

Technology Responsible Use Policy_____

Students are expected to use all school technology legally, appropriately, responsibly, and with Christian kindness. When using school-issued devices or accounts, the following actions are not acceptable:

- creating, accessing, displaying, or transmitting on the school network, internet, or school-issued laptops or via the school email system any materials considered profane, defamatory, obscene, abusive, racially charged, threatening, harassing, sexually explicit, violent, obscene, or offensive to others;
- using any materials that are in violation of copyright law;
- participating in cyberbullying (the use of technology to embarrass, harass, humiliate, threaten, or intimidate to gain power or control);
- using AI without teacher permission;
- using a personal hotspot or any on campus network other than STM-Student;
- using course or subject-specific software deemed inappropriate by the classroom teacher;
- using technology that is distracting and/or does not support an educational purpose including but not limited to messaging, chatting, watching YouTube, playing games, surfing the internet and other tasks that may be considered inappropriate during class time without teacher permission;
- using technology to cheat (give or receive information) for a test, quiz, or assignment;
- sharing user login or confidential information with another user; attempting to obtain the login or confidential information of another user;
- accessing (or attempting to access) the accounts, files, or folders of another user;
- illegally copying, installing, or downloading software, music, documents, or games to any school-owned computer;
- unauthorized copying/installing of software programs belonging to the school to a personal computer;
- uninstalling, attempting to uninstall or tamper with programs installed by the school;
- attempting to tamper with, impair, or bypass network security;
- attempting to bypass restrictions set by the classroom teacher or school (including but not limited to Aristotle);
- accessing, editing, or attempting to edit the computer registry settings or group policies;
- installing additional operating systems or virtualization software;
- installing additional web browsers or using incognito mode;
- using file-sharing or peer-to-peer software on the school network and on school-owned laptops or desktops;
- accessing virtual machines or any wireless networks other than STM-Student while on campus;
- attempting to access blocked sites without permission;
- defacing the school-issued tablet: drawing or writing, removing/rearranging keys, adding or removing stickers, etc.;
- photographing and/or recording a school employee or other students without permission; posting and/or sharing photographs or recordings without permission;
- playing games rated Mature or higher by ESRD or equivalent rating on school-owned computers;
- failure to:
 - report damage to the school-issued computer within 24 hours;
 - transport the computer in the secure school-issued sleeve;
 - restart and run updates when required;
 - come to school every day with a fully charged computer in good working condition.

L.A.R.K.

L.A.R.K. is merely a summary of the school's technology policies designed to make them easier to remember. Students must adhere to the policies and procedures in the entire Responsible Use Policy.

L = LEGAL

*Ignorance of the law does not constitute immunity.

- All software, music, videos, and games used on school computers must be legally obtained and age appropriate.
- All resources (whether copied, downloaded, or shared) must be free of copyright violations.
- Cyberbullying is illegal; depending on the severity, penalties may include jailtime and/or fines.
- Using AI in a sexually explicit way or to harass, bully or impersonate another person.

A = APPROPRIATE

- Creating, accessing, displaying, or transmitting profane, defamatory, obscene, abusive, racially charged, threatening, harassing, sexually explicit, violent, obscene, or offensive materials is in violation of the More Way.
- Students should remain on task and use only programs and websites approved by the classroom teacher.
- Any attempt to bypass the school network, access blocked sites or tamper with installed software or settings is prohibited.
- School employees or other students should not be photographed or recorded without permission.
- Online activities should be ethical and legal.
- Games, music, and videos used on STM computers should be age appropriate and in keeping with the school's mission statement.

R = RESPONSIBLE

- Diligent care is taken with all hardware and software to prevent damage or misuse whether intentional or not.
- Computers, files, and passwords should be safeguarded 24/7.
- Restarting and running updates should be conducted promptly.
- All damages must be reported immediately to the Help Desk ticketing system.
- Students must come to school every day with a fully charged computer and stylus carried in a school assigned sleeve.

K = KIND

- Computer use does not impact others' rights or feelings.
- Any form of cyberbullying (whether illegal or not) is prohibited.
- Students model the values found in the STM mission statement in all technology usage.