

TECHNOLOGY ACCEPTABLE USE POLICY FOR STUDENTS

TECHNOLOGY MISSION

We are committed to promoting responsible and ethical use of computer and network resources for all students and faculty/staff at Mount St. Mary Academy. Students and faculty/staff are encouraged to use technology and the Internet as tools for lifelong learning. Students and staff can significantly expand their knowledge by accessing and using information resources, and by analyzing, collaborating, and publishing information.

SCOPE

The use of technology is a privilege, not a right. Access will be provided to those who agree to act in a considerate and responsible manner. Access to technology and Internet is provided for professional and educational purposes ONLY. The policies and procedures outlined in this document apply to all technology resources used at Mount St. Mary Academy. These include, but are not limited to: school computers, student laptops, cell phones, video and audio equipment, copy machines, printers and information storage devices.

POLICIES AND PROCEDURES

The policies and procedures are established rules that will ensure the successful use of Technology and the Mercy in Technology laptop program at Mount St. Mary Academy. Individual users of the school computer networks are responsible for their behavior and communications over those networks. Users are expected to use school resources in a considerate, ethical, moral, and legal manner. Users will comply with school standards and will honor the agreements they have signed.

Faculty and staff will monitor their students' technology use and will intervene if the resource is not being utilized properly. Even though MSM has an enterprise-grade firewall, web filter and email filter system in place, it is possible that users may find material on the Internet that is considered objectionable by guardians and parents. Students should report inappropriate access of material to a teacher or staff member immediately.

All Internet material is copyrighted, but the Fair Use doctrine allows a student to use it for an educational purpose. While you may use this material in a PowerPoint presentation for class assignments, you may not post the work on the Internet; posting is "publishing" and you may not publish copyrighted material.

Network administrators may review files and communications to maintain system integrity and ensure that users are using the system responsibly. Users should not expect that files stored on school servers or student laptops will always be private. No e-mail is confidential, private, or personal. All Mount St. Mary Academy technology systems and information stored on them are subject to school supervision and inspection.

MSM reserves the right to monitor, access, retrieve, read and disclose all messages, information, and files created, sent, posted from, stored on computers, or stored on its system to law enforcement officials or others without prior notice. Any student who violates MSM policies or any applicable local, state, or federal laws is subject to disciplinary action, loss of technology

privileges, and may face legal prosecution. Violations will be referred to a school administrator for disciplinary or legal action.

MERCY IN TECHNOLOGY LAPTOP PROGRAM

Mercy in Technology (“MIT”) is a teaching and educational initiative that will enhance learning, prepare students for the technologies in which they will need to be proficient upon graduation, and build leaders who are equipped to tackle future challenges. The focus of the Mercy in Technology laptop program at MSM is to prepare students by increasing their access to technology. The use of the laptops is a learning tool that will empower students to learn and provide technology integration into the curriculum.

Teachers may set additional requirements for computer use in their classrooms.

1. OWNERSHIP

The student is ultimately responsible for the use and care of the laptop. The school retains ownership of the laptop until the student completes her senior year. At this time, ownership of the laptop will be transferred to the student. If a student leaves prior to graduation, the remaining balance on the laptop will become due. The laptop and its remaining warranty will then be transferred to the student/parent/guardian. Specifically licensed software will be removed by the IT Department.

1.1 Marking/Defacing Laptop

As ownership remains with MSM through enrollment, students may not remove stickers, labels, serial numbers and other identifying items. Students are not allowed to draw on, mark, or otherwise deface laptops. If the labeling is accidentally removed, the laptop should be brought to the IT Department as soon as possible in order to have the labeling replaced. Students are allowed to personalize their cases.

2. SECURITY AND STORAGE

2.1 Password Protection

Each student will have her own personal log-on to her laptop. Passwords will initially be set up by the Network Administrator, but then the student will be required to change her password upon first log on. Students should keep passwords confidential at all times and should not share passwords with anyone but a parent. If a student feels a password has been comprised, she should change her password immediately. If she has forgotten her password, she should contact someone on the technology staff in order to have the password reset.

2.2 Storage at School

The storage of the laptop is the responsibility of the student. When not in use, the laptop should be stored in the provided laptop case or in a comparable storage case/sleeve. Students are expected to bring their laptop to each class, unless otherwise instructed. If laptops are not being used in a particular class period, then the laptop should remain in the storage case/sleeve and packed away in the student’s backpack or locker. The student should never leave her laptop unattended in any area of the school.

2.2 Storage after School

Laptops are to be taken home every day. Students participating in afternoon activities should keep laptops locked in lockers and pick up laptops after the school activity is completed.

3. TAKING LAPTOPS TO CLASS

Students should bring laptops to all classes, unless specifically advised not to do so by a teacher.

3.1 Ready for Use

Students are responsible for charging their laptops each evening. Laptops must be brought to school each day in a fully-charged condition.

3.2 Laptops Left at Home

If a student leaves her laptop at home, she must immediately notify her parents to bring the laptop to school. Loaner laptops will not be available for laptops left at home. Work may be printed from the USB drive on another school computer with permission from the student's teacher if the work is due before the laptop is delivered.

3.3 Laptops Undergoing Repair

Laptops purchased through MSM's Laptop program come with the accidental damage protection and technical support. Should a student computer require repairs, the technology staff will determine the length of time required for the repair. This determination will help establish the length of a time a loaner laptop will be provided to the student.

4. CARE AND MAINTENANCE

School laptops are tools to help students excel in school. They should be used only to further that goal. The laptops provided should be viewed in the same manner as any other tool used for school work. They are not for entertainment purposes.

General Precautions

- No food or drink is allowed while laptops are in use.
- Students should not force wires or connections in laptop ports because this could cause damage.

4.1 Summer Retention of Laptops

Beginning during finals week, the IT Department will begin accepting return of student laptops. All laptops must be turned in before the student leaves for the summer. This allows the IT Department time to repair, upgrade, install new software and generally refresh the laptop for the following school year. During this time, all existing information on the laptop will be deleted. Because of this, a USB drive has been provided with the laptop. It is the student's responsibility to back up all of their documents and school work should they wish to retain it.

4.2 Screen Care

- Laptops screens can be damaged if subjected to rough treatment. The screens are particularly sensitive to damage from excessive pressure on the screen.
- Do not lean on the top of the laptop when it is closed.
- Do not place anything near the laptop that could put pressure on the screen.

- Do not place anything in the carrying case that will press against the cover.
- Do not poke the screen.
- Do not place anything on the keyboard before closing the lid (e.g. pens, pencils, or disks).
- Clean the screen with a soft, dry cloth or anti-static cloth.

5. SOFTWARE ON LAPTOPS

The primary use of the laptop is for school use, so the laptop should be free of any software or application that may hinder the ability to use it in class. Anything that reduces the laptop's use in the classroom should be removed (this includes games, applications, filters, settings to connect to your home gaming system, etc.), and any software required for class must be accessible on the laptop. If software is missing due to the student's actions, then it is the student's responsibility to ensure that software is available and accessible from her laptop in such a way that it does not hinder the class' ability to progress forward.

5.1 Originally Installed Software

The software originally installed by MSM must remain on the laptop, be maintained in usable condition, and be easily accessible at all times.

Licensed software provided with all new laptops includes:

- Windows 7
- Microsoft Office 2010 Professional
- DyKnow
- FortiClient Internet Filter and AntiVirus

Additional applications approved for use with school laptops:

- Audacity
- Java
- Adobe Reader
- LoggerPro
- CutePDF
- QuickTime
- Flash
- TI-Nspire handheld OS and student software

**The above software will not necessarily come pre-installed on the laptops but may be required by instructors at some point.*

In order to achieve consistency of software on student computers, the school may periodically re-load the software on the laptop. From time to time, the school may add software applications for use under specified criteria, such as for a particular year level or for a designated period of time. The licenses for this type of software may require that the software be deleted from laptops at the completion of the relevant unit of work. Periodic checks of laptops will be made to ensure that students have deleted software that is no longer required in class and that MSM has not exceeded its licenses.

5.2 Additional Software

It is the student's responsibility to be aware of additional software programs and files loaded onto her laptop. Students are responsible for maintaining the integrity of software required for facilitating academic activities.

Any additional software must be appropriate for the school environment and may not infringe on the productivity of the classroom setting.

- Students are responsible for ensuring that only the software licensed to her laptop is loaded onto her laptop.
- Violent games and computer images containing obscene violence or pornographic material are not allowed on laptops in any format. This includes games, music with vulgar lyrics or titles, pictures, word documents, etc.
- File sharing programs are NOT allowed on the laptops.
- Antivirus software other than that provided by the school is NOT allowed on the laptops.
- Any software that compromises or bypasses the network security, firewall, or content filter is NOT allowed on the laptops.

5.4 Procedure for Re-Loading Software

If technical difficulties occur or illegal software is discovered, the hard drive may be reformatted. Only authorized software will be re-installed. MSM does not accept responsibility for the loss of any data or applications deleted due to a re-format, re-load, or re-image.

5.5 Laptop Inspection

Students should be aware that laptops may be inspected at random.

6. ACCEPTABLE USE

Students, teachers, and administrators shall act ethically, legally, and efficiently when using laptops at Mount St. Mary Academy.

6.1 Privacy and Safety

- Do not reveal your full name, phone number, home address, social security number, credit card numbers, password or the passwords of other people.
- Do not open, use, or change computer files that do not belong to you.
- Do not go into chat rooms or send chain letters.
- Keep your passwords safe and do not leave your laptop unlocked or unattended.
- If a student inadvertently accesses a web site that contains obscene, pornographic, or otherwise offensive material, it is her responsibility to notify a teacher or staff member immediately.
- Students will respect the privacy of others. Use of another's computer, laptop or files, without permission of the technology staff or teacher is prohibited. Deletion or tampering with files not created or owned by the student is prohibited, unless the technology staff or teacher directs such deletion.

6.2 Legal Propriety

Compliance with trademark and copyright laws and all license agreements is mandatory. Ignorance of the law is not immunity. If you are unsure, ask a teacher or parent.

Plagiarism is not tolerated. Give credit to all sources used, whether quoted or summarized. This includes all forms of media on the Internet, such as graphics, movies, music, and text.

6.3 Email Etiquette

- Always use appropriate language.
- Do not transmit language/material that is profane, obscene, abusive, or offensive to others.
- Do not send chain letters or spam.
- Students should maintain high integrity with regard to email content.
- No e-mail during class without teacher permission.
- MSM e-mail is subject to inspection by the school.
- Students and faculty/staff should correspond through MSM e-mail instead of personal email accounts like Yahoo, Gmail, etc.

6.4 Classroom Etiquette

- Students should bring laptops to all classes, unless specifically advised not to do so by a teacher.
- Students should abide by classroom rules regarding laptop usage.
- Teachers may direct students to close laptops or keep laptops safely stored in cases/backpacks if not being used during a class period.
- Students should only access applications as instructed by the teacher.
- Teachers have the right to monitor and limit computer usage in the classroom.

7. FILE MANAGEMENT

Students should save their work to their My Documents folder. It is advisable to make folders according to period, subject, instructor, etc to keep work organized and easily accessible. Students should evaluate what organization method works for them. At the very minimum, MSM recommends sorting by subject.

8. BACKING UP WORK

Students are responsible the successful backup of all their school related files. USB flash drives have been provided to students to use for backup purposes. Students can also use SD cards, external hard drives, or web based storage systems for the backup of files. It is the student's responsibility to ensure that work is not lost due to mechanical failure of accidental deletion. Computer malfunctions are not an acceptable excuse for not submitting work. Having a continuous, updated backup is extremely important. If the PC is damaged and needs to be either sent off for repair or on-site repaired by IT staff, the Hard Drive may need to be wiped to complete necessary repairs. As accidents will happen, it is important to remain backed up as often as possible. If student files are all saved into the "My Documents" folder, it will be easier to maintain the backup as all important data will be saved in one easy to access location.

9. VIRUS PROTECTION

FortiClient has been selected as the anti-virus software protection for the laptops. This program will scan the computer drives for known viruses. FortiClient will also scan internet traffic to filter out and disable inappropriate content.

10. WARRANTY/LAPTOP COVERAGE

Laptops purchased through MIT will be covered by an accidental damage protection plan. These protection and support packages provide the most complete coverage and protection offered, but they do not cover the loss or theft of the laptop. Parents are encouraged to include the laptop with insurance coverage through their homeowner's/renter's policy or obtain an additional insurance policy to ensure the coverage of the laptop device.

It is the student's responsibility to ensure the laptop is in working condition. If for any reason, there is a mechanical or physical problem with the laptop conforming to the needs of the class; it is the student's responsibility to become compliant with those requirements. The student should bring the laptop to the Technology room and someone on the technology staff will coordinate any required Dell support as well as assist in resolving mechanical/physical issues. Please contact someone on the Technology staff if a laptop is lost or stolen to initiate the replacement process.

10.1 Repair Fees for Damaged Laptops

Should the student damage her laptop, there will be a fee assessed for repair. This is to encourage students to treat their laptops with care and encourage responsible use. The fees are as follows:

Lenovo Laptop/Tablets:

- 1st Repair/Replacement - \$25
- 2nd Repair/Replacement – Replacement Value
- Replacement Charger Laptop - \$60
- Replacement Charger Tablet - \$28

Dell Laptops:

- 1st Repair/Replacement - \$25
- 2nd Repair/Replacement – \$75
- 3rd Repair/Replacement – Replacement Value
- Replacement Charger - \$60

**Prices Subject to Change*

11. PRINTING

Printing is becoming less frequent as students and teachers can send materials digitally. If need arises, there are printers available to the students in the library and in select areas managed by teachers on the MSM campus. Students may have access to printers in the library before school, during breaks, and after school, or at other times with teacher permission. Students may also receive direction from teachers to print to designated printers at school.

If a student attempts to send something to a printer and it does not print immediately, the student should troubleshoot why it is not printing and should NOT send the same document to the printer multiple times. A student should contact someone on the Technology staff if they aren't able to resolve the printing issue.

12. TECHNOLOGY INFRACTIONS

Any misuse of technology will be handled on a case by case situation. Violations may result in loss of technology privileges at MSM, suspension, expulsion, fees and/or legal action. The Dean of Discipline, along with the Principal will determine the appropriate consequence for any misuse.

12.1 Hardware related violations include:

- Vandalizing, defacing, destroying, or removal of computer equipment, student laptops, carts, cables, accessories, etc.
- Unauthorized dismantling, disconnecting, or removing computer equipment.
- Misuse of computer hardware resulting in temporary or permanent damage to equipment.
- Parents will assume responsibility for the purchase of the laptop if the student leaves prior to graduation.

All name and serial number/service tag decals should remain affixed to the laptop for the duration of the student's time at Mount St. Mary Academy.

12.2 Software related violations include:

- Unauthorized setting changes, including modification or removal of software, operating systems, or security programs.
- Intentional introduction of viruses, malware or any other destructive element.
- Installing unauthorized and/or unlicensed software (onsite documentation required).
- Inappropriate use of files including copying software and downloading files.

12.3 Computer ethics related violations include:

- Usage of computer for harassment or bullying.
- Usage of computers to convey or access any objectionable materials.
- Hacking or other illegal activities.

12.4 Internet/email related violations include:

- Visiting improper or inappropriate websites.
- Use of chat rooms, cyber cafes, etc.

Due to continuous technology advancements, MSM may institute additional restrictions and use guidelines throughout the school year. If it becomes necessary to amend the Technology Acceptable Use Policy, parents and students will be notified of the amendments. Any amendment instituted will also be posted on the school's website.

This document was developed in part from the Lausanne Collegiate School Laptop Policy.