

# **ST. MARY'S HIGH SCHOOL TECHNOLOGY USAGE POLICY**

## **St. Mary's High School Network Purpose**

The St. Mary's High School Network has been established to support academic endeavors within the school by offering access to educational materials, career development resources, research information and for communication. Network access is limited to students, employees and authorized guests. The St. Mary's High School Network was not established as a public access service or a public forum and therefore does not intend to create a First Amendment forum for the purpose of free expression. All technology use shall be consistent with the educational goals and objectives defined by St. Mary's High School. St. Mary's High School has the right to place reasonable restrictions on material accessed or posted through the system. St. Mary's reserves the right to monitor, inspect, copy, review and store at any time and without prior notice any and all usage of the computer network and Internet access and all information transmitted or received in connection with such usage. All such information shall be the property of St. Mary's High School and no user shall have any expectation of privacy regarding such materials.

We expect students to act in an ethical and legal manner and remember that when utilizing the St. Mary's High School Network the student represents the school's mission and purpose. All students must take responsibility for appropriate and lawful use of this resource.

## **Agreement**

Students and their parents implicitly agree to all facets of the Responsible Usage Policy by their enrollment at the school. The student understands and agrees to the following responsibilities and privileges:

### **Student Computer / Internet Access**

1. Students will have access to Internet resources through the student wireless network and the computer labs.
2. Students will have access to those networked applications purchased and installed by the school and will abide by their licensing guidelines.
3. It should be understood that all data sent over the St. Mary's School Network is the property of St. Mary's High School. St. Mary's High School reserves the right to examine all data stored or transmitted on its network.
- 4.

### **Personal Safety**

1. All Students agree not to post personal contact information about him/herself or other people. Personal contact information includes home address, telephone number, school address, work address, parents' names or other information that someone may use to locate that student.
2. Students will not share their password with others.
3. Students will not agree to meet with someone they have encountered solely online.
4. Students will promptly disclose to their teacher or administrator any message they receive that is inappropriate or that makes them uncomfortable.

### **Inappropriate Behavior and Language**

1. Restrictions against inappropriate language apply to public messages, private messages and material posted on web pages or social networking sites.
2. Students will not use obscene, profane, lewd, vulgar, sexually explicit, rude, inflammatory, threatening or disrespectful language.
3. Students will not post information that could prove damaging or disruptive.
4. Students will not engage in personal attacks, including prejudicial or discriminatory language.
5. Students will not make comments that could be misconstrued, as electronic text allows no context clues to convey shades of irony, sarcasm or harmless humor.
6. Impersonation, pseudonyms and anonymity are not acceptable on the St. Mary's High School Network.
7. Students will not harass or bully another person. Students are expected to abide by the St. Mary's High School Anti-harassment Policy as stated in the Student Handbook.

8. Students will neither knowingly or recklessly post false or defamatory information about an individual or organization.
9. Students will not access or attempt to access material that is profane, sexually explicit or obscene (pornography) that advocates illegal acts or that advocates violence or discrimination (hate speech) toward other people.
10. If a student mistakenly accesses inappropriate information, he or she should immediately tell the teacher or administrator in charge of the location. This will protect against a claim that they have intentionally violated this policy.
11. Students will not attempt any activity that could be damaging or wasteful to electronic resources either inside or outside the St. Mary's High School Network.

### **Illegal Activities**

1. Students will not attempt to gain unauthorized access or exceed their authorized access, which includes attempting to log in through another person's account or accessing another person's files.
2. Students will not make deliberate attempts to disrupt the school network or destroy data by spreading computer viruses or through any other action.
3. Students will not use St. Mary's High School computers, the St. Mary's High School Network or Chromebooks to engage in any illegal act.
4. Students will not sign in to the Chromebook using the ID of another with the intention of stealing the apps, music, videos or books that have been purchased using their credentials.
5. Students will not engage in activity that can be considered hacking or attacking by denial of service or any other means; this is against not only St. Mary's High School's policy but also a violation of federal law.

### **System Security**

1. Students are accountable for their individual account and should take all responsible precautions to prevent others from being able to use the account. Under no conditions should a student provide his/her password to another student or use another student's account.
2. Students will immediately notify a teacher or administrator if they have identified a possible security problem or exploit in the St. Mary's High School network.
3. Network administrators may review files and communications to maintain system integrity.
4. Non-Chromebook devices will not be connected to the St. Mary's High School network unless a clear academic need is presented. A form must be obtained and submitted to Mrs. Junik.
5. Any Chromebook must be enrolled in St. Mary's Network at all times. Failure to be enrolled will be referred to the Dean's office for disciplinary action. Use of proxy servers on the St. Mary's High School network is strictly prohibited. This includes the installation of VPN apps on any computer or Chromebook.

### **Respecting Resource Limits**

1. Students will utilize the St. Mary's High School Network solely for educational and career development, to research information or for the purposes of communication.
2. Students will not print paper copies of digital resources unless explicitly instructed to do so by a teacher.
3. Students will not exceed established network storage space, time or other allocations.
4. Activities that users will NOT engage in (without permission) include but are not limited to;
  - a. Downloading games, music, recreational pictures, etc. on school owned lab machines or loaner Chromebooks
  - b. Sending bulk or mass emails
  - c. Game playing on school computers
  - d. Posting or perusing personal ads
  - e. Using access for commercial purposes: buying, bidding or selling over the Internet
  - f. Using the St. Mary's High School name or logo unless authorized by the Head of the School
  - g. This includes but is not limited to, the creation of St. Mary's High School social media accounts
  - h. Making use of access for any purpose that is inconsistent with school policies, guidelines or codes of conduct
  - i. Non-educational game playing during class periods

### Web Sites

1. Students will not include any reference to students, faculty, staff or administrators, including names or pictures without the expressed written consent of the individual.
2. If a personal or class web page is created for an assignment, a notice must be included to inform the public that the opinions expressed on the page are those of the creator(s) of the web page, not St. Mary's High School. A statement on the page must also acknowledge the author(s) of the page.

### Chromebooks

Chromebooks are assigned to individual students in the same manner as textbooks and remain the property of St. Mary's High School until graduation. Upon graduation, if all obligations are satisfied, the assigned Chromebook will be gifted to the student. Use of individual Chromebooks gives students a 1 to 1 learning environment and provides the opportunity to enhance each students overall learning experience. Utilizing the Chromebooks at St. Mary's High School gives students the access to learn anywhere, anytime – both in school and off campus. This 1 to 1 personalized learning also narrows the digital divide between students and promotes responsible use of today's ever-changing technologies. All Chromebooks are subject to the same responsible use guidelines as all other St. Mary's High School electronic devices. All files, documents and books installed on a student's Chromebook by St. Mary's High School remain the property of the school. We reserve the right to confiscate and search a student's Chromebook to ensure compliance with the Responsible Use Policy.

### Student Responsibilities

1. Never drop the Chromebook or place heavy objects (books, laptops, etc.) on top of the Chromebook.
2. In the event that a Chromebook is damaged, the user must report it immediately to Mrs. Junik. Failure to do so may result in the user being responsible for a full replacement charge.
3. Only a soft cloth or approved laptop screen cleaning solution is to be used to clean the Chromebook's screen.
4. Do not subject the Chromebook to extreme heat or cold. Do not store in vehicles.
5. The Chromebook is required to be at school every day, fully charged. Students who fail to bring a completely charged Chromebook to school will be considered unprepared. Loaner Chromebooks are not available to unprepared students.
6. If a Chromebook is left at home or is not charge, the student remains responsible for completing all coursework as if he had use of his Chromebook. Repeat offenses will be referred to the Dean of Students.
7. Loaner Chromebooks will be available to students when necessary through approval of Mrs. Junik.
  - a. Chromebooks can be loaned until a solution is found.
  - b. Chromebooks kept beyond the agreed upon due date will be assessed a \$500.00 fee.
8. Malfunctions or technical issues are not acceptable excuses for failing to complete an assignment. Chromebooks will be available for sign out during normal hours should yours become unusable.
9. Backing up your work is very important. Doing so will safeguard all files, documents and applications. Items deleted from the Chromebook cannot be restored so back up must be done regularly.
10. Preloaded apps and apps required for a student's current class may not be deleted and must be updated periodically.
11. Memory space is limited. Academic content takes precedence over personal files and apps. In the case of memory space conflict, personal files/apps must be removed at the student's expense.
12. Non-educational content is for personal use only and should not be shared in any manner, audio or visual, with other students.
13. The volume is to remain on mute unless headphones are attached and/or permission is obtained from the teacher
14. Students may not use the recording capabilities, audio or video, of the Chromebook to record individuals or class lectures without all parties' express written consent.
15. Using tethering or the cellular capability of the Chromebook to circumvent the systems in place is prohibited.
16. The whereabouts of the Chromebook should be known at all times. It is the student's responsibility to keep his or her Chromebook safe and secure.
17. Chromebooks belonging to other students are not to be tampered with in any manner
18. If a Chromebook is found unattended, it should be given to the nearest faculty/staff member.

### **Lost, Damaged or Stolen Chromebook**

1. If the Chromebook is damaged, you must report it immediately. If damage is not reported and remedied immediately, or the damage is so severe that it cannot be repaired, the student and family will be charged the full replacement cost of the Chromebook.
2. St. Mary's High School is the sole arbiter of whether a Chromebook has been damaged due to accident or abuse. In cases of abuse, the student's family will be liable for the full replacement cost of the Chromebook.
  - a. Some Examples of Abuse;
    - i. Using a Chromebook that has visible damage to the screen
    - ii. Gross physical damage to the charging port of a Chromebook by the insertion of anything except an approved charging or data cable
    - iii. Any attempt to repair a broken Chromebook by the student or any person or organization outside of St. Mary's High School
3. If the Chromebook is lost or you suspect it has been stolen, please report this to Mrs. Junik immediately.
4. If you require the serial number, password information, email changes or other sensitive information about your account, you must come to Mrs. Junik.
5. The student is responsible for the cost of replacing a Chromebook that is lost, stolen or damaged.

### **Consequences and Due Process**

The student's use of the network and Internet is a privilege, not a right. Violations of the St. Mary's High School Responsible Usage Policy will be referred to the Dean of Student's office. Consequences for violations of this policy will be left to the discretion of the Dean of Student's. Upon request, parents may view any materials or printouts related to the violation, although the Dean's office reserves the right to send material home without the request of the parents as well. The purpose of parental review is intended to be a tool to inform parents and to assist them in the guidance of their children, not as an appeal process. Violators of the Responsible Usage Policy are liable for suspension or mandatory withdrawal.

### **Confidentiality and Expectation of Privacy**

St. Mary's High School will make every reasonable attempt to respect the privacy of the users of its property in the form of the St. Mary's High School Network and any attached devices and/or systems; however, if an employee witnesses a computing abuse, notices an unusual degradation of service or other aberrant behavior on the system, network, or server for which the school is responsible; or receives a complaint of computing abuse or degradation of service, the school will investigate and take steps to maintain the integrity of the system(s). If the school has evidence that finds a user's computing activity as the probable source of a problem or abuse under investigation, the school must weigh the potential danger to the system and its users against the confidentiality of that user's information, for investigative purposes.

A user may not intercept transmitted information on the network. This violation is a serious invasion of another user's privacy. Users should also be aware that unauthorized users of the system, or authorized users suspected of violating system integrity, are not afforded this same protection from invasion of their privacy. This means that the school can and will examine transmissions under these circumstances to maintain the integrity and security of any school owned systems.

### **Limitation of Liability**

St. Mary's High School makes no guarantee that the functions or the services provided by or through the network will be error-free or without defect. Though access to inappropriate material via the St. Mary's High School network is actively discouraged, it is impossible to filter the Internet completely. Therefore, St. Mary's High School will not be held responsible for a student's misuse of access privileges or exposure to inappropriate material. The school will not be responsible for financial obligations arising through unauthorized use of the network. The parents of the student can be held financially responsible for any harm to the network as a result of intentional misuse or negligence.

This document is subject to change. It is the student's responsibility to remain aware of the regulations contained herein.

This policy is available in its most current form on the school's website.

Return this form at your Chromebook pickup day.

Each student must read and sign below:

I have read, understood, and will agree to abide by the terms of the Responsible Usage Policy. I agree that in keeping with the spirit and philosophy of St. Mary's High School, it is ultimately my responsibility to make good choices when I use the Chromebook and computer network. Should I commit any violation or in any way misuse my access to the St. Mary's High School Network and the Internet, I understand and agree that any access privilege may be revoked and disciplinary action may be taken against me.

\_\_\_\_\_  
Student name (Please print clearly)

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

Parent or Guardian Network Usage Agreement (to be read and signed by parents or guardians):

As the parent or legal guardian of the above signed student, I have read, understood and agree that my child or ward shall comply with the terms of St. Mary's High School Responsible Usage Policy. I understand that access is being provided to the students for educational purposes only. I understand that if my student owns a cellular capable Chromebook or uses tethering, he or she could circumvent content filters or other systems designed to control the access to content deemed inappropriate put in place by St. Mary's High School. I also understand that it is impossible for the school to restrict access to all offensive and controversial materials and understand my child's responsibility for abiding by all policies. I am signing this policy and agree to indemnify and hold harmless St. Mary's High School against all claims, damages, losses and costs, of whatever kind, that may result from my child's use of his or her access to such networks or his or her violation of this policy. In the case of a lost, stolen or damaged Chromebook, I accept responsibility for any deductibles, repair or replacement cost.

I hereby give permission for my child to use the Chromebook and the building approved account access the computer network and the Internet.

\_\_\_\_\_  
Parent name (Please print clearly)

\_\_\_\_\_  
Parent Signature

\_\_\_\_\_  
Date