

# Marian Central Catholic High School

## Acceptable Use Policy At-A-Glance

### **Use, Monitoring, & School Filtering:**

- All students MUST ONLY use their school issued devices during school hours in the school building. No other personal devices are allowed to be used at school during school hours.
- Marian Central uses filtering and blocking software as well as staff members to monitor Internet usage
- Internet connectivity on a device will be filtered by the Marian Central Catholic High School and any attempt to bypass the network filters is prohibited.
- The school has the right to monitor student use of the school computers, network, and Internet. Students have no expectation of privacy in their use of school technology.
- Any information contained or placed on the issued device, the school's computer hard drive, or the school's designated Cloud Drives are the property of the school.
- All students must use the "marian\_student" wireless network while using their device in the classroom

### **Technology resources provided by Marian Central are:**

- Owned by the school;
- Offered as a privilege, not a right;
- Provides for the purpose of furthering education and the goals of the school; and
- To be used for school-related purposes only.

### **Usage & Behavioral Expectations:**

- Always abide by the generally accepted rules of network etiquette.
- Be polite in your messages.
- Do not leave issued device and/or an open file or session unattended or unsupervised. You are ultimately responsible for all activity on your issued device or under your account.
- Do not remove Asset Tag from the device. If tag is coming off, please contact the Technology Coordinator
- Absolutely NO alterations should be done to the device itself, including but not limited to using markers or other writing utensils to deface the device, putting any stickers on the device, etc.
- The Rockford Diocese Office of Catholic Education and/or Marian Central may modify, amend, or add additional rules and restrictions to this Policy at any time.

**Prohibited use subject to disciplinary action:**

- Accessing, retrieving, viewing or distributing any material in violation of any federal or state laws or regulations or school policy or rules
- Engaging in activities not related to educational purposes or which are contrary to rules, policies and/or guidelines of the school.
- Accessing, retrieving, posting, transmitting or viewing obscene, profane, abusive, or indecent materials that are inconsistent with the objectives and/or teachings of the Catholic Church and/or the Diocese and/or school.
- Vandalism of any kind.
- Sending nuisance electronic mail or other online messages such as chain letters, pyramid schemes, or obscene, harassing, or other unwelcome or inappropriate messages.
- Transmission of material of bullying nature or sexual nature will not be tolerated.
- Using, transmitting or posting images or video of administrators, employees, students, parents, parishioners or any other person without specific permission
- Using the network to identify, imply or infer any gang activity.

**Marian Central Catholic High School retains the following rights and recognizes the following responsibilities:**

- To remove a user account from the Marian network.
- To monitor the use of all online activities.
- To provide both internal and external controls, as appropriate or feasible, in order to provide a safe technological environment for all users.
- To provide training to both staff and students that promote and follow the guidelines set forth by Marian Central.

**Student Responsibilities:**

- PHONES ARE TO BE SILENT/POWERED DOWN AND IN BACKPACK FROM 8:05am-2:30pm. Unauthorized use of cellphones will be confiscated and turned into the office for appropriate consequences.
- Students are restricted to using the Marian-issued devices only when participating in class and/or completing schoolwork.
- Printing from a Marian Student Device will not be allowed at school. Students may have the ability to print from their home printers.
- All devices must be charged prior to school and run exclusively on battery power while used in the classroom environment. **Only in extreme circumstances would teachers allow a student to charge a device in a classroom.**
- CHARGE DEVICES NIGHTLY! PLEASE LEAVE DEVICE ON IN ORDER TO ALLOW FOR DEVICE UPDATES TO LOAD and then RESTART BEFORE COMING TO SCHOOL!!

**In the Event of a Device being Lost or Stolen:**

- If the Marian Student Device is lost or stolen, parents must notify the police within 24 hours of the discovery of the potential theft.
  - A police report must be filed and a copy provided to the school.
  - In addition to contacting the police, the student's parent/guardian shall notify Marian Administration that the computer is stolen or lost within 24 hours of the discovery of the loss or theft.
  - It is suggested that the parents also file an insurance claim with their homeowner's insurance. Failure to do so will result in the parent/guardian's complete responsibility for the replacement of the device.

<b>Payment per Claim per Student (over 4 years) *</b>		
<b>Claim</b>	<b>Damage/Repair Payment</b>	<b>Stolen/Lost Payment</b>
<b>1</b>	<b>\$50</b>	<b>Potential cost to student/family will be determined based on completion of school &amp; police investigation</b>
<b>2</b>	<b>\$100</b>	
<b>3 or more</b>	<b>\$150 up to full replacement per incident</b>	

\* In the case of negligence or willful or wanton conduct in violation of any Marian Central policy or procedure governing the use of this device, damage will not be covered, and instead, Marian Central will assess the full replacement cost of the device to the student's family.

**Other Potential Charges:**

Replacement charges are as follows:

- Charging Cord \$45
- Stylus \$45
- Stylus Tip \$2
- Stylus Battery \$2

Any manufacturer defects will be covered by the manufacturer's 3 year warranty. Each student is required to pay a deductible for damage, theft, or loss.

All replacement payments and orders **MUST** be made through Marian Central Catholic High School Business Manager.