

Cor Jesu Academy
Student Technology Acceptable Use Policy
2016 – 2017

Cor Jesu Academy has a computer network that allows staff and students to communicate with each other and throughout the world. Additionally, this network provides the staff and students with access to a multitude of administrative and instructional resources from both local and remote repositories of electronically stored information.

A safe environment for all members of the school community should be a hallmark of a Catholic school. This is accomplished, in part, by fostering a climate based on Gospel values that emphasize the dignity of, and respect for, all persons. Words, actions, or depictions that violate the privacy, safety, or good name of others are inconsistent with that goal. When students act in a way that jeopardizes this safe environment or is contrary to those Gospel values they can be subject to disciplinary action by the school, whether the act occurs within or outside of school.

This policy applies to communications or depictions through e-mail, text messages, social media, or other web site postings, whether they occur through the school's equipment or connectivity resources or through private communications, which: (1) are of a sexual nature; (2) threaten, libel, slander, malign, disparage, harass, or embarrass members of the school community; or (3) in the principal's discretion, cause harm to the school, or the school community (collectively referred to as "Inappropriate Electronic Conduct"). Inappropriate Electronic Conduct shall be subject to the full range of disciplinary consequences, including withdrawal for cause.

In the ever-changing world of technology, social media has become an integral part of the lives of many students. Social media can be defined as websites and applications that enable users to create and share content or to participate in social networking. This includes but is not limited to Facebook, Instagram, Twitter, Snapchat, etc. While students have the right to utilize the variety of social media options available, students must also remember that online posts cannot be assumed to be private, despite privacy settings in individual applications. Any student online interactions or posts reflect on the entire Cor Jesu Academy community, and as such, are subject to the same behavioral standards as set forth in the Student Handbook.

The Cor Jesu network (which includes school e-mail, internet access, and server space) will be used by staff and students to communicate with others in a manner that is consistent with school goals. Communications using networked resources will be considered publications and be governed by the schools established rules of publication.

Staff and students will be allowed access to Internet resources with the understanding that some material that can be accessed on the Internet is inaccurate; additionally, some resources contain material that is deemed contrary to prevailing community standards and is inappropriate for classroom use, and access of such resources will not be permitted.

The school will provide a computer interface to Internet services that students should use in accessing instructional and reference material on the Internet. This interface will be designed so that objectionable materials are not easily available; however, the Internet is designed in such a manner that all materials contained within it are accessible using various search and retrieval tools. Students and parents must realize that inappropriate materials could be encountered during students' research required to achieve valid instructional objectives, and that if such inappropriate material is encountered, it shall be disengaged from immediately.

Privacy - Network storage areas may be treated like school lockers. Network administrators may review communications to maintain integrity system-wide and ensure that students are using the system responsibly. **E-mail\computer usage is monitored for inappropriate content.**

Storage capacity - Users are expected to remain within allocated server space and delete e-mail or other material that takes up excessive storage space. The school reserves the right to delete e-mail or other material from a student's folder located on the school's server if it is deemed as being excessive.

The following practices using Cor Jesu Academy's computer\computer network shall be prohibited:

1. Any use for political or commercial purposes.
2. The use of profanity or inappropriate language in e-mail, web blogs, podcasts, or any other form of electronic communication.

3. Any use that disrupts the educational and administrative goals of the school.
4. Any use of a school account by anyone but the authorized owner of the account. Students are not to give out or use another student's password to access another student's account or computer.
5. Any reproduction of copyrighted material without explicit permission.
6. Any attempt to jeopardize or damage the software and/or hardware components of the network.
7. Any computer usage that would embarrass, discredit or jeopardize the safety of any student or school employee or negatively impact the image of the school. This includes posting pictures of school personnel without their expressed consent. Use of the school logo or uniform is acceptable when used in a positive manner. Using the school logo or uniform in a way that contradicts the Cor Jesu beliefs or standards is not acceptable.
8. Harassing or cyberbullying of any person.
9. Making racial, ethnic, religious, or gender-based slurs
10. Downloading or installing any commercial software, shareware, or freeware onto network drives, unless students have written permission from the Director of Technology;
11. Copying other people's work or intruding into other people's files.
12. Accessing inappropriate materials which are not in line with the rules of school behavior. Should students encounter such material by accident, they should report it to their teacher or the Director of Technology immediately.
13. Recording classes, either by means of video or audio recording devices, without the permission of the teacher.
14. Any usage that violates local or federal laws will be prohibited.

Regarding the physical state of the student laptop, the following policies are in place:

1. All computers must be carried and stored in a school provided computer bag. Failure to do so may void the warranty and may result in disciplinary action.
2. Computers may not be taken to the cafeteria during lunch periods.
3. Intentional physical damage to the computer that is not covered by warranty will be the financial responsibility of the student.
4. There is a \$75.00 fee for a lost charger, bag, DVD\CD drive or any other peripheral.
5. Loaners may not be issued while a student's laptop is being repaired for physical damage.
6. Computers that are returned prior to graduation must not have any physical damage. Students\Parents will be financially responsible for physical damage, not to exceed the buyout price.

If a student violates this agreement or tries to go around the Cor Jesu Academy firewall to access a blocked site, or if a student illegally downloads music, video, software etc. necessitating her computer to be reimaged, the following consequences will take place:

1. First offense: the student's laptop will immediately be confiscated. The student will be charged a \$25.00 fine and the computer will immediately be re-imaged.
2. Second offense: the student's laptop will immediately be confiscated. The laptop will be held for one week. Another \$25.00 fine will be assessed and the computer will be reimaged.
3. Third offense: the student's laptop will immediately be confiscated. The laptop will be held until the end of the semester and again a fine will be assessed and the computer reimaged.
4. If there are continuing problems and a student cannot abide by the Cor Jesu Academy policies, she will be asked to withdrawal for cause from Cor Jesu Academy.

A school administrator will be notified of any user considered to be in violation of the Cor Jesu Academy Technology Acceptable Use Policy and the user shall be subject to the full range of disciplinary consequences, including withdrawal for cause.

Cor Jesu Academy

Technology Acceptable Use Policy

USER

I have read, understand and will abide by the Cor Jesu Academy Technology Acceptable Use Policy for the 2016-2017 school year. I further understand that any violation of these regulations may result in my access privileges being revoked and disciplinary action taken.

Student/User's Name (please print) _____

User Signature: _____ Date: _____

Graduation Year: _____ Homeroom: _____

PARENT

As the parent or guardian of this student, I have read the Cor Jesu Academy Technology Acceptable Use Policy for the 2016-2017 school year. I understand that this access is designed for educational purposes. I am aware that it is impossible for the school to restrict access to all controversial materials and I will not hold them responsible for materials acquired in use. Further, I accept full responsibility for supervision if and when my daughter's use of school's technology resources is not in a school setting. I hereby give permission for my daughter to use the school's technology resources and certify that I have reviewed this information with my student.

Parent or Guardian's Name (please print) _____

Signature: _____ Date: _____