

Responsible Use Policy
St. Agnes Academy-St. Dominic School

St. Agnes Academy-St. Dominic School is committed to the use of technology in the academic program as a tool to expand learning opportunities and conduct scholarly research. St. Agnes Academy-St. Dominic School provides network access for students, faculty, staff and administration. Our goal is to promote educational excellence by facilitating research, resource sharing, communication, collaboration and innovation. All network access is expected to support education and research and to be consistent with the educational goals of St. Agnes Academy-St. Dominic School.

The use of the network is a privilege, not a right, and inappropriate use or use in violation of this policy will **result in disciplinary action listed at the end of this document**. The Responsible Use Policy is designed to give students and their families clear and concise guidelines regarding the appropriate use of laptops and other computers on the St. Agnes Academy-St. Dominic School's campus. The underlying premise of this policy is that all members of the SAA-SDS community must uphold the values of **honesty and integrity**; thus, we expect our students to use good judgment and to utilize technology with integrity.

Social Networking

- Social networking sites (Facebook, Twitter, Instagram, etc) are blocked on our campus.
- If you use social networking sites, exercise care with personal profile data and posted content to ensure that information does not reflect poorly on yourself, your peers, your family, or your school. **Any content that reflects unfavorably on the school is strictly prohibited.**
- Using your school email address on social networking sites is forbidden.

E-Mail

- Students are **NOT** allowed to use the school assigned email address to sign up for anything other than school related uses.
- The full name for your email address is not to be changed under any circumstance.
- E-mail during class is prohibited unless authorized by faculty or administration.
- Students should always use appropriate language in their e-mail.
- E-mail services provided by the school are to be used only for the exchange of appropriate information.
- No inappropriate e-mail is allowed, including derogatory, obscene, or harassing messages.
- E-mail messages of an abusive or harassing nature will be regarded as a violation of a major school rule and will be subject to a disciplinary response.
- Chain letters of any kind and spam are prohibited. Chain letters are defined as any e-mail message asking you to pass information or messages on to other individuals or groups via e-mail.
- Students are prohibited from accessing anyone else's e-mail account.
- E-mail etiquette should be observed. In general, only messages that one would say to the recipient in person should be written.

Chatting/Texting

Initials _____

- Chatting, texting and instant messaging are prohibited on campus.
- Authorized chats may be conducted with the approval of the faculty/administration.
- Participation in chat rooms during school hours is prohibited during the school day.

Audio and Video

- Audio on computers should be turned off unless required for the activity being conducted.
- Each student should have their own set of headphones.
- The use of laptops to watch movies and videos is not permitted during the school day unless required for the activity being conducted.
- Music containing sexually explicit, violent, or anti-religious lyrics must not be stored on the school's laptops. The school reserves the right to remove any music that falls under this category. Including anything purchased via the laptop.

Games

- On-line or standalone games are not permitted during school hours. School hours are defined as follows: 8:00 am to 3:15 pm
- The school reserves the right to remove any game from a school computer that is considered inappropriate or impedes the educational purpose of the laptop program.
- A student caught playing games during school hours is subject to discipline according to the Laptop Disciplinary Policy.

Laptop Security

- Student laptops must not be left unattended at any time. If a laptop is found unattended, a faculty or staff member will turn it in to the Tech Center. Each offense will result in a demerit. Repeated offenses could result in the loss of the laptop.
- Laptops must be in a student's possession or secured in a locked classroom or locker at all times.
- Coaches, teachers and any other adult conducting an after school activity should provide a secure area for the laptops during this activity.
- Do Not Leave your laptop in your car.
- Laptops must be in the provided case when transporting them around the campus.

Network Access

- Students must not make any attempt to access servers or network information that is not open to the public.
- Students may not use the school network for personal or private business reasons.
- Students are not to knowingly degrade or disrupt online services or equipment as such activity is considered a crime under state and federal law. This includes tampering with computer hardware or software, vandalizing data, invoking computer viruses, attempting to gain access to restricted or unauthorized network services, or violating copyright laws.
- St. Agnes Academy-St. Dominic School is not responsible for damaged or lost data transferred through our network or stored on laptops, computers, or on our file servers.

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Downloading and Loading of Software

- All installed software must be a legally licensed copy. Additional software installations must be approved by the IT staff.
- The downloading of music files, video files, games, etc. through the school's network is **absolutely prohibited** unless it is part of an assigned, in-class activity.
- The School reserves the right to remove any installed software that impedes the educational purpose of the laptop program.

Internet Use

- The Internet is a rich and valuable source of information for education. Inappropriate materials are available on the Internet and are strictly prohibited. These materials include items of a sexual or pornographic nature, anti-religious, extremist, or militant materials, gambling, depictions of violence, images that are intended to be abusive or harassing, etc. Students must not access, display, or store this type of material.
- Information obtained through the Internet must be properly cited and in compliance with all copyright laws. Due to the quickly changing nature of the Internet, a hard copy of referenced material may be recommended.
- Students are required to give proper credit to all Internet sources used in academic assignments, whether quoted or summarized. This includes all forms of media on the Internet, such as graphics, movies, music, and text.
- Plagiarism includes the use of any information obtained from the Internet that is not properly cited. Plagiarism of Internet resources will be treated the same as any other incidences of plagiarism.
- If a student accidentally accesses a website that contains obscene, pornographic or otherwise offensive material, he or she is to notify a teacher or the Director of Technology as quickly as possible so that such sites can be blocked from further access. This is not merely a request; it is a responsibility.

Privacy and Safety

- Students may not give any personal information regarding themselves or others through e-mail or the Internet, including name, phone number, address, passwords, etc. unless they are completely sure of the identity of the person with whom they are communicating. Frequently the identity of someone on the Internet is impossible to confirm; therefore, contact with such individuals is considered inappropriate and unsafe.
- Students are not to provide the e-mail address or other personal information regarding other students, faculty, or administration to anyone outside of the school without their permission.
- Students must secure and maintain private passwords for network and e-mail use as well as laptop access. This is important in order to protect the privacy of each student.
- St. Agnes Academy-St. Dominic School respects the privacy of every student, faculty, and administrator with respect to stored files and e-mail accounts. However, if inappropriate use, including honor code violations or harassment, is suspected, the school administration has the right to view these files in order to investigate suspected inappropriate behavior.
- The school will monitor computer activities that take place on campus during the school day, including logging website access, newsgroup access, emails, bandwidth, and network use.

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Copyright

- Unauthorized duplication, installation, alteration, or destruction of data, programs, hardware, or software is prohibited.
- Data, programs, hardware, software, and other material including material protected by copyright may not be transmitted or disclosed.

Laptop Care

- DO NOT leave the laptop in your car.
- DO NOT eat or drink near your laptop.
- Shutdown the laptop at the end of each day.
- Report problems to IT staff immediately.
- Make routine backups of your data, especially your personal data.
- No stickers or writing on laptops.
- NO ONE is to use your laptop except YOU!
- Use the power adapter as often as you can.

Disciplinary Action

Students are required to adhere to all provisions and conditions set forth in this Responsible Use Policy. Any violation of this policy will result in disciplinary action and could result in the loss of laptop privileges and possible legal action. Students are to report any known violations of this Responsible Use Policy to appropriate administrative staff members. St. Agnes Academy-St. Dominic School takes no responsibility for activities conducted on school computers and laptops or materials stored on computers, laptops, or the network.

All infractions of this policy will result in limitations imposed on the student’s computer use. The student will become part of a network disciplinary group whereby the students’ iTunes, DVD player, iPhoto, iChat, and, under certain circumstances, even browsers will be blocked. The length of time spent in this group will be determined by the circumstances of the infraction.

However, the following two infractions cannot be tolerated for any reason and carry additional penalties:

- **Using proxies to get to blocked sites is an Honor Council offense with possible suspension.**
- **Using emails of an abusive or harassing nature is an Honor Council offense with possible suspension.**

I agree to abide by the guidelines of the Responsible Use Policy as described above. I understand that there will be consequences for not adhering to these guidelines. I acknowledge that serious infractions could result in the loss of laptop privileges.

Student’s Signature

Date _____

Parent’s Signature

Date _____

Initials _____