St. Rita School
Acceptable Use Policy of Technology (AUP)
2025 – 2026

Please read and keep this policy for your records.
Please sign and return only the last page.

Purpose

The use of 1:1 technology at St. Rita School (SRS) is guided by the philosophy and mission of the school, as well as, the Archdiocese of New Orleans. The policies, procedures, and information within this document apply to all devices used at St. Rita School by students and staff. Please note: Chromebooks and iPads at SRS are meant to be a tool to enhance teaching and learning in the classroom. They will not be used continuously in every class every day. Rather, these devices are to be used in teacher-directed activities that will enhance the skills being taught.

General Guidelines

SRS authorizes the use of technology in a manner consistent with its mission, religious beliefs, and disciplinary code as stated in the Handbook. Recognizing that it is impossible to define every instance of acceptable and unacceptable use, it will be at the discretion of the school administration to use judgment as to what is acceptable in any undefined instances that may arise. The use of St. Rita School's technology is a privilege, not a right, and will be regulated accordingly. All users of SRS' technology resources and/or school network must sign this Acceptable Use Policy (AUP) prior to device distribution and use.

Ownership & Distribution

iPads (Grades K-1) and Chromebooks (Grades 2-7) are owned by St. Rita School. Upon signing this AUP, students will receive their 1:1 devices. Upon receipt of the device, the responsibility of proper care and usage lies solely with the student at all times.

Devices will stay at school for students in grades Kindergarten through 5th, unless otherwise told by the classroom teacher. Students in grades 6th and 7th will take their Chromebooks home nightly to complete assignments. For these students, a charger will be provided and must stay at home for nightly charging. Devices will be collected at the end of each school year. If a device (or its charger) is not returned, the parent/guardian will be held responsible for payment in full.

Software and Security

St. Rita School is the sole licensee of the software included on each device. Any copying, modifying, merging, or distribution of the software by the student is prohibited. The student is responsible for complying with any and all hardware, software, and service provider licensing agreements, terms of use, and applicable state and federal copyright and other intellectual property protections. Students shall not download and/or store additional software or copyrighted materials on any SRS device or network. All student devices are to be connected to the school WiFi. Student "hotspots" are not allowed. Accessible content will be subject to Google's "Safe Search" feature and the school's and Archdiocese's restrictions and settings of the Google network and domain.

Required Accessories

- **HEADPHONES**: Students in grades K through 7th are responsible for the purchase and care of wired headphones. Earbud style may be used; however, **they must be wired**.
- **CHROMEBOOK CASE**: Students in grades 3rd through 7th must purchase a case from the school. This case may be reused each year as long as it is in working condition (i.e. device locking straps and zipper). Students' first and last names must be visible in the window.

Care of Device and Repairs

- Students are responsible for the general care of their school-issued device.
- Device labels must not be removed by students.
- Food and/or drink are not allowed next to your device while it is in use.
- Charging cables and headphones must be inserted/removed carefully from ports.
- Students may not place stickers on the device itself (on chromebook cases is fine).
- Students may not mark or draw on their device in any manner.
- Students should keep their chromebooks with them at all times while at school. When this is not possible (e.g. lunch, recess, activity, etc.), chromebooks should remain in the students' classroom and/or charging cart.
- Under no circumstance should a chromebook be stored in unsupervised areas including outside, cafeteria, gym, library, hallways, bathrooms, or any other entity that is not securely locked or in which there is no supervision.
- Chromebooks must be kept in their cases at all times. Cases must be labeled with the student's first and last name at all times.
- Students are responsible for proper screen care:
  - Do not place objects on the chromebook that could put pressure on the screen.
  - Do not place objects, like pencils, markers, etc. on the keyboard or in the carrying case. Closing a chromebook with such objects can result in a cracked screen.
  - Do not pick up the chromebook by the screen.
  - Do not slam the chromebook shut.
- Devices that are broken or fail to work properly must first be reported to the homeroom teacher. The teacher will contact Mrs. Stroup to determine a solution.
- Chromebooks in need of repair will be shipped to the school's vendor of choice at the student's expense. Upon receipt of the repair fee ($125), a loaner device will be provided, if available.

Daily Use of Technology and Expectations
- Students must fully charge their devices to ensure they are ready for each school day.
- Devices will be used when directed by the teacher and for classroom purposes only. Other websites or apps may only be used if offered by the teacher.
- Device volume should be turned off unless you have been given permission to use headphones for a task.
- If music is allowed in class, the music selected should follow Christian standards.
- If there is a breakdown or malfunction of the device, the student will revert to a traditional means of learning, i.e. pencil and paper.

Digital Citizenship
Students are expected to show positive digital citizenship. Please note: all activity is recorded on your device's history.

CLEAR: General Guidelines for students to be good digital citizens.
-Considerate: Think before you do, say, type, or save anything.
-Legal and **E**thical: Respect the ownership rights of others, use media only with permission, and respect the privacy of others. This includes the proper use of AI technology.
-Appropriate: Use the technology for its intended education purposes.
-Responsible: Take care of your device, your passwords, and your files. Don't forget to charge it!

Privacy and Safety
- Do not go into chat rooms.
- Do not open, use, or change computer files that do not belong to you.
- Do not share your full name, phone number, home address, social security number, credit card numbers, passwords, or the passwords of other people.
- Do not access, keep, or share anything that you would not want your teachers and/or parents to see.
- If you accidentally access a website that contains obscene or otherwise inappropriate material, notify a teacher or administrator immediately so that such sites can be blocked from further access. This is not a request, but a responsibility.

Legal Propriety
- All users must comply with trademark and copyright laws and all license agreements. If you are unsure, ask a teacher or administrator.
- Plagiarism (copying someone else's work) is not allowed. You must get permission to use others' work. This includes AI-generated content, text, graphics, movies, and music.

Social Media Responsibility
As members of our Trotter Community, students and families should not publish or cause the publishing of material to the internet that in any way is offensive, inappropriate, or may cause harm to St. Rita Parish, St. Rita School or the students, faculty, and staff of St. Rita School. This includes but is not limited to material posted on personal websites, forums, and social media.

AI Tools Acceptable Use

In recognition of the rapid growth of artificial intelligence (AI) technologies and their potential to enhance educational experience, St. Rita School is committed to facilitating the responsible and effective use of AI tools in our school. The objective of these guidelines is to ensure that all AI tools are used to support learning, teaching, and administration, and are aligned with our school's mission and christian values. Students will receive examples of acceptable and unacceptable AI uses from their teacher(s).

Definitions
- Artificial Intelligence (AI): Computer systems or software that perform tasks requiring human intelligence, including but not limited to learning, decision-making, and language processing.
- Generative AI: AI technologies that can generate new content, including text, images, audio, and video, based on their training data. These tools can be used for creative and educational purposes but must be used with consideration for accuracy, appropriateness, and originality.

Ethical Use and Academic Integrity
- AI tools may be used for suggestions and recommendations, but final decisions and work must be completed by the student.
- Students must not use AI tools to conduct or support cheating, plagiarism, or any academic dishonesty. (ex: using AI to write an essay or solve math problems).
- Students must not use AI tools to create inappropriate images or text.
- Students must not use AI tools to input personal, confidential, or sensitive info.
- St. Rita School encourages critical thinking. Users should be aware of the potential of AI bias in tools and consider this when interpreting AI-generated information or content.
- Even with the use of AI tools, students must respect copyright laws and intellectual property rights of others.

Consequences
- In addition to the measures described in the St. Rita School handbook, noncompliance with the SRS Acceptable Use Policy for Technology will be documented in the student development folder. The consequences range from one mark in the folder to detention or possible suspension, depending on the severity of the violation.
- The student whose name appears on the system account and/or device will be responsible for its appropriate use at all times. Failure to do so will result in disciplinary action by St. Rita School Administration and loss of privileges with school technology. In this event, the student will revert to traditional means of learning.
- St. Rita School cooperates fully with local, state, or federal officials in any investigation concerning or relating to violations of computer crime laws.

St. Rita School
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Using technology at St. Rita School is a privilege, and any privilege comes with responsibility. Here are the expectations for using technology at SRS.

- I will use my device when a teacher asks me to. I will put my device away when asked to do so.
- I will make sure my device is charged and ready to use each morning.
- I will only visit and use websites and apps that are allowed by my teacher(s).
- I will take care of my device as if it were my own and will not change it with stickers, writing, etc.
- I will only use the SRS campus' network at school. I will not use a 'hotspot.'
- I will only store material that is related to my schoolwork on my school device.
- I will not use AI tools to plagiarize or cheat on assignments (ex: math problems, essays, etc.)
- I will be safe online. I will not share personal information (like my passwords, home address).
- I will only log in as myself on devices and websites.
- I will use Christian standards in my online behavior.
  - I will be honest online. I will not take credit for work that is not mine, including AI.
  - I will be kind and avoid insulting, gossiping or teasing others.
  - I will not try to see, listen to, or send anything that says or shows mean or inappropriate things (i.e. mean messages, violent or obscene images/videos, explicit songs, etc.).
- I will not take and/or share photos or videos that would cause harm to anyone at St. Rita School.
- I understand that my device, Google account, and/or case may be inspected at any time.
- I understand my responsibility for the payment of repairs of unnatural damage to my device.
- I agree to return the device and charger in good working condition at the end of the school year.

I understand that using school technology is a privilege I must earn. If I don't keep my part of this agreement, I understand that privileges may be removed for a time, and that I may face additional consequences.

PRINT STUDENT NAME: _____

STUDENT SIGNATURE: _____

PARENT/GUARDIAN SIGNATURE: _____

DATE: _____