MERCY
CAREER & TECHNICAL
HIGH SCHOOL

Forging Futures with Faith and Focus

Title:	*Technology Acceptable Use Policy for One-to-One Electronic Device Program*
Revision:	*5*
Effective:	*September 2016*
Review Date:	*September 2020* **Updated:** *September 2020*
Next Review Date:	*July 2021*
Responsibility:	*Director of Technology*

Mercy Career & Technical High School

Technology Acceptable Use Policy
for One-to-One Electronic Device Program

With advances in technology, we live in a world where access to information is easier and faster. We are also moving to a *need to share* world. Students now consume information as well as create information for others to use. At Mercy, our goals are to teach our students how to use these technologies effectively and safely and to be responsible digital citizens. Learning these technologies will require new responsibilities for our students.

Mercy Career & Technical High School (Mercy Tech) values the use of technology and encourages its use in creative ways to support student learning in a safe and secure learning environment. This policy is a guide to ensuring the appropriate use of the technology as well as safety for all community members.

This policy applies to any and all devices that are connected to the Mercy Tech Network including desktop computers, laptop computers, mobile phones, & gaming devices; in other words ANY WI-FI ENABLED DEVICE. Learning always takes priority while using the Mercy Tech Preferred Wireless connections as well as any hardware Ethernet connections.

Mercy's Acceptable Use Policy was developed with input from other one-to-one schools, Mercy students, and Mercy's Technology Department.

Network - Connecting to the Internet

The entire school is covered by a high-speed wireless Internet network. All students will be able to access the Internet, as long as they follow this policy. With this connection comes a degree of risk, this policy is made to help users avoid these risks, keep our community safe and abide by Internet laws.

Guidelines
- This policy covers (but is not limited to) the use of electronic devices (computers, laptops, digital video and music players, cameras, other recording devices, mobile phones and organizers) owned by the school and/or by students that are brought onto school's premises, on school-sponsored outings, or other official school functions.
- Mercy Tech will monitor user data and Internet access and check the contents of any electronic device brought onto the school's premises or on any official school event.
- Curriculum use of the network and computer resources takes precedence over non-curriculum use including games not related to class work.
- Mercy Tech reserves the right to ensure all Mercy Tech student computers (desktops, laptops, and chromebooks) have sufficient space to support learning activities. This may include the school deleting nonessential games, music and video files.

Users Shall …

- Treat all technology and labs with respect
- Report any inappropriate use of equipment immediately to Mercy Tech's IT staff (Director of Technology, IT support person or computer technology instructor)
  - *Email techteam@mercycte.org for help!*
- Use the technology in a responsible manner.
- Be fully visible to the teacher when learning online.

Users Shall Not...

- Touch another person's laptop/electronic device unless invited by the owner
- Play with, use, or change another person's user account or password
- Access another person's files or resources
- Access areas of the network for which you have not been given permission
- Load any game, video or music file on your machine that is not paid for by you
- Play games at school, unless sanctioned and agreed upon by teachers and staff
- Access inappropriate websites (obscene, violent etc) on your device
- Chat online or play music/videos unless given permission by your teacher
- Walk around with an open chromebook - *chromebooks need to be closed and put away when changing classes*
- **Listen to music unless their use is sanctioned by a teacher during independent work**; Note*: earbuds and headsets are to be put away at the end of class - do not wear the earbuds/headsets in the hallways during the school day.*
- Post or send any message/picture/sound/video that is obscene, rude, harassing, insulting, threatening or intimidating to anyone
- Receive, via e-mail, posts, texts, or tweets, offensive language, pictures and/or videos
- Take or post any pictures/videos of others *without the permission of those in the picture or video* and/or the permission of the instructor or staff member
- Employ the network for commercial purposes
- Abuse any hardware or software
- Use VPNs or Mobile Hotspots to circumvent the Mercy Network

Users Shall Not Hog...

- Do not take up bandwidth by downloading movies, music, pictures, or by playing online games not directly connected to your learning
- **Do not *stream* content using your device during Mercy's school hours; this includes excessive use of YouTube, Netflix & Spotify, for example.**

Users Shall Not Steal...

- Do not download any illegal materials (e.g. cracked software, pirated music or movies, or any copyrighted material) or intellectual property that was not purchased by you. It is a violation of Federal Law!
- Peer-to-peer (BitTorrent, UTorrent, Limewire, Bearshare, etc.) file sharing is strictly prohibited and monitored by the Mercy Tech Technology Staff
  - Usage will result in appropriate sanctions
- Do not plagiarize i.e. present anybody else's work as your own
- No spamming, hacking, hawking, or trolling
- Do not forward or send any content not directly associated with your learning (e.g. advertisements, games, pictures)
- Do not deliberately or negligently spread viruses, malware, or spyware
- Do not attempt to access any areas of the school network, or other people's devices you do not have permission to visit
- Do not run a business or seek to make profit using the school network

Sanctions … Possible punishment if the rules are not followed

Sanctions for violations stated above *may include* the following measures:
- Confiscation of the device for a defined period
- Withdrawal of privileges including on-line access for breaches of on-line policy
- Withdrawal of the right to use electronic devices at Mercy Tech
- Blockage from the network of any and all devices downloading illegal files such as music, video and photographs for a predetermined time
- Payment for the cost of any necessary repairs not covered by the insurance policy

Serious Breaches of Rules

- All incidences will be handled on a student-by-student basis
- Violations could result in suspension or expulsion
- Law enforcement agencies may be involved

Note: If a harassing or threatening message is received, DO NOT reply. Print message and inform school officials immediately

Copyright and Fair Use

Federal law pertaining to copyrights governs the use of material accessed through Mercy Career & Technical High School resources apply. Users must comply with Policy 814 Copyright Materials regarding the use of copyrighted materials and media guidelines for educational fair use.

Consequences for Inappropriate, Unauthorized and Illegal Use

Use of technology resources demand personal responsibility and an understanding of acceptable uses of the Internet. Depending on the nature and degree of the violation and the number of previous violations, unacceptable use of the school's computer system may result in one or more of the following consequences: warnings, usage restrictions, loss of privileges, oral or written reprimands, suspensions, expulsions, and/or legal proceedings on a case-by-case basis.

> i. This policy incorporates all other relevant school policies such as, but not limited to, the student discipline policies, copyright policy, property policy, curriculum policies, terroristic threat policy, and harassment policies

> ii. The user will be financially responsible for incidental or unintended damage resulting from willful or deliberate violations of this policy, and is subject to discipline and/or legal action

> iii. Violations as described in this policy may be reported to the appropriate legal authorities, whether the Internet Service Provider, local, state, or federal law enforcement. Mercy Career & Technical High School will cooperate to the extent legally required with authorities in all such investigations

One-to-One Electronic Device Program

The electronic devices (chromebooks) are jointly owned by Mercy Career & Technical High School and the parent/guardian while the student attends Mercy. The electronic device becomes the student's electronic device when he/she graduates from Mercy Career & Technical High School. Parents/guardians are required to buy the insurance each year the electronic device is in the hands of a student.

User Responsibilities Concerning Electronic devices
- Have the electronic device with you every day, and bring it to your classes unless directed differently by a teacher
- Keep the electronic device in a safe, clean place. Insurance will not cover a lost computer due to negligence (i.e. leaving unattended on top of locker)
- Charge the electronic device battery on a regular basis at home so that it can be used during the school day; students **will only b**e able to charge their electronic devices during lunches(spaces are limited and Chromebooks will be charged on a first come, first serve basis. Mercy Tech is not responsible for lost chargers if they are left at the charging stations.)
  - ****During School Year 2020-2021, Charging Stations are UNAVAILABLE due to COVID-19.*
- Keep electronic device lids closed and headphones disconnected while traveling between classes or walking in the hallways

- Notify Mercy Tech if the user's home address changes at any point during the time they possess the electronic device
- A police report / fire marshal's report **must be filed** in the event of theft / fire respectively; provide Mercy Tech with a copy of the report that is filed
- Keep the electronic device in its sleeve (if provided) <u>and</u> in a PADDED case (not provided by Mercy)

Administration of Computers

All users will be granted with the power to change *some of* the settings within their assigned electronic device. That way updates to software can be made and peripherals can be hooked up to the device with ease. The user may not change password settings or computer name settings; these are uniform to the school and are necessary for the maintenance and upkeep of the electronic device.

Record Keeping

Each electronic device has a serial number. These numbers are recorded for each electronic device as well as to which student it is being issued. <u>Do not remove or damage the sticker</u> with the serial number or exchange serial numbers with any other electronic device.

File Storage
- Personal files should be kept to a minimum on the electronic device. These should be saved to an external hard disk drive or USB flash drive - this includes all music files and photographs. *Mercy Tech is not responsible for any lost school or personal files*
- Online storage space will be available through Google Drive which is associated with their Mercy Tech Google Apps/Email account for students to keep all school related files safe. All files should be saved to Google Drive accounts. Further instructions using Google Drive will be given in school
- Students are responsible for maintaining current backups of all their own school work either online through Google Drive or their own backup solution (such as through an external hard disk drive or USB flash drive). You will be expected to turn in your work on time even in the event that your laptop fails. The IT team CANNOT recover your files
- The IT team is not responsible for any files lost during service

Web Content Filtering

Internet access is filtered throughout the school wireless network, preventing access to inappropriate, objectionable, non-academic, or non-productive material. Students are not permitted to use proxies, VPNs, Mobile Hotspots or any other method to bypass these filters. They are in place for your safety. Securly is used to handle the filtering and extends outside of Mercy's walls as well. Your student is protected from inappropriate sites while remote as well.

GoGuardian Sessions

GoGuardian is two extensions that are installed onto managed Chrome browsers which includes Chromebooks and personal laptops/desktops. Users MUST sync their Mercy Account to their personal device, if they choose to use a second device. Mercy Students are encouraged to use their official Mercy Chromebook, so GoGuardian can run.

GoGuardian is a content collection system. This means that your student's tabs are recorded during their academic and CTE sessions. This data is collected ONLY DURING CLASS and *never outside of school hours.* GoGuardian is an integral tool for our teachers to hold our students accountable and to the highest standards.

Email

All students, faculty, and staff have a Mercy email account. It is used to communicate with parents, other students, teachers and others. E-mail may be used during the school day for academic, but not for personal purposes. If there is a personal need, students may access e-mail before, after school or *with the permission of a teacher*. A Mercy email account is never private and users of email should be aware of this.

Users will have access to an email account during the four years they attend Mercy Tech. An email address with the suffix @mercycte.org will be provided to all students, faculty and staff. *This email address is to be used for all school-related business.* Your private account should be used for all other communications.

Email/Chatting Etiquette

Communicating online is very much like communicating with people in person. You must be respectful of others at all times. Remember that all email messages and chat logs can be read by the Mercy Tech Technology Team and the administration. Do not write anything you would not want to share with teachers and parents.

Members of Mercy Tech, including staff members, use Google Hangouts to communicate. Part of the learning experience at Mercy Tech is to responsibly use these types of communication methods as part of your school day. Students need to be aware that chatting during class time when not instructed to do so is a distraction. Students who are asked to refrain from or quit using chat programs during class time must do so immediately.

Publishing or Uploading to the Web

In some cases your class work will be published online or students will be asked to hand in assignments that are published online. Having work published online means the world can see what you have uploaded. This is a great opportunity for students as well as people not directly involved with Mercy Tech to see the work you do here; it provides you and other students a chance to share your work and have it viewed. People curious about Mercy Tech will be visiting our web page to see what goes on daily. The use of your E-Portfolio is a great way to show off your skills!

Electronic device Support

Students having problems with their Mercy-issued electronic device can bring them to the first floor tech office for service. This room will be staffed by the Computer Technology teachers and students. The computer will be assessed to determine what the problem is.

Mercy is not responsible for repairing any hardware or software upgrades that may have been performed by either you or a third party (i.e.; friends or relatives). In the event that any such work has been done, or if shown to be the cause of the issue, we will attempt to restore the system back to default hardware and software settings. Upgrades always have a risk of permanent damage. This is not covered under the insurance policy.

Mercy will not provide support in regards to upgrading, reprogramming, or replacing any software program or operating system or any hardware component, including but not limited to; RAM, hard disk drive, BIOS, or networking components, unless the hardware component has been deemed faulty. Students are expected to be running the latest Chrome OS on their electronic devices throughout the school day. An electronic device running any other of any other operating system will not be supported unless the operating system is required by their teacher. We will also not provide support in regards to hacking, distributing malware, or reconfiguring any software or system settings for illegal or inappropriate activities, whether for, during or outside of school.

Cost for repairs not covered by the electronic device insurance policy will be the responsibility of the student.

Electronic device Support Office Hours

Students experiencing a problem with his/her electronic device may bring the electronic device to the first floor tech office during the following times:
- During homeroom with permission from the homeroom teacher
- After school

F.A.Q's

1. **What do I owe up front?**
   The money for the insurance is owed at the beginning of each school year.

2. **What is not covered by the insurance?**
   Batteries that cannot keep a charge are not covered and chargers that have physical damage to the casing.

3. **Who pays for parts that are not covered by the insurance?**
   In the event that a battery goes bad or the charger suffers physical damage by the user, then the user or his/her guardian must pay for the parts that are broken or missing.

4. **Who makes the decisions about what is covered under the insurance?**
   The insurance company makes the decisions.

5. **When does the student get to *keep* the electronic device?**
   A student will keep his/her electronic device when he/she successfully graduates from Mercy. The electronic device will be returned to Mercy if a student leaves Mercy prior to graduation.

6. **What happens if the student leaves his/her electronic device at home?**
   This is considered *unprepared for class*. The teacher will decide what the consequence is.

7. **What happens if the student's electronic device battery is not charged for the school day?**
   The student is responsible for charging the electronic device battery at home. If the student does not do this and the battery runs low during the school day then this is considered *unprepared for class*. Mercy does not have the resources (outlets) to have students charging their electronic devices during class.