	TECHNOLOGY RESPONSIBLE USE POLICY Updated 2/26/2025

Note: The most current version of this policy will be posted on the Resource Boards in Blackbaud.

The primary purpose of technology at Saint Ignatius College Prep is to enhance and support the school's educational programs. Technology should be used in a manner consistent with the educational objectives and mission of the school. The use of technology should support the formation of young men and women for lives of faith, love, service and leadership in the Catholic and Jesuit tradition.

Use of the school's technology is strictly for academic and administrative purposes and must be consistent with the educational objectives and mission of the school. In their use of technology, students are expected to model core Ignatian values and exercise good judgment while complying with this policy and all related administrative rules and guidelines. The use of technology at Saint Ignatius is meant to enhance and not disrupt or detract from the learning experience of all students.

Policy Enforcement: The Department of Information Technology, prefects, faculty, staff and administration will work together to enforce the Technology Responsible Use Policy. Violations of this policy will be enforced through the Deans' Office and should be reported to the Deans and Department of Information Technology immediately. Legal authorities will be contacted if situations warrant.

In the event of violation(s) of this Technology Responsible Use Policy, and in consideration of the nature and degree of the violation and the number of previous violations, one or more of the following consequences may apply:

- Personal electronic devices, including those owned by the student, may be confiscated and/or searched.
- Student use of technology may be limited for an extended period of time.
- Disciplinary actions including possible suspension or expulsion will be implemented and will be consistent with school policies.

Important Notes:

- The school may not request or require a student to provide a password or other related account information in order to gain access to the student's account or profile on a social networking platform.
- The school may conduct an investigation or require a student to cooperate in an investigation if there is sufficient evidence to suggest the student's social networking account violated the school's disciplinary policy.
- The school may require the student to share content in the course of such an investigation.

Students must act in a responsible, ethical, and legal manner when utilizing technology. Examples of unacceptable use include, but are not limited to the following:

- Academic dishonesty, including but not limited to storing, sending, sharing, or viewing information with electronic devices that could be used for cheating.
- Using technology to obtain, download, view, post, distribute or gain access to materials not related to coursework.
- Causing damage to or tampering with hardware components and their configuration.

- Tampering or attempting to tamper with account or resource permissions.
- Violating copyright laws.
- Wasting of resources, including disk space, wireless and Internet bandwidth, and paper.
- Attempting or gaining unauthorized access to resources or entities.
- Using school technology resources for personal business or financial gain (examples include crypto mining, online shopping, gaming, blogging, and browsing social networking sites).
- Using the school's technology resources for illegal activity.
- Storing inappropriate software which may be used for illegal activities.
- Inappropriate representation of Saint Ignatius College Prep or member(s) of the Saint Ignatius community in any web posting, blog, e-mail or other electronic communication. This includes anything that may embarrass or offend a student, a member of the faculty and staff, or another member of the Saint Ignatius community.
- Cyberbullying, text bullying, or other forms of harassment using technology, including but not limited to students, faculty or staff either inside or outside of the Saint Ignatius community.
- Use/attempted use of another user's technology account or device.
- Use of anonymous proxies, VPN connections, caching servers, or any other means which can bypass restrictions implemented by the school's filtering system(s).
- Sharing any school issued technology account credentials with others.
- Violations of a teacher's classroom technology policy.
- E-mail spoofing.

Technology on Campus:

All Saint Ignatius students are required to have an iPad. Effective with the class of 2028, Saint Ignatius College Prep will supply students with an iPad. Students in all other classes must supply their own iPad. An iPad is the only device the students are allowed to use during regular school hours, and the iPad must remain connected to the school's WiFi network.

Details about the school's iPad Programs can be found in the iPad FAQ on the school's website under the Forms and Documents Page.

Each teacher and student will utilize the iPad to support the educational objectives and mission of the school. The primary use of these devices on campus is for academic purposes. Teachers will use the Blackbaud Learning Management System as the central repository for their classroom web pages, which will include information on assignments, grades and other resources being used in their classrooms. Teachers will also post their classroom expectations regarding technology usage on their classroom web pages.

Students are expected to model core Ignatian values and exercise good judgment in their utilization of iPads and all forms of technology.

As part of this initiative:

- Students are required to bring their iPads to school each day fully charged.
- Unauthorized use of the audio or camera recording function is strictly prohibited. This includes video recording, photographing, or audio recording anyone without their permission and/or sharing unauthorized videos, audio recordings or photographs. If a teacher gives permission to use these functions, students should not modify the recording or post it online without receiving explicit permission from the teacher.
- Students are reminded that the use of any electronic devices on campus is for academic purposes. Any non-academic use may be subject to disciplinary action.
- During class smart watches may be utilized to check the time, but may be subjected to academic and or disciplinary action if used for any other purpose.

- Gaming devices of any kind are prohibited at Saint Ignatius College Prep. Students may not use devices such as Gameboys, Nintendo Switches or any other electronic gaming devices during the school day.
- In an effort to encourage good table fellowship as well as a break from "screen time" during the day, Tully Hall and Damen Hall are "technology free zones" during the lunch block. This means that all technology should be turned off and out of sight during the three lunch slides - 10:50-11:20 a.m., 11:45 a.m.-12:15 p.m., and 12:45-1:10 p.m. daily in Tully Hall and Damen Hall.
- Saint Ignatius College Prep is NOT responsible for the upkeep, repair, or loss of personal devices or data on these devices. Students should keep their iPads in their sight at all times and should never leave them unattended. Students should also password-protect their devices, enable the "Find My iPad" feature, and clearly label their iPads with their first and last names. Students should record their iPad serial number in the event of a theft.
- Students are responsible for maintaining a backup of all important data stored on their iPad.
- Students are required to connect their iPads to the school's wireless network for access to network resources including the Internet. Students must follow guidelines and instructions from the IT Department for connecting their devices.
- The use of separate 3G, 4G, 5G or any other connectivity to the Internet is prohibited on campus. When on campus, students must connect their iPads to the school network for filtered access to the Internet.
- Additional personal electronic devices, with the exception of cell phones, may be used as needed for academic purposes only.
- Students should be sure that their iPads are adequately charged before arriving on campus each day.
- When on campus, any audible alerts on iPads should be silenced. The use of technology should not disrupt the learning environment at any time.
- A limited number of iPads will be available for short-term loan in the event that a student's iPad is being repaired or replaced. Authorization for a loaner iPad must be approved through the Deans' Office before a student can borrow a loaner device from the help desk.
- Saint Ignatius College Prep reserves the right to confiscate and search devices in the event of any policy violation.
- School administration reserves the right to modify the terms of this program at any time.

Internet Use and Parental Involvement

Parent(s)/guardian(s) should understand that Internet access on campus is intended for educational purposes. Internet use is NOT private and Saint Ignatius College Prep reserves the right to monitor student use of the Internet at any time.

In conjunction with CIPA (Children's Internet Protection Act) guidelines and in an effort to manage bandwidth resources, Saint Ignatius College Prep uses a filtering system to block access to many prohibited sites and controversial material. However, it is possible that some inappropriate websites or content may escape detection by the filtering system. The fact that students may be able to access a particular site does NOT necessarily mean that site is appropriate for viewing.

Parent(s)/guardian(s) should recognize that it is impossible for Saint Ignatius College Prep to restrict access to all controversial and inappropriate materials. Parent(s)/guardian(s) will hold harmless Saint Ignatius College Prep, its employees, agents, or board members for any harm caused by materials or software obtained via the Internet and/or the school's technology resources. Parent(s)/ guardian(s) understand that they will be legally responsible for their student's actions and accept full responsibility for supervision if and when their student's use of the school's technology resources or the Internet is not in a school setting. Parent(s)/guardian(s) must understand that Internet access for students, who utilize their own Internet connection from their personal electronic device, is NOT filtered by the school's Internet filtering system.

Outside of school, parents bear full responsibility for monitoring their student's use of the Internet. Parent(s)/guardian(s) are highly encouraged to communicate with students on the importance of safe, responsible and ethical use of the Internet from any device in any location. The following sites are good resources to explore responsible use of the Internet:

- https://isafeventures.com/
- https://beinternetawesome.withgoogle.com/en_us
- https://www.commonsensemedia.org/
- https://www.microsoft.com/en-us/digital-skills/online-safety?activetab=protect-whats important%3aprimaryr3
- https://www.netsmartz.org/Home

Google Workspace for Education Accounts

Google Workspace for Education is a set of education productivity tools from Google. Each Saint Ignatius student receives a Google Workspace for Education account. This account provides students with access to:

Google Workspace for Education Core Services which include Gmail, Calendar, Classroom, Assignments, Drive, Docs, Forms and Slides.

Additional Google Services which include products such as Google Search, Maps, YouTube and AI Tools such as Google Gemini and Notebook LM which Workspace for Education users may have access to.

Students will use their Google Workspace for Education accounts to complete assignments, communicate with their teachers, and learn 21st century digital citizenship skills. Saint Ignatius College Prep also allows students to access third party services, including but not limited to Adobe Creative Cloud, Blackbaud and Digital textbook platforms, with their Google Workspace for Education accounts.

By agreeing to the policies of Saint Ignatius College Prep in the school's handbook and this Technology Responsible Use Policy, parents and guardians provide consent for their child(ren) to use Google's additional services, as well as their core services through their Saint Ignatius Google Workspace for Education account. Additional information about Google's use of personal information can be found in the following links:

Core Services: https://workspace.google.com/terms/user_features/
Additional Services: https://workspace.google.com/terms/education_terms/
Privacy Notice: https://workspace.google.com/terms/education_privacy.html

Blackbaud Accounts

Parent(s)/ guardian(s) should each have their own Blackbaud account to access the Parent Resource Board, classroom web pages and other pertinent information. Parent(s)/guardian(s) will create their Blackbaud accounts during the admissions each year. Student account information is distributed to incoming freshmen with their iPads prior to summer school and to transfer students at the time of enrollment.

Data and Privacy

Saint Ignatius College Prep works with external vendors and programs in various capacities to serve the needs of the school, its students, and their parents. In doing so, the school may share relevant student

information with these vendors and programs, including but not limited to academic information and personally identifiable information such as student name and student ID number. Saint Ignatius College Prep will not sell, rent, lease, or trade any such student information to any of these vendors, or to any other individual or entity, unless authorized by the parent/student or required by law.

Important Reminders:

- Students should NOT expect that files stored on the network or other repositories of the school's domain, including the Saint Ignatius Google G-Suite Portal, are private.
- Saint Ignatius College Prep reserves the right to monitor, view, edit and/or remove any materials stored by students that it deems unacceptable.
- Students are required to use only their assigned account and password each time they log onto a school computer.
- Students should memorize their account information.
- Students should never share their passwords with anyone.
- Students are encouraged to change their password on a regular basis and should do so using the Password Change link on the Student Resource Board in Blackbaud.
- Computer activity and network file content is identified by user name. Students are responsible for their own account and the contents of their storage folders within the school's domain. This includes both the online storage space within the school's Google Apps domain and any server based or local desktop storage, which a student might have at school. Should a student believe that his/her account has been compromised, he/she should change their password immediately and report any problems to the help desk in the Beigel Room immediately.
- Students are expected to use their school issued student e-mail accounts for communications with all school faculty, coaches, and staff.
- Students are expected to check and respond to their student e-mail on a daily basis.
- Student e-mail communications are NOT private. Student e-mail is archived and can be monitored by the administration at any time. Inappropriate messages may be detected by the school's filtering software.
- Appropriate language should be used in all e-mail communications. Profanity, threats, or harassment of any kind is strictly prohibited and against the school's culture and Ignatian values. Such messages will be brought to the attention of the Dean of Students for disciplinary action.
- Before leaving a shared computer, students must always be sure to properly log out of their Google Apps and network accounts. Failure to do so can result in others accessing the student's e-mail and/or documents. Students who do NOT properly log off computers can face disciplinary consequences.
- New students are asked to test their accounts as soon as they receive their credentials. Any problems or questions should be reported to the help desk immediately.

File Storage and Maintenance: Each student receives virtual storage space on the school's Google Apps portal. Students can access these materials from any Internet connection inside or outside the school. Students are encouraged to save academic work in their Google Apps virtual storage space.

Account Deactivations: Student accounts will be deactivated upon a student's graduation, transfer or termination from Saint Ignatius College Prep. Prior to account deactivation, it is the responsibility of the student to backup or retrieve any important electronic content as well as to make appropriate arrangements for e-mail communications. Accounts for graduating seniors will be deactivated on July 1st each summer.

Chromebooks: Chromebooks are available for shared use in the Foglia Library. This space is supervised. Any technical problems or suspicious behavior will be directed to the technology staff, library staff and/or Deans of Students. Students who plan to use the computers or iPads in these spaces should become familiar with and adhere to the following rules:

1. **Hours:** Chromebooks will be available on school days from 7:30 a.m. - 3:30 p.m.

2. **Hardware and Software:** Saint Ignatius College Prep is a mixed computing environment containing computers running both Windows, Chrome and MacOS and iOS operating systems.
3. **Food and Drink:** No eating or drinking is allowed when using school technology devices.
4. **Technology Usage:** Use of school computers and the school's Internet connection is strictly for academic purposes. No game playing is allowed.
5. **Noise:** The environment where desktop or laptop computers are used should be that of a quiet study environment. While there may be occasional group work among students, which necessitates some discussion, it should be kept to a low level.
6. **Headphones:** Students are required to have their own headphones for applicable activities.
7. **Printing:** With the exception of Fine Arts projects, all other student printing should be done in the Foglia Library, Beigel Learning Resource Center, or the IHMC Technology Classroom. Each room is equipped with a high-speed networked laser printer with AirPrint capabilities for printing from iPads. Students are encouraged to limit their printing, print in black and white, and print only academic work as necessary. Color print settings are available but should only be used when absolutely necessary.
8. **Scanning:** Students in need of this resource can use the multifunction printer/copier/scanners in the Beigel Learning Resource Center, Foglia Library, or the IHMC Technology Classroom. Students can scan documents to their e-mail account.
9. **E-mail:** Checking e-mail is acceptable only as it relates to educational purposes.
10. **Chat sessions:** Chat sessions and Instant Messaging are not allowed.