



# MARIAN CENTRAL CATHOLIC HIGH SCHOOL

## Acceptable Use Policy (AUP)

### for the Use of Technology for Students

#### **Purpose:**

Marian Central provides individual laptops and other technology resources to serve its students. Access to these resources is provided to further the educational goals of the school and Diocese. Students are to use these resources for educational and/or school-related activities and to facilitate the efficient exchange of useful information related to the student's schoolwork. The resources provided through the school, including the individual laptops, are and remain the property of the school. Students are expected to conduct their online activities in an ethical and legal fashion. The use of these resources is a privilege, not a right. Marian Central has the right to and does monitor use of the computers and other electronic resources by students, including students' access of the Internet, Internet use, and e-mail use and content. Thus, students have no expectation of privacy in their use of school computers, the Internet, or email.

#### **Goals:**

The goal in providing technological resources to all students is to promote educational excellence in our school. We do this by facilitating resource sharing, innovation, and communication amongst students and staff with the support and supervision of parents, teachers, and support staff. With respect to any of its computers and other electronic resources, Marian Central uses filtering and blocking software as well as staff members to monitor Internet usage. These measures meet the terms of the Children's Internet Protection Act (CIPA) for protecting minors against access, through computers and other electronic resources, to visual illustrations that are obscene, pornographic, or are otherwise harmful to minors. However, it is impossible to fully control all information available to students. Because information on networks is transitory and diverse, Marian Central cannot completely predict or control what users may or may not locate. The school believes that the educational value of limited access to the information, interaction, and research capabilities that technology offers outweighs the possibility that users may obtain or encounter material that is not consistent with the educational goals of Marian Central.

Therefore, Marian Central adopts this Policy governing the use of electronic resources and the Internet in order to:

- Acknowledge the privilege granted to the student for using the school's computers and other electronic resources;
- Ensure responsible and ethical use of the school's network, Internet resources, and e-mail;
- Provide guidance for acceptable use by students obtaining access to electronic resources; and
- Preserve the security and integrity of the school network.

No technology is guaranteed to be error-free or totally dependable, nor is it safe when used irresponsibly. Among other matters, Marian Central is not liable or responsible for:

- Any information that may be lost, damaged, or unavailable due to technical, or other difficulties;
- The accuracy or suitability of any information that is retrieved through technology;
- Breaches of confidentiality;
- Defamatory material; or
- The consequences that may come from failure to follow MCCHS policy and procedures governing the use of technology.

#### **Responsibilities of the Student:**

All users of computers and other electronic resources shall be consistent with the Diocesan and School's goal of promoting educational excellence by improving resource sharing and communication. This Acceptable Use Policy does not attempt to state all required or restricted behaviors of users. By signing this Policy, the student acknowledges that he/she has read the terms and conditions, understands their significance, and agree to abide by this Policy.



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

- Owned by the school;
- The responsibility of the student regarding loss, theft, or damage on or off campus;
- Offered as a privilege, not a right;
- Provided for the purpose of furthering education and the goals of the school;
- Monitored through filtering and blocking software; and
- To be used for school-related purposes only.

#### Network Considerations:

All students must use the "marian\_student" wireless network while using their device in the classroom. Student filtering guidelines are a requirement of all schools in compliance with Federal Law. The Children's Internet Privacy Act (CIPA) requires that all network access in schools be filtered, regardless of the tool used to access the internet while in the school. Students are prohibited from connecting to a private, unfiltered network connection on their device using a data plan or third-party app or website to bypass network filters. Marian Central is not held responsible for any charges incurred while using the device during classroom activities. Students are further prohibited from using a device other than the school issued device while at Marian during school hours.

#### Technology Use Guidelines:

Students are encouraged to take full advantage of the technology provided by Marian Central. Marian Central's electronic network is part of the curriculum and is not a public forum for general use. Student users may access technology for educational purposes only. The actions of student users accessing networks through Marian Central reflect on Marian Central; therefore, student users must conduct themselves accordingly by exercising good judgment and complying with this policy and any accompanying administrative regulations and guidelines. Students are responsible for their behavior and communications using Marian Central's computers and networks. The following guidelines are to be followed. The list is not exhaustive. Marian Central reserves the right to interpret this Policy in its sole discretion in the event matters not expressly covered in this Policy arise.

#### Appropriate or acceptable educational uses of these resources include, but are not limited to:

- Access to the Internet to retrieve information from libraries, databases, and Internet sites to enrich and expand curriculum.
- All technology use, including Internet access, is provided for educational purposes, to enrich and expand the curriculum. Use of technology resources must be consistent with the educational objectives of the Diocese and school.
- Always abide by the generally accepted rules of network etiquette.
- Be polite in your messages.
- Use computer resources courteously and efficiently.
- Individual accounts and passwords are confidential and must remain so. Do not use another individual's account and confidential password.
- 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.
- All devices used by students at Marian are restricted by the limits of this Policy and must be approved by the Network Administrator or Superintendent.
- 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.



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- Students are required to report any damage or change to equipment to a teacher, administration, or the Technology Coordinator (see Maintenance and Care section of this document).
- Content filtering software is not 100% secure. Access to questionable sites should be brought to the attention of the Network Administrator immediately.
- 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:**

The following guidelines are intended to promote legal, ethical, moral, and safe use of the school's technology resources in accordance with the teachings of our Catholic faith. The list below is not exhaustive. Marian Central reserves the right to interpret the Policy in its sole discretion in the event matters not expressly covered in this Policy arise. Inappropriate or unacceptable uses(s) of these resources include, but are not limited to the following:

- Engaging in activities not related to educational purposes or which are contrary to rules, policies and/or guidelines of the school.
- Accessing, retrieving, viewing or distributing any material in violation of any federal or state laws or regulations or school policy or rules. This includes, but is not limited to,
  - Improper use of copyrighted material;
  - Improper use of the System to commit fraud or with the intent to commit fraud;
  - Improper use of passwords or access codes;
  - Disclosing the full name, home address or phone number of any student or School/Diocesan employee or volunteer;
  - Using third party apps or websites to bypass network filtering;
  - 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;
  - Unauthorized downloading or copying of software, regardless of whether it is copyrighted, shareware, or freeware without authorization from the Technology Coordinator; or
  - Any act of social injustices such as harassing, threatening, intimidating, or degrading an individual or group of individuals.
- Vandalism is prohibited. This includes, but is not limited to:
  - Deleting, examining, copying, or modifying files, data, email or voice mail belonging to other users, and/or attempts of same;
  - Attempts to breach security codes and/or passwords; or
  - Destruction, abuse or modification of devices, computer hardware and/or software including changes to preferences; and/or attempts of same.
- Sending nuisance electronic mail or other online messages such as chain letters, pyramid schemes, or obscene, harassing, or other unwelcome or inappropriate messages.
- Using the technology resources for personal, financial, or commercial gain, product advertisement, political lobbying, or the sending of unsolicited junk mail, or chain letters.
- Using, transmitting, or posting images or video of administrators, employees, students, parents, parishioners, or any other person without specific permission
- Establishing network or Internet connections to live communications, including voice, instant messaging, video, and/or chat, without specific permission from the Curriculum Director.
- Using the network to identify, imply or infer any gang activity.



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#### System Security and Reliability

In order to maintain the school's security and reliability of the school's network, the following are prohibited:

- Wastefully using technology resources, such as file space or bandwidth
- Hacking-unauthorized access to system resources from outside the network
- Interceptions-monitoring data or traffic on any network, system or server
- Deliberate attempts to overload the system or cause damage
- The creation, circulation, and/or use of computer viruses
- Using the network in any way that would disrupt its use by other users or be dangerous to the integrity of the local area network

Students must notify the Technology Coordinator of any security risk or abuse of the system. Do not demonstrate the problem to another student. Any student identified as a security risk may be denied access to the network.

#### **INTERNET SAFETY:**

Students must take steps to ensure their safety on the internet, including, but not limited to, the following rules:

- Students should never give out identifying information such as home address, school name, or telephone number to others on the Internet or by email, including in a public message such as chat room or newsgroups. If a person asks for such personal information, students must have approval of their parent or guardian before providing the information.
- Students should not post photographs of themselves in newsgroups or on websites that are available to the public.
- Students should not arrange a face-to-face meeting with someone they "meet" on the Internet or by email without parental/guardian permission. If a meeting is arranged, the meeting must be in a public place and the student's parent/guardian must attend.
- Student Users should not respond to messages that are suggestive, obscene, belligerent, threatening, or make a student user feel uncomfortable. If a student receives such a message, he or she should provide a copy of the message to his or her parent or guardian immediately. If the message requires school action (e.g., bullying) the student's parent should provide a copy to MCCHS Administration.
- Marian Central recommends that parents/guardians read and follow the U.S Department of Justice Guidelines for Parents/Guardians on Internet Safety located at:

<https://www.justice.gov/criminal-ceos/children-internet-safety>

#### Web sites

- Using, transmitting, or posting images of employees, students, parents, or parishioners without specific permission is prohibited.
- Any web site created by a student using the technology system must be part of a school-sponsored activity, or otherwise be authorized by the Curriculum Director.
- All content, including links, of any web site created by a student using the school's resources must receive prior approval by the Technology Coordinator.
- All contents of a website created by a student must conform to these Acceptable Use Guidelines.
- Marian Central Catholic High School retains the following rights and recognizes the following responsibilities:
  - To suspend or remove a user account from the Marian network;



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- 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; and
- To provide training to both staff and students that promote and follow the guidelines set forth by Marian Central.

Access to computers, the Internet, and other electronic devices is important to student learning and achieving the educational goals of the school and Diocese. However, as with all tools, they must be used properly. This Policy applies to all student-issued laptops, school-based computers, and other electronic resources: calculators, cell phones, digital cameras, and provides guidance for acceptable, responsible, and ethical use of these resources. The use of computers and other electronic resources is a privilege not a right, and any attempt to violate the provisions of this agreement could result in revocation of the student's privileges, regardless of the success or failure of the attempt.

### **Student/Guardian Policy and Guidelines**

In an effort to increase opportunities to use these 21st century skills, Marian Central Catholic High School is pleased to offer our students access to the school's computers, internet, network, and other technology through our 1:1 program ("Marian Student Device") for educational purposes. From this point forward, the phrase "Marian Student Device" includes the device provided to each student (in its entirety) and the charging cord. The Marian Student Device will be issued to each student for their own personal educational-related uses both at school and at home. Marian Student Devices issued through this 1:1 program are solely educational devices and are to be used in that capacity. Failure to comply with these guidelines may lead to suspension or termination of student use.

#### **Ownership of Marian Student Devices:**

Marian Central Catholic High School maintains the legal title of all Marian Student Devices issued to students. Students are authorized to possess, and use is as long as they comply with the Acceptable Use Policy (AUP), but they hold no ownership rights to the Marian Student Devices. Marian Central Catholic High School shall not be held liable for any damage, loss, or claim of any kind resulting either directly or indirectly from student use or inability to use Marian Student Devices.

#### **No Warranties:**

Marian Central makes no warranties regarding Marian Student Device. Marian Central shall not be liable for any damage, loss, or other claims of any and all kinds resulting directly or indirectly from use or inability to use our Technology.

#### **Costs:**

Any manufacturer defects will be covered by the manufacturer's 3-year warranty. Marian Central holds insurance for all school technology issued to each student under this agreement at no cost to the student. **Each student is required to pay a deductible or complete replacement cost for damage, theft, or loss.** The claim/deductible table is at the end of this document. In 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.





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#### **If the Marian Student Device is Lost/Stolen:**

If the Marian Student Device is lost or stolen, the police must be notified within 24 hours of the discovery of the loss/theft. A police report must be filed by the student's parent/guardian. 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, providing school authorities with appropriate copy of police report. If the loss was claimed on the family's insurance, any reimbursement received should be provided back to Marian Central Catholic High School in compensation for the loss. **If the device is recovered but not in good condition, or not recovered at all and the loss was not covered by insurance, family may be required to reimburse the school for the replacement cost of the lost/stolen device.**

#### **Return of Marian Student Device:**

All students must return the Marian Student Device at the end of each school year. Additionally, if a student withdraws from enrollment with Marian Central Catholic High School, or has his/her rights terminated, the student must return said Marian Student Device immediately. In no event shall the student retain the Marian Student Device for more than 2 days after the date of expiration, withdrawal, or termination. If a student fails to return the Marian Student Device in a timely fashion and/or the device is returned in poor condition, the student and his/her parent/guardians will be subject to paying replacement costs.

#### **MCCHS Technology Transport and Use:**

Once the Marian Student Device is issued to the student, the student and his or her parent or guardian are responsible for Marian Student Device at all times that it is signed out to the student. Students and their parents or guardians must take reasonable care to protect and properly use the Marian Student Device issued under the program at all times. Among other things, this means:

- Once assigned, the student is fully and solely responsible for said Marian Student Device including when they are left unsupervised in a classroom, hallway, locker or elsewhere on or off school property.
- The student is the only authorized user of his/her assigned device. Students may not share or trade their computers with other individuals, including other students, other than their parents, guardians or school officials.
- Students must bring their devices fully charged and with the power cord to school daily. Repeated failure to bring the computer to class daily may result in discipline or other consequences under technology policies
- Marian Student Device must be used on flat, stable surfaces only.
- Marian Student Device must not be cleaned with cleaners such as Windex.
- Marian Student Device must not be marked with markers, stickers or other similar materials.
- School applied labels, asset tags and other identifiers may not be removed from Marian Student Device.
- Food and drink should not be used near Marian Student Device.
- Marian Student Device should not be left in automobiles, as they cannot tolerate extreme heat or cold and may become damaged.



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#### Student and Parent/Guardians acknowledge that:

- 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.
- Students are only allowed to bring/use the school issued device while in school during school hours. They are not allowed to use any other personal device while at school.
- Students are prohibited from bringing a device that infects the school network with any program designed to damage or compromise the school network and its contents. Marian Central reserves the right to collect and examine any device that is suspected of causing technology problems at school.
- Printing from a Marian Student Device will not be allowed at school. Students may have the ability to print from their home computers.
- 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.
- Transmission of material of bullying nature or sexual nature will not be tolerated.
- Since students will be utilizing their Marian Student Device, although students are able to have cellphones on school property, they must remain turned off and out of sight.

A student who violates this Policy is subject to additional school disciplinary action, up to and including suspension and/or expulsion. The decision of the school regarding inappropriate use of the technology or telecommunication resources is final. Reimbursement may be sought for damage requiring repair or replacement of equipment where Marian Central, in its sole discretion, determines the damage was caused intentionally or with recklessness.

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

- In 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.



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### Other Potential Charges:

Replacement charges are as follows:

- Charging Cord \$45

Stylus is no longer included with the issuance of the Marian student device. It can be purchased from the school if the student chooses to use one.

- Stylus, New: \$45 Used: \$10
- Stylus Replacement Tip \$2
- Stylus Replacement AAA Battery \$2

*Please sign and detach this acceptable use agreement acknowledgement and return to the school office before receiving the device.*

### Acknowledgement

By signing this Acceptable Usage Policy, the student acknowledges the Acceptable Use Policy for the Use of Technology for Students **and** the On-To-One Device Student/Guardian Policy and Guidelines.

Student (print) \_\_\_\_\_

Student (signature) \_\_\_\_\_

Date \_\_\_\_\_

Anticipated year of graduation \_\_\_\_\_

Parent/Guardian (print) \_\_\_\_\_

Parent/Guardian(signature) \_\_\_\_\_ Date \_\_\_\_\_