



Acceptable Use Policy for Technology

This Acceptable Use Policy (“AUP”) describe the responsibilities and obligations that apply to all students, employees, and others who use computers and related electronic devices on the premises of Our Lady of Mercy School (OLM). This policy applies to devices supplied by OLM as well as non-school electronic devices (“personal devices”) being used on school premises.

This AUP specifically applies to all desktop or laptop computers, iPads and other computer-type tablet or netbook devices, “smart phones”, cell phones, all devices which record or play back audio or video (including MP3 players, iPods, cameras), and portable storage devices.

The OLM computer system includes all school supplied computers and related electronic equipment or hardware, the OLM internal network, all software used on OLM computers and/or the OLM network, any wired or wireless connection to the internal OLM network and the internet, and the files and other information which are contained on this system.

Each student and a parent/guardian of each student must sign an Acceptable Use Policy Agreement before that student is given access to the OLM computer system.

In preparing students for life in an electronic global community, OLM seeks to provide technology tools and teach technology skills in a safe educational environment that encourages ethical practices and digital responsibility. The goal of this AUP is for technology to positively contribute to the learning environment and ensure that the OLM computer system is not used in a way that is harmful to authorized users or to the people with whom they interact.

This AUP is meant to complement and not supersede OLM’s other school policies. No policy can detail every type of unacceptable behavior relating to technology use. The same policies that apply to non-technology related student behavior also apply to technology-related student behavior and users are expected to use their best judgment when making decisions about use of technology and the internet. Any user who is unsure about any issue should seek the advice of a teacher or other school authority.

Access to the OLM computer system is a privilege and not a right. To maintain this privilege, users must be considerate of others, behave responsibly and abide by this AUP and other OLM policies and rules. Users will be held accountable for unacceptable behavior involving their use of the computer system and any unacceptable use may result in temporary or permanent loss of access to the computer system as well as other disciplinary or legal action it may be appropriate.

OLM is providing students with access to its computer system for use as an educational tool. Students using the computer system must honor the terms and conditions of computer system use which are established by OLM and by individual classroom teachers.

The computer system is school property. OLM has the right to monitor and supervise the use of its property, to ensure that users are complying with this AUP and all other school policies. Any files, messages, emails, or other documents which are created, downloaded, transmitted, stored, maintained, or viewed on the computer system are considered to be part of the OLM computer system and not private information which belongs to an individual user.

The OLM computer system uses a service that allows System Administrators to block and filter access to materials considered inappropriate and/or harmful to minors, based on source, destination, and/or content. Although OLM will be using its best efforts to block or filter such material, OLM cannot guarantee that this system will be able to prevent all access to inappropriate material. Any student who inadvertently accesses any inappropriate material in the presence of the filter should promptly report this to a teacher or other school authority.

All access to the internet on school premises is to be through the OLM computer system, whether the access is through an OLM electronic device or a personal device, to ensure that filters are applied.

System users should not attempt to damage or disrupt any part of the OLM computer system. This includes trying to bypass the school's internet filtering systems and features and any attempts to breach the security of any information maintained in the OLM computer system.

OLM computer equipment and/or OLM's wired or wireless network should not be used to engage in any illegal or immoral activities or to access material that is obscene, pornographic, or otherwise inappropriate or which may be harmful to the user or others.

OLM provides access to its computer system for school-related and educational activities. Occasional personal use, within the guidelines of general school policies, is permitted.

For the safety of students and others, students generally should not share identifiable personal information (including home address, home phone number, date of birth, social security numbers), photographs, or videos of themselves or others on the internet.

Users are expected to conform to generally accepted rules of etiquette when using the OLM computer system.

Users may not take photos or make audio and/or video recordings at school without getting prior permission from a staff member and prior permission from each person who will be photographed or recorded.

The use of blogs, podcasts, and other web tools is considered part of the educational experience. When interacting through the use of such tools, users are subject to all policies and rules that are in this AUP and the student handbook.

In addition to the general policies and rules above, OLM has determined that certain specific activities, which are listed below, are not permitted while using the OLM computer system:

1. Any activity that violates state, federal, or municipal laws and/or encourages others to violate any laws.
2. Any activity or personal interaction which is not appropriate under general school policies and the student handbook. This includes creating/transmitting/reviewing/downloading/storing of documents, electronic communications, emails, photos, videos, or other material that is offensive, obscene, threatening, harassing or disparaging.
3. Using obscene, lewd, profane, threatening, or disrespectful language (including emoji's and abbreviations for such language).
4. Using any website, program, or other method to disguise the identity of the person sending a text, email, or other electronic communication or the identity of the person using the internet. This includes all methods of masking one's own identity, including seeking to remain anonymous and impersonating someone else when transmitting messages or posting material and interacting with others on the internet.
5. Sending spam or chain letters electronically.
6. Intentionally creating or spreading viruses and/or malware which can damage the hardware and/or software of electronic devices or impair their performance.
7. Attempting to gain unauthorized access to any documents, data, files, or electronic communications within the OLM computer system or any outside computer system or website by guessing passwords, stealing passwords, or any other means. This includes unauthorized viewing, moving, modifying, or deleting of files, data, documents, and electronic communications contained on any computer, network, or website.
8. Attempting to make any other individuals computer files inaccessible or unusable.
9. Using the OLM computer system for personal gain, political purposes, or to promote commercial activities or events not sanctioned by OLM.
10. Using the OLM computer system for non-academic activities involving the transmission of large audio, video, or data files which use high bandwidth.
11. Submitting any term paper obtained on the internet as one's own work or otherwise representing any document or other material copied from the internet as one's own work.
12. Downloading or installing software onto the OLM computer system without permission from the system administrator
13. Attaching any external devices to the OLM computer system or making any changes to the hardware or software of the system without prior permission.
14. Downloading copyrighted materials without the permission of the copyright owner or using any materials which require a license without first obtains that license.

Users should report any problems with or damage to any hardware or software immediately. No user should attempt to repair any problem themselves unless given prior permission and/or instructions on doing so by the system administrator or other school authority.

OLM is not responsible any for financial obligations any individual user may incur as a result of that user's activities on the OLM computer system. This includes charges to a credit card or telephone bill, copyright violation assessments, or any other financial commitments or monetary penalties.

OLM is not responsible for loss or damage to any personal device brought onto school property.

Due to the evolving nature of technology, OLM's Acceptable Use Policy may also need to evolve, and users are expected to abide by any revisions to this AUP after such revisions are made.

Specific rules for student electronic device use at OLM:

1. Students who bring personal devices to school are responsible for maintaining control of those devices and must keep their devices on silent mode during class. Students must operate any personal devices on battery power when in class and are responsible for keeping their device batteries charged. Students may not charge personal devices during class time.
2. Before using a personal device in class, a student must ask the teacher for permission. All use of personal devices during class must be open use. Any concealed and/or unauthorized use of a personal device may result in temporary or permanent confiscation of that device.
3. Students are responsible for keeping any passwords secure. Students must not use or attempt to obtain the password of another user. A student who has shared a password may be held responsible for any inappropriate activities of those with whom they have shared their password.
4. All internet use during class and while on school property is to be through the OLM computer system. It is a violation of this AUP to try to bypass the OLM network filter by using another connection to the internet while at school.
5. Students may only access files and internet sites relevant to the curriculum of a particular class during that class. A student must turn off or limit use of a device upon the teacher's request.
6. While in class, students will not use electronic devices for non-assigned games or other non-instructional purposes, including personal phone calls and sending/reviewing personal messages via text or otherwise.
7. Students will not use electronic devices to cheat on assignments or tests.
8. Students will not download or copy any copyright protected material without getting permission from the copyright owner and/or paying any use fees.
9. Under this AUP, a student has the same obligations and responsibilities at all times they are interacting on the internet and/or using electronic communications and devices, including when they are off school property and using personal electronic devices.
10. OLM has the right to collect and examine a student's personal electronic device if it appears to be the source of a virus infection or other attack on the OLM computer system. Students may be subject to disciplinary action if they connect to the OLM computer system with a personal device that is known to have a virus or malware.