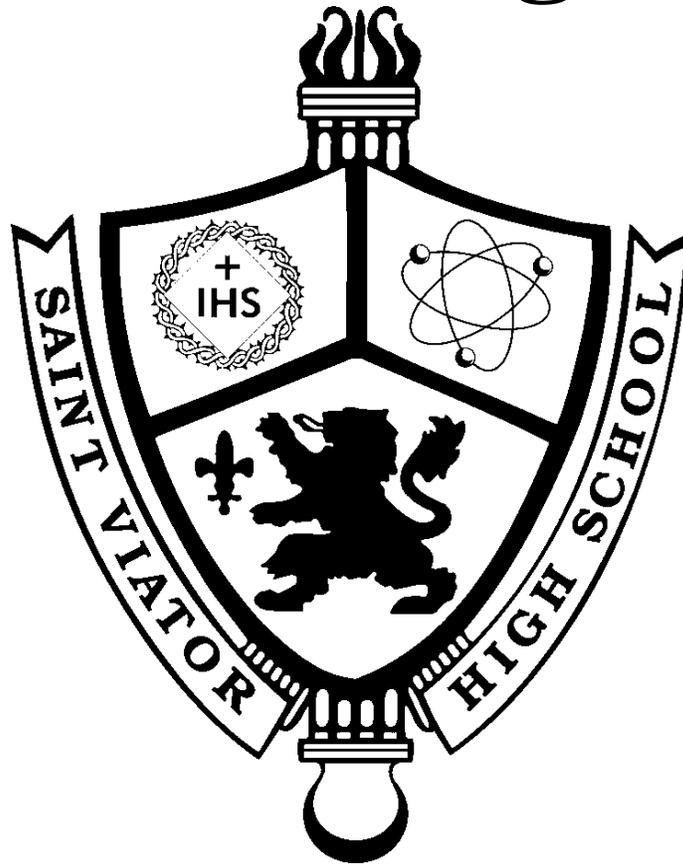


Saint Viator High School



Electronic Device & Internet Code of Conduct Acceptable Use Policy 2018-2019

Saint Viator High School aims to prepare students to be successful and ethical citizens who can anticipate and respond appropriately to the challenges of a complex global society. This is done by providing tools and resources to the 21st Century learner so that they may maximize their learning by fully integrating relevant technology into the academic arena. In doing so, students will acquire, share and evaluate information, achieve media and technology literacy, and maintain a safe and ethical environment. By providing a program that integrates technology into learning and teaching, students will experience greater access to information and resources, become independent learners, and discerning Internet users. The individual use of electronic devices is a way to empower students to maximize their full potential and to prepare them for college and the workplace.

Learning results from the continuous dynamic interaction among students, educators, parents, and the extended community. Technology immersion does not diminish the vital role of the teacher. To the contrary, it transforms the teacher from a director of learning to a facilitator of learning. Effective teaching and learning with any electronic device integrates technology into the curriculum anytime, anywhere.

The policies, procedures, and information laid out within this document apply to all electronic devices used at Saint Viator High School, and they also extend to include any other technological devices considered by the Administration to come under this policy. Teachers may set additional requirements for use in the classroom, and it is each student's responsibility to familiarize themselves with each of their teacher's specific policies.

It is expected that all Saint Viator students will use electronic devices respectfully and for the sole purpose of deepening and enriching their educational experiences at Saint Viator High School. When using an electronic device, students are expected to uphold the values and expectations set forth in the Mission Statement and the Handbook.

The Acceptable Use Policy (AUP) facilitates and sets guidelines for using technology both on and off campus. It is provided to make all users, including parents, aware of the additional responsibilities associated with efficient, ethical, and lawful use of technology. Because of concerns about student safety and the rights of everyone, this policy addresses safety issues and offers framework for students to develop appropriate skills when using technology and the Internet. If a student violates any of the following terms and conditions, they might suffer disciplinary consequences.

For the purpose of this policy, the following definitions shall apply:

- a) “Electronic communications” shall mean and include the use of information systems in the communicating or posting of information or material by way of electronic mail, blog posts, World Wide Web (Internet) or other such electronic tools.
- b) “Electronic Devices” shall mean and include computers, printers, iPads, cell phones, smart watches, and any other such electronic tools.
- c) “Information systems” shall mean and include computers, networks, servers, and other similar devices that are administered by Saint Viator High School and for which Saint Viator High School is responsible. “Networks” shall mean and include: video, voice, and data networks, routers, and storage devices.

The use of the school’s computers/electronic devices, Wi-Fi networks and systems network is a privilege, not a right. Inappropriate, unauthorized or illegal use of any of these will result in a withdrawal of Internet privileges and appropriate disciplinary action. Personal technology equipment brought to school will be subject to the procedures outlined in the AUP. A student is considered to be in violation of the AUP if the action is not in keeping with the mission and values of Saint Viator High School.

The school reserves the right to monitor all electronic device activities. Illegal or inappropriate electronic communication or social behavior, including cyberbullying, is a violation of the discipline code. Defamation is defined as any intentional and unintentional, false communication, either written or spoken, that harms a person’s or Saint Viator High School’s reputation; decreases the respect, regard or confidence in which a person/Saint Viator High School is held, or induces disparaging, hostile, or disagreeable opinions or feelings against a person/Saint Viator High School. Defamation of others is not consistent with Christian values. Students will be held accountable for intentional and unintentional harm they may cause others. Students in violation of this code will be subject to disciplinary actions.

- A. *Unacceptable conduct and/or illegal interaction with electronic communication, electronic devices, and information systems is strictly prohibited. This includes, but is not limited to:*
 1. Breaking any laws, federal or state, through illegal use of the Internet, our network or technology.
 2. Use of the Internet for hate mail, discriminatory remarks, and offensive or inflammatory communication.
 3. Cyberbullying or anything that can be construed as cyberbullying, including sending or displaying offensive messages or pictures or harassing.
 4. Using abusive or otherwise objectionable language.
 5. Sending mass emails, broadcasts/podcasts, chats, texts, or instant messages to a list of others, i.e. an entire class.
 6. Placing unlawful information on a system.
 7. Sending messages that are likely to result in the loss of recipients’ work or systems.
 8. Use of the Internet to access sites that contains obscene material that is harmful to students.
 9. Engaging in any form of plagiarism, a form of intentional or unintentional cheating that involves presenting another’s work or ideas as one’s own work, submitting others’ work

[print, electronic or oral] in whole or part without thoroughly citing its origin or use of copyrighted materials.

10. Gambling or sexting; posting libelous, slanderous or defaming materials; or posting anonymous harmful messages on websites.
11. Use of social media by any student who, in the opinion of Saint Viator administrators, threatens, harasses, intimidates or belittles opposing fans or players before an athletic or any inter-scholastic competition or who forwards or likes such a post via social media shall be prohibited from attending or competing in that competition.
12. Degrading the good name of Saint Viator High School in any technological communication within or outside of school.
13. Using Saint Viator, SVHS, St. Viator, SV, or any other common identifier determined by administration, in a social networking screenname or profile.
14. Using another's account or password.
15. Vandalizing the data of another user
16. Installing unauthorized user Profiles
17. Using technological capabilities for cheating.
18. Use of the Internet/network for non-school related work, including games and game sites during class periods.
19. Using the network for any illegal activity, including violation of copyright or other contracts.
20. Use of unauthorized chat rooms and/or other forms of direct electronic communication for non-educational purposes. Students should check email during study or lunch periods.
21. Political lobbying unless it is part of an administrative approved academic project.
22. Unauthorized or illegal installation of software, intentional deletion or damage to files belonging to others or the network, uploading or creating computer viruses are prohibited.
23. Students may not use non-educational social media, networks, or apps which include, but are not limited to, Facebook, ask.fm, Snapchat, Tumblr, and Instagram during school.
24. Using the network in such a way that you would disrupt the use of the network by other users.
25. Engaging in, encouraging, or concealing from authorities any "hacking," unauthorized tampering, or other unauthorized use or deliberate disruption of any electronic device.
26. Jailbreaking an electronic device.
27. Renaming their network connected device (iPad, tablets, laptops, cell phone, etc.) to anything other than their given legal name.
28. Disabling or attempting to disable school-installed software such as internet filtering and antivirus programs.
29. Invading the privacy of individuals, which includes, but is not limited to, accessing another person's account and/or files and taking pictures or videos of a student or teacher without permission.
30. Posting personal communications without the author's consent. Posting anonymous messages.
31. Using social media, in the judgement of Saint Viator administrators, to threaten, harass, intimidate or belittle opposing fans or players before an athletic or any inter-scholastic competition or who forwards or likes such a post via social media shall be prohibited from attending or competing in that competition.

32. Using technological capabilities for communicating with other students during class.
33. Damage to equipment, systems and software resulting from deliberate acts, including unauthorized access to resources or equipment of Saint Viator High School.
34. Accessing storing or printing files that contain pornography, obscenity, racism or use language that degrades self or others.
35. Use of the Internet for commercial or profit.
36. Using the information services for commercial activities for product advertising.
37. Wastefully using limited resources such as printing multiple copies of any material.
38. Intentional or unintentional accessing an account designed for Saint Viator employee use only.
39. Any other use which would violate the policies of Saint Viator High School concerning proper student conduct and/or which would violate the teachings of the Roman Catholic Church.
40. Students must:
 - Exercise good judgment by not making personal disclosures of address, phone numbers, and so on for yourself or other members of the Saint Viator community.
 - Exercise good judgment by not misrepresenting yourself, visiting chat rooms, accessing inappropriate or illegal materials and other sites that are not appropriate for students at Saint Viator High School.

B. *Network*

1. Employees of the school are responsible for controlling and maintaining the security of the network.
2. Students may not use employee computers except when doing classroom presentations and under the direct supervision by Saint Viator High School employees.
3. Students may not gain unauthorized access to network resources or entities.
4. Students may not degrade or disrupt equipment or system performance.
5. Students may not install Virtual Private Networks (VPNs) to circumvent the school's content filters.
6. Students may not jailbreak an electronic device to remove hardware restrictions.
7. Saint Viator High School makes no guarantee that its network will be up and running 100% of the time. In the rare case that the network is down, Saint Viator High School will not be responsible for lost or missing data.
8. Students should always come to school prepared for all their classes with all due homework and projects printed out. If a student's printer does not work at home, they should email their teacher the assignment before arriving at school in anticipation that the school network may be down.

C. *iPad*

1. School Use
 - iPads are intended for use at school each day. iPads may be used throughout the building. Students are encouraged to check school messages, announcements, calendars, schedules, and grades during their lunches or study periods. Students are responsible for bringing their iPad to class every day.
2. Left at Home
 - If students leave their iPad at home, they are responsible for getting the coursework

completed as if they had their iPad present. Leaving an iPad at home is not an acceptable excuse for not having homework, projects, supplies, etc. turned in on time. Students can and will receive a zero if their homework is missing as a result of iPads left at home.

- If a student repeatedly (three or more times in a class) leaves their iPad at home, they will be sent to the Dean's office where disciplinary consequences will be decided.
3. Undergoing Repair
 - Students with an iPad undergoing repair or waiting for a replacement iPad for one that has been stolen may use a school loaner iPad for three weeks. Students are responsible for preparing for class and completing all assignments during this time.
 - If a student has an iPad that is in repair, it is the student's responsibility to inform teachers of any issues due to the lack of having their iPad.
 4. Lost/Stolen
 - Students should report a lost iPad immediately to the Instructional Technology Coordinator. Every effort will be made to recover the iPad. If the lost iPad is not recovered, students will need to report to the Deans' office to fill out a report. In the event that an iPad is stolen, parents should file a police report; insurance companies will require a police report in order to file a claim.
 5. Charging Your Device
 - iPads must be brought to school each day fully charged. Students are expected to charge their iPads every evening. The teacher reserves full discretion in deciding whether or not to allow a student to charge an iPad.
 6. Screensavers/ Background Photos
 - Inappropriate media and/or photos may not be used as screensavers or backgrounds. The presence or suggestion of inappropriate, illegal, and/or immoral language and/or behaviors which include, but are not limited to alcohol, drugs, weapons, pornographic materials, and/or gang related symbols or pictures will result in disciplinary actions.
 7. Security
 - A student should secure their iPad through the use of a password but the school reserves the right to search an iPad. If something is in question in regards to iPad usage and its contents, a student will be required to tell the teacher and/or administration their personal password so that the school may search the iPad.
 - A student is NOT allowed to "jailbreak" their iPad. Jailbreaking is the process of removing hardware restrictions and should not be done as this opens up the device to possible security threats and issues we cannot resolve.
 8. Sounds, Music, Media, and Programs
 - Sound must be muted at all times unless permission is obtained from the teacher.
 - Music is allowed on the iPad, but may only be used at the discretion of the teacher. Teachers who allow students to listen to music during study times in the cafeteria may only do so if the student has personal earphones.
 - Games and programs may not be used during class periods. Recreational use of iPads are allowed in the cafeteria only. If a student is found to be using a non-educational app or using the Internet for a non-educational purpose, they may be

warned by the teacher, given a detention, and/or sent to the Dean's office.

- Because it slows down the Saint Viator network, students may not stream videos or music while using their iPads.

9. Printing

- Students will not be able to print from their iPads to a printer at school. Students are expected to have all work printed out and prepared prior to class. This can be accomplished by saving documents in Google Drive and printing from a computer at home or school.

10. Appropriate Use in the Classroom

- All students must use their legal name for iPad app games including but not limited to kahoot.it, Socrative, etc.
- Students are expected to use their iPads appropriately and for educational purposes at all times. Should a student not use their iPad appropriately, they will be subject to disciplinary consequences.
- Students are required to stay attended in Apple Classroom if their teacher is using the app in class.
- Students may not use their iPad calculators during quizzes or tests.
- Students may not use notes on their iPads during open note tests and quizzes; students must come with the necessary material printed.
- Students are expected to clear their apps before each class period.
- Students are expected to use their iPads to check their Google email accounts at least three times a day (before school, during lunch, and sometime after school). If a student fails to check their email and misses an important email regarding a deadline they will not be given an extension and must accept the consequences. Coaches and parents may also send messages to students in this manner.
- Students may not take pictures or record any other students or teachers without their permission.
- Students may not take pictures during class time unless otherwise instructed by their teacher.
- Students may not browse the Internet or be in apps during class time unless otherwise instructed to do so by their teacher.

11. Managing Your Files and Saving Your Work

- Saving to the iPad - students may save work directly to their iPads. Though storage space is available on the iPad, it is not always backed up.
- Backing Up Work - backing up files is highly recommended as it is the student's responsibility to ensure that work is not lost due to mechanical failure or accidental deletion. It is recommended that students save their work to Google Drive.

12. Applications/Digital Books

- Students are expected to come to class prepared with all necessary apps and books already bought and stored on their iPad. Any student who comes to class unprepared may suffer disciplinary consequences.

13. Caring for your Device

- Students are responsible for the general care of their iPad and for any and all damage that might occur. An iPad that fails to work or is broken should be seen by

the Saint Viator Instructional Technology Coordinator. The coordinator will evaluate the device and give further instruction. Parents who have purchased insurance should contact the insurance company directly if recommended by the coordinator.

- Students need to manage their storage wisely and limit non-educational videos, photos, games, etc. that take up a lot of room. If a student lacks storage and cannot complete something for class (project, homework, assessment, etc.) it is not an excuse for it to be incomplete/late and will be dealt with per the teacher's discretion.

14. General Precautions

- Insert cables carefully into iPads in order to prevent damage.
- Keep iPads in protective cases at all times.
- Do not leave your device unattended or in unlocked lockers; know where your iPad is at all times.
- Saint Viator High School is not responsible for the loss of an iPad. Students should keep their iPad in possession at all times. If a student thinks an iPad was stolen, they must report it to the Deans' Office.
- Do not let anyone use your iPad.

15. Screen Care

- Do not place books or heavy objects on your iPad.
- Keep food and drinks away from your iPad.
- Do not place anything in the carrying case that will apply pressure to the iPad.
- Only use a clean, soft cloth to clean the screen; do not use cleansers of any kind.

D. *All members of the Saint Viator community are expected to practice netiquette while using technology.* Netiquette is defined as network etiquette and includes the following:

- Politeness
- Use of appropriate language
- Respect for the right to privacy

E. *Students are personally responsible for their use of technology, as well as for what happens to their personal technology tools.*

- Students are responsible for all posts on their social media networks regardless of whether or not they posted them, as well as for comments they post on other people's accounts.

F. *All students are expected to activate their Saint Viator Gmail account by the first day of school.*

- Teachers, coaches and administrators will only respond to mail sent through the official Saint Viator Gmail account assigned to each student. When students electronically communicate with teachers, coaches and administrators, they must copy their parents.

Rules posted in classrooms and computer labs are binding, whether noted in this policy or not.

Saint Viator High School Administration has the right to amend the Acceptable use Agreement when necessary to meet changing needs and/or concerns.