St. Mary's Dominican High School Acceptable Use Policy (AUP)

Mission Statement: St. Mary's Dominican High School, sponsored by the Dominican Sisters of Peace, is a Catholic college-preparatory program for young women rooted in the tradition of prayer, study, community, and service. With Jesus at the center, the Dominican community preaches the Word, radiates joy, advocates peace, promotes justice, seeks Truth, manifests Catholic values, and ministers to others.

Computer Access: Computing, data storage, information retrieval systems and communication tools are designed to serve the students, parents, faculty and staff of the St. Mary's Dominican High School Community. All technology resources including, but not limited to, network access, internet access, voicemail, e-mail, Edline, academic software and research data bases are provided to further the legitimate educational goals of the school. In keeping with its philosophy and goals, St. Mary's Dominican High School also provides computing and network hardware resources for the use of students, employees and others affiliated with the school.

St. Mary's Dominican High School has taken reasonable precautions to restrict access to materials which are inappropriate to our school setting. However, these precautions do not in any way diminish each user's responsibility to act ethically and in a manner fully consistent with the philosophy and values of St. Mary's Dominican High School when using the school's electronic resources.

Furthermore, it is expected that all use of technology, including social media, at school and at home and whether using DHS provided resources or personal resources, is to be consistent with the Mission of St. Mary's Dominican High School and the rules and principles outlined in this Student/Parent Handbook.

Appropriate and Acceptable use of Technology Resources

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

- Accessing the internet to retrieve information from libraries, databases and appropriate Web sites in order to complete homework or class assignments to enrich and expand the curriculum.
- Using e-mail and network capabilities which facilitate learning projects approved by the teacher and communication within the St. Mary's Dominican High School community.

- Using appropriate list servers and newsgroups to gain access to current information on local, state, national and world events.

Acceptable Use Guidelines: These guidelines are provided to ensure efficient, moral, ethical, legal and proper utilization of electronic resources in accordance with the Mission and educational goals of St. Mary's Dominican High School. Violators are subject to disciplinary and/or legal action including but not limited to penalties, suspension and dismissal from school and/or employee disciplinary action.

1. Systems accounts are used by the authorized owners for the purposes defined in this policy. Users are not to share their user identification or passwords with another person. Ultimately, each user is responsible for all activity under his/her account.

2. All use of electronic resources, either hosted on a campus server or accessed via the world wide web, must be in support of education and research consistent with the mission of St. Mary's Dominican High School. Dominican reserves the right to prioritize use and access to these resources and the right to access and read e-mail and any other files transmitted through or stored on the school's equipment.

3. The use of the internet is a privilege, not a right, of the user. Equipment, software, hardware and network capabilities provided through the school are and remain the property of the school and may be monitored at any time by school authorities. Any inappropriate use will result in disciplinary action including possible cancellation of those privileges and other disciplinary action. Transmission of any material in violation of any national or state regulation is prohibited. This includes, but is not limited to copyrighted, threatening or obscene material. Should a user accidentally access any inappropriate site or material, he or she should immediately turn the monitor off and report this to the attending teacher or supervisor.

4. In using electronic resources and in posting information on web pages approved by the President or Principal of the school, users shall abide by generally accepted rules of network etiquette and behave in an ethical and legal manner that is fully consistent with the mission, philosophy and values of St. Mary's Dominican High School. The school name, logo or shield may not be used in any printed or electronic material without the expressed written permission of the President or Principal. No web page or electronic link should be made to the St. Mary's Dominican High School web page without the expressed written permission of the President or Principal of the school.

5. Users shall fully comply with all licensing and copyright laws regarding software, technology and printed materials. No user is allowed to install or download any software without express written permission of the President or Principal.

6. Any student or employee use of the school's network or communication tools for personal or financial gain, product endorsement or advertisement, political lobbying or visiting "chat rooms" is strictly prohibited.

7. Vandalism, which includes, but is not limited to, any attempt to "hack" into the school's network, any malicious attempt to harm or destroy any data, hardware, or software, including the uploading or creation of a computer virus or loading unauthorized data or programs on machines, will result in disciplinary action which could include financial remuneration for damage, suspension, dismissal, and other consequences as applicable.

8. Teachers will make discretionary decisions that may impact laptops, iPads, computers, written documents, calculators, personal notes, audio and video files, and electronic data in the interest of viable learning environment for legitimate pedagogical purposes.

9. Nothing in this policy is intended to preclude the supervised use of the digital or system resources while under the direction of a teacher or other approved user acting in conformity with St. Mary's Dominican High School's mission, philosophy, policies or procedures.

10. Violations of any e-mail protocols stated in this handbook will be cause for disciplinary action.

St. Mary's Dominican High School reserves the right to monitor, review, confiscate and/or delete all material accessed, created, or transmitted on the network, any PC, laptop, CD, DVD, iPads, iPods, USB drive or any other hand held technology including, but not limited to, cell phones, calculators and palm pilots. The school reserves the right to determine, in its sole discretion, whether specific uses of technology are appropriate and in conformity with the mission of St. Mary's Dominican High School and the rules and principles outlined in this Student/Parent Handbook. Violation of any part of this policy is cause for disciplinary and/or legal action such as, but not limited to, revocation of user privileges, suspension or expulsion and restitution of any monetary expenses incurred either through damage of software or hardware, or through legal or other fees. Decisions by the Principal on disciplinary action in these matters are **final**.

St. Mary's Dominican High School
Agreement for the Use of
Computers and Telecommunication
PARENT/STUDENT/CAMPER
CONSENT FORM

St. Mary's Dominican High School has chosen to permit campers access to computer and telecommunication resources to further its educational goals and objectives. Reasonable care has been taken to assure the appropriateness and educational quality of the material available through the use of educational software and telecommunications. All use of technology is to be in accordance with the Mission and Philosophy of St. Mary's Dominican High School. However, parents and guardians are warned that St. Mary's Dominican High School does not have total control of the information on the Internet. Parents or guardians are the primary authorities responsible for imparting the standards of ethical and legal conduct that their child or ward should follow.

1. I am the parent/guardian of the below named c a m p e r . I have read the Acceptable Use Policy for Computers and Telecommunications ("AUP"), and I have either explained it to my child/ward (camper) or I have assured myself that the student understands it.

2. I request that my daughter have access to and use of the telecommunications resources at St. Mary's Dominican High School. I also hereby agree to defend, indemnify and hold harmless St. Mary's Dominican High School from any claim or loss resulting from an infraction of the AUP by the camper or resulting from a violation of any applicable law by the student.

3. I authorize the use of my daughter's photos for publicity and marketing materials.

_____
Signature of Parent/Guardian   Date

_____
Name of Parent/Guardian (Please Print)

CAMPER FORM

4. I have received and read the Acceptable Use Policy for Computers and Telecommunications. I understand its significance, and I agree to voluntarily abide by all terms and conditions. I further understand that violation of this agreement would be unethical and might constitute a criminal offense. Should I choose to violate this agreement, my privileges may be revoked and disciplinary action and/or appropriate legal action may be taken.

_____
Camper Signature   Date

_____
Name of Camper (Please Print)   Grade Level