Augustinian Academy

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TECHNOLOGY ACCEPTABLE USE POLICY

Technology is a valuable and real world educational tool. Our schools are committed to teach its students, faculty, administrators, staff, and school community to work and to learn effectively with technology and to ensure responsible use of technology. Making users aware of the parameters of acceptable use is an essential part of assuring that the information technology resources are used only for intended purposes and will help mitigate the potential that inappropriate uses will expose the **Augustinian Academy** to unnecessary risks.

The policy outlined below applies to all technology use including but not limited to Internet use. The Acceptable Use Policy for Technology applies to all students, faculty, administrators, staff, volunteers or community members allowed access to school technology resources. In some cases outside or personal uses of technology may be applicable under this policy.

Augustinian Academy makes available computing and network resources which may be used by students, faculty, and staff. The privilege of using computer and network resources may be extended by the school to specific individuals and organizations and is not transferable. This privilege may be permanently revoked by the school if this policy, and any amendments which may be added from time to time, is violated.

Student use of computing and networking resources located at Augustinian is normally intended to be a supervised activity. If a student has a question about the appropriateness of an action, he or she should ask the supervisor/teacher before proceeding. All users are to be aware that any information, files, or software which they store or transfer on the school's computers or networks remains subject to the school's control and can therefore be examined, confiscated, or deleted in the same manner as any school property. Students who make use of the network and computing resources must comply at all times to this Policy Statement and to the policies, regulations, and guidelines as specified in the Student Handbook.

DAMAGE TO DEVICES:

Students and their families are responsible for any damage and/or theft to a school owned device. Students are to show extreme care when transporting, storing and using school owned devices whether at school or in the event devices are signed out to be used at home. Devices should be transported and stored in a secure place. Additionally students should never eat or drink near a device and ensure that their hands are clean prior to use of the school device.

Augustinian Academy utilizes internet filtering software to monitor, restrict and protect users from exposure to controversial online content by intercepting and blocking attempts to view particular web pages, with controls usually unable to be disabled except by an administrator. In addition to filtering content, Internet filters can also help manage with whom computer users can communicate and how long a computer may be used. Knowingly tampering or bypassing the filtering system while using Augustinian Academy technology is a violation of this Acceptable Use Policy.

Student personal devices are only allowed IAW the school Code of Conduct. Access to the school network through non-school owned devices will only be granted through the Guest Network with permission and is subject to all policies stated in this agreement.

ACTS AND MATERIALS INCONSISTENT WITH THE SCHOOL'S MISSION

The use of school resources to access, save, or transfer information which is contrary to the school's mission and philosophy is inappropriate. If the appropriateness of either information or its source is questionable to a student, he or she should check with the supervisor/teacher before proceeding.

UNLAWFUL USE

School resources are not to be used in a manner which violates Canon Law and when applicable local, state, or federal constitutional law. There are currently many levels of law which govern certain aspects of computer use. The school may be bound to report any violations of such laws if they occur.

HARASSMENT

The school's technological resources must not be used in a manner which is harassing to others. This includes posting images or electronic mail messages intentionally to harass others. Displaying images, sounds, or messages on a computer in a public area which harass others who share that area is also prohibited. Users should presume that their electronic correspondence is the legal equivalent of publicly spoken or written words.

SECURITY

Reasonable efforts must be made by all users to preserve the overall security of the system. This includes maintaining an updated, proper, and secure password. Passwords should be changed often and never shared. A forgotten password or unauthorized use of a password should be reported immediately to a system administrator. Attempts to access information, files, or systems areas which are beyond the level of security which a user has been granted will be considered a forfeit of system privileges. If you encounter or observe a gap in network security, report that fact immediately to a system supervisor.

PRIVACY

No one must intentionally seek information about, browse, obtain copies of, or modify files, passwords, or other data unless specifically authorized to do so by those individuals. Users should be aware that the absolute privacy of electronic information cannot be guaranteed and depends largely on the security measures the users themselves follow. A system administrator may, to the extent permitted by law, assume access rights to a user's private files when required for the maintenance of the school's data resources, in emergencies, or in the course of investigating possible wrongdoing.

MISUSE

Use of the school's computing resources for activities which interfere with their primary educational and administrative use shall be considered misuse. This includes game playing, the use of the school's computer resources for personal work, and mailing or printing excessive messages or documents. All users must be sensitive to the special need for software and services available in only one location, and they must be willing to cede access to those whose work requires these special items. All users must refrain from any action which interferes with the supervisory or accounting functions of the systems or is likely to have such effects.

POSTING INFORMATION ON THE INTERNET

The internet is a public forum with unrestricted access. For this reason, **AUGUSTINIAN ACADEMY** restricts permission for posting of information related to the school, the staff and the students on the

Internet. No person is permitted to use images of the school, the school logo or seal, school staff or students in any form without specific permission from the school administration. The posting of any such information on any website, bulletin board, chat-room, email, or any other messaging system without permission, or posting or transmission of images or information in any forms related to the school, staff or students that are defamatory, scurrilous, pornographic, or which could be construed as threatening or impugning the character of another person is prohibited and will make any person involved in the posting or transmission of such subject to disciplinary action deemed appropriate by the administration of the school which may include referral to law enforcement agencies.

PERSONAL USE OF SOCIAL MEDIA

This section of the policy refers to the personal use of social media sites such as, but not limited to Facebook, SnapChat, Twitter, Youtube, TikTok, Instagram, Linkedin, etc. Teachers and students may not mention members of the school community without their consent unless the subject is of public concern and the speech falls under applicable constitutional protections.

'Friending' of current students by teachers on a teacher's personal social networking site should ONLY be done in the spirit of professional, honest, ethical, and moral behavior. Personal posts' must use appropriately respectful speech, and refrain from harassing, defamatory, abusive, discriminatory, threatening or other inappropriate communications.

SCHOOL RESPONSIBILITY:

AUGUSTINIAN ACADEMY will not be responsible for any data which may be lost or for any interruption in computer services or any other inconveniences the user may experience.**AUGUSTINIAN ACADEMY** will not be responsible for any willful damages incurred by a user, to a computer, the operating system or the network.

VIRUSES AND MALWARE

Viruses are unauthorized computer programs which may damage or destroy computer files on an infected computer, server, or other hardware. Users should be aware of the possibility that a virus may be located in any file or diskette obtained from any source. If there are any doubts or concerns about the source of any file or diskette which is to be placed in a school computer, seek assistance from a supervisor immediately.

Any other use, even if not specifically prohibited, which falls within these broad categories can be considered to be inappropriate. If there is any confusion about the propriety of an action, please consult a system administrator.

If a violation of these guidelines is observed or reported, the school will respond by investigating through a system administrator and, if appropriate, the Principal. During such an investigation, a user's privileges may be suspended. If a user is found to violate this policy, that user's privileges may be permanently revoked. Other disciplinary action is also possible under this circumstance.