



Mona Preparatory School Tablet Programme Acceptable Use Policy and Agreement

Policy Date: September, 2017
Revised: November, 2019

I. Why Tablets?

Our students use technology to support learning. Technology facilitates creative problem solving, information fluency and collaboration that we see in today's educational communities. While we want our students to be active contributors in our connected world we also want them to be safe, legal and responsible. Tablet computers provide students and teachers with an effective tool to enhance the teaching and learning experience as well as student engagement in the classroom while teaching important lessons about technology use. This acceptable user policy supports our vision of technology use and upholds in our students the standards of Mona Preparatory School as outlined in our Student Handbook and other school policy and guidelines.

How We Use Technology at Mona Preparatory School

The integrated information technology programme at Mona Preparatory School develops in our students the literacy, numeracy and critical thinking skills our children need to continue in today's modern society and the society of tomorrow within which they will have to live and work. We use technology to facilitate creativity, to support communication and collaboration and to extend research and information fluency.

As a school community, we commit to instructing our students and teachers in the correct and appropriate usage of any and all technologies made available at school to support the teaching and learning processes. As a United Church School, we also commit to ensuring that any and all material shared and communicated will be according to the highest standards for educational pedagogy as well as Christian moral and ethical standards.

Tablets at Mona Preparatory School will be primarily used for:

- a teaching tool to develop literacy and numeracy skills,
- revision and reinforcement of core curriculum content,
- reading programme material (grade 4-6),
- research and presentation, for all subjects, but particularly for:
 - Language Arts, Science, Social Studies, Communication Skills, Music and Production and Religious Education for grades 4-6,
- Developing familiarity and skills with the use of this and other support technologies for educational purposes.

II. **Basic Rules:**

1. Before a student can use his/her own tablet computer at school, his/her parent/legal guardian must first read and sign the Mona Preparatory School Tablet Programme Acceptable Use Policy and Agreement.
2. ALL Tablet Computers/Devices to be used at Mona Preparatory School by students in grades 4-6 must be registered with the Mona Preparatory School.
3. **Teachers are solely in charge of students' use of technology within their classrooms.** This policy's primary function is for the educational programme at Mona Preparatory School. Student use of any technology within a class is governed by the classroom teacher.
4. Administration, teachers and all other staff members at Mona Preparatory School may request **at any time** that students must turn off their privately owned technology. Failure to do so will result in disciplinary actions.



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5. Students should **ONLY** use their electronic devices during class with teacher permission and for educational purposes only.
6. Our students will be able to access the Internet via wireless connections that cover the entire school campus.
7. Multimedia projectors, televisions, laptops and desktop computers in different classrooms facilitate group viewing and discussions.
8. The school will not be responsible for technology devices that are brought to school from home by students or faculty members. However, teachers and staff will teach and support students in learning and keeping their devices safe and secure while on the school campus.
9. Students are not permitted to use their tablet computers/or other devices after 1:45 p.m., without the permission and supervision of a Mona Preparatory School teacher.

As a student, I agree to:

- look after my tablet carefully at all times.
- charge my tablet every night and bring both the tablet and the supplied charger into school every day unless told not to.
- always store my tablet in its protective case when not in use and store it in an appropriate school bag when outside my class.
- only take my tablet out in class or in my home- never on the playground, when walking between classes or when travelling to and from school.
- only use my tablet in lessons when instructed to by my teacher and close it or put it away when my teacher says so.
- only use programmes on my tablet that my teacher has agreed I can use in the lesson.
- only use my tablet to record audio or video with the permission of everyone involved in the recording.
- never access inappropriate content on my tablet.
- not remove any security markings and not allow it to be subject to graffiti.

III. Being A Responsible Digital Citizen

We use information and technology in safe, legal and responsible ways. We embrace the following conditions or facets of being a digital citizen.

Respect Yourself: I will select online names that are appropriate and will adhere to school rules and guidelines when posting information and images online. I will not share inappropriate information or graphics with others.

Protect Yourself: I will not publish my personal details, contact details or a schedule of my activities.

Respect Others: I will not use technology to bully or tease other people.

Protect Others: I will protect others by reporting abuse and not forwarding inappropriate materials or communications.

Respect Intellectual Property: I will suitably cite any and all use of websites, books, media etc.

Protect Intellectual Property: I will request to use the software and media others produce.

Students at Mona Preparatory School are expected to practise the values of community as taught at Mona Preparatory School by:

1. communicating only in ways that are kind and respectful.
2. reporting threatening or discomfoting materials to a teacher or administrator.



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3. not intentionally accessing, transmitting, copying, or creating material that violates the school's code of conduct (such as messages/content that pornographic, threatening, rude, discriminatory, or meant to harass).
4. not intentionally accessing, transmitting, copying, or creating material that is illegal (such as obscenity, stolen materials, or illegal copies of copyrighted works).
5. not using the resources to further other acts that are criminal or violate the school's code of conduct.
6. avoiding spam, chain letters, or other mass unsolicited mailings.
7. refraining from buying, selling, advertising or otherwise conducting business, unless approved as a school project.
8. exemplifying the **Mona Student**.

IV. Parent/Guardian and School Agreement for Mona Preparatory School – Tablet Programme

I understand and will follow Mona Preparatory School Acceptable Use Policy while using my personal tablet at Mona Preparatory School. If I break this agreement, the consequences could include suspension of computer privileges and/or disciplinary actions as follows:

- First Offence – a verbal warning
- Second Warning – a written warning to parents/guardians (White Slip)
- Third Offence – a written warning to parents/guardians (Pink Slip)
- Fourth Offence- suspension of computer privileges for the remainder of the term.

Other and more serious offences against this policy will be dealt with according to the Mona Preparatory School Disciplinary Policy. As the parent or guardian of this student, I have read the Mona Preparatory School Tablet Programme Acceptable Use Policy and Agreement. I understand that technology is provided for educational purposes in keeping with the academic goals of Mona Preparatory School and that students' use for any other purpose is inappropriate. I understand that children's computer activities at home should be supervised as they can affect the academic environment at school.

- I will instruct my child/ward regarding the contents of this document and regarding considerate and responsible use of computers, tablet computers, computer facilities and resources.
- I will emphasize the importance of following the rules for personal safety.

I understand that Mona Preparatory School is in no way responsible for any personal equipment that has been misplaced, stolen, lost or damaged.

Parent or Guardian's Name (please print) _____

Parent or Guardian's Signature _____

Date _____

Phone Number _____

Student's Name _____

This acceptable Use Policy and Agreement will be amended as necessary by the Administration of Mona Preparatory School and the most recent and revised policy will hereafter be available on our website, at www.monaprep.edu.jm