Policy on Acceptable Technology Use

Student & Parent Handbook Policy:

Pope John Paul II High School's goal in providing technology access to teachers, staff members, and students, is to promote educational excellence at the school by facilitating resource sharing, innovation, and communication. Technology is provided for educational and professional or career-development activities. The use of these technology resources is *a privilege, not a right*. The following policy governs use of computers and the Internet at JPII High School.

Acceptable Use

JPII High School recognizes the need to educate young men and women in the ethical and effective use of technology. Computers, software, technology devices, Internet access, and technology support services are available to students to support the accomplishment of educational goals. With this opportunity comes responsibility. Students must know and agree to follow the school's policy regarding the use of technology. Students must complete the following clearance process before using any computer at JPII High School:

1. Read and sign a copy of the Acceptable Use of Technology Student/Guardian Agreement Form.
2. Return the signed Agreement Form to a librarian on or before the first day of school. At this time the student's account will be enabled allowing access to computer resources available at JPII.
3. Register all personal laptops with the school to ensure network security and to enable wireless connectivity.

Unacceptable Uses

1. Illegal or Destructive Activities
   a. Users will not make deliberate attempts to disrupt any computer system performance or destroy data.
   b. Users will not use the school network or computer resources to engage in an illegal act.
   c. Users may not connect personal laptops without technology director clearance.
   d. Users may only run programs provided by the system administrators on school equipment. Users may not install/download programs or other executable files.
2. System Security
   a. Users are responsible for the use of their individual accounts and should take all reasonable precautions to prevent others from accessing their resources.
   b. Users will immediately notify the faculty member in charge if they have identified a possible security problem.
   c. Users will not attempt to circumvent JPII's security policy to gain unauthorized access to technology resources.
3. Unacceptable Conduct
   The following restrictions apply to the use of any technology device, including personal and school provided technology.
   a. Users will not use obscene, profane, lewd, vulgar, rude, inflammatory, threatening, or disrespectful language.
   b. Users will not post information that, if acted upon, could cause damage to people or property, or could create a substantial disruption of the school environment.
   c. Users will not engage in personal attacks, including prejudicial or discriminatory attacks.
   d. Users will not harass other individuals. If the user is asked to stop sending messages to them, they must comply.
   e. Users will not post false or defamatory information about individuals or organizations.
   f. Users will not post chain letters or engage in "spamming" or "phishing".
   g. Users may not visit on-line social networking sites such as FaceBook and MySpace while on campus.
   h. Students may not attempt to circumvent JPII's network policy access through the use of proxies or other methods.
   i. Students may not engage in financial transactions when using a school computer.
   j. Users may not use another's account or password.
   k. Users will not play unauthorized games or visit game sites while on campus.
   l. Users will not use the school network to gain access to material that is obscene (pornography), that advocates illegal acts, or that advocates violence or discrimination towards others (hate literature).

4. Plagiarism and copyright infringement

    a. Users will not plagiarize works that they find on the Internet and other electronic media. Plagiarism is taking the ideas or writings of others and presenting them as if they were original to the user whether intentional or not.

    b. Users will respect the rights of copyright owners. Copyright infringement occurs when an individual inappropriately reproduces a work that is protected by a copyright. If a work contains language that specifies acceptable use of that work, the user should follow the expressed requirements. If users are unsure whether or not they may use a work, they should request permission from the copyright owner or consult the faculty member in charge for guidance.

    c. Students will follow the Acceptable Technology Use document for Internet research at JPII High School

Privacy

School computer systems and the information, including electronic files and email contained on them, are the sole property of the school. The school may monitor the use of the computer network, Internet, and email at any time in the school's sole discretion.

Web Pages

a. Pope John Paul II High School retains ownership of the name and its logo. Any unauthorized use, even on a personal web page, is prohibited.

b. School Web Pages: The school is responsible for managing all school-related Web pages. All official material originating from the school will be consistent in style and content and approved through a process.

c. Student Web Pages: Students may create a Web page as part of a class activity under the supervision of their teacher. Material presented on a student class activity Web page must meet the educational objectives of the class activity. Students will be required to remove material that fails to meet established educational objectives, school's mission or goals, or that is in violation of a provision of the school's technology use regulation or student disciplinary code.

d. Co-curricular Organization Web sites outside of the JPII web page are not permitted.

Non-Compliance

In the event a student has violated the school's Computer or Internet use Policy and Agreement, computer privileges will be suspended until further notice. The administration will define disciplinary actions that will be tailored to address specific concerns related to the violation. If the violation also involves a violation of other provisions in the *Student and Parent Handbook*, the violation will be handled according to the disciplinary procedures described in the *Handbook*.

No warranties

JPII does not make any warranties for the computer service provided. Students should evaluate information gained through electronic sources in the same manner they would evaluate all other information used for their work. Data safety is the student's responsibility. Stored files may be deleted without notice and data may be lost for other reasons including a system failure. Individual user files are not backed up; users are responsible for providing backup data security for their own computer data.

Vandalism

Students shall not attempt to vandalize school property, including computers and related equipment. Vandalism includes, but is not limited to, a malicious attempt to harm or destroy the data of another user or to disturb the computer services at the School or on the Internet. This includes, but is not limited to, exercising security holes, creating, accessing or spreading computer viruses, or any other activities designed to disrupt the computer system.

Hand-Held Electronic Devices

The on-campus possession and use of hand-held electronic equipment (i.e. cell phones, MP3 players, iPods etc.) is permitted only outside of class unless part of an authorized class activity. Students making or receiving calls, text messages, or photos during class will have their device confiscated and returned to the student at the end of the day. If there are additional violations, the item(s) will be returned to the parent(s)/guardian(s) and appropriate disciplinary action will be taken at the School's discretion.

Policy on Acceptable Technology Use

Student & Parent Signatory Document

Purpose:

Pope John Paul II High School (JPII) provides technology resources to its students and staff for educational and administrative purposes. The goal in providing these resources is to promote educational excellence at Pope John Paul II High School by facilitating resource sharing, innovation and communication with the support and supervision of parents, teachers, and support staff. The use of these technology resources is *a privilege, not a right.*

With access to computers and people all over the world comes the potential availability of material that may not be considered to be of educational value in context of the school setting. Pope John Paul II High School firmly believes that the value of information, interaction, and research capabilities available outweighs the possibility that users may obtain material that is not consistent with the educational goals of the JPII. Proper behavior, as it relates to the use of computers, is no different than proper behavior in all other aspects of JPII activities. All users are expected to use the computers and computer networks in a responsible, ethical, and polite manner. This document is intended to clarify those expectations as they apply to computer and network usage and is consistent with JPII policy. See your JPII Student and Parent Handbook for more information.

* Including but not limited to the intranet, internet, fax, e-mail, stand alone or laptop computer, iPod or other internet accessible handheld device, cell phone and telephone.

I. Uses of Pope John Paul II High School Technology Resources

Improper use of the Pope John Paul II High School Technology Resources is prohibited. Uses of Pope John Paul II High School Technology Resources that are prohibited include, but are not limited to:

1. Illegal or Destructive Activities
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   f. Users will not post chain letters or engage in "spamming" or "phishing".
   g. Users may not visit on-line social networking sites including but not limited to FaceBook and MySpace while on campus unless directed by faculty.
   h. Students may not attempt to circumvent JPII's network policy access through the use of proxies or other methods.
   i. Students may not engage in financial transactions when using a school computer.
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   b. Users will respect the rights of copyright owners. Copyright infringement occurs when an individual inappropriately reproduces a work that is protected by a copyright. If a work contains language that specifies acceptable use of that work, the user should follow the expressed requirements. If users are unsure whether or not they may use a work, they should request permission from the copyright owner or consult the faculty member in charge for guidance.

II. General Information:

The Internet, a worldwide telecommunications network that allows millions of computers to exchange information, is accessible to our students, faculty and staff. Pope John Paul II High School has the right to place reasonable restrictions on the material accessed or posted throughout its system.

Pope John Paul II High School provides Internet access to students, faculty and staff as a means to facilitate resource sharing, innovation, and communication. Information gathered from the Internet is viewed in the same manner as other reference material in the school; such resources enhance the learning environment.

Pope John Paul II High School personnel provide guidance to the student in Internet use and monitor the program to the best of their ability as a regular instructional activity. Controlling all materials on a global network is impossible, and an industrious user may discover inappropriate information or perform inappropriate actions in spite of adult supervision. Therefore, Pope John Paul II High School encourages parents to have a frank discussion with their children about Catholic Christian values and how those beliefs should guide student activities while using the Internet.

Pope John Paul II High School personnel will:
• Teach proper techniques and standards for internet participation.
• Guide student access to appropriate areas of Internet.
• Assure that students understand that misuses of the Internet could result in loss of access privileges.
• Monitor related concerns . . . privacy, software policy, copyright laws, e-mail etiquette, approved/intended use of school's Internet resource sources.

Both the student and parent/guardian must sign and date this Pope John Paul II High School **Acceptable Technology Use** document before the student is given access to the school's internet resources. Pope John Paul II High School personnel or the parent/guardian may withdraw student internet access at any time.

By our signatures below, we acknowledge that we have fully read and agree to adhere to the Pope John Paul II High School Acceptable Technology Use Policy.

_____   _____
Print Student Name   **Print Parent Name**

_____   _____
Student Signature   **Parent Signature**

_____
Date