

SAINT PAUL SCHOOL STUDENT INFORMATIONAL TECHNOLOGY ACCEPTABLE USE POLICY 2016-2017

Our Technology Resources Mission:

Access to network resources, electronic communications, the Internet, database systems, computers and other information technology (IT) resources are essential to the mission of the **Saint Paul School**.

Further, the purpose of our information technology resources is to help us communicate, collaborate, create, integrate, transfer and apply knowledge, record, track, store, and develop quality educational materials in the pursuit of excellence in teaching and learning. Toward this end, **Saint Paul School** provides a number of IT services to students. By accepting access to these services, students are charged with the responsibility to **use** them appropriately.

The network connection, **email** system, all software and hardware are the property of the **Saint Paul School**.

Supervision and Monitoring:

- The **use** of these components is a privilege which may be revoked at any time for inappropriate **use**.
- **Saint Paul School** Principal will deem what is inappropriate **use**. Also, the network administrators may close an account at any time as required. The administration, faculty, and staff of the **Saint Paul School** may request the network administrators to deny, revoke or suspend specific user accounts.
- Files stored on the **Saint Paul School** computers are not private. **Saint Paul School** reserves the right to examine all data stored on servers, networked computers and individual computers to ensure that students are in compliance with this policy.
- All **use** of **Saint Paul School** computers must adhere to these terms and conditions of acceptable **use**.

This policy is not all-inclusive. **Saint Paul School** reserves the right to notify a student of any other impermissible action regarding the **use** of the computer or Internet. Due to the rapid evolution of technology, this policy will need periodic review.

Student Roles and Responsibilities:

Students and all members of **Saint Paul School** and the school community are expected to adhere to the following policies for appropriate **use**:

1. Respect and protect the integrity, availability, and security of all electronic resources.

Our network systems provide important access to educational resources. The destruction, vandalism, hacking, or damaging of data, networks, hardware, software, backend systems, or disruption of this or other resources **used** by **Saint Paul School** is prohibited and may result in disciplinary and/or legal actions.

- Resources shall be **used** in a manner consistent with the mission of the **Saint Paul School**.
- Network and account security is the responsibility of all members of the **Saint Paul School** community. Any security risks should be reported to a teacher or network administrator.
- Students will not utilize the Internet or any technology resource to perform any act that can be construed as illegal or unethical.
- Students will report any suspicious or unusual activity immediately to the supervising or appropriate faculty member.
- Computers not owned and managed by **Saint Paul School** may not be connected to the **Saint Paul School's** network without specific permission.
- Devices that disrupt the educational process or operation of the Saint Paul School are prohibited, will be removed, may be held and searched, and may result in disciplinary and/or legal actions.

- Students will not deliberately cause the loss of other users' work or damage to computers within **Saint Paul School**.
- Students will not override or encourage others to override any firewalls, desktop management or security measures established on the network.

2. Respect and protect the intellectual property of others.

Plagiarism is taking the ideas or writings of others and presenting them as if they were yours. Students will follow guidelines regarding the misuse of plagiarism outlined in the student handbook. Copyright infringement occurs when you inappropriately reproduce a work that is protected by a copyright. If a work contains language that specifies appropriate **use** of that work, students will follow the expressed requirements.

- Students will not plagiarize the work of others.
- Students will not infringe copyrights. Students may not make illegal copies of music, games, movies, software, or other materials under copyright.
- Students must properly cite the work of others in school work and research papers.

3. Respect and protect the privacy of yourself and others.

Practice legal and ethical behavior. Proper safety and etiquette is expected of all users. Be mindful of your digital footprint.

- Students will login to their own accounts, not accounts belonging to someone else.
- Students will not share passwords.
- Students will not view, **use**, or copy passwords, data, or access networks to which they are not authorized.
- Students will not reveal their personal address or phone numbers, or those of other students.
- Protect your privacy. Do not distribute private information about yourself or others.
- Students will not capture, record, or distribute audio, video, or pictures of any school activity without permission from the staff and students involved.
- Be authentic; do not pretend to be someone else online.

4. Respect and practice the principles of community.

Communicate only in ways that are kind and respectful. Students are expected to be courteous and **use** appropriate language. Remember that anything you write online may be discoverable forever.

- Communicate only in ways that are kind and respectful.
- Report threatening or discomfoting materials to a teacher.
- Do not intentionally access, transmit, copy, or create material that violates the school's code of conduct (such as messages that are pornographic, threatening, rude, discriminatory, or meant to harass).
- Do not intentionally access, transmit, copy, or create material that is illegal (such as obscenity, stolen materials, or illegal copies of copyrighted works).
- Do not **use** the resources to further other acts that are criminal or violate the school's code of conduct.
- Do not send spam, chain letters, or other mass unsolicited mailings.
- Do not buy, sell, advertise, or otherwise conduct business, unless approved as a school project.

Consequences for Violation: Violations of any portion of this policy may result in disciplinary measures up to and including suspension and/or legal actions.

**SAINT PAUL SCHOOL STUDENT
INFORMATIONAL TECHNOLOGY
ACCEPTABLE USE POLICY
2016-2017
Consent Form**

I hereby agree to the Saint Paul School Informational Technology Acceptable Use Policy:

Date

Student Name (print full name)

Student Signature

Parent Signature
