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, *Rediker PlusPortals*, 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.

Students are required to register their personal computing device with the Technology Department and maintain the registration sticker on the device. Students are required to use **only** the Dominican network and virtual desktop when on campus. No 3G or 4G capability on **computing devices** will be allowed on campus**. Cellular devices** with 3G or 4G capability may be used before or after school in specified areas but must be stored in student lockers during the school day.

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 **student personal devices** or **school provided devices and resources** include, but are not limited to:

• Accessing the Dominican virtual desktop with the licensed resources provided, including but not limited to the internet to retrieve information from libraries, databases and appropriate web sites, newsgroups, and list servers in order to complete homework or class assignments to enrich and expand the curriculum.

• Using e-mail in accord with protocols for students and/or parents set forth in this handbook

for communication within the St. Mary's Dominican High School community.

  ᐧ Using school provided cloud servers and/or network capabilities to facilitate learning projects, to save and/or print academic work, and/or to collaborate with peers.

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 may be subject to disciplinary and/or legal action including but not limited to confiscation of a personal computing or phone device until after school hours and/or barring the student from further use of any personal computing device at St. Mary's Dominican High School, penalties, suspension and/or dismissal from school.

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, cloud servers, 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 or provided resources. Any student using a personal computing device on campus also consents to any review of programs or materials on such device, in accord with applicable law, by any St. Mary's Dominican High School administrator or teacher.

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, confiscation of a student's personal computing device until after school hours and/or barring the student from further use of any personal computing device at St. Mary's Dominican High School, 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 report this to the attending teacher or supervisor.

4. Any attempt to by-pass the school firewall is not acceptable. Use of unauthorized software or hardware including but not limited to personal virtual private networks (VPN) and proxy services, personal wireless access point (hotspot), or personal cloud access will result in disciplinary action including a detention and/or possible cancellation of computing privileges, confiscation of a student's personal computing device until after school hours and/or barring the student from further use of any personal computing device at St. Mary's Dominican High School, or other disciplinary action as warranted.

5. 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 express, 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 express, written permission of the President or Principal of the school.

6.   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 to a Dominican-owned device without express, written permission of the President or Principal.

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

8.   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 pro-grams on Dominican owned machines or another student's device, will result in disciplinary action which could include financial remuneration for damage, confiscation of a student's device, suspension, dismissal, and/or other consequences as applicable.

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

10.   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.

11.   Violations of any e-mail protocols stated in this handbook for students may be cause for disciplinary action.

In accord with applicable law, 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 tablet, PC, laptop, CD, DVD, iPads, iPods, USB drive or any other hand held technology including, but not limited to, cell phones and calculators owned either by the school or student. 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, confiscation of a student's device until after-school hours and/or barring the student from further use of any personal computing device at St. Mary's Dominican High School, 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 students/campers access to digital and telecommunication resources using a personal computing device 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 the Dominican virtual desktop and network, 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/We am/are the parent(s)/guardian(s) of the below-named student/camper. I/We have read the **A**cceptable **U**se **P**olicy for Computers and Telecommunications ("AUP"), and I/we have either explained it to my/our child/camper or I/we have assured myself/ourselves that my/our child/ camper understands it.
2. I/We request that my/our daughter have access to and use of the Dominican network, virtual desktop, cloud storage, telecommunications, and/or internet resources at St. Mary's Dominican High School. I/We 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.

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Signature of Parent/Guardian   **Date**

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Name of Parent/Guardian (Please Print)

STUDENT FORM

4. I have received, read and understand the Acceptable Use Policy. I also understand its significance, and I agree to abide by all terms and conditions. I further understand that violation of this agreement would be unethical and might constitute a criminal offense and/or disciplinary offense as a student at St. Mary's Dominican High School. Should I choose to violate this agreement, my privileges may be revoked, my device confiscated in accord with this policy and disciplinary action and/or appropriate legal action may be taken against me.

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Camper Signature   **Date**

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Name of Camper (Please Print)   **Grade Level '19-'20**

3/12/2019