# *COMPUTER/PERSONAL ELECTRONIC DEVICE POLICY*

**PURPOSE**

RCS aims to use technology in a responsible way. The goal of this policy is to create an environment for learning that is beneficial to all students and this will require allowances for exceptional students and circumstances. Therefore it is necessary that all students follow and respect the following policy when using computers and personal devices.

1. **SCHOOL COMPUTERS**

**USE OF COMPUTER EQUIPMENT IS A PRIVILEGE AND NOT A RIGHT!**

The use of computer equipment in the school is a privilege that must not negatively impact the work of other students or staff or classes. For this reason:

1) School work and assignments will always take priority over personal use of any equipment and the student agrees to stop using any equipment if requested by any staff on duty.

**PROPER USE OF Electronic Equipment RESOURCES**

Any use or conduct that damages, defaces or otherwise decreases the usefulness and the value of any resource or has the potential to do so is unacceptable. For this reason the student agrees that:

1) No food or drink is permitted in any of the computer areas at any time;

2) All equipment has to be handled with care and left in proper working order for the next user (Ex. do not detach, unplug, move etc., change monitors settings etc.);

3) It is the student’s responsibility to report abuses, misuses and malfunctions;

4) Software from outside the school cannot be installed or stored on school computers;

5) A properly working and up-to-date antivirus must be installed on his/her home computer or personal laptop;

6) Students’ equipment (laptop, memory stick etc.) must not be connected or networked to Administration’s computers;

7) It is the student’s responsibility to print his/her assignments at home and not at school.

**GAMES**

Students may bring games on their own personal devices, but agree:

1) Not to play on school premises any game that blatantly violates any of the 10 Commandments;

2) Not to play games (online or otherwise) at the Library Pod at any time;

3) To stop playing a game that is deemed inappropriate by a staff member on duty.

**INTERNET ACCESS**

1. All Internet Access provided by RCS is filtered.
2. Any attempt to deliberately view or seek objectionable web sites or materials, whether attempting to thwart the internet filter or connecting to the internet via a Personal Electronic Device, will face disciplinary action.

**PENALTIES FOR VIOLATING THIS AGREEMENT**

Violations of this Computer Use Policy will, at the very least, result in the loss of the student’s privilege to use the equipment at RCS (including personal laptop and other devices). Other disciplinary measures may be taken as well.

1. **STUDENT PERSONAL ELECTRONIC DEVICES**
2. Personal Electronic Devices (PEDs) in classes are to be used for educational purposes only and are subject to teacher’s ongoing approval.
3. When PEDs are permitted by the teacher they must be in silent and/or airplane mode.
4. Teachers may, however, allow music to be used to accommodate learning styles of exceptional students.
5. During class time, parents should contact students through the school office.

**Limitations**

1. PEDs may be used between 12:15 – 12:45, during spares and between classes, but only at your locker, in the library, gym and multipurpose room. (Not in hallways)
2. Ear buds may only be used when students are working independently in library and multi-purpose room.
3. Photographic images and videos of a person, at school events, and during school activities and/or hours, is prohibited without the permission of the person or persons being photographed/videoed, the Principal or designate, and where the student is below the age of 18 years, the consent of the parent/guardian.
4. Students may not have their PED with them during tests or exams.
5. Violation of the above guidelines may result in the confiscation of the PED until the end of the following school day. Parent/guardian has the option to retrieve the PED, during school day, at their earliest convenience.