

Acceptable Use Policy: Student Use of Computer Technology and Electronic Communications

Introduction

As a mission driven Catholic school, Holy Cross High School is committed to recognizing the dignity of all its members. As an educational institution, we rely on computer technology in order to provide our students with access to resources that are vast, diverse, and important to students in the 21st Century. It is of the utmost importance that this technology be used in a manner that is fully aligned and consistent with our moral and academic standards. Students are encouraged to use technology to enhance their educational experiences, however, student use of technology within the school setting must be responsible and solely dedicated to educational purposes.

The goal of Holy Cross High School is to teach students to be responsible in their use of the network and Internet access rather than rely exclusively on the School's firewall, filtering software or other such blocking techniques. While school faculty and staff will make reasonable efforts to supervise student use of the network and Internet access, students must cooperate in exercising and promoting responsible use of this access.

Personal Responsibility

By signing this Policy, you agree to follow the rules in the Policy. You also agree to report any misuse of the network to a teacher, designated staff member, or site administrator. Misuse means any violations of this Policy or any act that has the effect of harming another person, his or her property, or violating any laws.

Student Access

A student who submits a properly signed Acceptable Use Agreement (AUP) to the School will have computer network and Internet access privileges during the course of the academic year for which access is granted. A student will need to sign a new AUP for each year during which he or she is a student at Holy Cross High School. A student who violates this Policy may have his/her access denied. Students under the age of 18 need parental permission on the AUP form. Both the student and parent shall read and sign the form. Students who are 18 years of age or older may sign the permission form themselves.

In addition to receiving permission for access to the Internet, each student is assigned an email account with a personalized network username and password. Students may access their personal email accounts on school computers for educational purposes only. Student use of school computer technology is a privilege, which may be revoked at any time. The School is not responsible for personal computers or mobile devices brought to school.

Specific to Cell Phone Use and Listening Tools

Teachers may elect to have students use cell phones for educational purposes. All cell phone use by students will be restricted to teacher-directed use. All cell phones may be subject to inspection and no student will have the expectation of cell phone use privacy.

Earbuds, headphones, or other personal listening devices are not allowed in hallways. Earbuds, headphones, or other personal listening devices are only allowed for educational purposes at the discretion of the teacher. For safety and security reasons, during study periods, students will only be allowed single sided listening devices (only one ear covered).

Any private or personal use of cell phones that is not for educational purposes will be restricted to designated areas during school hours.

Acceptable Uses

The school is providing access to its equipment, computer networks, and the Internet for educational purposes only. Such educational purposes, include, but are not limited to, research, preparing for

educational instruction, and communicating with others, as it directly relates to the educational curriculum. Students shall comply with all copyright laws. Any teacher-directed student-created web pages or social media that are intended for publication in school or on school web sites must comply with all school guidelines.

All users must abide by the rules of netiquette (network etiquette), which include the following:

- Be polite. Use appropriate language.
- Avoid language and uses that may be offensive to other users.
- Do not reveal or request personal information.
- Respect the intellectual property of other users and information providers.

Unacceptable Uses

Equipment use and network access is a privilege, not a right. Inappropriate use of the equipment and the network by a student will result in disciplinary action up to and including suspension, expulsion, cancellation of student user privileges, and/or legal action (criminal and/or civil) in accordance with the law and HCHS policy. Students must follow appropriate online behavior at all times.

Personal Safety

Students may not post, use, or store personal contact information about themselves or other people when using electronic communication forms, such as, but not limited to, email, chat rooms, and social media sites. Personal contact information includes the student's address, telephone number, social security number, other personal data including school address.

Students will immediately disclose to their teacher or IT administrator any message they receive that is inappropriate or makes them feel uncomfortable.

Illegal Activity

Students may not post, submit, publish, or display harmful or inappropriate material that is harassing, insulting, threatening, or attacking any individual, including prejudicial or discriminatory attacks or insults. This includes any material, taken as a whole, which in the opinion of Holy Cross Faculty or Administration is considered inappropriate. Students may not vandalize, misuse or harm computers, software, computer systems, or computer networks.

Students may not participate in hacking activities or any form of unauthorized access to other accounts (online or site stored), computers, networks, or information systems.

Student may not deliberately attempt to disrupt the computer system or destroy data by uploading, downloading, or creating computer viruses.

Students may not use the system to engage in any illegal act.

No school property may leave the permission without written permission from an administrator.

System Security

Students are responsible for their individual account and may not reveal their personal computer logon identification to other students.

Students must immediately notify a teacher or other school employee if they have identified a security problem.

Students may not download software to any school owned computer.

The system may not be used to connect personal hardware such as iPods unless it is needed for educational purposes.

Inappropriate Language and Behavior

Student will not display inappropriate materials (i.e. offensive messages or pictures, obscene language references, etc.) on any personal or school device.

Student may not use obscene, profane, vulgar, inflammatory, threatening, disrespectful, or other inappropriate language on any personal or school device.

Student will not post, submit, or publish information that could cause damage, danger, or disruption to Holy Cross High School, the student, or others.

Inappropriate Access to Materials

Students may not use the system to access materials that are profane or obscene, that advocate illegal or dangerous acts, or that advocate violence or discrimination towards others (i.e. hate literature).

If students mistakenly access inappropriate information, they should immediately report this to their teacher. This may protect students from any claim that they have intentionally violated the policy.

Messages relating to, or in support of, illegal/inappropriate activities must be reported to the proper authorities.

Respecting Resources

Students should regularly delete unnecessary files from their network folders. This must be done at the end of every semester.

Students will not engage in vandalism (i.e. uploading/downloading inappropriate files, introducing computer viruses, disrupting the operation or the system through the abuse of hardware or software, modifying another person's files or data.)

Students may not attempt to read, delete, copy, modify, or forge the content of other users' folders, files, electronic communications, or online accounts.

Students will subscribe to only high-quality discussion group mail lists that are relevant to education and/or career development.

Although students will be supervised while accessing the Internet, they are still responsible for its proper use and access.

Plagiarism and Copyright Infringement

Students will not plagiarize works that they find on the Internet. Plagiarism is adopting the ideas or writing of others and presenting them as your own.

Students must respect the copyright owners. Copyright infringement occurs when the student inappropriately reproduces a work that is protected by a copyright. If a student has a question about this, he or she should ask a teacher.

Copyrighted material may not be placed on the system without the author's permission. Students may download copyrighted material for their own educational use only and must footnote copyrighted material when used in academic work.

Technology Protection Measure

Holy Cross makes use of an Internet content filter to prevent access to sites with obscene, pornographic, or harmful content. Given the nature of the Internet and the limitations of content filtering systems, it is impossible to block all inappropriate sites.

Students who access inappropriate sites should immediately disclose the site to their teacher or the school administration.

Students may make written requests to the School President if they believe the content filter is blocking access to appropriate sites.

All students will receive training regarding appropriate and inappropriate online behavior, safety, and cyberbullying information during the first three weeks of school each year.

For further guidelines, please refer to www.onguardonline.gov.

Other Misuses

Students shall not use school technology for:

- commercial uses, including offering to sell or purchase products or services
- games, entertainment, or personal non-education related uses (downloading music or videos may violate copyright laws)
- political campaigning (but may be used for communicating with elected representatives or expressing views on political issues)

Search and Seizure

Students should have no expectation of privacy when using the school's network or equipment. Holy Cross reserves the right to inspect student folders, personal files, electronic communications, and downloaded material. This inspection includes deleted files from a user's computer, records of online activity, and other information on the school network or equipment when necessary to ensure proper use of the system.

Use or conveyance of information via school computer technology is at the student's own risk. School will not be responsible for any damages (consequential, incidental or otherwise). These damages include loss of data and delayed, lost or damaged electronic correspondence. These damages also include loss of files due to system or service provider interruptions and system shutdowns for emergency or routine maintenance of the system.