



# ***Kensington Hall/Middle School for Girls***

## ***Technology Appropriate Use Policy***

### ***2019-2020 School Year***

#### **PART I: SCHOOL NETWORK AND RESOURCES**

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The Academy of the Sacred Heart Information Network (ASHNet) consists of the computers, peripherals (printers, scanners, digital cameras, etc.), software, the internal data network, and the connection to the Internet. These resources are intended for educational and administrative use by the students, faculty, and staff of the Academy of the Sacred Heart. Access to ASHNet is a privilege accorded to those who agree to abide by this Appropriate Use Policy. Those found to be in violation of this policy may have these privileges revoked along with other suitable penalties as seen fit by the School's Administration.

Individuals will use ASHNet for the support of education in a manner consistent with the *Goals and Criteria* of Sacred Heart education. Appropriate uses of ASHNet include: independent study, research, completion of school assignments, instruction, and the official work of the administrative offices. Inappropriate uses include, but are not limited to, the following:

- Accessing, downloading, or transferring any material that is in conflict with the School's mission
- Vandalizing equipment
- Tampering with hardware or software
- Using someone else's account or password
- Revealing someone else's personal information
- Using abusive, obscene, inappropriate or otherwise offensive language

Only school equipment and school-issued computers are allowed on ASHNet. Cell phones, personal computers, etc. are not permitted on ASHNet to conserve Internet bandwidth. However, the Cyber Café does have a separate wireless network for Internet access from personal computing devices.

#### **Harassment**

You shall not use the resources of ASHNet in a manner that is harassing to others. This includes, but is not limited to, posting images or electronic messages that cause discomfort to others. Users shall assume that their electronic correspondence is the legal equivalent of publicly spoken or written words. Displaying or playing content that causes discomfort to others in the community is also prohibited.

#### **Copyright and Fair Use**

Much material available on the Internet is protected by copyright. Do not access, store, reproduce, distribute or display any material including graphics, audio, video, software or text in a manner which violates the copyright of the material. This includes plagiarizing. Fair Use is a part of copyright law; it allows you to use copyrighted work in relatively small portions for educational purposes such as homework, presentations or research projects. Cite the sources for works used in such a way.

#### **Privacy Violations**

You shall not seek, browse, copy, or modify files or passwords belonging to others at School or elsewhere, unless specifically authorized to do so by those individuals. If you come in contact with another individual's account and/or personal information, report it to a System Administrator immediately.

## **Internet Use**

Although the Academy has a high-speed connection to the Internet, users must refrain from frivolously using the Internet as this will slow down the Internet bandwidth for all users in the building. Users should refrain from downloading / streaming video or audio unless related to a class. Furthermore, nonsanctioned online gaming may not be engaged in during the school day as this too will slow down the Internet for other users in the building. During the school day, computer Internet connectivity is limited to ASHNet—personal hotspots (via cell phones for instance) are not to be used to access the Internet.

As required by federal law, the Academy's Internet connection is filtered. This is done using a proxy server. Bypassing this proxy server to access Internet content is strictly forbidden. Violation of this policy will result in a loss of Internet privileges for a minimum five school days and the contacting of parents. Any subsequent violations will be dealt with on an individual basis.

## **Email**

There is a heavy dependency on email at the Academy. Students and faculty members are responsible for checking their email daily. While on campus, individuals are to only use their school-issued ashmi.org email accounts; no other email accounts should be used. Off campus, when students and teachers need to correspond, they should continue to use their ashmi.org email accounts. In the unlikely event your school-issued email account is not available, identify yourself by name in the subject line of any correspondence as email identities can be difficult to discern.

## **Computer Malware**

Computer malware is software that can destroy data, affect a computer's performance, or even steal your identity. Most malware is introduced on computers by clicking on file attachments in emails, installing free software from the Web, or agreeing to pop up web pages disguised as legitimate dialogue boxes. If you have any doubts or concerns about the nature of an attachment, file, or dialogue box, you should seek guidance from a System Administrator before proceeding.

## **Misuse**

You shall not misuse the resources of ASHNet. Misuse shall be considered the use of any resources that interferes with the School's educational and administrative purposes. This includes, but is not limited to frivolous use of the Internet (i.e., instant messaging, non-course related tweeting, forwarding "junk" e-mail) and careless or excessive printing. Proofread documents and confirm the printer you are printing to before printing. Do not use printers as copy machines.

## **Network Security**

It is the job of all of us to keep ASHNet secure. Never share your passwords with anyone except a System Administrator or School Director. If you think someone else might have access to any of your accounts, immediately report it to a System Administrator. The best way to keep your accounts secure is to have difficult-to-guess passwords that you change periodically. Should you discover any gap in system or network security, you must immediately report it to a System Administrator or School Director. You must not exploit any such gaps.

*Use of ASHNet is a privilege, not a right, and may be revoked if abused. Students are responsible for behaving appropriately while using the School's network just as they are in a classroom or anywhere on campus. Furthermore, the privacy of any electronic communication cannot be guaranteed. The Academy of the Sacred Heart reserves the right to monitor campus electronic communications including Internet usage, email, streaming content and file downloads.*

## PART II: SOCIAL MEDIA AND INTERNET GUIDELINES

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Social media tools such as *Facebook, YouTube, Snapchat and Twitter* provide many means to communicate. Remember that you represent Academy of the Sacred Heart when you are on the Internet. As such, your use of social media is expected to be in line with the *Goals and Criteria* of Sacred Heart education.

- Many social media sites require users to be at least 13 years of age to register; don't misrepresent your age to use such sites.
- Information on social media sites can be shared beyond your control. Be conscious of what you post online as you will leave a long-lasting impression on many different audiences.
- Do not post or link anything (photos, videos, web pages, audio files, forums, groups, fan pages, etc.) to your social networking sites that you wouldn't want friends, peers, parents, teachers, college admissions officers, or future employers to access. What you present on social networking sites could represent you forever.
- If responding to someone with whom you disagree, remember to be respectful. Make sure that criticism is constructive and not hurtful. Do not use profane, obscene, or threatening language.
- Only accept social network invitations from people you know.
- Utilize privacy settings to control access to your network, web pages, profile, posts, blogs, wikis, podcasts, digital media, forums, groups, fan pages, etc.
- Online stalkers and identity thieves are a real threat. Never share personal information, including, but not limited to, social security numbers, phone numbers, addresses, exact birthdates, and pictures with parties you don't know or on unsecure sites.
- Users should keep their passwords secure and never share passwords with others. If someone tampers with your blog, email, or social networking account, you could be held accountable.
- Do not misrepresent yourself by using someone else's identity.
- Use of the School's logos on your personal social networking sites is prohibited.

## PART III: MOBILE TECHNOLOGY GUIDELINES

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### General Expectations for School-Issued Mobile Devices

- Computers will be treated with care and respect at all times. Any undue carelessness and/or damage will be reported to parents/guardians. This expectation is even stronger for loaner computers.
- Students must bring a properly identified, school configured, working mobile device to all classes unless a teacher specifies otherwise.
- Mute mobile device sound while on campus, except when it is being used as part of a class. **Unless directed by a teacher as part of a class, the use of headphones/ear buds is discouraged during the school day as it interferes with the building of community.**
- Do not make audio or video recordings without the consent of all those who are being recorded. Webcams may not be used to video conference while on campus unless authorized by a teacher as part of a classroom activity. Furthermore, beyond classroom assignments, only video conference with people already known and trusted in the real world.
- **When using your computer in class, make sure to use it as your teacher intends. Do not try to multitask or use your computer for activities that are "off topic" to the lesson.**
- Your school-issued computer gives you access to incredible educational resources and endless collaborative possibilities; however, you need to limit the potential for distractions it introduces. Set Internet and program limits for yourself to improve your productivity.

## Downloading and Installing Software

Although users of Academy desktop and loaner computers are asked to leave machines as they found them, the philosophy for personally owned computers is quite different. These users are expected to make such machines truly *personal* computers. However, the Academy recommends that users take great care when downloading files from the Internet or installing additional software, especially screensavers, file sharing software and any prompted downloads from the Internet. There is a risk that these applications may not be compatible with existing hardware and software, or may carry destructive viruses and/or spyware.

If you experience problems with your Academy issued machine due to files that have been downloaded or additional applications that have been installed, the Technical Support staff may choose to re-image the machine back to its original state rather than troubleshoot the cause of the problem. Do not expect the support staff to save, backup, restore, support, or accommodate any applications or files installed, stored or saved on your personally assigned computing device, which were not installed by the School. **Students are strongly encouraged to save documents to the cloud or to backup any locally saved files every quarter.**

## Software Licensing

Users are allowed to load personal software on their machines. However, they are to follow licensing requirements for all installed applications. This includes school-licensed software installed on tablets. Software licensing agreements require users to uninstall certain applications upon leaving the Academy. Users agree to perform these uninstalls upon graduation or leaving the Academy for any other reason.

## Inappropriate Software

Some popular applications are inappropriate in a school setting for several reasons. They may affect the performance of the device, they may degrade the Academy's wireless network, and/or they may promote in-class distractions or cheating. **Instant messaging and file sharing services, such as uTorrent and BitTorrent, are not to be used anytime on campus due to these reasons.** Do not use or have them running in the background while on campus.

## Mobile Technology Security

In the interest of security, and with respect to the significant financial commitment that each computer represents, the Academy requires users to abide by the following guidelines. **Although some may argue computers are relatively safe while on campus, policies are in place to instill personal responsibility beyond school walls.**

- While on campus, users must have their computers with them or locked in an appropriate location such as a locker. **This policy of securing machines includes after school activities such as athletic games and practices; machines must be locked in lockers.** Computers may not be left at school unless locked in a locker or approved secure location where they are not visible. **School personnel will pick up unattended machines and secure them. Uncared for mobile devices may be retrieved from your Middle School Office.**
- **Mobile devices must be stored and carried in school approved computer carrying bags.** This is an issue of security and safekeeping – it is important that bags containing computers are identified by name to facilitate monitoring of unattended machines and to prevent careless handling of a bag that another student may not realize contains a mobile device. **Teachers have been instructed not allow mobile devices into classrooms if they are not in carrying bags.**
- **Computer components must be labeled with student names.** (Parts are labeled when issued.) There is a fee for replacement labels.
- **Students may not lend their mobile devices to others during the school day** as machines are configured for personal use. The first violation of this policy will result in loss of Internet privileges for two school days for both students. Subsequent violations will be dealt with on an individual basis.
- Remain aware of mobile device security off campus, during weekends and evenings, and on vacation. Avoid leaving computers in situations that can increase the risk of theft (i.e., backseat of a parked car).
- **If your mobile device is missing during school hours, immediately notify your Middle School Director.**



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**STUDENT**

I understand that student use of technology at the Academy of the Sacred Heart is intended for educational purposes in a manner consistent with the *Goals and Criteria* of Sacred Heart education. I understand the guidelines set in this policy and will abide by them. I understand that any violations of the policy may result in disciplinary action, such as loss of privilege to use ASHNet or the revoking of my computer privilege. I also agree to report any violations of this policy to the School administrative staff.

Student Name (*please print*): \_\_\_\_\_ Grade \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

**PARENT OR GUARDIAN**

As the parent or guardian of this student, I have reviewed the stated policies with him/her and he/she agrees to abide by them. I understand that student use of mobile devices at the Academy of the Sacred Heart is intended for educational purposes in a manner consistent with the *Goals and Criteria* of Sacred Heart education. Furthermore, I give permission for my student to use Google Apps for Education, Microsoft Office 365, Adobe Creative Cloud and other online tools in this pursuit. I understand that it is impossible for the Academy of the Sacred Heart to restrict access to all controversial materials and will not hold the School responsible for materials acquired from the use of the mobile device. I accept responsibility for supervision when my son's/daughter's/ward's use is not in a school setting. I hereby give my permission for my son/daughter/ward to use the school issued mobile device available to him/her while attending the Academy of the Sacred Heart.

Parent or Guardian Name (*please print*): \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

**Return this page to your  
Middle School Assistant**