



Saint Bonaventure High School

3167 Telegraph Road – Ventura, CA 93003

(805) 648-6836 – Fax: (805) 648-4903

Technology Acceptable Use Policy

Saint Bonaventure High School aims to prepare students to be successful and ethical citizens. Through instruction, students will experience greater access to information and resources, become independent learners, and discerning Internet users. The Acceptable Use Policy (AUP) facilitates and sets guidelines for using technology both on and off campus.

The use of the school's computers and the Internet is a privilege, not a right. Inappropriate, unauthorized or illegal use of the Internet will result in a withdrawal of Internet privileges and appropriate disciplinary action. Personal technology equipment brought to school will be subject to the procedures outlined in the AUP. A student is considered to be in violation of the AUP if the action is not in keeping with the mission and values of St. Bonaventure High School.

Responsibility for Devices and Their Use

1. All students and their families are required to follow the Acceptable Use and Responsibility Policy for Electronic Communications, (St. Bonaventure/Archdiocesan AUP; handbook p. 45) whether the device is provided by the student or the school.
2. Students are solely responsible for their own personal devices and are to permanently label devices with identifying information, including their name easily identifiable on the iPad lock screen.
3. The school assumes no legal or financial responsibility for personal devices if they are lost, loaned, damaged, or stolen.
4. Personal devices are subject to investigation in accordance with the Archdiocesan AUP and the Archdiocesan Administrative Handbook.
5. Students are expected to keep their devices secure at all times, including using a password, and not loaning them to others.
6. Students are expected to protect their devices by bringing them to school in a case or cover to avoid damage.
7. If a student uses a personal or school device or any of its functions in a manner that intentionally violates the school's policies or the Archdiocesan AUP, the student will be subject to consequences in accordance with the school's disciplinary policies and procedures as outlined in the Parent/Student Handbook.

Specific iPad Authorized Use Policy

1. Any viewing, sharing or transmission of iPad material utilizing the St. Bonaventure network containing inappropriate content, offensive language, derogatory rumors/gossip, or other content not in keeping with St. Bonaventure's mission or philosophy is strictly prohibited.
2. The St. Bonaventure network may not be accessed without authorization. This includes, but is not limited to, accessing the network using any account other than a student's own. Any attempt

to connect the iPad to external internet connections while on St. Bonaventure's campus is prohibited.

3. Students will not share login information, addresses, or other personal information without the authorization of a parent or St. Bonaventure representative.

4. Content may not be copied or reproduced without the permission of the author or other right-holder. It is the student's responsibility to respect and adhere to all copyright, trademark, and other intellectual rights and property laws.

5. Students are responsible for the care and safekeeping of their iPads. Proper use, care and safekeeping of iPad includes, but is not limited to, the following:

- *Labeling iPad with student first and last name.*
- *Activating and maintaining 'Find my iPhone/iPad' function at all times as well as registering and maintaining the iPad serial number.*
- *Bringing a fully-charged iPad and necessary accessories to school each day.*
- *Securing iPad (i.e., do not leave iPad unattended or in unlocked locker/car or any other unsupervised area).*
- *Maintaining iPad protective carrying case.*
- *Using soft cloth to clean screen, do not use cleaners of any type.*
- *Keeping your iPad functioning properly by installing updates as they become available.*

6. Parent(s) must notify and provide verification to the school of any situation that prevents student from not having their device due to damage, repairs, or lost/stolen devices.