Upper School
Technology Appropriate Use Policy
2020-2021 School Year

PART I: SCHOOL NETWORK AND RESOURCES

The Academy of the Sacred Heart Information Network (ASHNet) consists of the computers, peripherals, software, the internal data network, and the connection to the Internet. These resources are intended for educational and administrative use by the students, faculty, and staff of the Academy of the Sacred Heart. Access to ASHNet is a privilege accorded to those who agree to abide by this Appropriate Use Policy. Those found to be in violation of this policy may have these privileges revoked along with other suitable penalties as seen fit by the School's Administration.

Individuals will use ASHNet for the support of education in a manner consistent with the *Goals and Criteria* of Sacred Heart education. Appropriate uses of ASHNet include independent study, research, completion of school assignments, instruction, and the official work of the administrative offices. Inappropriate uses include, but are not limited to, the following:
- Accessing, downloading, or transferring any material that conflicts with the School's mission
- Vandalizing equipment
- Tampering with hardware or software
- Using someone else's account or password
- Revealing someone else's personal information
- Using abusive, obscene, inappropriate or otherwise offensive language

Typically, only school equipment and school-issued computers are allowed on ASHNet. Cell phones and non-school-issued laptops are not permitted on the school's wireless network to conserve Internet bandwidth. However, the Cyber Café does have a separate wireless network for Internet access from personal computing devices.

Harassment
You shall not use the resources of ASHNet in a manner that is harassing to others. This includes, but is not limited to, posting images or messages that cause discomfort to others. Displaying or playing content that causes distress to others in the community is also prohibited.

Copyright and Fair Use
Much material available on the Internet is protected by copyright. Do not access, store, reproduce, distribute or display any material including graphics, audio, video, software or text in a manner which violates the copyright of the material. Fair Use is a part of copyright law; it allows you to use copyrighted work in relatively small portions for educational purposes such as homework, presentations or research projects. Properly cite the sources for these works. Do not plagiarize.

Privacy Violations
You shall not seek, browse, copy, or modify files or passwords belonging to others at School or elsewhere, unless specifically authorized to do so by those individuals. If you encounter another individual's account and/or personal information, report it to the Director of Technology immediately.

Internet Use
Although the Academy has a high-speed connection to the Internet, users must refrain from frivolous-ly using the Internet as this will lower the Internet bandwidth for all users in the building. Users should refrain from downloading / streaming video or audio unless related to a class. Furthermore, online gaming should not be engaged in during the school day as this too will slow down the Internet for other users in the building. During the school day, computer Internet connectivity is limited to ASHNet—personal hotspots (via cell phones for instance) are not to be used to access the Internet.

As required by federal law, the Academy's Internet connection is filtered. Bypassing the school's In-ternet filter to access blocked content is strictly forbidden. Violation of this policy will result in a loss of Internet privileges for a minimum three school days and the contacting of parents. Any subsequent violations will be dealt with on an individual basis.

Email
There is a heavy dependency on email at the Academy. The weekly schedule, college counseling news, and important announcements are all transmitted through school email. **Thus, you are responsible for daily checking your email.** While on campus, individuals are to only use their school-issued ashmi.org email accounts; no other email accounts should be used. Off campus, when students and teachers need to correspond, they should continue to use their ashmi.org email accounts. In the unlikely event your school-issued email account is not available, identify yourself by name in the subject line of any corre-spondence as email identities can be difficult to discern.

Computer Malware
Computer malware is software that can destroy data, affect a computer's performance, or even steal your identity. Most malware is introduced on computers by clicking on file attachments in emails, in-stalling free software from the Web, or agreeing to pop up web pages disguised as legitimate dialogue boxes. If you have any doubts or concerns about the nature of an attachment, file, or dialogue box, you should seek guidance from the Academy's ITHelpdesk (ITHelpdesk@ashmi.org) before proceeding.

Misuse
You shall not misuse the resources of ASHNet. Misuse shall be considered the use of any resources that interferes with the School's educational and administrative purposes. This includes, but is not limited to frivolous use of the Internet (e.g., sending "silly" emails, streaming non-class related movies) and care-less or excessive printing. Proofread documents and confirm the printer you are printing to before print-ing. Check for either single or double sided printing. Do not use printers as copy machines.

Network Security
It is the job of all of us to keep ASHNet secure. Never share your passwords with anyone except the Academy's ITHelpdesk or School Director. If you think someone else might have access to any of your accounts, immediately report it to the ITHelpdesk. The best way to keep your accounts secure is to have difficult-to-guess passwords that you periodically change. Should you discover any gap in system or network security, you must immediately report it to the ITHelpdesk or School Director. You must not exploit any such gaps.

Use of ASHNet is a privilege, not a right, and may be revoked if abused. Furthermore, the privacy of any electronic communication cannot be guaranteed. The Academy of the Sacred Heart reserves the right to monitor campus electronic communications including Internet usage, email, streaming content and file downloads.

PART II: SOCIAL MEDIA AND INTERNET GUIDELINES

Social media tools such as *Instagram*, TikTok, *YouTube, Snapchat and Twitter* provide many ways to communicate. Remember you represent Academy of the Sacred Heart when you are on the Internet. As such, your use of social media is expected to be in line with the *Goals and Criteria* of Sacred Heart education.

- Information on social media sites can be shared beyond your control. Be conscious of what you post online as you will leave a long-lasting impression on many different audiences.
- Do not post or link anything (photos, videos, web pages, audio files, fan pages, etc.) to your social networking sites that you wouldn't want friends, peers, parents, teachers, college admissions officers, or future employers to access. What you present on social networking sites could represent you forever.
- If responding to someone with whom you disagree, remember to be respectful. Make sure that criticism is constructive and not hurtful. Do not use profane, obscene, or threatening language.
- Only accept social network invitations from people you know.
- Utilize privacy settings to control access to your network, web pages, profile, posts, blogs, wikis, podcasts, digital media, forums, groups, fan pages, etc.
- Online stalkers and identity thieves are a real threat. Never share personal information, including, but not limited to, social security numbers, phone numbers, addresses, exact birthdates, and pictures with parties you don't know or on unsecure sites.
- Users should keep their passwords secure and never share passwords with others. If someone tampers with your blog, email, or social networking account, you could be held accountable.
- Do not misrepresent yourself by using someone else's identity.
- Use of the School's logos on your personal social networking sites is prohibited.

PART III: MOBILE TECHNOLOGY GUIDELINES

General Expectations for School-Issued Computers

- Treat computers with care and respect at all times. This expectation is even stronger for loaner computers. Any undue carelessness and/or damage will be reported to parents/guardians.
- Bring your properly identified, configured, working school-issued computer to all classes unless a teacher specifies otherwise.
- Mute computer sound while on campus, except when it is being used as part of a class. **Unless directed by a teacher as part of a class, the use of headphones is discouraged during the school day as it interferes with the building of community.**
- Do not make audio or video recordings without the consent of all those who are being recorded. Webcams may not be used to video conference while on campus unless authorized by a teacher as part of a class activity. Beyond classroom assignments, only video conference with people already known and trusted in the real world.
- **Do not disrespect your teachers by "multitasking" during class (e.g., emailing, chatting, doing other class work).**
- Your school-issued computer gives you access to incredible educational resources and endless collaborative possibilities; however, you need to limit the potential for distractions it introduces. Set Internet and program limits for yourself to improve your productivity.

Downloading and Installing Software

Take great care when downloading files from the Internet or installing additional software, especially screensavers, file sharing software and any prompted downloads. There is a risk that these applications may not be compatible with existing hardware and software, or may carry viruses and/or spyware.

If you experience problems with your Academy-issued machine due to files that have been downloaded, the technical support staff may choose to re-image the machine back to its original state rather than troubleshoot the cause of the problem. Do not expect the support staff to save, backup, restore, support, or accommodate any applications or files installed, stored or saved on your device, which were not installed by the School. **Students are strongly encouraged to save documents to the cloud or to backup any locally saved files every quarter.**

Software Licensing

Users are allowed to load personal software on their machines. However, they are to follow licensing requirements for all installed applications including school-licensed software.

Inappropriate Software

Some popular applications are inappropriate in a school setting for several reasons. They may affect the performance of the computer, they may degrade the Academy's wireless network, and/or they may promote in-class distractions or cheating. Instant messaging and file sharing services, such as uTorrent and BitTorrent, are not to be used anytime on campus due to these reasons. Do not use or have them running in the background while on campus.

Mobile Technology Security

In the interest of security, and with respect to the significant financial commitment that each computer represents, users are required to abide by the following guidelines. **Although some may argue that computers are relatively safe on campus, policies are in place to instill personal responsibility beyond school walls.**

- While on campus, users must have their computers with them or locked in an appropriate location such as a locker. **This policy of securing machines includes after school activities such as athletic games and practices; machines must be locked in lockers.** Computers may not be left at school unless locked in a locker or approved secure location where they are not visible. **School personnel will pick up unattended machines and secure them. Uncared for computers may be retrieved from the Upper School Office for a fee of $5 during lunch or at 3:15 p.m.**

- **Computers must be stored and carried in school approved computer carrying bags**. This is an issue of security and safekeeping – it is important that bags containing computers are identified by name to facilitate monitoring of unattended machines and to prevent careless handling of a bag that another student may not realize contains a computer. **Teachers have been instructed not allow computers into classrooms if they are not in carrying bags.**

- **Computer components must be labeled with student names.** (Parts are labeled when issued.) There is a fee for replacement labels.

- **Students may not lend their computers to others during the school day** as machines are configured for personal use. The first violation of this policy will result in loss of Internet privileges for two school days for both students. Subsequent violations will be dealt with on an individual basis.

- Remain aware of computer security off campus, during weekends and evenings, and on vacation. Avoid leaving your computer in situations that increase theft risk (i.e., backseat of a parked car).

- **If your computer is missing during school hours, immediately notify the Upper School Director.**

ACADEMY OF THE SACRED HEART

Upper School
Technology Appropriate Use Policy
2020-2021 School Year

STUDENT

I understand that student use of technology at the Academy of the Sacred Heart is intended for educational purposes in a manner consistent with the *Goals and Criteria* of Sacred Heart education. I understand the guidelines set in this policy and will abide by them. I understand that any violations of the policy may result in disciplinary action, such as loss of privilege to use ASHNet or the revoking of my computer privilege. I also agree to report any violations of this policy to the School administrative staff.

Student Name *(please print)*: _____Grade _____

Signature: _____ Date: _____ /_____ /_____

PARENT OR GUARDIAN

As the parent or guardian of this student, I have reviewed the stated policy. I understand that student use of technology at the Academy of the Sacred Heart is intended for educational purposes in a manner consistent with the *Goals and Criteria* of Sacred Heart education. Furthermore, I give permission for my student to use Google Apps for Education, Microsoft Office 365, Adobe Creative Cloud and other online tools used by faculty members in this pursuit. I understand that it is impossible for the Academy of the Sacred Heart to restrict access to all controversial materials and will not hold the School responsible for materials acquired from the use of the computer. I accept responsibility for supervision when my daughter's/ward's use is not in a school setting. I hereby give my permission for my daughter/ward to use the computer available to her while attending the Academy of the Sacred Heart.

Parent or Guardian Name *(please print)*: _____

Signature: _____ Date: _____ /_____ /_____

Return this page to the Upper School Assistant