



Technology Acceptable Use Policy

2018-2019

Edgewood High School of the Sacred Heart

Edgewood High School's Mission Statement:

Edgewood, a Catholic high school, educates the whole student for a life of learning, service and personal responsibility through a rigorous academic curriculum that embraces the Sinsinawa Dominican values of Truth, Compassion, Justice, Partnership and Community .

Technology Mission

Technology at Edgewood High School of the Sacred Heart exists to support the curricular and administrative needs of the school and to enable students to employ technology to enhance and advance their educational experiences in the school. The use of technology embodies Edgewood's mission statement through:

- Enabling teachers, administrators and staff to more effectively and efficiently prepare young men and women to develop intellectually, morally, and physically.
- Equipping students with mastery of the tools that will be indispensable if they are to move into higher education with competence and confidence and have the ability to communicate and contribute in an increasingly global (and technological) community.

It is important to note that Edgewood's philosophy regarding the use of technology is to:

- Integrate technology into the curriculum.
- Use technology to enhance students' learning, recognizing that students have direct access to information sources.
- Use technology to enrich, not replace, teacher-student interaction.
- Advocate the innovative use of established, proven technologies both inside and outside the classroom.

Definition

Bring Your Own Device (BYOD) is a policy that allows students to bring and use their own personal electronic devices at school. In addition to the EHS-distributed Chromebooks, devices include but may not be limited to: tablets (such as iPads), laptops, netbooks, smartphones, and eReaders. While Chromebooks will be used primarily in the classroom, with teacher approval, students may use their personal devices to access and save information from the Internet, collaborate with other learners, and utilize productivity tools available to them.

Guidelines

When using their device, students need to expand the concept of their school community to the community they will be interacting with online. It is expected that students at Edgewood High School will conduct themselves, both on and off campus, when school is in session and out of session, in a manner that brings respect to themselves and the school. Devices may not be used to disrupt the educational environment or violate the rights of others. Using the device to cheat, violate school conduct rules, harass/bully students or staff, or using the device for unlawful purposes will subject the student to disciplinary action. Serious offenses will be reported to the local authorities. Recording the voice or image of another in any way that disrupts the educational environment, invades the privacy of others, or is made without the consent of the individuals being recorded is prohibited. Devices recording the voice or image of another to take, transfer, or share any audio, video, or photographs that reveal parts of the body (ordinarily covered by clothing) is prohibited. The possession of pornographic images or video on any electronic device is prohibited.

Responsibility for Devices

The electronic devices that students bring to school are their sole responsibility.

- The campus or school assumes no responsibility for personal devices if they are lost, loaned, damaged, or stolen. Only limited resources will be spent to locate lost or stolen items.
- Personal devices may be subject to investigation in accordance with School Policy.
- Students are expected to keep their devices secure at all times and not loan to others.
- Students are expected to exhibit digital responsibility - See below the sections entitled: *Responsible Use of Technology* and *Acceptable Use of Technology*.
- Use of technology is a privilege, not a right. If this privilege is revoked due to any violation, it may potentially be at the educational expense of the student.
- EHS will not provide technical support to personal devices.

Responsible Use of Technology

- Use strong passwords (longer passwords are better than random/complex passwords).
- Do not share passwords.
- Keep addresses, phone numbers, and other personal information private.
- Do not connect with people you do not know personally.
- Students are required to connect to the filtered EHS WiFi while on campus and are not to bypass or attempt to bypass any security.
- Report any suspicious information to an administrator or Student Services immediately.
- Photos and video are to be taken only when directed by the classroom teacher.
- Devices must be on silent or off, unless otherwise directed.
- Any time any student is on campus, the use of their BYOD device is for educational purposes. Streaming any media (videos, games, etc) is prohibited.

Acceptable Use of Technology

Edgewood High School (EHS) provides technology usage to students for educational and research purposes in accordance with our mission, values and goals. All resources are available to every student unless the school receives written notification from parent/guardian requesting denial of access to a resource. General school rules for behavior and communications apply. Use of the information system is a privilege and inappropriate use can result in a cancellation of those privileges. All communications and resources are regarded as school property, and files and messages will be periodically reviewed to maintain system integrity. Students use Rooms 218/219, the library, LRC and CCC as areas for accessing computers for research at Edgewood. These machines are networked and the Internet is available for educational and research use ONLY. We provide training in the use of the Internet and students are held responsible for abiding by the conditions of its use. The following terms and conditions pertain to all resources available on the EHS network.

1. **Use:** Transmission of any material in violation of any United States statutes is prohibited. This includes, but is not limited to: copyrighted material, threatening or obscene material, material protected by trade secret, or other intellectual property. Inappropriate use of electronic information resources is a violation of school rules, and may be a violation of local, state, or federal laws and students can be prosecuted for violating those laws. Plagiarism in any form will not be tolerated. Copying another student's work/file and submitting it as your own will be treated as cheating as defined in this handbook. Teacher/librarian must be present in the classroom when using the Internet. Computer games are not to be played at school, if not part of a school-sanctioned class or activity. Users are not permitted to use the computing resources for commercial purposes, product advertising, political lobbying, or political campaigning. Use of other organization's networks or computing

resources must comply with rules appropriate to that network. Users are not to use the network in any way that would disrupt use of the network for others. Chat room sites may be used with a teacher's supervision only.

Exceptions to the Technology Acceptable Use Policy may be granted for legitimate educational pursuits. However, the Technology Coordinator must approve such exceptions before any action is taken by the student.

2. **Network Etiquette and Privacy:** Be polite. Never transmit, receive, submit, or publish any defamatory, inaccurate, abusive, racist, obscene, profane, sexually oriented, threatening, offensive, or illegal material. All these are clearly in violation of the EHS mission and Code of Conduct. Use appropriate language. Students are representatives of our school on a public system. What is said could be viewed globally.
3. **Security:** Security is a high priority. If a security problem is identified, notify the system administrator or a teacher/staff member at once. Never demonstrate the problem to other users. Never use another individual's account or share your account with others. If students are discovered sharing network accounts, both the owner of the account and the other student(s) will face disciplinary action. Any user identified as a security risk will be denied access to the network.
4. **Vandalism:** Any malicious attempt to harm or destroy data is prohibited. This includes uploading or creating computer viruses and installing/downloading programs onto the network or workstation. Physical tampering with computer resources (hardware or software) is considered vandalism. Any vandalism can result in the loss of computer services, disciplinary action, and/or legal referral—individuals and families may be held liable for violations.
5. **Portable Technology:** Students must take full responsibility for setting up and maintaining any personal technology. Use of portable technology is subject to the provisions of this Acceptable Use Policy. EHS personnel may examine the devices and search their contents, if there is a reason to believe that school policies, rules, or regulations have been violated.
6. **Parents:** Although EHS has made the effort to educate students in responsible use of the Internet and uses a filter, it is impossible to restrict access to all controversial materials. Students are personally responsible for appropriate use of these resources and will be held accountable for any violations. We assume no responsibility or liability for any phone charges, line costs or usage fees, nor for any damages a user may suffer. Use of any information obtained via the Internet is at your own risk.
7. **Violations:** Violation of the Technology Acceptable Use Policy will result in one or all of the following consequences. Specific consequences will depend on the nature and severity of the infraction, the number and types of previous infractions, student cooperation and attitude, and possible extenuating circumstances.
 - Loss of network account/computer use for one cycle and a written record of offense.
 - Loss of network account/computer use for one month and parental notification.
 - Loss of network account/computer use for a period of time determined by assistant principal, meeting with parent/guardian and assistant principal, and possible additional repercussions.
 - Loss of network account/computer use for one year and possible recommendation for expulsion in accordance with the Student Handbook to be reviewed by the assistant principal.
 - **Remember to Note:** Use of technology is a privilege, not a right. If this privilege is revoked due to any violation, it may potentially be at the educational expense of the student.

Wi-Fi Connection Requirement

Edgewood High School offers filtered wireless access. While at school, students are required to connect to EHS's filtered Wi-Fi connection to ensure access to the best *and safest* online resources.

Appropriate Student Use of Device

As with any tool, there are appropriate places and times for the use of devices on the campus network. Below are the levels and permissible situations for use. Campus administrators and teachers have the right to prohibit use of devices at any time or during designated activities that occur during the school day.

All EHS students will have the privilege to use their devices in **SAFE Zones**.

All EHS students will be prohibited to use their devices in **RED Zones**.

SAFE Zones	In Classrooms ONLY when designated for learning by the teacher	In Library ONLY when designated for learning by the teacher	Commons	Specific times and places announced by Administration	
RED Zones	In Classrooms when not designated for learning by the teacher	In Library when not designated for learning by the teacher	Liturgies and other school assemblies	Daily Homeroom	Hallways (Passing Time), Bathrooms, Locker-rooms

Disciplinary Action for Inappropriate Student Use of Device

If an EHS faculty or staff member witnesses a student using his/her device in a Red Zone, it will be immediately confiscated from the student and taken to the Assistant Principal's office.

- **First offense:** Device will be taken away for one day until the end of Mod 9 and a letter communicating the violation will be sent home.
- **Second offense:** Device will be held for remainder of the school week (until the end of Mod 9) and a letter communicating the violation will be sent home.
- **Third offense:** Device will be held until a meeting can take place with Assistant Principal, counselor, parent/guardian and student.
 - **Remember to Note:** Use of technology is a privilege, not a right. If this privilege is revoked due to any violation, it may potentially be at the educational expense of the student.

Chromebook Policy

In addition to the "Technology Acceptable Use Policy", the school also maintains a set policy specifically for School-Issued Chromebooks and Google accounts. The "Chromebook Policy" can be found [here](#).