

Elizabeth Seton High School

Acceptable Use Policy

Introduction and Purpose

Electronic information resources, including access to the Internet and network files and accounts, are available to students at Elizabeth Seton High School. Our goal in providing electronic resources is to promote educational excellence by facilitating resource sharing, innovation, and communication. The use of computers, tablets, the Internet, and other online services shall be in support of education and research and consistent with the educational mission of Elizabeth Seton High School.

Elizabeth Seton High School strives to provide student access to 21st century tools and resources to maximize a student's full potential and prepare her to be a dynamic leader now and in the future. In order to teach 21st century skills, effective teaching and learning must integrate technology into the curriculum anytime, anyplace. Elizabeth Seton High School hopes that by embracing technology, it will provide student access to 21st century tools and resources in order to maximize a student's full potential.

Internet service is provided to students, teachers and staff to promote educational excellence in our school by facilitating resource sharing, innovation, and communication. Elizabeth Seton High School's access to electronic communication devices provide a unique opportunity for students and teachers to interact with the world at large. However, with access to the Internet, students may encounter material that may not be of educational value in the context of the school setting. On a global network, it is impossible to control all materials, and an industrious user may not only discover controversial information, but also misleading information. We firmly believe that the information and interactions available on this worldwide network far outweigh the possibility that users may procure material that is not consistent with the educational goals and Catholic identity of the school.

The role of technology in our classrooms is constantly changing and widening. Therefore, as a Catholic school, Elizabeth Seton High School has the responsibility to teach our students how to be responsible 21st century learners. Being responsible citizens on the Internet means Elizabeth Seton High School students must adhere to moral, ethical, and legal standards when using technology at all times. We believe that it is the responsibility of the student to use the Internet respectfully.

Elizabeth Seton High School does not constantly monitor student use of technology (Internet, blogs, chat rooms, etc.) in the school. While our filtering system at school establishes some parameters for appropriate use within our school, students and parents/guardians are primarily responsible for the appropriate and ethical use of technology in the home. Elizabeth Seton High School reserves the right to impose consequences for inappropriate technology usage that takes place on or off campus. This inappropriate use of technology may subject the student to serious consequences. Inappropriate uses include, but are not limited to: academic dishonesty, harassment, negative use of the school name, posting of anything which could be construed to be a safety threat, derogatory remarks directed to or about Elizabeth Seton High School faculty, staff, alumni, parents or students, or posting or viewing of content that contradicts the values of Elizabeth Seton High School and the Roman Catholic Church.

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Definitions

For the purposes of this document technology is defined as any electronic communication device that is network or Internet capable when using a wired or wireless connection.

Acceptable use means that a student uses the Internet and other electronic information resources in an appropriate manner, abiding by the rules and regulations described in this agreement. Anything that breaks this agreement is considered unacceptable use.

Vandalism refers to any malicious attempt to harm or destroy property or data. This includes, but is not limited to, abusive overloading of data on the server and the transmission or creation of computer viruses.

Security refers to all measures adopted to prevent inappropriate activity on Elizabeth Seton High School computer systems. This is a high priority because of multiple users. Any security concern must be reported to the classroom teacher for further reporting and investigation.

Netiquette refers to the generally accepted rules of network etiquette, the “dos” and “don’ts” of online and network communication.

Privacy should be respected at all times. Students should not reveal personal information, such as home address, phone numbers, passwords, credit card numbers, social security number, etc.; this also applies to others’ personal information or that of organizations.

Illegal activities shall be defined as those which violate local, state, and/or federal laws.

Inappropriate use shall be defined as a violation of the intended use of the network and/or purpose and goal.

Obscene activities shall be defined as a violation of generally accepted social standards for use of publicly owned and operated communication vehicles.

Blogs (a.k.a. weblogs) are defined as shared online journals, which serve as personal websites where people can post diary-like entries about their personal experiences and hobbies; additionally blogs can serve as a place for student reflections and as a place to host a digital portfolio of the student’s work.

Plagiarism is defined as the intentional copying or use of another’s work (including anyone—even classmates’) without properly giving credit to the author.

Cyberbullying is the use of digital communication tools (such as the Internet and cell phones) to make another person feel angry, sad, or scared, usually again and again.

Harassment is defined as any spoken, written, or graphic attacks against a person’s race, color, religion, ancestry, national origin, gender, sexual orientation, medical condition, and/or disability.

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Policy Statement

The smooth integration of technology into the curriculum relies upon the proper conduct of all users who must adhere to strict policies and guidelines. These policies and guidelines are provided here so that individuals are aware of their responsibilities. In general, this requires efficient, ethical, and legal utilization of all electronic communication devices, the Internet, and network resources. If a user violates any of these provisions, she will be subject to disciplinary action, which may include denial of future access to electronic communication devices, access to the Internet and/or network resources, and may in some cases, depending upon the violation, result in legal action. In addition to reading and signing this agreement, students will review this document in detail in their first technology class; students must take this class within their first year at Elizabeth Seton High School. Students who are issued a laptop for personal use, either short-term or permanently, are reminded that the issued equipment belongs to Elizabeth Seton High School, and the following rules apply at ALL TIMES for those devices, not just for use on Seton's campus. Use of a network outside of Seton's environment does not exclude issued devices from the following unacceptable behavior. Seton reserves the right to inspect any issued device for evidence of unauthorized use. If such evidence is found, punishment will be consistent with the discipline levels listed below. All students, parents, or official guardians are required to accept in writing the provisions in this Acceptable Use Policy by signing and submitting the Acceptable Use Policy Permission Form.

Please note the following regarding access and use of technology at Elizabeth Seton High School:

1. The use of technology at Elizabeth Seton High School is a privilege, not a right. Inappropriate use will result in disciplinary action. The administration of Elizabeth Seton High School will deem what is inappropriate use, and this decision is final. Additionally, they may deny or suspend specific users and/or close their accounts at any time.
2. The school network and Internet should only be used for scholarly research and appropriate communication. All activity should be related to learning in the classroom and building school relationships.
3. Students will not post personal contact information (e.g. address, phone number) about themselves or any other person.
4. Students will not re-post a message that was sent to them privately without permission of the person who sent the message.
5. All material obtained through research on the Internet and then used in academic work should be properly cited.
6. Email and all communications on Seton devices or clouds are the property of Elizabeth Seton High School and are not guaranteed to be private. Support personnel have access to all electronic mail. Messages relating to or in support of illegal activities will be subject to disciplinary and/or legal action.
7. All communication and information accessible via the Elizabeth Seton network should be assumed to be the private property of Elizabeth Seton High School. It must be used appropriately during school hours: no sales, advertisements or solicitations, inappropriate communications, etc. Use of Elizabeth Seton High School's network for commercial activities, product advertisement, or political lobbying is also prohibited. An individual search will be conducted if there is reasonable suspicion that an individual has violated the policies stated in this document, the school disciplinary code, or the law. The investigation will be reasonable and limited to the suspected violation. A student's parents have the right at any time to see the contents of said

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- student's network and e-mail files.
8. Students will not agree to meet with someone they have met online or through e-mail without approval of their parents. Any contact of this nature or the receipt of any message she feels is inappropriate or that makes a student feel uncomfortable should be reported to school authorities immediately.
 9. Transmission of any material over Elizabeth Seton High School's network in violation of any U.S. or state regulation is prohibited. This includes, but is not limited to, copyrighted material, threatening or obscene material, or material prohibited by trade secret.
 10. Elizabeth Seton High School will cooperate fully with local, state, or federal officials in any investigation related to illegal activities conducted within or through the ESHS system. In the event of a claim that a student has violated the policies stated in this document, the school disciplinary code, or the law in her use of the ESHS system, she will be given written notice of suspected violations and an opportunity to present an explanation according to the school disciplinary code and/or state and federal law. Additional restrictions may be placed on her use of the Internet or her ESHS network account.
 11. The technology user is responsible for compliance with all policies and laws regarding the use of software. Ignorance of the rules does not justify their violation. The unauthorized copying of any software and/or applications licensed or protected by copyright is illegal. All software and applications provided by Elizabeth Seton High School are protected by licensing agreements and may not be copied or modified for any use by any user.
 12. Elizabeth Seton High School makes no warranties of any kind, whether expressed or implied, for the service it is providing. Elizabeth Seton High School will not be responsible for any damages the user suffers. This includes loss of data resulting from delays, non-deliveries, mis-deliveries, or service interruptions caused by its own negligence or user errors or omissions. Use of any information obtained via the Internet is at the user's own risk. Elizabeth Seton High School specifically denies any responsibility for the accuracy or quality of the information obtained through its service. Rules and regulations of usage will be promulgated from time to time by the administration of Elizabeth Seton High School. Users of the school's network are subject to these rules.
 13. Security on any computer system is a high priority, especially when the system involves many users. If a user can identify a security problem on Elizabeth Seton High School's network, he/she must notify an administrator or a faculty member. The problem should not be demonstrated to other users. Users are only permitted to access Elizabeth Seton High School network using their own logon information.
 14. Vandalism will result in disciplinary and/or possible legal action. If a student mistakenly accesses inappropriate material, she should immediately tell her teacher or the network administrator. This will protect her against a claim of intentional violation of this policy.
 15. Students are responsible for their individual accounts and should take all reasonable precautions to prevent others from being able to use their account. Under no condition should a student give her password to another person. She should immediately notify a teacher or the system administrator if she believes someone has gained illegal access to her account.
 16. The use of removable disk media (flash drives, thumb drives, etc.) is permitted for school related work. Removable disk media may not be used to upload or copy photographs that are not related

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to ESHS. No programs may be uploaded or copied without the permission of the system administrator. All removable disk media used in ESHS is subject to inspection for content and viruses.

17. Students are expected to keep computers updated and need to regularly backup their files.
18. Once this agreement has been signed it is in effect as long as the student is enrolled at Elizabeth Seton High School.
19. This Acceptable Use Policy is reviewed and updated periodically. Faculty, staff, students and parents will be notified of any changes to this policy at least thirty (30) days before they become effective.

Acceptable Uses of Technology

1. Students who are part of the 1:1 Personal Technology Program are responsible to bring their computer to all classes. Student computers need to be fully charged at the beginning of each school day so students can fully participate in classes.
2. Teachers will determine appropriate computer usage for their classrooms. Students must adhere to all classroom rules and restrictions. Student use of the Internet is restricted to sites related to the assignment specified by the teacher. The following activities are acceptable only with the permission of the teacher:
 - Accessing social networking sites
 - Downloading high bandwidth music or videos
 - Accessing games or simulations
 - Accessing Internet sites that are alcohol or drug related
3. Use of the school's wired or wireless networks must be in support of education and research and consistent with the educational objectives of Elizabeth Seton High School.
4. Internet access is intended for the exclusive use of Elizabeth Seton High School faculty, students, staff and guest users who are responsible for their actions while utilizing it. Users are expected to act morally when accessing the Internet, following the school's Catholic values.
5. Students must establish and maintain secure passwords that protect the privacy of the information on their computers and e-mail accounts.
6. Students must practice proper Netiquette. Be polite and courteous. This includes (but is not limited to): avoid writing in all caps, do not forward e-mails without original sender's permission, request permission before sending large attachments, and do not forward spam. Never send or encourage others to send abusive messages. Students are also expected to refrain from identifying themselves by age, sex, or location in any communication over the Internet.
7. Students must use appropriate language. Do not swear or use vulgarities or any other inappropriate language.
8. Students must obtain written permission from the proper school authority before posting any information on the Internet using the Elizabeth Seton High School name.
9. Students must obtain written consent for any produced recording (i.e. photo, video) from all parties involved before publishing it on the Internet.
10. ESHS will install monitoring software on all computers, including LanSchool, for use only on the Seton network. Removal or interfering with such software is a Level 3 violation.

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Unacceptable Uses of Technology

1. Students using the Internet are not allowed to view or download inappropriate or unlawful information. This includes, but is not limited to, any pornographic material, material that is lewd or suggestive, or material considered excessively violent in nature.
2. Students may not use electronic communication devices in or out of the classroom to get or give answers to tests, to copy information available on the Internet and submit it as student's own work, or to engage in any similar form of electronic cheating.
3. Cyberbullying is prohibited. (Please refer to Maryland's Anti-bullying Policy—Maryland Code 7-424.3.)
4. Students subjecting other students or faculty to harassment will be subject to disciplinary and/or possible legal action.
5. Sexting is not permitted. Sexting is the taking, sending, forwarding or asking to receive messages, photos, or videos of persons who are partially or completely undressed or are pretending to or actually performing a sexual act. Students participating in these activities will be subject to disciplinary and/or possible legal action. (Please refer to Pornography and Related Offenses Maryland Criminal Law Code 11-101, 11-207.)
6. Any electronic communication devices with camera/video capabilities are not to be used in restrooms, in locker rooms, or in unsupervised areas.
7. Students are not permitted to intentionally interfere with the network operations.
8. Students are not permitted to damage computers, tablets, computer accessories, computer systems, or computer network.
9. Students are not permitted to spread computer "viruses" through the inappropriate use of files or storage devices.
10. Any student attempt to bypass any security or passwords to gain access to other parts of the network other than their own assigned storage space is prohibited.
11. Any use of another student's password to access the Internet or Elizabeth Seton networks, or to view, copy, or edit her files is prohibited.
12. Students are not permitted to connect any device to the network including but not limiting to: computers, laptops, peripherals, without permission.
13. Students are not allowed to access inappropriate sites that have sexual content, contain materials advocating the use and/or abuse of illegal drugs, contain materials about Satanism, abusive, demeaning, or harmful materials or sites that contain pornographic materials.
14. Students are not allowed to use the Seton network to access chat rooms and personal E-mail sites, play games, or use instant messaging software without permission from a teacher or administrator.

Violations and Sanctions

Students are expected to uphold Catholic values by reporting any violations of this agreement to the appropriate teacher or administrator. Students' misuse of the Internet or network resources for actions outlined above may result in loss of access, disciplinary, and/or legal action. Network accounts can be revoked at any time. This may result in the student having to withdraw from the school. Any damage caused by misuse of the computers or any other technology equipment will be paid for by the student/parent. ALL CONSEQUENCES WILL BE AT THE DISCRETION OF THE ADMINISTRATION.

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Technology Infractions and Consequences

Consequences for the inappropriate use of technology will be consistent with the disciplinary levels in the student handbook. Please see the student handbook for further information.

- A. Not being prepared for class
 - a. no device
 - b. device not chargedStudents will receive a zero on assessments reliant on the device that day.
- B. Inappropriate Accessing on Seton's network (Minimum Level 1)
 - a. social networking sites
 - b. games or simulations
 - c. Instant messaging software
 - d. online shopping
- C. Posting information or using Seton's name on the Internet or network without permission (Minimum Level 1)
- D. Inappropriate use of storage devices that can potentially spread viruses (Minimum Level 1)
- E. Inappropriate Communication (Minimum Level 2)
 - a. Bullying, threatening, harassing
 - b. Immoral, illicit, profane, obscene language
 - c. Selling soliciting, advertising
- F. Downloading inappropriate or obscene materials through Seton's network (Minimum Level 2)
- G. Downloading or viewing high bandwidth music, games, videos, through Seton's network (Minimum Level 2)
- H. Violation of Copyright (Minimum Level 3)
- I. Plagiarism (Minimum Level 3)
- J. Cheating (Minimum Level 3)
- K. Accessing network by bypassing security sanctions (Minimum Level 3)
- L. Vandalism, Damaging, Disabling hardware and network (Minimum Level 4)
 - a. Laptop is so badly damaged that it can no longer be used
- M. Intentionally accessing pornographic websites, alcohol or drug related websites at ANY TIME (Minimum Level 4)

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Student Laptop Handbook

Here are some DOs:

- Always carry your computer in its case. Oh, and remember to close your computer before you carry it anywhere.
- Always remember to save your open documents! Get in the habit of doing this before you put your computer to sleep.
- Put your computer to sleep when you are not using it, don't just close the lid. Even if it's only for a few minutes, it will extend how long a charge will last, and your computer wakes up really fast!
- Use screen wipes to clean the screen. Using paper towels or cloth can scratch your screen or make it turn funny colors.
- Always carry your computer in a padded case or a backpack with a padded pocket. Think of your computer like a carton of eggs...would you put that at the bottom of your bag? Always disconnect your computer cable and remove any USB devices/cables from your computer before putting them into your carry case.

Here are some DON'Ts:

- NEVER spray water or cleaners directly on your computer. When your computer is off, you may clean the keyboard, trackpad, and surfaces with a lightly damp cloth.
- NEVER use a pencil, pen, crayon, chalk, eraser or other object on the trackpad or your computer screen. These are made for fingers and can be damaged by these other things.
- Don't place heavy things on your computer, Don't stack it with books. This could crack your screen. It should never be in a pile!
- Even though it might look cool, stickers can hurt your computer. Don't put stickers on the screen or outside.
- The Macbook Air is not a touchscreen, don't poke your screen with your fingers or any object.
- Don't eat or drink when using your computer, Even though they are computers, even very small pieces of food or drink can make them sticky, get into the ports or keys and make them stop working. Plus, it's kinda gross when you think about it.
- They may be called "notebook" computers, but don't put anything between the screen and the keyboard when you close your computer. Not even paper!
- Your computer needs to breathe! Use it on a steady, hard surface. Using it on soft surfaces like a pillow could cause it to get too hot.
- Don't carry drinks or other liquids with your computer in your padded carrycase or backpack. You hate it when a drink fizzes or spills on you, right, well so does your computer!
- Don't bend, twist, or chew (ew!) the charging cords. It will make them break and could short out and hurt you too. Leave plenty of room for the wire to reach the computer.

When you do things with your computer is important, too.

Here are some hints for different times during your day.

Before School

- Your laptop needs power to keep up with you. Make sure to charge your computer fully before the beginning of the day.

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- You have a case and a bag. But to take even better care of your computer, use a back pack with padded compartment for laptops to transport your laptop between home and school. They have lots of other pockets for your charger, USB drives, books, notebooks, notes, pens, pencils, and just about anything else you'll need. All in one place.

During Class

- You can set up your computer to dim your screen to conserve power and make your battery charge last longer.
- Only keep open applications and websites you are using. This saves processor power, memory and extends your battery life.
- Save early, save often. Don't wait until the end of class to save documents for the first time. Make sure to save regularly while you are working.
- At the end of class make sure to save all your work, put your laptop to sleep, and place it in your backpack or carry case only after it is asleep (cover closed). Plan to leave at least 2-3 minutes of time at the end of class to get this done before the next class.
- Work on a flat and level surface and not on top of other items on your desk. Don't risk having your laptop end up on the floor!
- If you're not using your laptop in class, keep it in your padded backpack or carry case. Don't leave it out on the desk where it may get knocked off.

Passing between Classes

- Don't walk the halls with an open laptop! Sooner or later you will regret it! Ker-splat! (That's a technical term, meaning a broken computer!)
- Put your computer in your padded backpack or carrycase when you change classes or are walking the halls.
- Don't put pens, pencils, scissors, paperclips, books or anything else in the same compartment as your computer; they will do major damage to the screen and ports. That's what all those other zippers are for on backpacks and carrycases.

After School and at Home

- Use a surge protector if possible, instead of plugging directly into the wall to protect from lightning strikes and power surges.
- When disconnecting from power, unplug from your computer first, then from the wall. Be sure to shut down your computer if you don't plan on using it for more than a day. Be wary of "borrowing" wireless access from others in your neighborhood. You can never be sure if others are stealing your information!
- Use your laptop away from food and liquids. This includes baby brothers and sisters, pets, the kitchen, and bathroom. Spills can kill your computer! Slobber and drool too!
- Leave your laptop in a secure place during after school sports and activities, preferably locked up tight. Ask your coach or teacher where the best place is.
- Don't leave your computer in a car overnight or for long periods. Extreme heat or cold can cause damage.

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- Keep your laptop locked in a safe location when you are away for the holidays.
- Keep your laptop away from pets and younger siblings.
- Don't keep magnetic items like paperclips or staples near the power port on your laptop. The magnetic charge on the port will attract them and may cause damage.

Some More General Tips

Save and backup your data!

- Data will be backed up if and only if you save your documents to your personal USB Drive and/or to your iCloud, or Google Drive account. Be sure to save your backup every time that you do a significant amount of work that you would regret losing. All students are responsible for backing up their own data!

At least once a week:

- Empty the trash
- Restart your computer. Shutting down each night is even better.
- Shut Down your computer if you are not going to use your laptop for 1 or more days

Keep organized:

- Do not keep too many documents on your desktop. Use folders and keep track of where you save items you'll need later. If applicable, use network sharing tools like Google Docs so your files are always saved and backed up.
- Keep your folders organized; documents in the Documents folder, movies in the Movies folder, pictures in the Pictures folder, and music in the Music folder.
- To maximize battery life: Turn down volume, turn down brightness, quit applications you are not using

Finally, just use common sense when it comes to your new computer. Don't do anything you know will damage it, like swinging your case around with your computer inside. Please don't do anything purposefully destructive, like picking off buttons or keys, or scratching it up

Lending, borrowing, or sharing the computers with another person or student is prohibited. Each student is assigned her own computer and is responsible for it.

Cell Phone and iPad Use

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Please note that cell phones and iPads may not be used during the school day except with the express permission of a member of staff for a particular project or activity.

Cell phones should be stored in your locker during the school day.

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ACCEPTABLE USE POLICY PERMISSION FORM

STUDENT ACCEPTANCE

I, _____, (Please print your name) have read, understand, and will abide by this Acceptable Use Policy. I further understand that any violation of the regulations above is unethical and may constitute a legal offense. Should I commit any violation, my privileges may be revoked, school disciplinary action and/or appropriate legal action may be taken. I, therefore, agree to maintain acceptable standards and to report any misuse of the system to the appropriate teacher or administrator.

Signature of student

Date

PARENT or GUARDIAN ACCEPTANCE

As the parent or guardian of the above named student, I have read this Acceptable Use Policy, and I understand that usage of electronic communication devices and access to the Internet during the school day are designed for educational purposes. I recognize it is impossible to restrict access to all controversial materials, and I will not hold Elizabeth Seton High School responsible for materials acquired on the Internet. I hereby give my permission to allow my child to use technology at Elizabeth Seton High School.

Signature of Parents/Guardians

Date

Signature of Parents/Guardians

Date

Photograph/Video Release

I agree that Elizabeth Seton High School may use photographs or video images of my daughter with or without her name and for any lawful purpose, including for example and such purposes as publicity, illustration, advertising, and Web content.

Signature of Parents/Guardians

Date

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Signature of Parents/Guardians

Date