SPSG Upper School Student Acceptable Use Policy

**Philosophy:**

The St. Paul’s School for Girls (SPSG) network is established for the educational and professional use of students, faculty, and staff. The use of technology at St. Paul’s School for Girls is an integral part of the school, preparing girls to be independent and confident contributors to our complex and ever-changing world.

It is a privilege, not a right, to access the SPSG network and technologies. SPSG requires students to uphold the same school rules and standards of integrity that apply to face-to-face interactions when using SPSG’s network or technology or interacting with members of the SPSG community on or off campus. SPSG reserves the right to monitor the school’s network, including student files and email, as deemed necessary and in all cases that affect the safety and well-being of members of this community.

Additionally, students will be held accountable by SPSG for online behavior, on or off campus, whether through the school or a personal network, before, during, or after the school day, which reflects poorly on the school or in any way violates the standards for conduct established by SPSG. In addition, on and off campus online behavior used to harass any individual including but not limited to bullying, intimidation, and discrimination should be reported immediately to a faculty member, and will lead to disciplinary action and possible criminal prosecution under Maryland House Bill 396- Misuse of Interactive Computer Service or “Grace’s Law”. SPSG also reserves the right to intervene in any Internet activity that violates this Acceptable Use Policy.

Students and their parents/guardians must review the rules and guidelines of this Acceptable Use Policy and sign to indicate parent and/or guardian and student support for this agreement in exchange for the privilege of accessing the SPSG network and technologies.

**Personal Electronic Devices** - Including but not limited to cell phones, laptops, tablets, e-readers, wearable technology (such as watches), etc.

The SPSG network is designed to support teaching and learning. Use of technology during the school day must enhance, not restrict, the work of the school. To that end, students may not use technology or the Internet in a way that interferes with the productivity of the community, compromises the security of the network, or interferes with academic pursuits.

Students may use personal electronic devices (including cell phones, iPods, and iPads) outside of the school buildings. **Students may NOT use personal electronic devices inside the school building** except for the following purpose:

- In specific class/school activities or projects with permission by the teacher

Students are prohibited when accessing the school network using a school or personal device from:

- using imessage, gchat, Google hangout, WhatsApp, ooVoo, or any other personal messaging/chat service
- using social media such as Instagram, Facebook, Tumblr, Twitter, Snapchat etc.
- storing non----academic materials in school folders (i.e. personal photos or files)
- changing the configuration of school computers
- downloading or bringing illegal software to school
- sending chain letters, mass emails, or junk mail
- participating in illegal chat rooms
- gaming or using the Internet for financial gain
- downloading, copying, or sharing music, video, or other copyrighted materials without appropriate permissions
Students should follow the protocol outlined below when accessing SPSG devices:
- Library and STAR Lab- Students must check out computers from the appropriate faculty member. Computers must remain in their designated location (STAR Lab or Library)
- IDEA Lab- Students may use the IDEA lab with approval of a teacher or the Director of Technology or during class times.
- Laptop cart- Students may use the laptop cart while in class. The laptop cart will be checked out by faculty and will remain in the classroom while in use.

**Student Responsibility**

Students are urged to keep in mind that online interaction and activity reflect not only on the individual but also on the family and school community. Students are expected to report all violations of this Acceptable Use Policy to an SPSG faculty or staff member.

Each student is responsible for:
- the contents of her account, including but not limited to all material received, stored, or sent under her account (including email and LMS)
- maintaining the confidentiality of her passwords and login information for all school software, subscriptions, websites, and networks
- representing herself honestly in all electronic communications in school and personal networks
- using only School provided, distributed, or approved software on the SPSG network
- using social media, cell phones, and personal or the school email address in a manner consistent with school rules and expectations.
- keeping material sent and received on the school’s network or the public Internet free of pornography and profanity
- discriminatory, biased, or inappropriate language not in keeping with the school’s mission or diversity statement
- bullying, derogatory, harassing, or intimidating language
- avoiding plagiarism by citing all copyrighted and published material appropriately
- keeping illegal software or materials without proper copyright from entering the school, including but not limited to viruses, converters, pirated software, etc.
- acting in accordance with all Maryland and United States laws at all times
- Students will maintain responsibility for the safety and security of all personal electronic devices brought to school as well as school---owned devices when in their possession

**School Rights and Responsibilities**

The school will:
- provide information on the appropriate use of the network
- promote the use of skills needed to use and maintain digital technologies including computational skill building and applying appropriate technologies for problem---solving
- educate students in the use of the Internet, warning against unsafe practices and protecting one’s digital footprint and identity
- assist the student in acquiring the skills needed to make sound judgments about the use of digital content
- prohibit and take reasonable steps to prevent access to educationally inappropriate materials

The School’s networks and devices are property of the School and may be accessed by the School at any time with or without reason or notice. Those who use the School’s networks and/or devices should understand the limited privacy of content stored, created, and/or sent or received using the School’s networks or property. The school reserves the right to ban or suspend student use of school network and/or property.
SPSG reserves the rights to review, collect, or employ user files in its discretion, including, without limitation:
- as required by law.
- as a part of system maintenance.
- when there is reason to believe an account is being used improperly or illegally.
- when requested by the account holder.

**Limitation of Liability and Parent/Guardian Responsibilities**

Parents should understand that questionable files exist on the Internet, and the school is limited in its ability to control what a student may find and/or create. Parents are strongly encouraged to use this Acceptable Use Policy to guide ongoing conversations with their daughters about appropriate use of technology and to monitor and set appropriate guidelines for the use of technology. The school also is limited in its ability to ensure against network failures or downtime. The school will strive to maintain the function and security of its network and resources but cannot guarantee against the loss of connection to network, server downtime, or security breaches.

**Consequences**

Violations of the policy may result in loss of network privileges, and/or disciplinary action up to and including expulsion. The School may hold students and their parent(s)/guardian(s) financially responsible for damage resulting from a student’s violation of this policy or other School guidelines regarding use of its networks and property. The School maintains sole discretion regarding whether and how to administer discipline in the event of violations of the Acceptable Use Policy, except to the extent that the School is required by law to notify legal authorities.

In addition, in accordance with Maryland’s Misuse of Interactive Computer Service, also known as Grace’s Law, students are prohibited in using an “interactive computer service” to maliciously engaged in a course of conduct that inflicts serious emotional distress to a minor or places a minor in reasonable fear of death or serious bodily injury with the intent (1) to kill, injure, harass, or cause seriously emotional distress to the minor or (2) to place the minor in reasonable fear of death or serious bodily injury. By law, violators are guilty of a misdemeanor, punishable by imprisonment for up to one year and/or a $500 maximum fine.