

St. Brendan Catholic Elementary School

Technology Policies & Acceptable Use Policy

2026 – 2027 School Year

Preamble

St. Brendan Catholic Elementary School is committed to forming our Navigators as responsible, ethical, and skilled 21st-century learners. Technology is a powerful gift that must be used in accordance with our Catholic mission — to form the whole person in truth, integrity, and service. The school provides students and staff with access to technological devices, educational applications, and internet resources to enhance teaching and learning in a manner consistent with that mission.

This Technology Policy and Acceptable Use Policy (AUP) governs the use of all technology resources at St. Brendan Catholic Elementary School — including school-issued devices, the campus wireless network, personal devices used on campus, and all school-managed accounts. These policies apply to all students at all times: on campus, off campus, at school events, and during school breaks and summer.

The underlying premise of this policy is that all members of the St. Brendan community must uphold the values of honesty and integrity. We expect our students to exercise good judgment and to utilize technology in a manner that reflects the values of our Catholic faith and the spirit of St. Brendan the Navigator.

1. Artificial Intelligence

Artificial Intelligence (AI) refers to systems that simulate human decision-making processes without direct human intervention, including chatbots, machine learning algorithms, and automated tools.

Generative Artificial Intelligence refers to technology that creates content — including text, images, video, and computer code — by identifying patterns in large quantities of training data. Tools in this category include, but are not limited to, ChatGPT, Google Gemini, Microsoft Copilot, and similar platforms.

St. Brendan Catholic Elementary School recognizes the growing impact of AI on education. AI tools may not replace a student's own work. Students must engage in ethical practices, carefully evaluate AI-generated content, and ensure their final work reflects their own original thought and understanding. Before using any AI tool, students must follow these three steps:

- **Consult.** Students must consult with their teacher before using any AI tool to determine whether the task or assignment may be completed with AI assistance.
- **Document.** If granted permission, students must document their interaction by copying the AI conversation or output into a separate document that can be shared with the teacher.
- **Cite.** Where AI use is permissible, students must cite the AI tool used, following the teacher's specified format.

The presentation of AI-generated content without prior teacher approval will be considered academic dishonesty and will result in disciplinary consequences, up to and including administrative withdrawal.

2. Apple Classroom & Device Management

All school-issued iPads are enrolled in Mobile Device Management (MDM) through the school's Technology Department. Through MDM, the school may remotely push or remove applications, enforce content filtering, monitor device activity, and remotely lock or wipe any school-issued device at any time.

Apple Classroom is a classroom management tool used by St. Brendan teachers to ensure students remain on task during instructional time. When a teacher initiates Apple Classroom, students are expected to participate immediately. Failure to comply when directed by a teacher or staff member may result in disciplinary consequences.

All application installations on school-issued iPads are performed exclusively through MDM. Students may not install applications independently. The use of VPN applications, proxy tools, or any other method to bypass the school's content filters or MDM controls is strictly prohibited.

3. Cell Phones

Cell phones may be used before and after school. During the school day — between 7:25 a.m. and 3:15 p.m. — student cell phones must be powered off and stored in the student's book bag. Phones are not to be used, seen, or heard during the school day.

Cell phone violations carry escalating consequences with each repeated offense:

- First offense: Phone confiscated and held in the school office until end of school day; parent notified.
- Second offense: Phone confiscated; parent must retrieve it in person; detention issued.
- Third offense: Phone confiscated; disciplinary contract issued; parent meeting required.
- Subsequent offenses: Escalating consequences at Administration's discretion, up to loss of privilege to bring phone to school.

Cell phone infractions accumulate throughout a student's full enrollment at St. Brendan and are considered when assessing future penalties. Such offenses may also be taken into consideration when approving a student for any school leadership role.

4. Smart Watch Policy

Smart watches and wearable technology of any kind — including the Apple Watch — are not permitted on campus during school hours or at any time during which assessments are being administered, unless prior written approval is granted by the school Administration. Violations may result in confiscation and disciplinary action. Confiscated devices will be returned to the parent/guardian at the end of the school day.

5. iPads

The iPad is an educational tool to be used for educational purposes only. All school-issued iPads are the property of St. Brendan Catholic Elementary School, loaned to students for educational use during enrollment. By accepting the device, the student and parent/guardian agree to all terms in this Acceptable Use Policy and the **Student Hardware Policy** (available in the Parent-Student Handbook and from the Technology Department).

In addition to the Archdiocese of Miami (“ADOM”) Acceptable Use Policy, St. Brendan Catholic Elementary School has its own iPad policy. In case of a conflict between this policy and the ADOM policy, the ADOM policy takes precedence.

General Rules

- St. Brendan Catholic Elementary School reserves the right to confiscate and search a student’s iPad to ensure compliance with this Acceptable Use Policy.
- Students in violation of the Acceptable Use Policy are subject to disciplinary actions at the school administration’s discretion.
- In the event of confiscation, completion of all classwork and homework remains the responsibility of the student.
- St. Brendan Catholic Elementary School is not responsible for the financial loss of any personal files or applications that are deleted.
- **The iPad must be brought to school every day, fully charged.** Students must charge their iPads at home each evening.
- If an iPad is left at home, it is not to be brought to school after the school day begins. The front office will not accept the delivery of iPads.
- If an iPad is left at home or is not charged, the student remains responsible for completing all classwork and homework. Repeat offenses will result in disciplinary action.
- **Students are required to have their iPads in their book bags when traveling from class to class.** Failure to do so will result in disciplinary action.
- The whereabouts of the iPad should be known at all times. It is the student’s responsibility to keep their iPad safe and secure.
- Students may not associate personal Apple IDs, iCloud accounts, or iTunes accounts with school-issued iPads. All accounts on the device are managed by the school’s Technology Department.

Loss, Damage & Repair

- If an iPad is lost, stolen, or damaged, the IT Department must be notified immediately — no later than the next school day. Prompt reporting is required.
- **Damaged iPads must be brought to the school’s Technology Office only.** Do not bring school-issued iPads to the Apple Store or any outside repair service.
- Parents are financially responsible for repair or replacement costs resulting from accidental damage, negligence, misuse, loss, or theft. Repair fees are determined at the time of service. Not all physical damage is repairable.
- St. Brendan Catholic Elementary School is not responsible for the loss of personal files or applications that are deleted in the course of a repair or device reset.

iPad Misuse — Prohibited Actions

iPad misuse is defined as any use of the iPad that is not educational or not sanctioned by the classroom teacher. The following actions, performed without faculty or staff approval, are violations of this policy:

- Turning off Bluetooth or WiFi
- Signing out of the school-assigned Apple ID or MDM profile
- Resetting or hard-resetting the iPad
- Intentionally activating airplane mode to avoid monitoring or content filtering
- **AirDrop and all proximity-based sharing features must be set to “Receiving Off” at all times** unless a teacher explicitly enables it for a specific activity.
- Using the camera, recording audio, or recording video without explicit teacher authorization for a specific class activity
- Accessing social media platforms including Instagram, TikTok, Snapchat, BeReal, Discord, YouTube (outside of teacher-assigned educational use), or similar applications on the school-issued device

- Associating a personal Apple ID or iCloud account with the school-issued device
- Jailbreaking or attempting to remove MDM enrollment from the device
- Using a VPN application or proxy tool to bypass the school's content filters or MDM controls
- Installing applications outside of the MDM system
- Accessing inappropriate materials, illegal content, or engaging in malicious use or vandalism of the device
- Intentionally disrupting the functionality of the iPad or any other school-provided device to avoid or alter assigned schoolwork

If a student is found not to be on the authorized page or application during class, the student will receive disciplinary action at the discretion of the teacher.

Monitoring

All iPads are subject to routine monitoring by teachers, administrators, and the technology staff. All wireless traffic will be routinely monitored. If the Acceptable Use Policy is violated, disciplinary action will be taken and the iPad may be remotely locked down, wiped, and/or confiscated.

Consequences for iPad Violations

iPad violations may result in, but are not limited to: major infraction, conduct referral, detention, loss of technology privileges, confiscation of the device, restriction to on-campus use only, revocation of device privileges, financial liability for repair or reimaging fees, suspension, and/or administrative withdrawal.

iPad infractions accumulate throughout a student's full enrollment at St. Brendan and are taken into consideration when assessing future penalties. Serious or repeated violations may also be considered when approving a student for any school leadership role.

*For full program details including the device ownership model, protective case requirements, withdrawal and return procedures, and the complete fee schedule, see the **iPAD Policy** and **Student Hardware Policy** sections of the Parent-Student Handbook.*

6. Acceptable Use Policy

St. Brendan Catholic Elementary School provides students and staff with access to technological devices and internet resources to enhance teaching and learning. Students must use these resources responsibly, ethically, and legally, in accordance with the mission of the school and Catholic teachings.

Email & Digital Communication

- Email during class is prohibited unless authorized by the teacher or administration.
- Students must use only their school-assigned email account for all communication with teachers and administration. Students are responsible for all content sent from their account.
- School email addresses may not be given to websites, companies, or third parties without explicit permission.
- No inappropriate, derogatory, obscene, or harassing messages. Abusive messages constitute a major violation subject to disciplinary action up to administrative withdrawal.
- Chain letters and spam of any kind are prohibited.
- Students are prohibited from accessing any other person's email account.

- Only school-related attachments may be sent on the school email system.

Social Media & Online Communication

Social media, social networking platforms, and instant messaging are prohibited on campus except as part of a specific teacher-assigned activity. This includes Instagram, TikTok, Snapchat, BeReal, Discord, X (Twitter), and similar platforms. YouTube is permitted for educational viewing only when specifically assigned by a teacher.

- Blogging and online chat are permitted only for academic purposes assigned by a teacher.

Audio & Video

- Audio must be off or silenced unless required for the class activity.
- Listening to music, aloud or with headphones, is not permitted unless required for the activity. Faculty may permit this at their discretion.
- **Wired headphones only.** Wireless/Bluetooth earbuds (including AirPods) are not permitted during school hours.
- Movies or videos may not be watched on devices unless assigned by a teacher.
- Any audio or video recording may be done only with the prior permission of all parties being recorded.
- Sharing of music or audio files over the school network is prohibited.

Games

- Electronic games may not be viewed or played during school hours except as part of an assigned, in-class activity.
- Games that include violence, adult content, inappropriate language, or weapons are not to be installed or played on school-issued devices.
- The school reserves the right to remove any game considered inappropriate or that impedes the educational purpose of the device program.

Devices

- School-issued devices must not be left unattended. Unattended devices will be collected and held in the Technology Office.
- Devices must remain in the student's possession or in a secured, locked location at all times.
- Students may not lend or borrow devices.
- Devices must be transported in their approved cases at all times.
- Students may personalize their device case in a way that is not offensive, but may not apply stickers or markings to the device itself. Do not remove or alter the identification label.
- No food or beverages near the device.
- Students may not create administrative passcodes or alter MDM-managed settings.
- Devices must arrive at school fully charged every day. The school office will not accept delivery of a forgotten or uncharged device after the school day begins.
- **Students are entirely responsible for backing up their own data** to Schoology or Google Drive. Lost or damaged data is not the school's responsibility.

Network Access

- Students may not attempt to access servers or network information not available to the public.
- Proxy avoidance tools, VPN applications, and any method of circumventing the school's content filter are strictly prohibited.
- Students may not use the school network for personal business, including online purchases.

- Students may not knowingly degrade, disrupt, or damage online services or equipment. Such activity may constitute a crime under the Florida Computer Crimes Act (Chapter 815, Florida Statutes).
- The school is not responsible for data lost or damaged through the school network.

File Sharing & Software

- File sharing of any kind is prohibited on and off campus, except as part of a specific faculty-assigned activity.
- **All app installations must be performed through the school's MDM system.** Students may not install applications independently.
- Downloading music, video, or game files through the school's network is prohibited unless part of an assigned, in-class activity.
- All installed software must be a legally licensed copy.
- The school reserves the right to remove any software that impedes the educational purpose of the device program.
- **A \$35 re-imaging fee will be charged per incident** to remove unauthorized software, files, or applications. This fee may increase for repeat violations.

Internet Use

- Students must not access, display, or store materials of a sexual or pornographic nature, extremist content, gambling, depictions of violence, or images intended to abuse or harass.
- Internet sources used in academic work must be properly cited. Plagiarism of Internet resources is treated as any other academic dishonesty.
- If a student accidentally accesses an offensive website, the student must notify a teacher or the Technology Department immediately. This is a responsibility, not merely a request.

Privacy, Use & Safety

- Students may not share personal information — including name, phone number, address, or passwords — with individuals they cannot positively identify online.
- Passwords and usernames must be kept private. Do not share them with anyone.
- The school reserves the right to view student files and accounts if inappropriate use or policy violations are suspected.
- The school monitors device activity including website access, network usage, and application use at all times.
- No identifiable photographs of students, faculty, or staff may be published online or in print without appropriate written parental/guardian consent.

Cyberbullying is the use of electronic devices to willfully harm a person through any electronic medium. Examples include: sending false, cruel, or vicious messages; creating content ridiculing others; accessing another's account without permission; tricking someone into revealing personal information; or posting a student's image without consent. Any electronic communication that creates a hostile or disruptive environment on campus will not be tolerated and will result in serious disciplinary consequences.

Copyright

- Unauthorized duplication, installation, or destruction of data, programs, hardware, or software is prohibited.
 - Materials protected by copyright may not be transmitted, duplicated, or reproduced without authorization.
 - Do not plagiarize. All academic work must properly cite its sources.
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7. School Name, Logos & Trademarks

St. Brendan Catholic Elementary School takes pride in its name, logo, Navigator mascot, school colors, and all identifying marks that represent our community. These trademarks contribute to the identity and reputation of the school and are legally protected.

- The school's name, logos, and identifying marks may not be used without express written authorization from the school Administration.
 - Parents/guardians, students, and third parties may not use the school's name or logos for any commercial purpose — including merchandise, promotional materials, or publications — without written consent.
 - All merchandise bearing the school name or logo must be purchased from officially licensed vendors only. Contact the school office to verify authorization before purchasing.
 - Unauthorized use of school trademarks may result in disciplinary action, legal consequences, or both.
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8. Supervision & Monitoring

St. Brendan Catholic Elementary School and its authorized personnel may monitor the use of all technology resources to ensure conformity with this policy and the mission of the school. The school reserves the right to examine, use, and disclose any data found on the school's networks or on any technological device used on campus — including personally owned devices connected to the school network. This information may be used in disciplinary proceedings and may be furnished as evidence to law enforcement.

9. Unacceptable Use of Outside Technology

St. Brendan Catholic Elementary School expects students to use all information technology and social media in a responsible, ethical, and legal manner consistent with Christian moral principles — both in and out of the school setting, including during school breaks and summer. Students may not post, upload, share, or communicate any content relating to profanity, vulgarity, indecency, illegal drug or alcohol use, or any other illegal activity. Students may not use technology to defame, threaten, tease, or harass any student, staff member, parent, or faculty member. Students are responsible for all materials posted on personal websites and social media accounts, including content posted by others on their accounts.

Any unauthorized use of the school's name, logos, or likeness of the school, its employees, or its agents is strictly prohibited.

10. Consequences for Violations

A violation of any provision of this Technology Policy or Acceptable Use Policy may result in disciplinary action. These policies apply to all students — those using school-issued devices, those using personal devices on campus, and those using any device in violation of this policy off campus.

Consequences may include, but are not limited to:

- Verbal or written warning and parent notification
- Conduct referral or detention
- Loss of technology privileges for a defined period

- Confiscation of the device
- Restriction to on-campus use only
- Re-imaging fee (\$35 per incident; may increase for repeat offenses)
- Revocation of device privileges
- Disciplinary contract or parent meeting
- Suspension or administrative withdrawal
- Referral to and cooperation with law enforcement where criminal activity is involved

Technology violations accumulate throughout a student's enrollment at St. Brendan and are taken into consideration when assessing future penalties. Serious or repeated violations may also be taken into consideration when approving a student for any leadership role.

The Principal and/or Pastor reserve the right to determine the appropriate consequence for any violation. Random checks of student devices may be conducted throughout the year.

11. Consent & Acknowledgment

Many technological devices have the capacity to generate audio recordings, video recordings, and photographs. Parent/guardian execution of the annual Parent-Student Handbook Acknowledgment Form constitutes express consent and waiver as to any such recordings incidental to the use of technological devices on school property or at school-sponsored events.

By signing the annual Acknowledgment Form, students and parents confirm that they have read, understood, and agree to comply with this Technology Policy and Acceptable Use Policy in its entirety.