

Our Lady Queen of Angels Catholic School

Technology Acceptable Use Policy



Purpose and Philosophy

At Our Lady Queen of Angels, we view technology as a tool to enhance learning, promote creativity, support collaboration, and foster moral and ethical responsibility in the digital age. All technology use, including AI tools, must reflect our Catholic values, promote academic excellence, and respect the dignity of every human person.

Scope of Technology Use

- TK (Transitional Kindergarten): Students access iPads through a supervised classroom iPad center.
- K–5th Grade: Students are issued individual iPads (1:1) for use during the school day only.
- *6th–8th Grade: Students are issued school-owned iPads (1:1) that may be taken home and must be returned to school fully charged each day.
*Note. 6th grade will keep them at school during the 1st Trimester and take them home 2nd Trimester.

General Expectations for All Students

Students must:

- Use devices for educational purposes only.
- Follow teacher instructions and school procedures when using technology.
- Treat all devices with care. No food or drink near devices.
- Use respectful and appropriate language and behavior in all digital communications.
- Keep login information and passwords private.
- Use only school-approved websites, apps, and tools.
- Immediately report technical problems, loss, or inappropriate content to a teacher or administrator.

Responsibilities for 6th–8th Grade Students Taking iPads Home

Students who take devices home must:

- Bring the iPad fully charged each school day.
- Store it safely and avoid leaving it in vehicles or unsupervised areas.
- Not download or delete apps unless instructed by the school.
- Not allow siblings, friends, or others to use the device.
- Use the device in accordance with the school's values and expectations, even at home.

Parents/guardians are expected to:

- Monitor the student's technology use at home.
- Ensure iPads are used only for school purposes.
- Support the school in enforcing consequences for misuse.

Prohibited Actions

The following actions are prohibited on school devices or accounts:

- Accessing or sharing inappropriate, explicit, or harmful content.
- Bypassing filters, changing system settings, or installing unauthorized apps.
- Harassment, bullying, or threatening behavior online.
- Cheating, plagiarism, or unauthorized collaboration.
- Recording or photographing others without permission.
- Using AI to generate inappropriate or deceptive content (e.g., fake essays, images, or messages).

Artificial Intelligence (AI) Use Policy

AI tools may be used only when permitted by a teacher and must adhere to the following:

- AI-generated content must not be submitted as the student's original work unless explicitly allowed.

AI may be used for:

- Research assistance (finding sources or summarizing ideas)
- Brainstorming or pre-writing
- Practicing skills (math, language, vocabulary)

AI may not be used for:

- Copying answers or bypassing learning
- Creating false or misleading content
- Accessing inappropriate or unapproved AI models

Teachers and students will receive guidance on ethical and age-appropriate AI use throughout the year.

Monitoring and Privacy

The school reserves the right to monitor all use of school devices and accounts.

There is no expectation of privacy when using school-issued technology.

iPads and associated data remain the property of the school and must be returned upon request.

Consequences for Misuse

Violations of this policy may result in:

- Temporary or permanent loss of technology privileges
- Disciplinary action per school policies
- Notification to parents/guardians
- Restitution for damages to equipment

5th-8th Grade iPad Misuse Guidelines - Consequences

iPad Misuse

Examples include visiting inappropriate websites, playing games, using Google Docs for non-academic communication (such as group chatting), etc.

Consequences

1st Violation: The student loses iPad privileges for 24 hours. The teacher should hold the iPad and return it at the same time the following day.

2nd Violation: The student loses iPad privileges for one week.

3rd Violation: The student must check in their iPad with the teacher daily. The device may only be used when completing assigned classwork and must be returned immediately afterward.

Teacher Discretion: We understand that technology is essential for most classroom activities. If a student needs their iPad to complete classwork or a project, please use your discretion to allow access as needed. Once the specific task is completed, the iPad should be collected again until the consequence period has ended.

Agreement and Acknowledgment

All students and parents/guardians must sign the Technology Acceptable Use Agreement Form before receiving a device. By signing, they acknowledge understanding and acceptance of the guidelines outlined in this policy.

Technology Acceptable Use Policy (AUP) Agreement Our Lady Queen of Angels Catholic School

STUDENT/PARENT AGREEMENT FORM

By signing this form, we acknowledge that we have read, understood, and agree to follow the OLQA Technology Acceptable Use Policy (AUP) for TK through 8th Grade. We understand the expectations and responsibilities regarding the use of school-owned iPads and technology resources, including appropriate use of artificial intelligence (AI) tools.

Student Name: _____

Grade: _____

Parent/Guardian Name: _____

Date: _____

Student Agreement:

- ☐ I will use technology in a safe, respectful, and responsible manner.
- ☐ I will use my iPad only for school-related learning.
- ☐ I will follow all teacher instructions and school guidelines.
- ☐ I will not use AI tools to cheat or generate inappropriate content.
- ☐ I will report anything inappropriate or concerning to a teacher.

Signature (Student): _____

Parent/Guardian Agreement:

- ☐ I will help my child understand and follow the Technology AUP.
- ☐ I will monitor my child's technology use at home.
- ☐ I will support school decisions and consequences if the policy is violated.

Signature (Parent/Guardian): _____

For Office Use Only:

iPad Assigned: Yes / No

Teacher Signature: _____

Procedure for Reporting iPad Accidental Damage/Breakage & other Problems that Render iPad Inoperable

- Step 1: Student reports problem to Dr.Thomas (bthomas@olqa.org)
- Step 2: Dr. Thomas will notify parents via email and CC the homeroom teacher
- Step 3: Parents respond to the email to acknowledge the incident
- Step 4: The school will repair the iPad and parents will be charged through FACTS

Note: An iPad needing repair does not excuse the student from classwork, assignments, and participation.

Costs for repair or damage

- Screen repair - \$120.77
- K-2 Case replacement - \$40
- 3-6 Case replacement - \$100 (case and keyboard)
- iPad replacement - \$200
- Screen LCD repair - \$133.48
- Headphone Jack Replacement - \$103.01
- Additional iPad repairs such as home button replacement will have additional costs