



McNicholas HIGH SCHOOL

Acceptable Use Policy for Students

Parents and students must read and agree to this policy that explains student responsibility in regards to technology use at McNicholas.

McNicholas High School provides students access to the school's electronic network. This network includes internet access, computer services, videoconferencing, computer equipment, and related equipment for educational purposes. The purpose of this network is to assist in preparing students for success in life and work in the 21st century by providing them with electronic access to a wide range of information and the ability to communicate with people throughout the world.

- The McNicholas High School electronic network has been established for a limited educational purpose. The term "educational purpose" includes classroom activities, career development, and limited high-quality self-discovery activities.
- The McNicholas High School electronic network has not been established as a public access service or a public forum. McNicholas High School has the right to place reasonable restrictions on material that is accessed or posted throughout the network.
- Parent/guardian permission is required for all students under the age of 18. Access is a privilege — not a right.
- It is presumed that students will honor this agreement that they and their parent/guardian have signed. The school is not responsible for the actions of students who violate the standards as outlined in this policy.
- The school reserves the right to monitor all activity on this electronic network. Students will indemnify the school for any damage that is caused by students' inappropriate use of the network.
- Students are expected to follow the same rules, manners, morals, and common sense guidelines that are used with other daily school activities, as well as the law, in the use of the McNicholas High School electronic network.

General Unacceptable Behavior

While utilizing any portion of the McNicholas High School electronic network, unacceptable behaviors include, but are not limited to, the following:

- Students will not access the command prompt or PowerShell for any reason.
- Students will not post information that, if acted upon, could cause damage or danger of disruption.
- Students will not engage in personal attacks, including prejudicial or discriminatory attacks.
- Students will not harass another person. Harassment is persistently acting in a manner that distresses or annoys another person. If a student is told by a person to stop sending messages, they must stop.
- Students will not knowingly or recklessly post false or defamatory information about a person or organization.
- Students will not use criminal speech or speech in the course of committing a crime such as threats to the president, instructions on breaking into computer networks, pornography, drug dealing, purchase of alcohol, gang activities, threats to an individual, etc.
- Students will not use speech that is inappropriate in an educational setting or violates school rules.
- Students will not abuse network resources such as sending chain letters or "spamming."
- Students will not display, access, or send offensive messages or pictures.
- Students will not use the McNicholas High School electronic network for commercial purposes.
- Students will not offer, provide, or purchase products or services through this network.
- Students will not use the McNicholas High School electronic network for political lobbying. Students may use the system to communicate with elected representatives and to express their opinions on political issues.
- Students will not attempt to access non-instructional school systems, such as student information systems or business systems.
- Students will not use school equipment, network, or credentials to threaten employees or cause a disruption to the educational program.
- Students will not use the school equipment, network, or credentials to send or post electronic messages that are abusive, obscene, sexually oriented, threatening, harassing, damaging to another's reputation, or illegal.

E-Mail

- Students will be assigned an email address at McNicholas. Students are responsible for checking their email inbox daily for announcements and messages from teachers, coaches, counselors, and administrators. The school email address is provided to students for the

purpose of communicating with teachers, counselors, or colleges, obtaining reference materials, and conducting school-related business.

- The student's e-mail address is not private, and it can and will be monitored by school personnel. School administrators may review emails and attachments at any time to maintain system integrity and to ensure that all users are using the system responsibly. Students are responsible for the content of their McNicholas e-mail accounts and may never use another student's e-mail account.
- WHILE AT SCHOOL, students are not permitted to download, send/receive email from any other email address other than their McNicholas email address.
- Students will not repost a message that was sent to them privately without the permission of the person who sent them the message.
- Students will not post private information about another person.

Email Rules and Etiquette

- Please remember that an e-mail sent to a teacher, counselor, coach, or administrator should be more formal than one sent to a friend. Address the email properly ("Dear Ms. Smith" or "Dear Mr. Brown") and do not use expressions such as "Hey" or "What's Up?" as a greeting.
- Re-read your e-mail for the proper tone. Irony in email can be misinterpreted, so think twice about your wording.
- Always use the subject line to convey the topic of your e-mail.
- Write your e-mails using proper grammar. An e-mail is a written record of what you have said.
- Do not use abbreviations as you might in a text message.
- Do not send mass-emails or large attachments that will overload the system. Doing so will result in serious consequences and loss of computer and e-mail privileges.
- Do not write in all caps—that is equivalent to "shouting" in an e-mail.
- Do not forward e-mails to others without explanation and a good reason.
- Do not "reply to all" unless it is really necessary—usually it is not!
- Keep your email message concise and use proper punctuation so that your meaning will be clear.
- Take a good look before you send any email. Once an email is sent, it can go anywhere and to anyone. Do not put in writing (and in circulation) something you would not want anyone or everyone to see.
- Never send an e-mail when you are upset or angry.
- Use your e-mail address sparingly to avoid getting on spam lists – again, educational use only.

Personal Safety

- Students will not disclose personal contact information without specific building administrative approval, except to educational institutions for educational purposes, companies, or other entities for career development purposes.
- Personal contact information includes address, telephone, school address, or work address.
- Students will not share personal contact information about other people.
- Students will promptly disclose to a teacher or other school employee any message received that is inappropriate or makes the student feel uncomfortable.

Key Card Policy

- Students will be given two cards – a traditional student ID and an electronic key card for entering the building. Students should keep these cards attached to a lanyard that they wear around their necks.
- Student access to doors will be from 6:30 a.m. – 3:30 p.m. during regular school days.
- Students entering the building between 7:40 a.m. and 8 a.m. will be required to use the Beechmont Avenue entrance and check in with the main office.
- From 3:30 p.m. – 7:30 p.m., the rear doors to the main gym will be the only doors students will have access to.
- Upon completion of their last exam, students will turn in their lanyards and cards, along with their tablets. Lanyards and cards will be returned when students return from summer vacation.
- For the safety of all students, students who lose their key cards must report the loss immediately to the Help Desk. Replacement cards will be given and have the following consequences:
 - 1st replacement: \$10
 - 2nd replacement: \$10 and a detention
 - Any further replacement: \$10 and a detention or other disciplinary action
 - Detention will be served after school on Tuesday and Thursday from 2:45 – 3:30 p.m.
 - Failure to report will result in a second detention.

System Security

- Students are responsible for their individual accounts and should take all reasonable precautions to prevent others from being able to use them. Under no conditions should students give their passwords to another person.
- Students must immediately notify a teacher or the system administrator if they have identified a possible security problem. Students should not go looking for security problems, because this may be construed as an illegal attempt to gain access.
- Students will not attempt to gain unauthorized access to any portion of the McNicholas High School electronic network. This includes attempting to log in through another person's account or access another person's folders, work, or files. These actions are illegal, even if only for the purposes of "browsing."
- Students will not make deliberate attempts to disrupt the computer system or destroy data by spreading computer viruses or by any other means. These actions are illegal.
- Users will not attempt to access web sites blocked by school policy, including the use of proxy services, software, or web sites.
- Users will not use sniffing or remote access technology to monitor the network or other user's activity.
- Students will not use a personal hotspot to connect to the internet while at school.

Software and Files

- Students will not download any software to the tablet. If there is a need for additional software, permission and assistance must be obtained from the Help Desk. This includes extensions to Google Chrome.
- The only exception is if student is directly instructed by a teacher.
- A student's account may be limited or terminated if a student intentionally misuses software on any school-owned equipment.
- Files stored on the network are treated in the same manner as other school storage areas, such as lockers. Routine maintenance and monitoring of the McNicholas High School electronic network may lead to discovery that a student has violated this policy or the law. Students should not expect that files stored on school servers are private.

Tablet Specific

- Students are responsible for bringing a fully charged tablet to school each day.
- Students will be given a new battery after two years.
- The tablet is intended to be used for educational use only.
- Games, videos, streaming music, etc. are not permitted on your school tablet.

- OneDrive storage is for educational use only and is not to be used your personal pictures, music, etc.
- Office 365 profile picture should be your school picture only. Instructions on setting this up will be provided.
- Many of the textbooks will be online or electronic copies that can be accessed with the tablet.
- Students may not personalize the outside of their tablet with stickers, writing, etc.
- Included software: Windows 10, Office 2016 Professional, LanSchool, and anti-virus software.
- Accidental damage protection is in place. Any hardware issues must be reported to the Help Desk.
- Students are required to carry their tablet in a protective sleeve supplied by McNicholas.
- Students are not permitted to log on to or use another student's tablet.
- If the ID sticker is removed or damaged, student is required to get a replacement at the Help Desk.
- Freshmen are limited to printing 200 pages from McNicholas printers in one school year. All other students are limited to printing 150 pages. Students who have used up their allotted pages may bring in an unopened ream (pack) of plain white printer paper for an additional 50 pages or pay a fee of \$0.25/page.

Vandalism

- Any malicious attempt to harm or destroy data, the network, other network components connected to the network backbone, hardware, or software will result in cancellation of network privileges. Disciplinary measures in compliance with the school's discipline code and policies will be enforced.

Plagiarism and Copyright Infringement

- With the availability of technology, there are new ways for students to access information. At McNicholas High School, we want to empower our students to be responsible digital citizens. Cheating and plagiarism will not be tolerated as they take away from the learning process. We value learning over grades and hold ourselves accountable to the highest level of academic integrity.
- Students will not plagiarize works found on the Internet. Plagiarism is taking the ideas or writings of others and presenting them as if they were those of the student.
- School policies on copyright will govern the use of material accessed and used through the school system.

- Copyrighted material will not be placed on any system without the author's permission. Permission may be specified in the document, on the system or must be obtained directly from the author.
- For more information, please refer to the Student Handbook on the McNicholas website.

Student Rights

- The McNicholas High School electronic network is considered a limited forum, similar to the school newspaper, and therefore the school may restrict a student's speech for valid educational reasons. The school will not restrict a student's speech on the basis of a disagreement with the opinions that are being expressed.
- An individual search will be conducted if there is reasonable suspicion that a student has violated this policy or the law. The investigation will be reasonable and related to the suspected violation.

Due Process

- The school will cooperate fully with local, state, or federal officials in any investigation related to any illegal activities conducted through the school network. Students and parents should note that any case involving a student suspected of "sexting" (sending sexually explicit messages or photographs) will be turned over to and investigated by the police.
- In the event there is an allegation that a student has violated the school acceptable use regulation and policy, the student will be provided with a written notice of the alleged violation.
- Disciplinary actions will be tailored to meet specific concerns related to the violation and to assist the student in gaining the self-discipline necessary to behave appropriately on an electronic network. Violations of the acceptable use regulation and policy may result in a loss of access as well as other disciplinary or legal action.
- If the violation also involves a violation of other provisions of other school rules, it will be handled in a manner described in the school rules. Additional restrictions may be placed on a student's use of his/her network account.

Limitation of Liability

- The school makes no guarantee that the functions or the services provided by or through the school network will be error-free or without defect. The school will not be responsible

for any damage suffered, including but not limited to, loss of data or interruptions of service.

- The school is not responsible for the accuracy or quality of the information obtained through or stored on the network. The school will not be responsible for financial obligations arising through the unauthorized use of the network.

Violations of this Acceptable Use Policy

Violations of this policy may result in loss of access as well as other disciplinary or legal action. Students who violate this policy shall be subject to the consequences as indicated within this policy as well as other appropriate discipline, which includes but is not limited to:

- Demerits
- Detention
- Saturday School
- Suspension of network privileges
- Suspension from school
- Expulsion from school and/or
- Legal action and prosecution by the authorities

The particular consequences for violations of this policy shall be determined by the school administrators. It shall be assumed that an offense using the tablet will serve the same punishment as an offense that is the same in nature without the tablet. For example, an "off task" violation on the tablet (emailing when they shouldn't, surfing the web when they shouldn't, etc.) will result the same punishment as an "off task" violation in the classroom punishment (doing math homework instead of science, passing notes, etc.), which will likely be a detention. If a student is bullying or cheating via email or other ways on the tablet, it will be treated as though the student is bullying or cheating in the hallways or classrooms at school, and will likely receive a Saturday school at minimum.

Warranty & Repair

Four-year accidental damage protection covers damages that may occur with normal use.

Loss or Theft

- Parent/Guardians are responsible for reimbursing McNicholas High School for the entire replacement cost of a lost or stolen Tablet PC.
- Parents/Guardians are strongly advised to obtain a rider on their homeowner/renter insurance policy to cover loss or theft of the Tablet PC.

Lost or Stolen Accessories

Lost or stolen accessories are the responsibility of the student and will be subject to but not limited to the following fees:

- **Fujitsu:** stylus \$60, power adapter \$60
- **Dell:** Stylus \$65, power adapter \$50

Re-imaging

- Students are responsible for creating a back-up of files and notes before turning in their tablet for re-imaging, if necessary. Specific directions will be provided to students.
- Student files are to be backed up to OneDrive. McNicholas is not responsible for backing up music, pictures, or any files that are not already backed up to OneDrive.

Ownership of the Tablet

The tablet is the property of McNicholas High School. Once all fees are paid and the student graduates, the tablet will become property of the student.

Non-Returning Students

Students who do not return to McNicholas High School prior to the completion of their senior year must pay any remaining balance on the tablet. The tablet becomes property of the student upon withdrawal.