:

- a. Must be 10 characters or longer
- b. Must include one uppercase letter and one lowercase letter
- c. Must include one number or special character
- d. Cannot contain the user's account name or parts of the user's full name that exceed two consecutive characters

To change her password, a student must either be on SJA campus connected to the SJA wireless network, or through the self-service password reset tool. The password reset tool must be set up with the student's verification methods prior to her password expiring. To set up the password reset tool, visit the Password Reset Setup.

File Storage

A common directory is provided to assist with temporary storage needs for work done as teams. These files are not protected and can be read, modified or deleted by anyone. These files are not backed up and may be purged without notice. The common drive is purged on or around the 1st and 15th of each month. Only school-related files may be stored on the common drive.

Every student accepts the responsibility of backing up on a regular basis. The student may choose to use the school-provided, cloud-based storage or other forms of backup (i.e. USB drives, external hard drives, personal cloud-based storage accounts, etc.).

Prohibited Behaviors

Using the SJA-issued tablet or other devices to participate in any of the following is strictly prohibited:

- conducting or participating in any actions which are illegal (according to city, state or federal law)
- violating any of this institution's policies
- threatening, bullying or harassing others
- advocating racial, ethnic, religious or gender-based slurs
- purposely frustrating others from achieving their educational goals
- infringing software copyright or licensing agreements
- purposely viewing, displaying, storing or transmitting any obscene or discriminatory material or material of terrorists, gangs, hate groups, etc.
- conducting commercial or private/personal business enterprises
- promoting private businesses, product advertisement or political lobbying
- sending unauthorized bulk or random messages (e.g., junk mail, ads, etc.)
- soliciting for organizations that are unrelated to the institution's mission or purpose
- destroying the integrity of computer-based information
- maliciously installing or invoking a computer virus or other disruptive mechanism
- altering system files or configuration to disrupt computer or network functions
- seeking or gaining unauthorized access to network resources or resources on the internet or attempting to breach security mechanisms
- downloading movies and any other medium which is against the law
- downloading games, images, etc.
- sharing school-related files when the project, activity or assignment is to be done independently
- communicating via the internet, email or social networking sites in a manner which reflects negatively

on St. Joseph's Academy

- posting/sending personal photos or videos which are inappropriate
- using the tablet in order to copy another person's work
- misuse of web cam
- videoing or photographing another person, including other students and SJA faculty/staff members, without permission
- soliciting donations unless school approved