Acceptable Use of Technology

Updated for 2018-2019

Electronic networks and other new technologies have changed the way we communicate and share information. The ability to access information through available technology is to be used by students and staff to further educational goals and objectives by providing educational resources previously unavailable; Internet information supports and enriches our curriculum. Learning how to access this information and how to communicate electronically are now fundamental skills, and an important goal as we prepare students for the future.

St. Augustine has a network consisting of every computer, tablet, and printer at the school, including various server computers that control data flow, store information, and coordinate all other computers. St. Augustine provides access to the Internet for educational use.

The purpose of this policy is to create a set of guidelines for acceptable use of all St. Augustine technology resources (referred to as internal computers) and all resources connected to the St. Augustine network (referred to as external computers). It is important to note that external access to St. Augustine resources (through the Internet, such as by browsing our web page) is governed by this policy as well as the policies of the computers, tablets, or networks that are used to connect to St. Augustine.

Likewise, use of external computers or networks from St. Augustine is governed both by this policy and by the policies of the external computer or network.

Use of any St. Augustine technology resource indicates acceptance of this policy in its entirety.

Electronic Network Use

To emphasize that electronic network use at St. Augustine is for appropriate activities, this policy requires that:

- Access is utilized for school-related, academic activities only.
- Access is provided only with the knowledge and approval of a member of the St. Augustine faculty.

The school and its employees are not responsible for use that is in violation of this policy

Personal Safety

Students will not post personal contact information about themselves or other people. Personal information includes address, telephone, school address, work address, last name, etc. Students will not use school computers to engage in social networking in any form unless specifically instructed to use one of these sources for a school assignment. Students will agree not to meet with anyone that they have communicated with using the school Internet

Printed on Wednesday, March 7, 2018 at 6:32 PM
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Last saved on Wednesday, March 7, 2018

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access. Students will promptly disclose to a teacher or other school employee any message they receive that is inappropriate or makes them feel uncomfortable.

Privacy

Network storage areas (email, documents, browser bookmarks, etc.) are treated like school lockers. Faculty and staff members may review files and communications to keep the network working properly and to ensure that users are using the system responsibly.

Student Responsibilities

Students will access the Internet only with software owned by St. Augustine. Students are explicitly prohibited from bringing personal tablets and computers and software to school, whether or not that software is successfully loaded onto a St. Augustine computer. The student is responsible for using the school account provided in an ethical, responsible and legal manner for school-related tasks only. Use of the St. Augustine computer system implies acceptance of this policy. Students will access only those resources or topics that are related to academic pursuits. Students are responsible for their behavior on the school computer network, just as they are in a classroom or a hallway. Students will use appropriate language and follow the same rules of conduct as required in the St. Augustine Student Handbook.

Laptops: Students are encouraged to use technology as a tool for academic success. Use of the computer is both a privilege and a responsibility that aids in organizational skills, accessing and storage of information, and presentation of information. All students are expected to follow the policies outlined in the Student Handbook. Students are not permitted to access the school's network or Internet connection either wirelessly or with a connecting cable.

iPads and other School-Issued Devices:

Student use of technology in a 1:1 environment provides the opportunity to enhance the overall learning experience at St. Augustine. Use of these devices is a privilege and a responsibility. All students are expected to follow the policies outlined in the Student Handbook. Students must use school-issued devices at school and will not be permitted to bring their own personal devices to school to use for coursework.

Specific Stipulations of Policy

The following constitute specific violations of this policy. Exclusion from this list does not state or imply that an action is acceptable. The Principal reserves the right to rule on the acceptability of all computer activities. Use of a computer that violates compliance standards as mentioned in chapter five may require notification of law enforcement.

1. **Inappropriate Access.** Students are not to use school computers without permission or to use them for non-educational purposes. (Action: Detention; possible loss of computer privileges.)
2. **Illegal use.** Using a St. Augustine computer resource to violate any local, state, national, or international law, rule or regulation is not permitted. (Action: Suspension or expulsion, possible notification to law enforcement.)
3. **Threats and/or harassment.** Using a St. Augustine computer resource to harass, threaten, or promote harm or destruction of person or property is forbidden. This includes all forms of cyber-bullying, including but not limited to making derogatory or insulting remarks about others. (Action:

Suspension or expulsion, possible notification to law enforcement.)

4. **Fraud.** Using a St. Augustine computer resource to make fraudulent offers, impersonate others, or make false claims. (Action: Dependent on situation; possible suspension or expulsion)

5. **Communications.** It is forbidden to use a St. Augustine computer resource to transmit or cause to be transmitted any unsolicited communication (SPAM). Sending or intentionally receiving "instant messages" is prohibited. (Action: Dependent upon the situation; possible suspension or expulsion.)

6. **Unauthorized or inappropriate access.** Accessing or attempting to access any resource which the user is not authorized to access, regardless of whether or not the attempt is successful is forbidden. Unauthorized access includes, but is not limited to, accessing or attempting to access the accounts or files of others, penetrating or attempting to penetrate security measures of any computer or network, and intentionally accessing or creating material that is deemed inappropriate and/or immoral. (Action: Immediate revocation of computer privileges; possible suspension or expulsion).

7. **Network disruptions.** It is forbidden to cause or attempt to cause any disruption in computer or network services, including "denial of service" (DoS) attacks. (Action: Immediate revocation of computer privileges; possible suspension or expulsion).

8. **Plagiarism, copyright or trademark infringement.** Using a St. Augustine computer resource to transmit, access, or provide access to any work that can be classified as plagiarism or that is in violation of copyright or trademark laws is a serious offense. This stipulation specifically includes accessing Internet sites that provide academic papers and/or homework answers. (Action: Zero on the assignment; possible suspension or expulsion.)

9. **Commercial use.** No user may use any St. Augustine computer resource to make or attempt to make a profit, monetary or otherwise. (Action: Detention; confiscation of money involved to be returned if possible; otherwise to be contributed to charity.)

10. **External software.** Users may not transport or transmit any software to or from St. Augustine in any form. Users may not run any software not installed by a faculty or staff member or not approved or authorized by their instructor. (Action: Confiscation of software; possible revocation of privileges; detention or suspension.)

11. **Possession of inappropriate tools.** Users in possession of hardware or software tools or utilities that may be used to commit violations of this policy are in violation of the policy. (Action: Dependent on the situation.)

12. **Proxy access.** Users may not use Internet proxies for any reason, including but not limited to circumventing school filtering policies. (Action: Detention or suspension; possible revocation of computer privileges).

Inappropriate Content and Filtering

While St. Augustine does make every effort to ensure students are protected from inappropriate Internet content, no Internet filter is 100% effective and users may

occasionally access content offensive or be denied access to legitimate content. St. Augustine filters only function while students are connected to the campus network and do not apply to student home use.

Should you encounter questionable, objectionable, or offensive material, please take the following steps:

- Minimize the application or turn off your monitor.
- Immediately and discreetly notify the nearest faculty/staff member.

Likewise, if you are denied access to a site that you feel should be allowed, please inform a faculty or staff member.

Consequences of Unacceptable Student Use

The school's administration will deem what is inappropriate use and their decision is final. Where applicable, law enforcement agencies may be involved. St. Augustine will cooperate fully with local, state, or federal officials in any investigation concerning or relating to any illegal activities conducted through the school network.

Liability

St. Augustine makes no warranties of any kind, whether expressed or implied, for the service it is providing. St. Augustine will not be responsible for any damages a student incurs. This includes loss of data resulting from delays, non-deliveries, missed deliveries, or service interruptions caused by its own negligence or student errors or omissions.

St. Augustine makes no express or implied warranties for the Internet access it provides. St. Augustine cannot completely eliminate access to information that is offensive or illegal and residing on networks outside the school. The accuracy and quality of information obtained cannot be guaranteed. St. Augustine will not guarantee the availability of access to the Internet and will not be responsible for any information that may be lost, damaged or unavailable due to technical or other difficulties. Information sent or received cannot be assured to be private.

Access to computer communication technology is provided for school-related, academic activities only. All copyright laws are to be honored and academic honesty is expected at all levels of use.