INFANT JESUS OF PRAGUE SCHOOL
STUDENT TECHNOLOGY USE & ACCEPTABLE USE POLICIES

(REV. 10-29-19)

Infant Jesus of Prague School curricular outcomes articulate the expectation that every graduate will be able to demonstrate the skill to use technology and to analyze its impact. In support of students' efforts to achieve this outcome, IJP is committed to providing our students with the necessary resources to access information and with the skills to evaluate its usefulness and credibility. To insure responsible and ethical use of these technologies, IJP has established the following policies, guidelines and regulations.

NETWORK
IJP's network is comprised of servers, routers, switches, wired and wireless connections, databases and software packages offering networking resources and services including Internet access, home directory accounts and a school e-mail account. Unexpected emergency maintenance may occur at any time therefore, students are encouraged to save their documents frequently. E-mail access will follow the normal network access timeframes. IJP is responsible for coordinating the Internet connection with an ISP; therefore individuals may not establish unauthorized gateways to the Internet from the School. Any use of a Mobile Broadband device (Verizon, Cricket, Comcast) is strictly prohibited on the school property between the hours of 7:50 am – 3:00 pm. These devices carry the same restrictions as cell phones and they will be confiscated. Network resources refer to all aspects of IJP's owned or leased equipment and all network users are expected to use network resources in a spirit of cooperation. Users are assigned unique usernames and passwords to protect their information on the network and they must respect the need to keep this secure and confidential.

COMMUNICATIONS & RIGHTS TO ACCESS INFORMATION
All electronic communications from Infant Jesus of Prague School shall reflect the Catholic school values. The network provides students with the means for communicating effectively with teachers, administrators and each other. These resources should be used in a manner that both enhances students' educational experiences and complies with this policy. All communications are accessible and can be monitored by the administration at any time. IJP's filtering software may detect inappropriate messages; which if found, may be brought to the attention of the Principal and Pastor. Students are strictly prohibited from placing any personal software on a school system for the purpose of preventing such monitoring. Students should know that any message or material transmitted or stored is NOT private.

FORBIDDEN USE
Students may not use the network, including e-mail, in any way that may be seen as insulting, disruptive, offensive, or harmful to anyone. Examples of inappropriate use may include, but are not be limited to:
- Violating any state or federal law, or local ordinance
- Selling or purchasing illegal items or substances
- Displaying or communicating inappropriate graphics or messages; including e-mails, chat rooms, etc.
- Inappropriate posting of "self" or "Infant Jesus of Prague School" on Blogs and journal sites and all other social media sites i.e., Facebook, Twitter, Instagram, Snapchat, etc.
- Using obscene or offensive language
- Using IJP e-mail accounts to send inappropriate messages that harass, insult, threaten or violate recipients in any way
- Using chatting software during the school day is strictly forbidden
- Changing or altering the default IJP Desktop on the Chromebook
- Using materials for purposes other than educational research or study
- Using the network for financial gain or the transaction of commercial activities
- Using the laptop to conduct personal business &/or store personal information
- Running computer games or other personal software
- Subscribing to any proxy bypass notification system
- Using a forum for gossip or for personal gain
- Violating copyright laws as they pertain to text, graphics and software
- Using information without proper citation or acknowledgement

- Using any form of technology to cheat; this is also a serious academic violation which will result in additional penalties; (see: Cheating/Plagiarism in the Student Handbook)
- Using, tampering with, or accessing another's files, folders, records, or password (hacking)
- Sharing account password, devices or accessories with others
- Intentionally causing or assisting in the spread of computer viruses, chain letters, mass-mailings, etc.
- Intentionally gaining network access to disrupt network performance
- Attempting to bypass the school's filtering and/or firewall system for any reason
- Intentionally damaging computer hardware or software
- Unauthorized downloading of programs or any unacceptable material and installing them to any of the school's computer equipment including laptops
- Failing to report suspected viruses in a timely manner (report within 1 day of regular school schedule)
- Avoiding to report computer damages to the Technology Director in a timely manner (report within 2 days of an incident)
- Unauthorized disclosing and/or using personal information of a minor or of any other individual
- Attaching any personal computing devices to the school's network

Note: Specific sites may be restricted during the school day for various reasons. Those sites are classified as forbidden unless they are temporarily opened for classroom use under the directive of a teacher.

E-MAIL
Any e-mail sent is neither secure nor private. Students must be sensitive to the global audience that the Internet reaches and use good judgment when sending electronic mail or posting information to news groups. Infant Jesus of Prague student e-mail accounts are intended for instructional purposes only within the IJP Domain. IJP may sporadically backup some email databases; a systematic archive is not in place at this time. Appropriate language must be used at all times; swearing, vulgarity, ethnic or racial slurs, use of threatening, harassing or inflammatory language, either in full or texting, is strictly prohibited. Other prohibited acts include, but are not limited to: conducting any commercial business using the school's network; pretending to be someone else when sending/receiving messages; transmitting obscene messages or pictures and sending file attachments greater than 10MB. **Because of space limitations, pictures/images cannot be used in your email signature.** Remember to be polite. A message typed in all capital letters is the equivalent of SHOUTING and considered rude. Students are prohibited from tampering with their e-mail address in any way.

NEWS GROUPS
It is a violation of this AUP to advertise School services in news groups without the written consent of the School's administration. It is also a violation to speak poorly of another school, business or institution.

INTERNET POSTINGS/BLOGS/VLOGS/VIDEOS
Under no circumstances may students post inappropriate material representing themselves or the school directly on sites such as Twitter, Instagram, Facebook, YouTube, etc. Students must realize that giving out personal and inappropriate information about themselves or anyone else can have long-term consequences. Points to consider:
- Anyone can see and manipulate personal information and pictures without your approval and use them in a threatening, false and/or inappropriate way.
- Using the name "Infant Jesus of Prague School" in an inappropriate manner is a serious misconduct and is recognized as an off-campus behavior prejudicial to the school. For safety considerations, students cannot post photos/videos of themselves wearing IJP attire to any social networking site.
- Inappropriate displays of words/pictures can demonstrate criminal negligence; i.e. drinking under age, drug use, etc.
- Electronic information can have long-term consequences. Harmful information can prevent students from reaching their future education and work goals when background checks are prepared for admission.

As always, Infant Jesus of Prague School is concerned about the well-being and safety of each student. Students not only need to conduct themselves in a "safe" fashion, but present themselves in a moral, spiritual and ethical way at all times.

ACADEMIC DISHONESTY
Any form of information stored in or sent to an electronic device that could be used for cheating indicates academic dishonesty. Any such action will be reported to the Principal for appropriate action. This is a serious academic violation which will result in additional penalties; (see: Cheating/Plagiarism in the Student Handbook).

SOFTWARE

Computer software, whether purchased, developed, or modified by the school, may not be downloaded, copied, reproduced, altered or appropriated by students without prior school authorization. Any such computer software is the property of the school and may not be copied or appropriated by students for personal use. Students should be aware that the illegal duplication of computer software may result in the filing of criminal copyright charges by the owners of the copyrights; copyright infringement is punishable by fines and/or imprisonment. Also, the school does not condone the use of "bootleg" or "pirate" software on any of its computer systems. Any student who becomes aware of the presence of any "bootleg" or "pirate" software on the school's computer system should notify the Technology Department.

SECURITY
Infant Jesus of Prague School may use filtering software to monitor activity exchanged on the network at any given time. IJP has the right to view and place restrictions on any materials deemed inappropriate and assumes no responsibility for the accuracy or reliability of this information. Student laptops must be in the powered off position when entering the school each morning (they cannot be in standby or hibernate mode from an external connection). A clean boot or re-boot is required to properly and securely connect to the school's network.

DISCIPLINE/VIOLATIONS
Learners thrive when parents, students and teachers work together to achieve a powerful technology-based classroom learning environment. Laptops are a powerful tool and can present distractions for students if high expectations of student discipline are not enforced. Discipline will play a key role in determining the success of every student's educational technology experience.

Any misuse will result in disciplinary consequences, which may include but not be limited to loss of network and laptop privileges immediately and into the future, as well as, disciplinary action. The Faculty, Administration and the Technology Department will work collaboratively to enforce these Student Technology Use & Acceptable Use Policies. Legal authorities may be contacted if there is any suspicion of illegal activity.

IJP's Technology Department Staff may generate sporadic reports on prohibited student network activities. Students that appear on this list are in violation of the Student Technology Use & Acceptable Use Policies regardless of what class or free period they are in. They will face a range of sanctions that may include detentions and restrictions of access to the school's network or use of the student's assigned laptop. Infractions are based on the "Forbidden Use" list stipulated in this policy. Penalties will be issued at the discretion of the teachers and principal, ranging from loss of technology privileges to possible expulsion from school.

PARENTS/GUARDIAN
Parents/guardians are accountable for the responsible supervision of student computer and Internet activity while the student is not on IJP's campus and/or connected to its network.

LEGAL ISSUES AND INFANT JESUS OF PRAGUE SCHOOL'S RIGHT OF ACCESS
IJP School owns/leases and operates the equipment and software that comprise our network resources. Any illegal use of network resources is prohibited. All content created, sent, accessed, or downloaded using any part of the school's network resources is subject to the rules stated in this policy as well as within the student handbook. School administration may find it necessary to investigate electronic incidents even if they happen after hours and outside of school. As the owners of our network resources, including the e-mail system, the school administration reserves the right to open, examine, delete or submit as evidence, electronic files in the process of investigating suspected violations of these Student Technology Use & Acceptable Use Policies. IJP School may monitor network data and traffic, and students should never assume that anything done on the school's network is private.

FAMILY FINANCIAL RESPONSIBILTY
Tuition/Fees includes the Technology Device Program. The cost includes the use of the IJP technology device, network related resources including wireless and wired bandwidth, network filtering, software, service, support and training.

DISCLAIMER
Infant Jesus of Prague School does not have control of Internet information or incoming e-mail outside of school, and although we utilize a filtering system and are compliant with the Children's Internet Protection Act (CIPA), this does not always prevent users from accessing the full range of information available. Sites accessible via the Internet may contain material that is defamatory, inaccurate, abusive, obscene, profane, sexually oriented, threatening, racially offensive, illegal, or otherwise inconsistent with the mission of Infant Jesus of Prague School. While the school's intent is to make safe Internet access available for educational goals and objectives, account holders may have the ability to access

inappropriate materials and/or be the recipient of unsolicited e-mails. Students accessing the Internet do so at their own risk. Students are to follow the Student Technology Use & Acceptable Use Policies when using the Internet and all network resources at all times. Any inappropriate, unsolicited type of activity/email, etc., should be reported to the Technology Director immediately.

ASSUMPTION OF RISK
Infant Jesus of Prague School continues to make a good effort to keep its network and its available information reliable and accurate. However, the student(s) and parent(s)/guardian(s) acknowledge that there is no warranty of any kind, either expressed or implied, regarding the accuracy, quality or validity of any of the data available. For example, and without limitation, Infant Jesus of Prague School does not warranty the school network will be completely available or reliable or free of computer viruses. In using the school's network the student and parent/guardian agrees to release Infant Jesus of Prague School from all claims of any kind, including claims for direct or indirect, incidental or consequential damages of any nature, arising from any use or inability to use the network, and from any claim for negligence in connection with the operation of the network. Again, any inappropriate, unsolicited type of activity/email, etc., should be reported to the Technology Director immediately.

INDEMNIFICATION
The student and parent/guardian indemnifies and holds Infant Jesus of Prague School harmless from any claims resulting from the user's activities while utilizing the schools network that cause direct or indirect damage to the user, Infant Jesus of Prague School or any third party.

Student Chromebook Procedures – Short List

NETWORK ACCOUNTS
Each student is given their own network email account and password. They are responsible maintaining this throughout their years at Infant Jesus of Prague School. Students are responsible for the contents of their email/Google drive folder.

FILE SAVING
Documents should be saved to the students' cloud-based Google Drive. It is the responsibility of the student to REGULARLY (daily) backup their files to their Google Drive or on an external USB flash drive. THIS MUST BE DONE PRIOR TO DROPPING OFF THE DEVICE FOR REPAIR.

SECURITY
Your device must be in your possession or in your **locked** locker at all times
> -do not leave your device in the car; extreme heat or cold will damage the laptop and your files
> -do not share your password
> -do not allow others to use your account, device or accessories

DAILY PROCEDURES
Your device MUST be with you on every school day and your battery must be fully charged each morning before arriving at school. Please note that AC adapters are not loaned out. ***Parents/Guardians are not allowed to bring your device to school if you forget it at home.***

LOST AND FOUND
Lost devices or technology related items must be taken to the Technology Director.

CHAT
Using chatting, group emails, instant messaging or video streaming during the school day is strictly forbidden.

SAFETY FOR TEENS
It is important for students and parents to communicate on the importance of safe, responsible and ethical Internet use. The following links can provide some guidance.

Source: www.i-safe.org

 Source: http://www.microsoft.com/security/family-safety/default.aspx#Internet-use

Source: www.NetSmartz.org