



for Young Men

MONSIGNOR **BONNER** & ARCHBISHOP **PRENDERGAST** CATHOLIC HIGH SCHOOL



for Young Women

Bring Your Own Technology Policy

Guidelines for Personal Use of Student-Owned Laptops, Netbooks and Tablet devices in School

PURPOSE: Monsignor Bonner & Archbishop Prendergast Catholic High School will provide students access to a wireless network and the option of bringing in a personal laptop, netbook or tablet device as a means to enhance their education. The purpose of these guidelines is to assure that students recognize the limitations that the school imposes on their use of personal computers. In addition to these guidelines, the use of any computer in school, including laptop computers, netbooks or tablet devices, also requires students to abide by the Acceptable Use Policy of the Archdiocese of Philadelphia. The Laptop Program provides the Monsignor Bonner & Archbishop Prendergast Catholic High School community with a tool to expand its members' learning opportunities. It opens limitless possibilities; users may go virtually anywhere and interact with anyone. With such opportunity comes responsibility. Use of the MPAP-Internet network and its related computer facilities is a privilege afforded to members of the school community. The underlying principle of adherence to all guidelines is an understanding that the manner in which students use technology reflects character, good judgment, and upholds our core values of acceptance, respect and love. For these reasons, the Administration reserves the right to amend these guidelines at any time.

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

General Usage

Monsignor Bonner & Archbishop Prendergast Catholic High School provides the opportunity for students to bring a personal computer to school to use as an educational tool.

- Student use of a personal laptop, netbook or tablet devices must support the instructional activities currently occurring in each classroom and lab.
- Students must turn off and put away a personal computer when requested by a teacher. If an adult asks a student to put his/her laptop, netbook or tablet device away because of games or other non-instructional activities, the student must comply.
- Students may use their personal laptops, netbooks or tablet devices before school and after school. The laptop should be used for educational purposes during these times also.

Expected Student Behaviors and Responsibilities

Monsignor Bonner & Archbishop Prendergast Catholic High School accepts no responsibility for personal property brought to the school by students. Students who choose to bring a personal computer to school assume total responsibility for that item. Laptops that are stolen or damaged are the



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responsibility of the student and their parents or guardians. Students should take all reasonable steps to protect against the theft or damage of their personal laptop.

Personal Computer Conduct

The student must:

- Use only the Monsignor Bonner & Archbishop Prendergast Catholic High School assigned wireless network. No outside network connections can be used on school property whatsoever.
- Access appropriate information, images and data and use appropriate language, images and information
- Never view, use, or copy passwords of another user.
- Access or share other people's data only after permission has been given. Understand that groups will share files during collaborative projects.
- Never distribute personal information regarding themselves or anyone else, to anyone online – such as, but not limited to phone numbers, addresses, or last name.
- Immediately report threatening, discomfoting, indecent, or inappropriate materials, found on the Internet or in a file, to a teacher or someone else in authority.
- Never buy, sell, advertise, or otherwise conduct business, unless this is approved as a school assignment.
- Never view, share or capture photos or videos of anyone without their consent.
- Keep computers on mute unless a teacher is allowing sound.

Physical security

Students should take the following physical security preventative measures.

- Computers may NEVER be left unattended for ANY period of time;
- Unattended laptops, netbooks or tablet devices will be turned into the Main Office;
- Place laptop computers, netbooks or tablet devices in lockers when attending lunch;
- When traveling between classes laptops, netbooks or tablet devices are to be placed in the student's backpack;
- It is recommended for each student to have their own username and password on their own device.

To use a computer within the school, students must register the MAC address and serial number of the laptop with the school.

YOU WILL BE NOTIFIED OF DATE FOR LAPTOP/ NETBOOK REGISTRATION. DO NOT BRING YOUR LAPTOP TO SCHOOL UNLESS YOU HAVE HAD IT REGISTERED.



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You will be provided with a small sticker to display on the lid of the registered computer. This sticker must be visible at all times.

- No student shall knowingly gain access to, or attempt to gain access to, any computer, computer system, computer network, information storage media, or peripheral equipment without the consent of authorized school personnel;
- No printing will occur directly from the laptops, netbooks or tablet devices. All printing will occur in the computer labs from the school computers, the library or from home computers;
- The school is not responsible for, and will not be providing, tech support.

Leaving Laptop at School

- An option will be provided for students to keep their laptop at school if they have sufficient computer access at home.
- Students would pick up their device from the *Student Technology Assistance Team* room located in room 110 (*S.T.A.T. Office*) of the Prendergast building each morning by 7:35 a.m.
- Students would be required to drop of their laptop by 3:00 p.m. each afternoon to room 110 of the Prendergast building.
- Devices will be locked securely and charged each night. Students must provide the charge associated with their device.