

In the event a student feels the demerit and/or detention has been unjustly issued, a meeting with the student, faculty member involved, and the Dean of Students may be scheduled. If further due process is requested, a meeting with the principal may be scheduled. Parents may request a meeting with the Dean of Students at any time relative to demerits, detentions, then with the principal.

BERKS CATHOLIC HIGH SCHOOL HIGH SCHOOL **ACCEPTABLE USE POLICY FOR COMPUTER** **AND INTERNET ACCESS**

GENERAL COMPUTER POLICY

As part of Berks Catholic High School's commitment to academic excellence, students will have access to computers through the school computer labs and portable carts. Use of technological tools, which fosters academic growth, contributes to the advancement of our school mission to form and educate young men and women to live Gospel Values.

All school-issued technology resources are intended primarily for educational purposes. Use of these resources is considered a privilege, not a right. Therefore, all users have the responsibility to utilize them only in a safe, moral and dignified manner consistent with the school's values. In as much as the individual computers are owned by the school and used by the students, the school has the right and authority to monitor all accounts. The school also has the right to review the contents of each computer. Any information contained on a Berks Catholic High School computer's hard drive, the server, or computer disks, which were purchased by the school/institution, is considered the property of Berks Catholic High School High School. Personal computing devices may not be used during the school day without permission from the technology department.

All students may receive a user account/email address/password that will allow him/her to access to the school's computer network including access to the Internet (World Wide Web). Each student is solely responsible for all actions taken while his/her account is in use. Web sites accessed by users may be monitored. While at school, students may not access any e-mail accounts other than their BCHS account. Students may not add instant messengers to a school computer.

Inappropriate use of electronic content on school owned computers and/or network in or out of school is strictly prohibited. This includes but is not limited to: communications or depictions through e-mail, text messages, or website postings which:

- a. Are of a sexual nature,

- b. Threaten, libel, slander, malign, disparage, harass or embarrass members of the school community,
- c. In the Principal's sole discretion, cause harm of any kind to the school or school community.

Inappropriate uses of technology include, but are not limited to, the following and as such are prohibited:

- a. Applying for a user ID under false pretenses.
- b. Sharing your user ID and/or password with any other person. (If you share your user ID and/or password with another person, you will be solely responsible for the actions of that other person.)
- c. Deletion, examination, copying or modification of files and/or data belonging to other users without their prior consent.
- d. Attempts to evade or change resource quotas.
- e. Any unauthorized, deliberate action which damages or disrupts a computing system, alters its normal performance, changes its established system settings, or causes it to malfunction is a violation, regardless of system location or time duration.
- f. Copying programs onto Berks Catholic High School computers and/or the network systems, without the express, written consent of Berks Catholic High School.
- g. Copying programs licensed to Berks Catholic High School for personal use.
- h. Abusing computer equipment.

As a user of a computer or network, you may be allowed to access other networks and/or computer systems attached to those networks. Therefore, the following are prohibited:

- a. Use of systems and/or networks in attempts to gain unauthorized access to remote systems.
- b. Decryption of system or user password.
- c. Copying, deleting or moving system files.
- d. Deleting, examining, copying or modifying files and/or data belonging to other users.
- e. Copying of copyrighted materials, such as third-party software, without the express written permission of the owner or the proper license.
- f. The willful introduction of computer "viruses" or other disruptive or destructive programs into the computer and/or network or into external computers and/or networks.
- g. Vandalism, which includes, but is not limited to, any attempt to harm or destroy the data of another user, the network/Internet, or any networks or sites connected to the network/Internet. Attempts to breach security codes and/or passwords will also be considered a form of vandalism.

- h. Willful destruction of computer hardware or software, or attempts to exceed or modify the parameters of the system.
- i. Discipline may be imposed for intentional overloading of Berks Catholic High School computer resources.
- j. Accessing the network with a personal device (not school-issued) without permission of the technology department.

Any student who engages in these activities will be subject to the full range of disciplinary consequences, including withdrawal for cause, and appropriate legal actions. If a student suspects or observes any inappropriate uses of electronic content (including online harassment), he/she should promptly report it to a school administrator.

INTERNET ACCESS

Internet access is available to employees and students at Berks Catholic High School. We are pleased to bring this access to resources to administrators, teachers, employees and students. Our goal in providing this service is to promote educational excellence at Berks Catholic High School by facilitating resource sharing, innovation and communication.

With access to computers and people all over the world also comes the availability of material that may not be of educational value in the school setting. Berks Catholic High School will take reasonable precautions to oversee the use of Internet resources and restrict access to controversial materials. However, on a virtually unregulated global network, it is impossible to control all materials, and an industrious user may discover controversial information. The administrators and teachers at Berks Catholic High School firmly believe that the valuable information available on this worldwide network far outweighs the possibilities that users may procure material that is not consistent with the educational goals of this project.

Internet access is coordinated through a complex association of government agencies, and regional and state networks. In addition, the smooth operation of the network relies upon the proper conduct of the end users who must adhere to strict guidelines. These guidelines are provided here so that you are aware of the responsibilities you are about to acquire. In general, this requires efficient, ethical and legal utilization of the network resources. If a Berks Catholic High School user violates any of these provisions, his or her account will be terminated, and future access could be denied. Disciplinary and/or legal action including, but not limited to, criminal prosecution under the appropriate state and federal laws may also be taken.

Inappropriate uses of the Internet and technology include, but are not limited to, the following, and as such are prohibited.

- a. Illegal conduct or actions.
- b. Violations of any of the school's policies.
- c. Posting any media on the Internet, such as pictures or videos of yourself or others acting in a disrespectful, obscene, lewd or inappropriate manner.
- d. Posting any media on the Internet using Berks Catholic High School High School's name, logo, or uniform without express written permission of the principal.
- e. Defaming the school, a faculty member, administrator, staff member or student on any social media platform or website.
- f. Making racial, ethnic, religious, or gender-based slurs.
- g. Threatening, bullying or harassing others.
- h. Purposely viewing, displaying, storing, or transmitting any obscene, discriminatory or inappropriate material.
- i. Compromising the privacy and/or security of other users.
- j. Revealing your own or others personal address or phone numbers, passwords or social security number.
- k. Conducting commercial enterprises.
- l. Sending political messages.
- m. Sending unauthorized bulk messages.
- n. Downloading music or videos on the school network.
- o. Gaming.
- p. Transmission of any material in violation of local, state, or federal statutes, including copyrighted material or materials protected by trade secret.
- q. Using a personal hotspot to access the internet on a school-issued device without permission of the technology department.

While Berks Catholic High School cannot effectively restrict the content of all information obtained by students, students who intentionally access offensive sites will be notified and consequences will be introduced.

The purpose of accessing the Internet is to support research and education in and among academic institutions of the United States by providing access to unique resources and the opportunity for collaborative work. The use of your account must be in support of education and research, and consistent with the educational objectives of Berks Catholic High School. Each user is personally responsible for this provision at all times when using the network.

The use of the Internet is a privilege not a right, and inappropriate use will result in a cancellation of those privileges. The system administrator will deem what is inappropriate use and his or her decision is final. Also, the system administration

may close an account at any time. An administrator, faculty member, or staff of Berks Catholic High School has the right to request, for cause, that the system administrator will deny, revoke or suspend specific user accounts.

Security on any computer system is a high priority, especially when the system involves many users. Never use another person's account to log on to the system. If you believe you can identify a security problem, you must notify the system administrator. Do not demonstrate the problem to other users. Do not reveal your account password to anyone. Users are responsible for any misuse of their account that is due to their own negligence. Users are responsible for reporting unauthorized use of their account to the system administrator.

If any information on your account changes; e.g., telephone number, location, home address, etc., it is the user's responsibility to notify the system administrator.

Berks Catholic High School makes no warranties of any kind, whether expressed or implied, for the service it is providing. Berks Catholic High School will not be responsible for any damages the user may suffer. This includes loss of data resulting from delays, non-deliveries, miss-deliveries or service interruptions caused by the system or your own errors or omissions. Use of any information obtained via the system is at the users own risk. Berks Catholic High School specifically denies any responsibility for the accuracy or quality of information obtained through its services.

Student Email Policy

Account Creation and Ownership

- Email accounts will be created for all enrolled students.
- Email accounts are the property of the school and should only be used for educational purposes.
- Students are responsible for all activity conducted under the use of their email account.

Acceptable Use

- Students must use their school email accounts responsibly and ethically.
- Email should be used for communication related to school activities, assignments, and other educational purposes.
- Prohibited uses include, but are not limited to:
 - Sending or forwarding inappropriate, offensive, or discriminatory content.
 - Engaging in cyberbullying or harassment.
 - Conducting personal business or commercial activities.
 - Sharing personal information or passwords.

Security and Privacy

- Students must not share their email account passwords with others.

- Unauthorized access to another person's email account is strictly prohibited.
- The school reserves the right to monitor and access student email accounts to ensure compliance with this policy.

Email Etiquette

- Students should use polite and respectful language in all email communications.
- Email correspondence should be clear, concise, and relevant to the subject matter.
- Proper email formatting, including appropriate subject lines and greetings, is encouraged.

Consequences of Misuse

- Misuse of email accounts may result in disciplinary actions, including but not limited to:
 - Temporary or permanent suspension of email account privileges.
 - Detention or other school-imposed consequences.
 - Notification to parents or guardians.

Compliance

- Students must comply with all applicable local, state, and federal laws related to email use. Violations of this policy may be referred to the appropriate authorities if necessary.

iPad Acceptable Use Policy

Berks Catholic High School (BCHS) implements a program for the school's 1-1 initiative as outlined in Berks Catholic's Strategic Plan. As part of this 21st Century educational environment, learning can take place at anytime and anywhere. Having this technology available to students at all times will foster learning and engage students in a unique way. Additionally, it will help prepare students for their futures in college or in the workplace.

The policies and procedures listed will apply to all iPads used by the BCHS students as part of this program. Teachers may set additional requirements within their classrooms.

All terms of the Acceptable Use Policy contained in the Parent/Student handbook apply.

Ownership:

Berks Catholic High School will retain title to the equipment at all times. Any software or apps that are installed by BCHS on the iPad will likewise be owned by BCHS.

Use and Storage:

The primary use of the iPad is for educational purposes. The student may use the iPad for other purposes only to the extent that it does not interfere with its primary educational use.

- Students are responsible for bringing their iPad to school each day fully charged.
- iPads are to be locked in a secure place (lockers) when not with the student. They should never be left unattended
- iPads are never to be loaned to other students and passwords are not to be shared.
- Any content added by the student (music, pictures, etc.) must be appropriate for BCHS students. No inappropriate content may ever be on a student iPad. Being allowed to download content is a privilege, which may be revoked.
- While there are filters in place at BCHS, parents are responsible for student use. Parental monitoring when off campus is highly recommended. School policies will apply when off campus.
- Students are responsible for routinely backing up their device to a cloud storage solution such as iCloud and/or OneDrive. If an iPad has any technical issue, it may require re-imaging which will wipe all content.
- If there are any technical issues, the iPad should be taken immediately to the Educational Technology Specialist.

Artificial Intelligence Acceptable Use Policy

This policy delineates the appropriate utilization of artificial intelligence (AI) tools and applications within Berks Catholic High School to ensure their responsible, ethical, and safe use. Recognizing the ever-evolving nature of technology and its profound impact on our global society, local community, and educational settings, Berks Catholic High School acknowledges the increasing integration of artificial intelligence, including generative forms, into our daily lives. It is our duty to instruct and equip students to employ AI in a manner that is both ethical and conducive to learning.

Accordingly, Berks Catholic High School does not prohibit the use of AI by students or teachers. However, students must be cognizant of the limitations and guidelines governing its use:

Section 1: Access and Use

- 1.1. **General Access:** Berks Catholic High School may grant access to specific AI tools, applications, and software as deemed appropriate for educational purposes.
- 1.2. **Student Access:** Students are only permitted to utilize AI tools, applications, or software for academic purposes with the permission of a teacher.
- 1.3. **Teacher Approval:** Teachers may allow the use of AI tools, applications, and software within the curriculum for specific assignments or projects. AI use for these purposes must align with educational goals.
- 1.4. **Third-Party Restrictions:** Any AI tools, applications, or software from third-party providers must adhere to data privacy and age-appropriate guidelines. All CIPA (Children’s Internet Protection Act) and COPPA (Children’s Online Privacy Protection Act) guidelines apply.

Section 2: Responsible Use

- 2.1. **Misuse Prohibited:** Any misuse of AI tools, applications, or software, including hacking, altering data, or engaging in unauthorized activities, is strictly prohibited and subject to discipline.
- 2.2. **Personal Devices:** Students using AI tools, applications, or software on personal devices or with personal credentials do so at their own risk, recognizing the collection of data by these platforms.
- 2.3. **Academic Honesty:** Students must acknowledge the use of AI in any academic work and abide by the school's handbook regarding academic honesty. Undisclosed or unpermitted use of AI by a student may be subject to discipline at the discretion of the teacher and/or Dean of Students.
- 2.4. **Confidentiality:** Teachers may not enter personal student data (e.g. name, birthdate, or address) into any AI tool or program. Sharing such information would be a violation of FERPA.

Section 3: Evaluation and Awareness

- 3.1. **Credibility:** Students should understand that AI may not always provide completely factual or credible information, and they should be prepared to provide evidence to support their claims.
- 3.2. **Bias and Discrimination:** Users must be aware of the potential for bias and discrimination within AI tools, applications, or software and exercise critical judgment when using them.

Section 4: Enforcement and Consequences

- 4.1. Policy Violations: Violations of the Berks Catholic High School AI Acceptable Use Policy may result in disciplinary action in line with the school's disciplinary procedures.
- 4.2. Review and Revision: This policy will be periodically reviewed and updated to align with evolving AI technology and educational needs.

Conclusion:

Berks Catholic High school students and staff are encouraged to leverage AI technology for educational purposes in a responsible and ethical manner. By following the guidelines and limitations set forth in this policy, we aim to foster a secure and enriching learning environment that harnesses the potential of AI for the benefit of all.

Device Replacement Revision

In the event of theft, loss, or destruction of a school-issued device, the following replacement policy applies:

1. First-Time Replacement:
 - Device Replacement Fee: \$75
 - Charger Replacement Fee: \$48
2. Subsequent Replacements:
 - Any replacement beyond the first incident will incur a fee equivalent to the full cost of the device as stipulated by Apple.

Important Notes:

- All incidents must be reported immediately to the Instructional Technology Specialist. The circumstances surrounding a damaged or stolen device will be taken into consideration before fees are assessed.
- Students and parents are encouraged to take appropriate measures to safeguard the device. This includes ensuring that the device is equipped with a durable case.

Loaner Devices:

The school maintains a limited number of loaner devices that will be available to students whose iPads are in need of repair. However, the school cannot guarantee that an iPad will be available at the time a student may need one or that a loaner will have all necessary apps installed. In addition, the technology department has the right to deny access to a loaner device if a student chronically fails to bring their device to school.

Prohibited Use:

- Any action that violates current school policy or public law

- Violation of Copyright Laws
- Cyber bullying
- Circumventing the management system, software, or the filters

Privacy:

There is no expectation of privacy for any communication made using the device or for any content stored on the device. BCHS reserves the right to inspect the device and its contents at any time and for any reason. Any content including, but not limited to audio, video, photographs, and music could be subject to discovery in the event of legal action or otherwise subject to access by third parties pursuant to law.

General Care and Use:

The iPad assigned to a student remains the property of the BCHS; therefore, students are expected to care for the device in a proper and respectful manner. The school may charge for loss or damage to the device and/or any accessories.

General Use and Care Guidelines:

Only use a clean, soft dry cloth to clean the iPad's screen; no cleansers of any type should be used.

- Insert and remove cords and cables carefully to prevent damage to connectors.
- Do not write, draw, or apply any stickers or labels to the iPad that are not the property of the school.
- Handle the iPad carefully. Screens can crack not only when dropped but also when twisted or subjected to pressure from stepping or leaning on them.
- Do not leave the iPad in places of extreme temperature (hot or cold), humidity, or limited ventilation (e.g., in a car) for an extended period of time.
- All iPads must be in a protective case, it is the responsibility of the student to supply the case. Students are required to keep the iPad in the case at all times.

Internet Safety:

It is the policy of Berks Catholic High School to:

- Prevent school network access to or transmission of inappropriate material via the Internet, electronic mail, or other forms of direct electronic communications through firewalls and filters
- Comply with the Federal Communications Commission's Children's Internet Protection Act (CIPA).

In compliance with the Children's Internet Protection Act (CIPA), students will engage in coursework related to Internet safety. The curriculum focuses on educating students about appropriate online behavior, including interacting with other

individuals on social networking websites, dangers of online chat rooms, and cyber-bullying awareness and response.

Berks Catholic High School staff monitors student use of the Internet, through either direct supervision, or by monitoring Internet use history, to ensure that network services are used within the context of the school's instructional program, educational goals, and to enforce the Internet Safety Policy and Acceptable Use Policy. iPads will be filtered both in and out of school.

MEDIA RELEASE **PHOTO/VIDEO PERMISSION**

For and in consideration of benefits to be derived from the furtherance of the educational programs of the Diocese of Allentown, the undersigned parent of the student(s) enrolled at Berks Catholic High School in Reading, PA, do hereby consent, authorize and grant permission to the Diocese of Allentown and Berks Catholic, its agents, employees or duly authorized representative to take photographs, videos or audio tapes or any duplication or facsimiles thereof for the purpose of instruction and/or promotion of Berks Catholic. In granting such permission, I hereby relinquish and give to the Diocese of Allentown and Berks Catholic all right, title, and interest I may have in the finished pictures, negative, reproductions or copies and further waive any all right to approve the use of such photographs, motion pictures, videos, or audio tapes and so release any and all claims of any nature whatsoever arisen for their use.

AMENDMENTS TO THE HANDBOOK

The Principal reserves the right to amend the handbook at any time for just cause. Parents and students will receive appropriate notification when changes occur.

DISCLAIMER

Every attempt has been made to review the policies in this handbook to insure that there are no typographical errors. However, at times a mistake may occur. Unauthorized use or reproduction of Berks Catholic High School's name or logo is not permitted. Berks Catholic High School reserves the right to take any or all legal action to preserve the rights of the school. Expressed written permission is required by the principal to use the logo or name of Berks Catholic High School.

Si un padre o guardian tienen dificultad a interpretar esta guia debido a una barrera del idioma, por favor contacta la escuela Berks Catholic para ayuda.