

**VERBUM DEI JESUIT HIGH SCHOOL
ACCEPTABLE USE POLICY FOR TECHNOLOGY**

All Verbum Dei Jesuit High School parents and guardians must read the entire Acceptable Use Policy before signing to confirm your agreement to adhere to its terms.

A safe environment for all members of the community should be the hallmark of Catholic locations that engage in electronic communications. This is accomplished, in part, by fostering a climate based on Gospel values that emphasizes the dignity of and respect for all persons. Words, actions, or depictions which violate the privacy, safety, or good name of others are inconsistent with that goal. Verbum Dei provides a wide range of technology resources to support the School's educational objectives and to facilitate teaching, learning, and communication. We believe that knowledgeable and responsible use of such resources is an essential element of a student's education. We ask parents to join the School in helping to educate students about the necessity of personal integrity, decency, and personal and public responsibility in all online activities.

The use of technology at Verbum Dei is a privilege and must be treated as such by all students and parents. The fundamental expectation of the School's Acceptable Use Policy is that students use all technology, equipment, and computers in an ethical and responsible way, in accordance with all applicable laws, and in a manner that is consistent with the expectations of the School. Academic and behavioral policies and expectations are applicable to all technology use on campus and off campus if it impacts the Schools community.

Verbum Dei Jesuit High School does not have and does not assume responsibility for claims and damages of any nature arising from students' use of, or inability to use, the Verbum Dei network system, including, but not limited to, loss of information.

This policy applies to *all* technology resources in use by Verbum Dei students. It includes but is not limited to - computers, Chromebooks, iPads, phones, video equipment, copy machines, e-mail accounts, networks, and information storage devices. Verbum Dei provides students with access to its technology resources primarily for academic purposes.

Safety and Security

The Internet offers a rich range of resources for students but also carries risks. While the School endeavors to monitor and restrict access to sites the School determines are not educationally appropriate, it is still possible for students to encounter inappropriate material. Students are expected to notify a faculty/staff member whenever they come across information or messages that are offensive, dangerous, threatening, or make them feel uncomfortable.

Verbum Dei has the right to use software to identify and block access to Internet sites on its network containing sexually graphic content, sites that advocate or support hate crimes, racism, violence, suicide, or cheating, sites that allow gambling, or other sites that contain material that the School determines is not educationally appropriate or runs counter to the School's religious values. Verbum Dei does not guarantee that its filtering measures will prevent improper student usage or student access to objectionable online material.

Students who identify or know about a security problem are expected to promptly convey the details to their teacher or an administrator.

Students should not share personal login and password information with others. Students may not attempt to discover or use the login information or password of others. This includes the login information for students' online accounts or devices.

The School strongly discourages the posting of any personal information (e.g., phone number, home address, social security number) apart from the password-protected School directory. Personal information about any person(s) may not be posted online without the consent of the person.

Waiver of Privacy Rights

While accessing the School's network, using the School's equipment or their own personal device, students should have no expectation of privacy. Verbum Dei reserves the right to access and monitor all aspects of its technology systems and devices, and students should not expect any information stored on Verbum Dei equipment or systems to be private.

Electronic communication is not confidential. Users of e-mail, data files, server space, digital subscriptions and the Internet should have no expectation of privacy. Electronic communication may be monitored, filtered, and checked. All electronic communication and digital activity, even after history is cleared and files deleted, leaves a digital "footprint" and can be retraced.

Acceptable Use Responsibilities

Students may not use technological tools to bully or harass others, or to engage in any other conduct that is inconsistent with the values and standards of the School. Nor may students send, or encourage others to send, discourteous or abusive messages on the Internet and/or through electronic or interactive communications, including on social media, blogs, photo sharing platforms, Internet websites, Internet forums and wikis. Examples of social media websites include, but are not limited to, Facebook, Twitter, Instagram, Tik Tok, Snapchat, and YouTube.

Students will be held responsible for anything they post on the Internet that involves or impacts the School and its community. The School may take disciplinary action as a result of inappropriate or offensive postings, even if this activity has occurred off campus. The School expects students to refrain from any use of technology outside of Verbum Dei that infringes upon the safety or privacy of any individual within the Verbum Dei community, uses the School's name inappropriately, negatively or without permission, or compromises the reputation or safety of the School.

The School's network may not be used for purposes of personal profit, for lobbying or advertising, or to disseminate information to the Verbum Dei community of a personal interest or for non-school related purposes.

The introduction of computer viruses into the School community's network is expressly prohibited. If a virus is encountered, a member of the Information Technology (IT) department must be notified immediately.

Use of any "hacking" software to compromise or monitor Verbum Dei's data is prohibited.

Audio or video recording someone (student, teacher, etc.) without their knowledge and permission is prohibited.

Re-posting teachers' or students' materials (emails, notices, etc.) without their permission is prohibited.

Network users are responsible for avoiding practices that may disrupt other users' access to the network (e.g., downloading or uploading very large files, spending excessive time in streaming services, etc.).

Verbum Dei's devices are not to be used for access to any Internet resource, database, or service that charges a fee for online time, services, or products. Violations of this rule may result in reimbursement by students and/or their families for fees or costs incurred, cancellation of computer use privileges, and disciplinary action.

Students are expected to check and read their Verbum Dei e-mail daily. Faculty and administrators use e-mail to communicate with students and for official notices. Students may not use Verbum Dei issued email accounts in any way that misrepresents their identity.

Tone is difficult to discern in electronic communication. Electronic communication is best used as a medium for disseminating factual information and should not be viewed as a replacement for face-to-face communication.

Plagiarism

Plagiarism is the presentation of the ideas or writings of others as one's own without proper attribution or credit, including information that is found on the internet. Plagiarism is a serious academic violation and can result in academic consequences. The downloading and use of materials in violation of copyright laws, both text and image based, is illegal.

Theft, Loss or Damage

Verbum Dei Jesuit High School, faculty, and staff are not responsible for keeping students' personal technology devices safe. The student is responsible to insure that devices are properly maintained and secured. Each Student is responsible for keeping his device in his possession and for properly securing it. Students should report theft or vandalism of any kind immediately to school faculty or administration so he can take the appropriate steps.

BYOD Policy

BYOD – or Bring Your Own Device – is a policy Verbum Dei allows in our technological environment. Students, if they choose, may carry and use their own computing device throughout the school day. Students, along with their parents, must sign a waiver acknowledging they choose to use their own personal equipment. Verbum Dei expects the student to have their device ready to use and fully charged at the beginning of each school day. Although students are permitted to bring a power adapter with them, depending on the time of day or location, they may not be allowed to recharge their device. Thus, proper daily preparation of their device is expected.

Verbum Dei is not responsible for any BYOD device that is damaged, lost or stolen on campus. BYOD students are responsible for the safe transportation and storage of the personal devices at all times.

Since every student is expected to have a computing device ready to use (including school-issued devices) BYOD students who forget to bring their device to school may be disciplined. BYOD students who report that their device has been damaged or needs repair are responsible for that device's timely and immediate repair. The School may issue a daily loaner device as a replacement while personal equipment is repaired. Students will sign-out for loaner devices are responsible for its return at the end of each day.

Violation of Policy

Consequences of violating these policies will be in keeping with the School's disciplinary policies. Any violation or suspected violation will constitute grounds for disciplinary action, removal of technology use privileges, temporary removal from School, cooperation with appropriate outside agencies, as well as up to and including expulsion.

Student/Parent Agreement

Verbum Dei requires that all parents and students agree to the Acceptable Use Policy for Technology. By signing this Agreement, students and their parents indicate their understanding of, and their consent to abide by, the School's rules, policies, and standards for all technology use at Verbum Dei; they further acknowledge that students are subject to disciplinary consequences for any violation of the policy including suspension and, expulsion, and could also be subject to legal consequences.

I have read and understand the Verbum Dei Jesuit High School Acceptable Use Policy for Technology and accept my responsibilities as set forth in the Policy. I also understand that violation of this policy may result in the loss of my network and/or device privileges, disciplinary action up to and including expulsion that may become part of the student's permanent record, and/or legal action in accordance with federal and California law.

Name of Student: _____

Signature of Student: _____

Date: _____

Name of Parent/Guardian: _____

Signature Parent/Guardian: _____

Date: _____

Name of Parent/Guardian: _____

Signature Parent/Guardian: _____

Date: _____